

# ***RESIDENT & PARENT HANDBOOK***



*3 B  
AISB  
TREATMENT  
PROGRAM*

## 3B AISB TREATMENT PROGRAM

3B opened its Treatment Program in June of 1999. The philosophy of the 3B AISB Treatment Program is to hold the juvenile offender accountable and responsible to their community and victims for their inappropriate behavior, utilizing the “Balanced Approach”. The Program provides Competency Development by utilizing a community collaboration of resources. The Program provides an intensive multi-disciplinary approach in treatment planning. It currently has 6 beds dedicated to treatment. It is a collaborative effort between the 3B Detention Center, County Probation, Courts, School Districts, and the Idaho Department of Juvenile Corrections. The program is designed to address issues of **Adolescents** who have been involved in **Illegal Sexual Behaviors**, substance abuse/dependency, criminal behaviors, in adolescent males as well as addressing academic re-mediation. Treatment is based on a behavioral / cognitive foundation with a strong family component. This program admits individuals with criminal history or behaviors that have affected life areas such as housing, social, educational, family, vocational, life skills, and living in the community. Six treatment beds are available for IDJC placement who meet rule 19. 3B AISB Treatment strengths come from a highly qualified staff and a 1:3 staff to program resident ratio during waking hours.

### **Admissions**

Juveniles 12 – 16.5 yrs. old are considered for admission. Juveniles are referred to the program by The Department of Juvenile Correction’s Placement Managers - through the observation and assessment process. The 3B Treatment Team determines acceptance or denial of the referral. The Treatment Team consists of; 3B Program Managers, 3B Director, and clinical staff. The Program operates on the premises of trying to include as many people as possible. With this in mind, **we admit juvenile males:**

- 1) Who have engaged in Illegal Sexual Behavior.
- 2) Needing Addiction / Recovery Services.
- 3) Having Conduct Disorder / Gang involvement.
- 4) Have Oppositional Defiant Disorder.
- 5) Diagnosed with most childhood and adolescent disorders as classified in the DSM V.
- 6) Who are 12 to 16.5 years of age.
- 7) With spotty academic records (including those with an IEP).
- 8) Requiring a secure placement due to past history of escape or run risk.
- 9) Who are currently on Psychotropic medication.
- 10) Who are levels 3-4 of IDJC care and custody.
- 11) Who have disabilities, language barriers, or other special needs as identified.

### **DESCRIPTION OF SERVICES**

#### **Education**

**Length of Treatment:** until personal education goals are competed.

**Frequency and Length of Session:** 5 hrs day / 5 days week

Emerson High School through District 91 provides education for the 3B Pathfinders. This program will provide therapy for ten juveniles during a stay of 90 or more days. During their stay in this program they have five hours of education daily, their education program is shared with the parent and with the local school district that the student will return to. Each student has an education aftercare plan developed as part of the resident transition plan. Emerson High School is required to meet all the expectation under state and federal laws. They are reviewed and audited annually (please review P&P manual for details). The education program consists of the following components:

1. Students who are attending regular schools in the three county areas. (Ages ranging from 10 to 17 years old) Work is obtained from their school to be worked on while 3B JDC School
2. Students who attend Alternative High School (Work is also obtained)
3. Students who are not attending school and wish to earn a block credit through 3B and Emerson High School.
4. Students who are 16-17 years of age and wish to obtain a GED or a High School Equivalency Certificate.
5. Summer School is provided in the months June and July.
6. Students who have graduated from high school or have received their High School Equivalency have an opportunity to work on ACT, SAT or Compus.

### **Behavior Modification and Management**

**Length of Treatment:** ongoing behavior management

**Frequency and Length of Session:** ongoing behavior management

The program is structured on CBT that has been researched and shown to provide positive outcomes. The program utilizes Masters Level Counselors (certified/licensed) to provide all therapy and case management. A detailed treatment plan is designed to meet each client's individual needs. The program utilizes a level system with each level consisting of goals and expectations that correspond to privileges and restrictions. The level system is designed to reinforce positive behavioral changes through positive reinforcement and immediate consequences. Goals are established towards future growth and development. Cognitive restructuring is implemented through the Cognitive Self-Change and Thinking for a Change Models. Daily accountability groups are utilized to address anger and behavior problems. Treatment objectives include but are not limited to:

1. Recognizing and verbalizing how feelings are connected to criminal behavior.
2. Increase verbalization of empathy and concern for other people.
3. Establish and maintain steady actions to deter impulsive behavior.
4. Develop and commit to a personal recovery and relapse prevention plan.
5. Identify and participate in community support groups.

### **Program Positive & Negative Sanctions:**

The Program Officer records the Clients behaviors every half hour. The Clients behaviors are evaluated daily and in weekly treatment team meetings to administer the appropriate sanctions. The following includes the different levels of positive and negative sanctions:

## HIGH RISK BEHAVIORS

(Battery, Assault, etc)

NEGATIVE	POSITIVE
<ul style="list-style-type: none"> <li>• Placed in observation room to be evaluated and protect self and/or others.</li> <li>• Contact DJC, JSC, JPO, and parents regarding behavior.</li> <li>• Individual Rec vs. Rec with the group.</li> <li>• Possible loss of level and increased time to complete treatment.</li> <li>• Loss of community and home passes for those on levels 3&amp;4.</li> </ul>	<ul style="list-style-type: none"> <li>• Enjoys the association with the group.</li> <li>• Recreation with the group.</li> <li>• Increased likelihood of getting levels and completing the program in a timely manner.</li> <li>• Maintain group privileges.</li> <li>• Maintain the right earn community and home passes</li> </ul>

## COMPLIANCE / PROGRAM PARTICIPATION

NEGATIVE	POSITIVE
<ul style="list-style-type: none"> <li>• Contact DJC, JSC, JPO, and parents regarding behavior.</li> <li>• Individual Rec vs. Rec with the group.</li> <li>• Possible loss of level and increased time to complete treatment.</li> <li>• Loss of community and home passes for those on levels 3&amp;4.</li> <li>• Unable to earn free time. (loss of movie, game, and extra snack privileges)</li> </ul>	<ul style="list-style-type: none"> <li>• Stays in main population with the group.</li> <li>• Recreation with the group.</li> <li>• Increased likelihood of getting levels and completing the program in a timely manner.</li> <li>• Maintain group privileges.</li> <li>• Maintain the right earn community and home passes</li> <li>• Participate in monthly Halleluiah Group (Express gratitude and enjoy a home-made meal and desert),</li> <li>• Maintain the right to earn free time rewards (movie, games, extra snacks, etc)</li> </ul>

