

Release

Before your release you will be expected to:

- Clean your cell/mattress
- Take your blanket to the laundry room

After changing into your own clothes:

Review your property inventory sheet and sign indicating all your property has been returned to you. Remember to request your schoolwork, items from your file, etc. If anything is missing, bring it up BEFORE you leave the facility.

If you receive medication at the county's expense, you will receive at least a three-day supply of prescribed medications upon release.

If you have your own supply of medications that either your parents dropped off or were brought into detention with you, they will be returned upon your release.

Your education information that was gained during your stay can be requested by your parents.

Cochise County Juvenile Detention Center

Detainee Handbook



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Mission Statement

It is the mission of the Juvenile Court to promote the welfare of children and families while ensuring public safety. Our Court utilizes a “team approach” to energize well-trained and dedicated professionals who can identify areas of need, and implement services designed to address issues which are negatively impacting our children, families, and the community. Our goal is to see that every child, regardless of family background or circumstance, is possessed of the personal belief in his or her own value and limitless potential.

Volunteers/Guest Speakers

Volunteers representing various denominations provide religious programming, services and counseling in detention weekly.

Your participation in any religious oriented program is strictly voluntary.

You will be asked to sign up for the various opportunities in advance to insure your voluntary participation.

You will not be subject to any sanction for choosing to not participate in any volunteer activity.

You are expected to behave appropriately during any volunteer activity.

A pastor or religious leader of your own faith may come to detention to visit you. This may be arranged by your parents or by you with your parent’s permission. Request a visit of this kind by asking a DO.

You will not be required to have a pastoral visit. It is your choice.

Your parents may control or restrict your participation in religious oriented activities at the JDC.

Volunteers/Guest speakers also come to the facility to help out in the classroom, with individual tutoring, or speak with you about life skills. You are expected to respect them as you would detention staff.

All volunteers/guest speakers will be accompanied by a DO at all times. There are exceptions to this rule and only visitors with prior authorization will be allowed to have unsupervised contact with you (ie. attorney, mental health counselor, religious leaders)

Medical Needs

* If you are ill or have an injury, inform a DO immediately. The DO will fill out a sick slip. Most often, you will see the nurse later that same day. In some cases, we will receive instructions for your care from the nurse over the telephone.

* You have the right to refuse treatment or medication. You will be asked to sign a form indicating your refusal. A supervisor will notify your parents, and you will be counseled by medical staff to insure you are making an informed decision.

* There are exceptions to refusal of medical services. These include:

-Any life-threatening situation.

-If you are deemed to have impaired judgment or an altered mental state.

-An order of the court.

* If you throw up in your toilet or suspect you have blood in your stool, advise a DO immediately. Do not flush the toilet.

* If you wear glasses or other medical aids, please be aware that these items are for YOUR USE ONLY. Contacts are not permitted unless medically prescribed.

* Detention staff may not issue prescription medication without the nurse's approval.

* Over the counter medicines are available to detainees in accordance with a Standing Order from the nurse.

* Medications not covered in the Standing Order, or specifically approved by the nurse, will not be issued by detention staff under any circumstances.

* You are only allowed the hygiene products provided by detention. If you feel you require any special hygiene products for medical reasons, inform a DO and they will fill out a sick slip. The nurse will review the need. A medical necessity, with the nurse's approval, is needed before any special hygiene products enter the facility.

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PREA & Zero Tolerance Policy

The Prison Rape Elimination Act of 2003 (PREA)

PREA is a federal statute requiring the elimination and prevention of sexual assault and rape in correctional settings. This includes consensual or non-consensual sexual acts of any kind, any inappropriate touching, indecent exposure, invasion of privacy and sexual harassment.