## EDUCATION

NEGATIVE	POSITIVE
<ul style="list-style-type: none"> <li>• Name on the board for insufficient effort or inappropriate behavior.</li> <li>• Contact DJC, JSC, JPO, and parents regarding behavior.</li> <li>• Work on school assignments during free time.</li> <li>• Individual Rec vs. Rec with the group.</li> <li>• Sit on stairs during group activity to evaluate performance and attitude instead of disrupting the class or being inactive.</li> <li>• Possible loss of level and increased time to complete treatment.</li> <li>• Loss of community and home passes for those on levels 3&amp;4.</li> </ul>	<ul style="list-style-type: none"> <li>• Stays in classroom with peers.</li> <li>• Recreation with the group.</li> <li>• Increase likelihood of increased esteem and good grades for working hard and completing assignments.</li> <li>• Name and grades put on the Hall of Fame Board.</li> <li>• Received a candy bar for each credit completed.</li> <li>• Increased likelihood of getting levels and completing the program in a timely manner.</li> </ul>

## **Mindfulness & Goals Group**

**Length of Treatment:** duration of treatment

**Frequency and Length of Session:** daily – 1 hr sessions

**Provided By:** Full-time staff – John Maurer, Jesse Peterson,

Mindfulness group is based on the principles of 7 Habits of Highly Effective Teens (7 Habits) and Mindfulness skills found in Dialectical Behavioral Therapy (DBT Skills). Each day begins with a Sharpen The Saw group. Residents are taught how to set goals using 7 Habits and how to be mindful using DBT skills. Residents write personal and group goals for each day. They take time for personal introspection by writing in their journals. The last half hour of the group is spent participating in a mindfulness / meditation exercise. The goals of this group are for residents to develop insight into their lives and empower them to obtain personal goals. The goals also include helping residents develop skills to accept and tolerate the powerful emotions they may feel when challenging their habits or exposing themselves to upsetting situations. Mindfulness and meditative exercises develops the resident's inner capacity to pay attention, be non-judgmental, to stay in the present moment, experience one's emotions and senses fully, gaining perspective, and develop personal insight.

## **Cognitive Self Change**

**Length of Treatment:** ongoing – duration of treatment

**Frequency and Length of Session:** one time weekly – 1.5 hr sessions

**Provided By:** Contract Provider – Jesse Peterson

The program utilizes the Franklin Reality Model and Cognitive Self Change. A Counselor administers CSC group once each week. General description of Cognitive Self Change (CSC): CSC is based on the principle that how people think has a controlling effect on how they act. The CSC group is an educational and process oriented group. The program resident will learn the principles of CSC and apply the skills throughout the program and into their recovery wellness, abstinence, and sobriety. The client is able to identify beliefs, thinking, and behaviors associated with criminal patterns and then identify and establish new intervention cycles. The program resident will do one thinking report daily to demonstrate comprehension and continuous processing of cognitive self-change.

The steps to change are;

1. See the behavior.
2. Observe the thinking behind the behavior.
3. Identify distortions and problem thoughts.
4. Identify patterns and cycles of that thinking.
5. Identify underlying attitudes and beliefs that drive the thinking.
6. Appreciate the scope and consequence of this thinking.
7. Develop intervention, controls, and alternative ways processing.
8. Organize a plan to make and sustain change.
9. Apply and monitor that plan.

Goals of CSC:

1. Program residents will actively participate in the CSC group.
2. The program resident will learn, understand, process, and demonstrate CSC skills through thinking reports and actual behavior.
3. The program resident will complete the CSC group and obtain the certification of completion in CSC.
4. 3B Program Staff will teach CSC to the parent(s) of the program resident.

Objectives of CSC:

1. Program residents will able to define and describe the theory of CSC.
2. Identify patterns of thinking connected with their criminal behavior in the past, present, and the potential of the future.
3. Program residents will understand the basic principles of CSC and utilize thinking reports.
4. Program resident will demonstrate use of the thinking reports to other peers, staff, sponsors, family members, and others supportive in their treatment.

## **Adolescents who engage in Illegal Sexual Behavior Treatment Model**

A positive, balanced approach to sex offender treatment will be used when working with each individual adolescent. This allows for us to recognize the importance of addressing risk factors and effective coping skills while reframing them within a strengths-based model that is designed around establishing “approach” goals (Thakker et al., 2006; Ward & Stewart, 2003). Treatment is not built around teaching individuals how to prevent themselves from continuing to lead “bad lives,” so to speak. Rather, the focus of treatment is to assist sexually abusive adolescents with developing skills, competencies, and values that will allow them to lead “good lives” that are incompatible with sex offending (Mann et al., 2004; Thakker et al., 2006; Ward & Fischer, 2006; Ward & Stewart, 2003).

### **Treatment Goals:**

1. Develop General Self-Regulation
2. Develop Sexual Self-Regulation
3. Challenge Attitudes Supporting Criminality
4. Enhance Close Interpersonal Relationships
5. Develop Social and Community Support
6. Family Reunification/Victim Contact: Completed with Multi-Disciplinary Team

### **Treatment Objectives:**

1. Victim Clarification (Making amends, acknowledging the victim and developing empathy and remorse).
2. Modify thinking patterns that serve to support age inappropriate and/or non-consensual sexual interest, arousal, and behavior.
3. Gain insight into personal trauma and develop skills to effectively cope with past trauma/victimization.
4. Develop healthy sexual interests and age appropriate consensual partners.
5. Increase attitudes, beliefs, and values that support pro-social interaction.
6. Develop skill competencies to enable positive self-esteem/self-worth.
7. Develop Problem Solving, Emotional Regulations and Impulse Control skills.
8. Develop skills for establishing and maintaining pro-social, healthy relationships with family members and peers.
9. Engaging family members and other support persons to actively participate in the treatment process.

## **Building a Better Life Group**

**Length of Treatment:** ongoing – duration of treatment

**Frequency and Length of Session:** Two times weekly – 1.5 hr sessions

**Provided By:** Chris Brayton, LCSW

The good lives and self-regulation models are emerging as effective approaches for treatment of sexual offenders. A Licensed Clinical Social Worker will facilitate groups twice each week. Building a Better Life is a comprehensive workbook intended for use as a part of an integrated treatment program. It emphasizes the establishment of desirable goals toward which the client can work. This builds on the fundamental principles of the good lives model and on research findings that approach goals are inherently more attainable than avoidance goals; that people who build their lives around approach goals tend to be happier and less distressed than those who organize their lives around avoidance goals. The client is able to identify beliefs, thinking, and behaviors associated with criminal patterns and then identify and establish new intervention cycles. The program resident will utilize at least one thinking report daily to demonstrate comprehension and continuous processing of cognitive self-change.

### **Goals of Group:**

1. Program residents will actively participate in the Building a Better Life group.
2. The program resident will learn, understand, process, and demonstrate skills through group process and the completion of chapter assignments and actual behavior.
3. 3B Program Staff will teach some of the principles of the workbook to the parent(s) of the program resident.

### **Objectives of Group:**

1. Program residents will learn what motivates them in their own life.
2. Program residents will learn how to set meaningful goals for themselves and receive feedback from their peers.
3. Program residents will learn how their behavior impacts their goals, their life and others lives.
4. Program residents will learn how their cognitive distortions and schemas impact their feelings, behaviors and how they respond to life situations.
5. Program residents will request comments from the group regarding possible physical cues and triggers signaling loss of control.
6. Program residents will learn their own risk factors and how to request assistance in identifying high-risk situations that occur in program life.
7. Program residents will learn to be accountable to their peers and provide and receive feedback concerning their behavior and thinking.
8. Program residents will receive feedback and input from the group regarding the content of their relapse prevention plans.
9. Program residents will receive feedback from the group regarding plans to involve others in the monitoring of their relapse prevention plans

### **Individual Therapy**

**Length of Treatment:** ongoing – duration of treatment

**Frequency and Length of Session:** Two times weekly

**Provided By:** Chris Brayton, LCSW

### **Pathways, 4th Edition: A Guided Workbook for Youth Beginning Treatment**

Pathways, Fourth Edition reflect current research and clinical experience with adolescents by focusing on strength-based methods to help clients develop healthy and productive lifestyles consistent with the Good Lives Model of rehabilitation. Pathways use a restorative justice theme emphasizing concern for restitution, development of victim empathy and personal responsibility. Reading and activities focus on understanding the antecedents to a client's sexual acting out. The Fourth Edition incorporates quizzes into the end of each chapter.

Pathways are written for both adolescent boys and girls, and are appropriate for both adjudicated and non-adjudicated clients with a wide variety of sexual behavior problems.

### **Footprints: Steps to a Healthy Life**

A treatment workbook for developmentally disabled adults and adolescents with sexual behavior problems, clients with learning disabilities, attention deficits, and less than average cognitive abilities. The second edition reflects evolving theories of treatment and emerging practices.

New in the Second Edition has been revised to provide a more positive, goal-oriented approach in line with the Good Lives Model of treatment. Each of the 16 "step" chapters include a self-test to help reinforce the concepts learned in that step. Flash cards are also incorporated which clients can personalize and for reference and reinforcement.

### **Goals of Individual Counseling:**

1. Modify thinking patterns that serve to support age inappropriate and/or non-consensual sexual interest, arousal, and behavior.
2. Gain insight into personal trauma and develop skills to effectively cope with past trauma/victimization.
3. Develop healthy sexual interests and age appropriate consensual partners.

### **Objectives of Individual Counseling:**

1. Program residents will actively participate in Individual Counseling focusing on the Pathways or Footprints workbooks as appropriate to the needs of the resident.
2. The program resident will learn, understand, process, and demonstrate skills through the completion of chapter assignments and actual behavior.
3. The program resident will learn to work through feelings of shame associated with their behaviors.

4. The program resident will learn to identify their own sexuality and high risk situations.
5. The program resident will learn to control and express their own sexual behaviors in a positive way.
6. The program resident will be able to express and work through feelings associated with their own trauma to the point of acceptance or resolution.
7. The program resident will be able to Write a detailed relapse prevention plan covering prevention of, intervention in, and escape from high-risk situations.

### **Addiction Counseling**

**Length of Treatment:** ongoing – duration of stay

**Frequency and Length of Session:** once weekly – 1.5 hr session

**Provided By:** Full-time staff – L Jesse Peterson

One Masters level Counselor administer Addictions Therapy. Addictions Treatment is a top priority; it is based on the BIO-PSYCHO-SOCIAL MODEL OF ADDICTION. We use Matrix Model of Addiction Therapy. This model is a best practice model with research to support its effectiveness. This model recognizes predisposing factors of addiction including: the chemistry of addiction, predisposition/genetics, child abuse and neglect, mental illness, the drug used and circumstances of first use, and the enabling system. Treatment strategies include: avoidance strategies, pharmacology, structure, recovery tools, and the Alcoholics Anonymous 12 Steps. The model uses the following modalities: individual, group, and family therapy. The model uses therapy, education (Individual and Family), interaction, role-playing, groups that incorporates assignments, and homework.

Every juvenile admitted to the program will have a comprehensive substance abuse/addictions assessment. The assessment is then used to develop the juvenile's treatment plan goals based on need, family and community resources. The program combines 12-step principles with cognitive restructuring designed to correct cognitive distortions and instill hope. Program objectives include but are not limited to the following:

1. Acknowledge honestly the pattern of addictive behavior.
2. Verbally acknowledge and accept the dependency and need for help.
3. Verbally acknowledge the pattern of addiction and related problems.
4. Develop a list of personal relapse warning signs and strategies for coping effectively with each trigger.
5. Identify the thoughts and feelings that lead to relapse.
6. Develop and commit in writing to a written treatment plan and develop a personalized recovery plan for relapse prevention.
7. Develop a written aftercare plan that supports maintaining life of recovery.
8. Develop a verified and realistic support system.
9. Identify and experience community resources that support recovery plan.
10. Complete a comprehensive Relapse & Prevention / Aftercare plan.

### **Dialectical Behavioral Therapy Skills Training**

**Length of Treatment:** ongoing – duration of stay

**Frequency and Length of Session:** once weekly – 1.5 hr. sessions

**Provided By:** Full-time – Chris Brayton, LCSW

DBT emphasizes an acceptance and validation of behavior, treating the therapy-interfering behaviors of both client and therapist, and therapeutic relationship as essential to the treatment in dialectic processes.

3-B trains residents in learning and developing DBT skills. The first set of skills is mindfulness skills. These are the core skills and the hardest to grasp but once learned residents are amazed at how differently they begin to process their thoughts and emotions. The second set of skills is interpersonal effectiveness skills. The third set of skills is emotion regulation skills, and the fourth are distress tolerance skills. These skills support residents in developing effective decision making competencies.