Zero Tolerance

- The CCJDC has a zero tolerance policy for the occurrence of sexual assault, rape, inappropriate touching, sexual harassment, and indecent exposure, inappropriate invasion of privacy and profane or obscene language or gestures.
- This policy applies to all CCJDC staff, detainees, volunteers, counselors, visitors and contractors. In short, ANY person in the CCJDC for ANY reason is required to comply with this policy.
- Romantic relationships of any kind with any other person while you are detained are prohibited. Under the law, a juvenile detainee is not able to consent to sexual or inappropriate contact with ANYONE they may meet in the detention environment.
- Romantic relationships of any kind, between CCJDC staff (to include volunteers, counselors, visitors, contractors, etc.) and detainees, are prohibited. This is true both during your stay in detention and also after your release.
- You are required to report all sexual or inappropriate conduct you witness or are informed of while at the CCJDC. Detention staff is also obligated to report misconduct of any kind.
- If you are the instigator of sexual assault, rape, inappropriate touching, indecent exposure, invasion of privacy or sexual harassment, you will receive sanctions and may receive criminal charges.

Character Counts

Character Counts is a youth ethics initiative of ethical values that is based on six pillars of character. These pillars are:

Trustworthiness: Be honest. Don't deceive, cheat or steal. Be reliable – do what you say you'll do. Have the courage to do the right thing. Build a good reputation. Be loyal – stand by your family, friends and country. (Color = Blue)

Respect: Treat others with respect; follow the Golden Rule. Use good manners. Be considerate of the feelings of others. Don't hurt, threaten or hit anyone. Deal peacefully with anger, insults, disagreements. (Color = Yellow or Gold)

Responsibility: Do what you are supposed to do. Keep on trying! Always do your best. Use self-control. Be self-disciplined. Think before you act – consider the consequences. Be accountable for your choices. (Color = Green)

Fairness: Play by the rules. Take turns and share. Be open-minded; listen to others. Don't take advantage of others. Don't blame others. (Color = Orange)

Caring: Be kind. Be compassionate and show that you care. Express gratitude. Forgive others. Help people in need. (Color = Red)

Citizenship: Do your share to make your school and community better. Cooperate. Get involved in community affairs. Stay informed; vote. Be a good neighbor. Obey laws and rules. Respect authority. Protect the environment. (Color = Purple)

Trustworthiness

Respect

Responsibility

Fairness

Caring

Citizenship

PO/Attorney Contacts

Your PO or attorney may visit you at any reasonable time.

A sign up sheet for these calls will be passed around to detainees on Mondays and Wednesdays. All call requests will be honored. Detention staff will relay to the PO or attorney's secretary the names of detainees who would like to talk to them.

Remember, detention will make the calls, but it is the decision of the PO or attorney whether they call you back or come to the facility.

Skype Visits

If you have reached the appropriate level, your PO approves and your family has the electronic ability (computer, ipad, smart-phone, etc.) to do a Skype visit, detention will make an attempt to allow you to visit your family. This will be an ideal way for you to visit family if they are unable to travel to detention to see you.

Education

- Education is the primary program at the Cochise JDC.
- The education team at the JDC consists of two certified teachers, one transition coordinator and Special Education staff.
- Within 24 hours of your detention hearing, the transition coordinator will enroll you in the school. (Weekends and holidays excluded)
- The detention school operates Monday through Friday every week of the year with a break only during ten designated holidays each year.
- First time detainees will take a diagnostic evaluation to establish their academic standing.
- The teachers conduct a regular classroom of educational activities that will benefit you while you are detained.
- Special Education services are available to students who require these services.

How to Report Misconduct

If you have witnessed or think you have witnessed any misconduct as outlined in this chapter, report the misconduct to a detention officer, detention supervisor, a teacher or other education staff, your parents, attorney, probation officer, counselor, volunteers, the chaplain, other clergy, anyone you trust. The grievance system may also be used.

Protection Against Retaliation

There will be no repercussion or retaliation for reporting inappropriate conduct. However, alleging inappropriate conduct falsely with malicious intent may result in consequences based upon the specific circumstances.