## **Balanced Approach**

**Length of Treatment:** ongoing – part of case management and treatment philosophy.

**Frequency and Length of Session:** Evaluated in monthly IDJC staffings.

Elements of balanced approach are competency development in skills and rehabilitation, offender accountability, and community protection. Each client has all three elements of the balanced approach integrated into his treatment plan. The resident participates in individual and group therapy affiliated with skills building. Treatment plans are designed to build empathy and address accountability to victims and the community. Group discussion and education is used to address the myths and realities of crime. The resident will demonstrate empathy, accountability, social skills appropriate in society, and consistent appropriate behavior established in goal setting. Each resident will: identify victims they have offended, participate in victim empathy groups, complete apology letters to each victim, and work on/complete service hours and restitution.

## **Family Therapy / Reunification**

**Length of Treatment:** As outlined in treatment plan and clinician

**Frequency and Length of Session:** 1-4 times monthly / 1 hr sessions

**Provided By:** Full-time staff – L Jesse Peterson

A Masters level Counselor administers family therapy. Family Therapy is designed to facilitate the family in recognizing and understanding family problems and conflicts that contribute to the client's problems outlined in his treatment plan. The program offers families' goal directed treatment planning for the resident specified for the individual needs in: education, acquisition of skills, and treatment team support. Parents are expected to participate in program activities, counseling and treatment planning. Family Counseling provides the parenting skills for utilization in daily living and in crisis. Juveniles without family resources work with adult mentors for role modeling and support.

Clients' meet individually with the Family Therapist two to four times each month. The Therapist challenges old beliefs and the enabling systems. The Therapist introduces new behavior that provides structure and boundaries enabling residents to adhere to a regular daily lifestyle that minimizes craving for drugs and criminal behaviors. Individual Family Therapy helps the client to gain insight into his family system and facilitates an effective working environment in Family Therapy Sessions with other family members.

Our family work also includes individualized family therapy. The client and his parent/guardians will meet with (via phone conference or in person) two to four times per month. Family Counseling is meant to engage the family in the client's treatment. Parents and other family members, and the resident will work together in creating change and growth. This program is directed for the parent to learn, utilize and be consistent in parenting skills and helping meet the needs of creating an environment of sobriety for the resident. Family counseling will focus on bridging the transition gap between treatment and placement by preparing the resident and caregiver during family sessions and home visits.

## **Community Based Support / Volunteers**

**Length of Treatment:** ongoing

**Frequency and Length of Session:** duration of stay / varies per each case

**Provided By:** Volunteers

The plans for the use of volunteers are three fold. 1<sup>st</sup> – use volunteers to facilitate an AA group. 2<sup>nd</sup> – use volunteers to facilitate a skill building / spiritual support group. 3<sup>rd</sup> – Use volunteers to provide mentoring services. Collaboration with these community support resources created a wider variety of services that are available to the residents if they choose to participate. The following are services currently being utilized:

1. Spiritual Support; Pastor Mike (1hr meeting on Sunday, 1/2 hour group on Wednesday, and Individual visits as requested by residents)
2. AA Support Group: Mike Carlson (1.5 hour support group on Thursday evening)

3. Adult Mentor: Larry Schaat (1 hour visit at facility with one resident, Thursdays at lunch time)

All volunteers are fingerprinted and have background checks. Volunteers complete application and are interviewed by the Program Manager and Director. Each are trained annually as outlined in the P&P manual before having supervised contact with the residents.

### **Vocational Rehabilitation**

**Length of Treatment:** determined in treatment plan according to personal needs.

**Frequency and Length of Session:** determined by treatment team and evaluated in monthly staffings.

The 3-B Pathfinders Program also works with area vocational rehabilitation agencies to provide testing and evaluation for our residents in order to better assess and aide them in their job search. Area vocational rehabilitation agencies provides training in both G.E.D. / HEC and technical classes including auto-body, auto-mechanics, culinary arts, electronics, computers, welding, and other topics. These services are a valuable asset to many youth in the program.

### **Discharge Planning and Transition**

**Length of Treatment:** ongoing – part of case management.

**Frequency and Length of Session:** Evaluated in monthly IDJC staffings.

**Provided By:** Full-time staff – John Maurer

The development of the clients' discharge plan begins during Intake. This discharge plan is then developed and evaluated every thirty days during monthly staffing with parent/guardian, JPO, JSC, and the treatment team. Therapeutic home passes are facilitated for client's who have reached levels 3&4. First they are allowed one 8hr home pass each week and on level four they are allowed one 48hr pass twice each month. These passes are developed in family therapy to facilitate transition home and practical living experience for both the client and guardian. An intensive aftercare and relapse prevention plan is finalized 30days prior to release. Standards for aftercare are strict and implemented through the client, guardian, probation, and the treatment providers. The 3B Program Treatment Team will maintain contact (face to face and phone contact) throughout transition to home or other placement.

### **Religious Services**

**Length of Treatment:** duration of treatment.

**Frequency and Length of Session:** once weekly & scheduled to personal needs / typically 1hr

**Provided By:** Volunteers – Pastor Mike

A non-denominational religious service is held each Sunday. Attendance is completely voluntary for all residents. Reasonable accommodations are made for all residents to have regular visits from a religious leader of their faith.

### **Recreational Activities**

**Length of Treatment:** duration of treatment.

**Frequency and Length of Session:** daily / 1 hour

**Provided By:** Full-time, John Maurer

Recreational and leisure activities include:

- Writing letters
- Drawing
- Outdoor rec activities in the rec yard
- Lifting weights
- Playing board games
- Ping Pong

- Calisthenics
- Reading
- Watching Movies

### **Community Service & Skill Building Activities:**

**Length of Treatment:** duration of treatment.

**Frequency and Length of Session:** typically one activity weekly and daily service.

**Provided By:** Full-time, John Maurer

This program is designed to build self-mastery competencies, vocational skills, leadership skills, physical health skills, outdoor skills, and more. The program is designed to support the client in looking outside of himself and develop a sense of community ownership through community service. It is designed to provide leadership skills through Challenging Outdoor Personal Experiences. Included in this program are the following:

- Community service (including: graffiti removals, painting, pick up trash, snow removal, trail management, facility projects etc.)
- COPE Course, Challenging Outdoor Personal Experiences.
- Cultivate, plant, tend, and harvest 3B High Tunnel Garden and fruit trees (March – Oct).
- Vocational Skills: construction projects, and various vocational projects for the community.
- Tour Idaho Colleges.
- Leadership out-door survival course.
- Sports and physical activities including: Frisbee, football, basketball, baseball, etc.
- Hiking, fishing, cross country skiing (service project accompany each)
- Library, Job Service, Voc Rehab, Health Department, Educational services
- Musicals, concerts, plays, and art museum
- Clothing and grocery shopping

While on levels 3&4, residents are reintegrated back into the community. On level three, residents are able to earn one 8hour community pass weekly with their guardian. Residents without familial resources are allowed three-hour community pass with the Program Manager. Residents on level four are allowed to earn 24hour home passes weekly with a guardian. The client and guardian make goals for each pass during family therapy – each pass is processed and evaluated to see how skills learned in program are used in the home.

### **Program Evaluation**

The 3B Treatment Program is evaluated on an Annual basis using the Rules of The Department of Juvenile Corrections and Standards for Private Contract Providers. Regular evaluation has been, and may be, administered by the Idaho Dept. of Juvenile Corrections' Clinical Supervisor and Clinical Staff. Recidivism and relapse of graduates is evaluated at six months and after the first year of release. The success of the 3-B Pathfinder Program will be demonstrated through the residents' behavior in the community. Outcome measures is obtained by 3B from the parents, probation officers, school districts, employers, rates of commitment / recommitment to DJC, and others involved in the resident's recovery life.

# 3B PATHFINDERS

## Resident Handbook

### Introduction:

This handbook is designed to provide you with the answers to your questions concerning your stay here. The rules and our expectations will be explained to you during your orientation period, and you will be reminded each day by your peers and staff.

We will make your stay at 3B as safe as possible, and make the treatment program a safe environment in which you can work the steps of your treatment/recovery. We will provide you with food, exercise, education, rest, and other basic necessities. There is a very structured daily program that you must follow.

We cannot tolerate anyone hurting others, or doing anything to prevent others from learning. You are expected to conduct yourself in a courteous and respectful manner with your peers, the staff, and all others you may have contact with. You are expected to comply with all rules of the facility, and of the Program. You are expected and encouraged to participate openly and honestly in all program groups and activities. Our staff will do everything possible to be fair in dealing with your problems, but we cannot guarantee perfect resolutions. You must avoid getting yourself into situations where you may get into trouble, or may be blamed for doing something you may not have done.

The treatment philosophy behind the 3B Pathfinders is directed toward the treatment of illegal sexual behaviors and addictions – including substance abuse and criminal behavior. This Program Guide is intended to instruct you on your obligations to the program, and the expectations that will be placed on you. The average length of stay in the program is 12-18 months.

Recovery in sexual & other, and other criminal behavior is obtained one day at a time. How you comply with rules, how you interact with staff members and other residents will be major factors in your progress and graduation from the program. An important key to success in the 3B Treatment Program is *Basic Compliance/Obedience*.

Mindfulness, honesty, integrity, empathy, and accountability are cornerstones of this program. Through the consistent practice of mindfulness in your treatment objectives and basic compliance, it is hoped, you will begin to internalize these values that will assist you in re-integration back into the community.

### Rules:

You are expected to obey all the rules of the Facility and the Program. Failure to obey the rules may result in failure to receive a higher level, loss of level, room time, loss of leisure or movie privilege, expulsion from the program, or any appropriate combination these consequences. The following are basic standards and expectations:

1. Promptly obey all staff requests or instructions.
2. Do not bring any unauthorized items to your room or back from visits and passes.
3. Do not use vulgar, obscene, (sexual) or offensive language or gestures.
4. Do not flash gang related signs, or do any other behavior that may be construed to be gang related.
5. Do not fight, either physically or verbally.
6. Do not engage in any type of horseplay, either physically or verbally.
7. Do not cause a disturbance or distraction in any class or group.
8. Do not enter another person's room.
9. Return all material and equipment promptly, and in good order.

10. Do not touch others inappropriately.
11. Maintain proper hygiene at all times, including keeping your room neat and clean.
12. Do not communicate in any fashion with any of the detention residents at any time.
13. Do not abuse any earned privilege.
14. Do not destroy damage, mar, deface, or alter any Detention Facility property.
15. Do not talk about, or plan, any escape (if peers are – report to staff immediately).
16. Do not possess any contraband such as weapons, forks, spoons, knives, matches, cigarettes, drugs, etc. (Anything that you do not have permission to possess is considered contraband.)
17. Do not block the window in you door with any object, or with yourself.
18. Do not hide in any place, including in your room. Standing behind the stairs, without the presence of staff, will be considered as hiding.
19. Do not drape any bedding, or other objects, from the upper bunk to block the light.
20. Do not tattoo yourself or anyone else, and do not allow anyone else to tattoo you.
21. If staff attempts to restrain you, do not physically resist.
22. Go to your room immediately when told to do so by staff.
23. Do not hang from the upper tier, the stairs, the railings, the sprinkler pipes, or any other object within the facility.
24. Do not trade, give away, or accept any food items from your meals.
25. Use appropriate, acceptable social skills and table manners.

## **Dress Code:**

All residents will be issued the following items of clothing:

- Three (2) pathfinder blue T-shirts
- Three (2) tan pants
- Three (2) sets of underwear
- Three (2) pair of socks
- One (1) pair of orange shower shoes
- One (1) pair of tennis shoes
- One (1) pair of hiking shoes

All residents are required to wear their facility issued clothing at all times within the facility. You are not allowed to cuff your shirtsleeves. If your pants are too long, you will keep them rolled up so that you do not step on them. “Pegging” of pant legs and/or “sagging” (low-riding) of pants is not allowed. Within the facility, you will wear the orange shower shoes. You will wear the tennis shoes when you go outside to recreation. You must wear program clothing, orange shower shoes, and shackles while on transport outside of the building (example: dentist appointment) while you are on levels 0-1. You may have two sets of personal clothing that you may wear on passes out of the building when you are on levels 3 and 4. All personal clothing must be appropriate in nature; no sagging, no gang affiliated clothing (such as: low rider, gang affiliated colors, long belts, over sized, etc.), no holes, no spikes or chains, no drug or alcohol related symbols, or anything that the treatment team may deem inappropriate.

## **Hygiene:**

All residents will maintain the following hygiene standards:

- Shower once each day and maintain a positive appearance (including hair combed prior to coming out of room).
- Must be clean shaven at all times. You must shave on Monday, Wednesday, and Fridays (hygiene materials will be provided during morning showers).
- Wash your hands after each use of the urinal.
- Resident must brush teeth at least twice a day at morning showers and at bedtime.
- Change of clothing: underpants daily, socks daily, pants and shirt - Tuesday and Saturday mornings, shirts only – Thursday mornings.

Resident will maintain appropriate hair standards (no hair over eyes or ears, hair must be above the collar, hair cannot be shaved shorter than a #2 hair guard on sides and #6 on top. Resident will receive a hair cut at least

once a month or at the discretion of program staff. Haircuts are provided every two weeks at the programs expense.