- * **TO REPORT SEXUAL ABUSE OR ANY OTHER TYPE OF ABUSE, CALL THE CPS HOTLINE AT 1-888-767-2445.**
- * **MEXICAN CONSULATE - 520-364-3107**
- * **THE 24 HOUR SEXUAL ASSAULT CRISIS LINE: (520) 327-7273**

Detainee Behavior Expectations

- Follow staff directions at ALL times. You are expected to do as the staff direct the first time they ask. Be respectful to detention staff, volunteers, visitors and other detainees at all times.
- When moving to and from areas as an individual or in a group, all detainees are to move QUIETLY and with your hands placed behind your back.
- You are expected to keep your hands to yourself and should not touch staff, other detainees, teachers, etc.
- Food given to you in detention is for your consumption only and you are not to give any food to other detainees.
- While in the dayrooms you must remain on the carpeted area unless you have permission from detention staff. Footwear must be worn while in the dayroom.
- Changing the channels on tv's/radios is only permitted by detention staff. Detainees are not to change the channel, raise or lower the volume, etc...
- Gang activity in any form is not permitted. This includes graffiti, signs, gestures, drawings, writing, etc...
- You are not allowed to possess anything that is not given to you by detention staff and in accordance with the level system. You are not to take anything from another detainee.
- Violence in any form will not be tolerated. This includes fighting, threatening, intimidating, kicking, throwing items, etc... Acts of violence may result in additional charges being filed against you.
- Your conversations with other detainees and staff must be appropriate and you should not discuss your charges, sexual relationships, gangs, drugs, violence, rioting, escaping, etc... Further you may not use foul or offensive language.
- Criminal behavior will most likely result in additional charges added to your case.

Visitation Procedure

Visitation hours are as follows:

Tuesday	6 p.m. to 8 p.m.
Thursday	6 p.m. to 8 p.m.
Saturday	11 a.m. to 7 p.m. (1 hr contact visits; Level 5 only)
Sunday	8 a.m. to 12 p.m.
Sunday	6 p.m. to 8 p.m. (30 min. contact visits; Level 4,5)

- Visits prior to or after a court may also be approved.
 - If your parents or other approved visitors are unable to visit during the above times, special accommodations may be made at the discretion of the Detention Services Division Director and/or supervisory staff.
 - All visits are by appointment, except court associated visits.
 - The standard visit is for 30 minutes.
 - Visitors may not bring anything with them for detainees during a visit other than age appropriate books and magazines, which will be inspected by detention staff before being given to a detainee. Any material deemed to be inappropriate will be returned to your visitor or placed in your folder for you when you are released.
 - Two approved family members may visit at a time for non-contact visits. Up to four approved family members may visit at a time for contact visits. Your PO must approve all visitors.
 - The respective PO must approve any additional visitors.
 - The visitors that may visit will be based upon your level and approval by your PO.
- | | |
|-------------|--|
| Level 1 & 2 | Parents/Guardians only |
| Level 3 | Parents/Guardians and siblings |
| Level 4 | Parents/Guardians, siblings, other approved family |
| Level 5 | Parents/Guardians, siblings, other approved family |
- Spouses must present proof of marriage and be approved by your PO.
 - Your own children may visit if you can provide proof that you are their parent and there are no restrictions by your PO, CPS or other agency.

Telephone/Electronic Visit Procedure

- Detainees have access to the telephone in accordance with CCJCS procedures.
- All telephone/skype calls will be for ten minutes. (Skype calls may be awarded for good behavior and level promotions).
- You will be afforded an intake call as soon as possible after your intake. Please see the level system for incoming calls.
- Calls to or from appropriately identified clergy, attorneys, Court staff and counselors are allowed and are not counted as a call under the level system.
- A detention officer will dial all outgoing calls and verify identity of person being called.
- Calls may be monitored.
- If your demeanor becomes inappropriate during a call (examples: yelling, foul language, and anger) the call will be terminated by the detention staff.
- If you speak to an individual other than the person who was authorized to receive the call, detention staff will terminate the call.
- Long distance calls outside of Cochise County shall be done with a calling card or collect only. (Except an intake call.)
- Legal telephone calls are calls to your PO or attorney.
- If you indicate that you want to call your attorney, the DO will take your name and give it to the control officer who will call the offices of the various attorneys.
- Please remember that we can only call and leave the message that you would like to speak to the attorney. It is up to the attorney to call back or come to visit you in detention.
- There will be no time limit for legal phone calls.

Level System

To promote an orderly facility and to teach the concept of personal responsibility, the detention center has a level system in place. The level of freedom, access and privileges you will receive while in detention will be directly linked to the level of appropriate behavior you display while here. Your level is based on your actions.