**Personal Items:**

All residents will be provided with all clothing, food, and other needs to maintain a healthy and well-groomed life style. You will have no need for money or other items for grooming or maintenance. Upon your intake all items will be logged and stored in a personal container for you to obtain at the time of your release. Do not bring money or have it sent to you at the facility. 3B will not accept or track personal funds. 3B does not have a bank account or tracking services for personal funds.

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
5am	Arise/Shower Fold Clothes	Arise/Shower Fold Clothes	Arise/Shower Fold Clothes	Arise/Shower Fold Clothes	Arise/Shower Fold Clothes	Arise/Shower Fold Clothes	Arise/Shower Fold Clothes
6am	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
7am	Personal study Reading time	Personal study Reading time	Personal study Reading time	Personal study Reading time	Personal study Reading time	Personal study Reading time	Personal study Reading time
8am	Goals Journal Read Meditation	Goals Journal Read Meditation	Goals Journal Read Meditation	Goals Journal Read Meditation	Goals Journal Read Meditation	Goals Journal Read Meditation	Goals Journal Read Meditation
9am	School	School	School	School	School	Rec Free to choose	Rec Free to Choose
10am	School	School	School	School	School	Deep Clean Room Cleaning	Treatment Work
11am	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
11:30am	Garden	Garden/Group	Garden/Group	Garden/Group	Garden/Group	Garden	Garden
12pm	School	School	School	School	School	Scheduled Visitations 11:30 – 1:30 Program, School, Community Srv Work	Scheduled Visitations 11:30 – 1:30 Movie
1pm	School	School	School	School	School		
2:30pm	Franklin Reality CSC	AISB Group PATHWAYS	AISB Group PATHWAYS	DBT Skills Group	Community Service, Skills Development Activities	Movie	Movie
3:30pm	Addictions Group					Movie	Church Services
4pm	Rec T25	Rec Lift Weights	Rec Box workout	Rec T25	Rec Lift Weights	Movie	Church Services
5pm	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
5:30pm	Officer Break	Officer Break	Officer Break	Officer Break	Officer Break	Officer Break	Officer Break
6pm	Group Work Home Work	Group Work Home Work	Group Work Home Work	AA 600-7:00	Group Work Home Work	Group Work Home Work	Group Work Home Work
7:00pm	Wrap-up Thinking Reports	Wrap-up Thinking Reports	Wrap-up Thinking Reports	Wrap-up Thinking Reports	Wrap-up Thinking Reports	Wrap-up Thinking Reports	Wrap-up Thinking Reports
7:30pm	Leisure	Leisure	10 Minute Phone Calls 7:30-8:30	Leisure	Leisure	15 minute Phone Calls 7:30-8:30	Leisure
8:00 pm							
8:15pm	HygieneMeds Bedtime	HygieneMeds Bedtime	HygieneMeds Bedtime	HygieneMeds Bedtime	HygieneMeds Bedtime	HygieneMeds Bedtime	Hygienemeds Bedtime
	<b>***** Complete Pass down in the computer before leave shift *****</b>						

# Program Levels, Objectives and Expectations

## INTAKE LEVEL / LEVEL 0 OBEDIENCE

### Goal:

- Become familiar with the Program rules, guidelines, and expectations.

### Treatment Level Goals:

- Accept feedback from your peers and staff.
- Follow instructions
- Show respect to your peers and to staff.
- Learn the facility and Program rules, guidelines and expectations.
- Learn the expectations of Level-1.

### Expectations:

- Intake Level must pass the Handbook quiz with a minimum score of 80%.
- You must be on Level 0 for at least 7 days.
- You must wear the Program clothing at all times.
- You must have one blanket spread over your mattress and tucked in neatly on all sides throughout the day.
- Become familiar with the Program Resident Handbook, the Program rules, and the rules of the facility.
- Do not communicate in any fashion with the detention residents.

### Privileges:

- 24hr Intake Level may participate in the recreation period with the group, but you may not participate in leisure time or other leisure activities.
- You may attend the academic classroom and participate in classroom activities provided you came into the Treatment Program directly from detention status, and you were already attending the academic classroom.
- 24hr Intake Level may attend Program groups only as instructed by the Program Manager.
- You may have personal clothing as outlined by the property guide, to be kept in your property box.
- You may have optical, dental, and prosthesis items as prescribed by your doctor.

### Level Zero Objectives:

1. **Begin (1-2 pages)** Personal History- Include significant events of your life, your family and your sexual experiences - should include information about where you learned about sex, when you first started masturbating, any sexual abuse that you experienced, sexuality that you were exposed to, sexual relationships/behaviors you have engaged in, and any sexual offenses that they have committed. This assignment is generally no less than 5 pages and generally runs 10 pages.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
2. **Begin** list of people to whom amends are owed, begin amends letters. Amends are not only directed at individuals, but at agencies, companies, organizations that have been impacted by your behaviors. These amends should be specific to the damage caused by your behavior and how you anticipate making restitution and instituting behavior changes.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
3. Read Chapters 1&2 in the **AA Big Book** and write a report. This report will be a minimum of two pages and will reflect things you've learned through the reading and things you thought applied to you as a person in recovery. Remember that your addiction may not be alcohol – it may be pornography, stealing, etc... The same principles apply to your addictions.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
4. Memorize AA Step 1 and describe in your own words what it means to you.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_



5. Memorize DBT Skill: Mindfulness: In the Moment and describe in your own words how you would use the skill.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
6. Write in Journal daily and review with your counselor.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
7. Read pgs.1-11 of 7 Habits of Highly Effective Teens and write a 1pg report.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
8. Read pgs. 1-32 of The 6 Most Important DECISIONS You'll Ever Make and write a 1pg report.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
9. Complete at least one CSC Thinking Report a day.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
10. Complete daily written goals in the 5 core areas.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
11. Write and present level proposal to the treatment team for level change. Your proposal needs to address your relationship with your peers, your relationship with staff, difficulties you have encountered in the program, ways you've resolved these difficulties. Your progress in each of the objective above and your family relations need to be addressed in your proposal. How you plan to be successful and provide leadership for your peers at the new level will also be important to explain. Your education goals and the progress you've made in school should be addressed.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_

## LEVEL I HONESTY

### Goal:

- Begin to look in-depth at personal issues by identifying problem areas, making amends lists, and beginning your personal history.
- Become familiar with the Program rules, expectations, objectives and reasons for needing treatment at this time.
- To accept and display a willingness to look at changes you need to make in your lifestyle.
- To recognize how “out of control” and unmanageable your life has become through honest disclosure of yourself with your peers, staff, and family.

### Treatment Level Goals:

- Accept feedback from staff and your peers.
- Comply with Program rules.
- Follow instructions.
- Be respectful to peers and staff.
- Read, learn, and understand all the Program rules.

### Expectations:

- Read and understand the rules and Level system.
- You must wear Program clothing at all times.
- You must keep your bed neatly made throughout the day, with your white sheet and one blanket tucked in neatly on all sides.
- Your second blanket is to be neatly folded and placed on the foot of your bed when not being used.
- Complete all assessments and testing.
- Do not communicate in any fashion with the detention residents.
- Sit in on, and participate in, Groups, and process Level I assignments, unless restricted or excused by the Program Manager.
- Attend and participate in all academic activities in the classroom, unless excused by staff.
- Maintain a high standard of daily academic performance.
- Attend all therapy sessions and groups, including family sessions.
- Process and complete all treatment assignments.
- You must be on Level-1 a minimum of 60 days, doing all of your program and academic work before you may submit a proposal to the Treatment Team for advancement to Level-II.

### Privileges:

- You may participate in recreation and leisure time activities.
- You may keep your bedding, toothbrush, and comb inside your room.
- You may visit with your family members according to the Policy and Procedure, and as approved by the Program Manager.
- You may make two (2) leisure phone calls per week from approved persons on your contact list.
- You may have scriptures in your room.
- You may have one (1) leisure book in your room.
- You may have your personal toothbrush in your room.
- You may have up to a total of one (1) personal item in you room (photos, cards, letters, etc.).
- You may have personal clothing and property as outlined by the property guide, to be kept in your property box.
- You may use privilege to attend the weekend movie.
- You may have optical, dental, and prosthesis items as prescribed by your doctor.

### Level One Objectives

#### 1. Complete Personal History (usually 5-10 pages) and pass it off with your counselor.

- DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_

2. Read the Silent Sons chapters 1-3 and write a one-page report on it.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
3. Complete the worksheet on common defense mechanisms.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
4. Begin writing amends letters to people to whom you owe amends.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
5. Complete Chapters 1 - 3 in the AA Step Work Workbook.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
6. Read chapters 3-5 in the AA Big Book, write a 1 to 2-page report and present it to the group. Remember that your addiction may not be alcohol – it may be pornography, stealing, anger, etc... The same principles apply to your addictions.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
7. Read 2 treatment books – write a report and present it to your group.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
8. Read pgs.12-47 of 7 Habits of Highly Effective Teens and write a 2pg report.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
9. Read pgs. 33-124 of The 6 Most Important DECISIONS and write a 2pg report.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
10. Complete 1 Thinking Report a day.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
11. Memorize AA Steps: 2-4 and describe in your own words what it means to you.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
12. Complete assignments and actively participate in the Building a Better Life Group.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
13. Complete Steps 1-4 Of the Footprints Workbook with your counselor.  
Or Complete Chapters 1-3 Of the Pathways Workbook.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
14. Learn DBT Skills for Emotion Regulation: Effectiveness: Focus on; What Works, Non Judgmental Stance, Improve The Moment, Build Mastery, Objective Effectiveness: what I want and describe in your own words how you would use each skill.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
15. Initiate family therapy twice each month.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
16. Daily journaling and review with your counselor.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
17. Write and present level proposal to the treatment team. Describe your progress & objectives you are working on each goal outlined in your SIP “Service Implementation Plan”.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_

## LEVEL II SACRIFICE

### GOAL:

- Develop a habit of living the program guidelines and philosophy.
- Gain trust from your peers, staff, and parents by following the expectations, objectives, and restrictions of the Program.
- (Honesty and Restitution) To become honest with yourself and others by telling the truth about your life and your self-defeating behavior, such as lying, stealing, substance abuse, truancy, violence, trauma, depression, etc.

### Treatment Level Goals:

- Be open and honest with peers, staff, and parents.
- Accept feedback, and comply with the rules and expectations.
- Respectfully participate in all Program activities.
- Demonstrate the willingness and ability to appropriately ask for help.
- Accept support and confrontation from peers and staff.
- Start to recognize and limit self-importance/self-centered thinking.

### Expectations:

- Maintain Level-1 expectations while working to achieve Level-2 expectations.
- You must wear Program clothing at all times.
- Participate in all scheduled activities.
- Attend, and participate in, all groups and process Level-2 assignments.
- Begin to share your feeling and problems openly and honestly with the group, and with staff.
- Provide feedback to peers.
- Complete and process all Level-2 assignments.
- Prompt your peers on the rules and expectations.
- Maintain academic grades of B or better.
- You must be on Level II a minimum of 60 days, doing all your Program and academic work before you may submit a proposal to the Treatment Team for advancement to Level III. Your level proposal must address each of your treatment goals on your SIP.

### Privileges:

- You may have all privileges of Level-1.
- You may have a total of two (2) personal items in your room (photos, cards, letters, etc.).

### Level Two Objectives

1. Write in Journal daily and review with your counselor.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
2. Continue writing amends letters.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
3. Begin and complete Sexual History Form. This list should be as specific and as comprehensive as possible. Present this to the group.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
4. Begin and complete Slick Report- How I used to get away with criminal behaviors, share with parents, staff, and probation officer. This report is generally 5 to 10 pages long. This includes who you stole with, how you got away with it, your favorite place to commit crimes, who were generally your targets, how you were able to manipulate family and friends to continue your criminal activities.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
5. Complete 1 Thinking Report daily.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_

6. Read 2 treatment books – write a report and present it to group.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
7. Read pgs.47 - 144 of the 7 Habits of Highly Effective Teens and write a 2pg report.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
8. Read pgs. 125-222 of The 6 Most Important DECISIONS You'll Ever Make and write a 2pg report.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
9. Complete steps 4-7 in the AA Step Work book.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
10. Memorize AA Steps 5-9 and describe in your own words what each means to you.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
11. Learn DBT Skills for Distress Tolerance: Observe: Just notice, Distract, Pro's and Con's, Build Positive Experiences, Relationship Effectiveness: How they feel, and describe in your own words how you would use each skill.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
12. Complete assignments and actively participate in the Pathways Group.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
13. Complete Steps 5-8 Of the Footprints Workbook with your counselor.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
14. Participate in two family therapy sessions monthly.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
15. Memorize Franklin Reality Model and present it to group.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
16. Write and present level proposal to the treatment team. Describe your progress on each of your treatment goals outlined in your SIP "Service Implementation Plan".
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_

## LEVEL III COMMITMENT

### GOAL:

- Demonstrate internalization and proficiency through consistent living/working the program philosophy.
- Demonstrate leadership through helpfulness and respect towards ALL people.