- The level system is intended to encourage detainees to modify their behavior through the use of increasing responsibilities and privileges.
- To instruct detainees that they are responsible for their own choices and behavior. Your privileges are increased or decreased as a result of these choices.

All detainees begin on Level 1 when entering detention. Detainees can range from Level 1 to Level 5. Privileges vary according to what level you are on. You will receive very clear direction on how to achieve your Levels and rewards that are available to detainees. Just the same, you will also have a very clear understanding as to what behaviors will cause you to have consequences and possible Level drop. There are very clear guidelines posted in your living area. If you have trouble finding the Level information, please ask a DO to help you.

Important information for you to know about the Level System:

- T-shirts must be tucked in. No sagging of pants or stepping on them.
 - Sweat shirts must be worn over the uniform. No making holes for their thumbs.
 - Shoes must be worn correctly no breaking down the backs and making them slip on and off.
 - No tearing or ripping your uniform.
 - No swearing, talking about drugs, sex, or your charges. No name calling to other detainees or staff. No yelling.
 - Do not stand at the door, on your bunk, toilet or dividing wall. No talking through the vent.
 - Do not use the remote or stand on chair to change the channel regardless of level. Staff will determine what shows you can/cannot watch.
 - All 4 legs of chair must be touching the ground. Do not sit on tables or put your feet up on chairs or tables
 - You are not allowed to draw blocks, jokers, sad/happy faces, guns, knives, gang signs, razor wire.
 - Be respectful to other youth and staff, no lying on the floor unless exercising or as a means of programming, Stay on carpet. No talking between the pods.
- When walking in hallways, walk in single file lines. No talking. Hands behind your back.
- Do not touch or push the door button unless staff tell you to do so.
 - Gambling is not tolerated.

- Horse play, play fighting, touching other detainees in a non-threatening manner is strictly prohibited. Staff/Youth handshakes are permitted.
- Threats to staff or detainees is not tolerated.
- Follow all rules of indoor rec area and no talking between indoor rec and other units.
- Being disrespectful to parent, guardian or sibling will get your phone call terminated. Yelling, swearing, banging down phone, talking to someone you are not authorized to have a call with is not acceptable and the call will be terminated.
- Follow DO directives at all times. Failure to do so will result in consequences and may include a 59 minute time out.

The following behaviors will constitute an automatic Level Drop:

- Do not enter a restricted area: (i.e.: laundry room without permission or supervision, staff office, another detainee's cell, etc.)
- Touching anything on the cleaning cart without permission of staff is prohibited.
- Graffiti/damage to facility/property will result in consequences and possible referral to law enforcement.
- You cannot possess contraband: (i.e.: food/condiments, hygiene packets or any item not approved per level system)
- Any threat or disrespect to staff or another detainee: (i.e.: cussing out, telling staff to "F* off," calling vulgar names)
- School: Being removed from school (kicked out) or requesting to return to cell
- Behavior Charts: DO NOT Touch!

The following behaviors will constitute an automatic Level Drop AND Eat In Cell for One Week

- Food: No sharing of food

The following behaviors will constitute an automatic Level Drop and Behavioral Room Confinement (minimum 24 hrs):

- Fighting
- Flooding: Sprinkler pull or flooding toilet. You may receive additional charges as well.
- Any violent or seriously disruptive behavior.
- Passing or Possession of any dangerous contraband: medications, notes containing threats, or any other item that could be considered a threat to the safety and/or security of staff, detainees or facility.
- Repeated rules violations when other interventions have not deterred your negative behavior.

Behaviors which could result in law enforcement being called and additional charges:

- Pulling a sprinkler
- Damage/graffiti
- Escape or attempted escape
- Assault on Staff OR any physical threat to staff or another detainee
- Sexual Misconduct: Any comments or touching staff or another detainee in a sexual manner (PREA)

You will receive the mail within 24 hours of its arrival at the JDC.

Please ask the officer in charge of your unit if you need assistance reading or writing a letter.

Hand all outgoing mail to a detention officer unclosed for contraband inspection.

Detention staff will give you envelopes, as you require.

There is an example of how to address an envelope in your living area.

Privileged mail is mail between you and your Attorney, the Judge or any elected official.

There is no restriction to the amount of privileged mail you may send and receive. Privileged mail will be opened in your presence and inspected for contraband.

Any contraband will be removed. Items such as paperclips and staples will be removed before the correspondence is given to you.

To protect your rights, any letter you write to the Judge will be sent to your attorney first.

Mail Procedure

You may send and receive mail while in the JDC.

There is no limit to the amount of mail you may send or receive as long as you bear the cost.

You may send one letter per week at County expense.

Additional stamps may be sent to you for your use by your parents, guardian, and other family or friends. Any unused stamps will be returned upon your release.

Although incoming and outgoing mail will not be read, it will be inspected for contraband.

All incoming letters shall be opened in your presence and inspected for contraband.

Any contraband found, (excluding illegal items) will be taken and placed in your file for you to take upon your release.

Illegal contraband found in correspondence may lead to the filing of criminal charges against you or the person who sent the contraband.

While in Detention, you may not correspond with victims, probationers, parolees, anyone detained at the JDC in the last six months or any person you may have been court ordered not to communicate with. Exceptions may apply for close family members.

You may not correspond with any adult in prison, jail or other detention facilities, unless that person is a close relative.

Ask a supervisor if you feel you need to correspond with anyone in an adult institution, and they will determine if it can happen or not.

Emergencies

In the event of any emergency, listen to the detention staff and follow their instructions.

Unannounced fire and/or emergency drills are held regularly in the facility.

Evacuation plans for the facility are located in each classroom, housing unit, visitation rooms, and offices in the JDC. Familiarize yourself with these plans. In general, the plans take the shortest route from your current location in the building to the large fenced outdoor area.

For your safety, the facility is equipped with a sprinkler system. The system is under high pressure and the water in it does not circulate freely as in the regular water supply system. As a result, if pulled, cold, slimy, dark colored, brackish water comes out of the sprinklers at high pressure. The safety of everyone in the building is put in jeopardy if these devices are activated without an actual emergency.

Do not play with or pull the fire sprinklers. Pulling a fire sprinkler is a Class 5 felony.

For your safety, the JDC is equipped with heat and smoke detectors in every room. There are, however, NO audio or visual fire alarms located in the JDC work or housing areas. This requires that you must always respond quickly to the DO's request to evacuate the building.

Once in a safe place outside of the facility you will be restrained with leg irons and/or handcuffs in case further evacuation becomes necessary. This may occur during drills as well.

Detention Schedule

Weekdays:

Wake up
Clean up cells
Breakfast
Hygiene
School
Lunch
School
Hygiene
Programming/Recreation time/Religious volunteers (Mondays and Wednesdays)
Dinner
Showers/Hygiene
Programming/Recreation time
Dayroom clean up
Lights out

Weekends:

Wake up
Breakfast
Hygiene
Clean up cells
Programming/Free time
Lunch
Hygiene
Religious volunteers (Sundays)
Dinner
Programming/Recreation time
Dayroom clean up
Lights out

Grievance Procedure

- The purpose of a grievance is to allow a detainee to make a complaint about any aspect of their stay in detention.
- Grievance issues can be related to issues of property, visitation, mail, food service, conditions of confinement, access to programs, religion, etc.
- All detainees have full access to the grievance process.
- Detention staff will always attempt to resolve any issue at the lowest level possible. Always inform staff of concerns you may have. We will try to resolve it immediately. If we can not resolve it for you, or if you would prefer to put it in writing first, just ask for a grievance form.
- Detention staff will assist you, if you need help in filling out the form.
- The finished grievance form will be given to a supervisor who will review it and take action within 48 hours. (Excluding weekends and holidays.)
- The supervisor will meet with you to discuss the response. If, after meeting with the supervisor the matter is resolved, the grievance process will stop at that point. You will be asked to circle the phrase “I agree with this resolution” if the matter has been resolved.
- If you disagree with the response, you may circle the phrase “I want to appeal”. The grievance will then go to the detention division director or designee who has seven days to respond.
- If the issue of the grievance is a matter that is urgent due to time constraints or an emergency situation, a supervisor/manager will review the grievance immediately.
- The grievance procedure can also be used to report allegations of sexual abuse or neglect by a detainee, staff member, volunteer or anyone who has access to the detainees.