### Treatment Plan Goals:

- Full honesty and openness with peers and staff.
- Let go of self-importance/self-centeredness.
- Ask for feedback from peers and staff.
- Apply feedback you receive from peers and staff.
- Demonstrate appropriate methods of handling feelings and meeting needs.

### Expectations:

- You must wear Program clothing within the facility.
- Maintain Levels I & II expectations while working to achieve Level III expectations.
- Attend and participate in groups and process Level III assignments.
- Orient new peers, and consistently prompt others on rules, expectations, and group processing.
- Take initiative in problem solving, and consistently demonstrate appropriate social skills.
- Demonstrate appropriate relationship skills with group members and your family.
- You must be on Level III a minimum of 60 days, doing all your Program and academic work before you may submit a proposal to the Treatment Team for advancement to Level IV.

### Privileges:

- You may have all Levels I & II privileges.
- You may have a total of three (3) personal items in your room (photos, cards, letters, etc.)
- You may have one up-to eight *hour* pass a week when approved by a Program Manager, your JSC, and Probation Officer.

### Level Three Objectives:

1. Write in Journal daily and review with your counselor.

- DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_

2. Complete 1 thinking report daily.

- DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_

3. Complete steps 9-12 in the AA Step Work Book.

- DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_

4. Read 2 treatment books – write a 1pg report for each and present them to your group.

- DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_

5. Read chapters 7-9 in the [AA Big Book](#) and write a 1pg report on it.

- DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_

6. Read chapters 7-9 in the [Silent Sons](#) and write (at least 2pg) a report on the chapters.

- DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_

7. Read pgs.145-245 of [7 Habits of Highly Effective Teens](#) and write a 2pg report.

- DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_

8. Read pgs. 223-309 of [The 6 Most Important DECISIONS You'll Ever Make](#) and write a 2pg report.

- DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_

9. Memorize AA Steps 10-12 and describe in your own words what it means to you.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
  
10. Learn DBT Skills for Relationship Effectiveness: Wise Mind, Radical Acceptance, Self-Soothe, Reduce Vulnerability: PLEASE, Self-Respect “Effectiveness: How I feel describe how you would use each and describe in your own words how you would use each skill.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
  
11. Complete amends letters and present them to the group.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
  
12. Complete assignments and actively participate in the Building a Better Life Group.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
  
13. Complete Steps 9-12 Of the Footprints Workbook with your counselor.  
Or Complete Chapters 7-9 Of the Pathways Workbook.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
  
14. Participate in two family therapy session each month.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
  
15. Consistent and stable home/community passes.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
  
16. Begin to establish an education and/or work release plan.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
  
17. Begin relapse prevention plan and after-care plans.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
  
18. Complete The Matrix Relapse Prevention Plan workbook.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
  
19. Write and present level proposal to the treatment team. Describe your progress & objectives you are working on each goal outlined in your SIP “Service Implementation Plan”.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_

**LEVEL IV**  
**SELF- MASTRY & SERVICE**

**GOAL:**

- Demonstrate mastery of program philosophy through consistent and successful home passes, work release and discharge planning.
- Residents thoroughly understand his triggers, interventions, Higher Power, and how to access help/support through the information and experience he has obtained in the program.

*Treatment Plan Goal:*

- Consistently ask for, and accept help.
- Show humility instead of humiliation.
- Demonstrate honesty in your relationships with staff, peers, and family.
- Successfully complete overnight home passes and/or work release.
- Develop your transition plan from 3-B to home.
- Complete a relapse prevention plan that demonstrates your willingness to change your old negative friends and activities.

*Expectations:*

- You must maintain all previous Level expectations while accomplishing your transition goals.
- You must demonstrate rigorous honesty in addressing issues, feelings, and problems with yourself, peers, staff, and family.
- You must maintain an ongoing personal inventory of yourself, and offer reality checks to others.
- You must identify, name, and address your thinking error patterns, relapse cycles, and problem behaviors.
- You must obey all rules of the facility and the Program, and you must obey all the laws of society.
- Goal sheets must be completed daily, including while in transition and/or on work release.
- Attend, and participate in, all groups and academic classroom activities as required.
- Present your RPP & discharge plan to the group and Treatment Team for that transition.
- After a minimum of 60 days on Level IV, doing all your Program and academic work, you may submit a proposal to the Treatment Team to transition home and back into the community.

*Privileges:*

1. You may enjoy the privileges of all previous Levels.
2. You may have one 48hr pass twice a month when approved by your Program Manager, JSC, and Probation Officer. These passes will be contingent on your ability to handle the passes without violations. Passes can and will be pulled at any time based on performance.
3. You may attend the Transition School as approved.

*Level Four Objectives:*

1. Write in Journal daily and review with your counselor.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
2. Complete 1 thinking report daily.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
3. Read Daring Greatly and complete the worksheets and process with your counselor. – write a report and present it to group.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
4. Read chapters 11-12 in the AA Big Book, complete a 1pg written report.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_



5. Prepare a Power Point Presentation on 7 Habits of Highly Effective Teens and teach the 7 Habits to the group.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
6. Prepare a Power Point Presentation on The 6 Most Important DECISIONS You'll Ever Make and teach the 6 Decisions to the group.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
7. Read Chapters 10-12 in the Silent Sons and write (at least 2pg) report on the chapters.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
8. Pass off all 12 AA Steps from memory and describe in your own words what each means to you.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
9. Pass off all DBT Skills from memory and describe in your own words how you would use each skill.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
10. Begin meeting with your sponsor and other support networks.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
11. Complete assignments and actively participate in the Building a Better Life Group.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
12. Complete Steps 13-16 Of the Footprints Workbook with your counselor.  
Or Complete Chapters 10-14 Of the Pathways Workbook.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
13. Participate in two family therapy sessions each month.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
14. Consistent and stable home passes, and overnight passes, weekend passes.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
15. Complete RPP and Aftercare plans and present them to the group.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
16. Formalize education plan, or work plan upon discharge.
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_
17. Write and present level proposal to the treatment team. Describe your progress & objectives you are working on each goal outlined in your SIP "Service Implementation Plan".
  - DATE COMPLETED \_\_\_\_\_ STAFF SIGNATURE \_\_\_\_\_

## **General Daily Routine**

### **Wake-up:**

All Program residents will be awakened at 5 a.m., at which time you are to get up, make your bed, shower, and get all things in order to begin your day. Do not lay back down and/or go back to sleep. Use this time to do some exercises, work on assignments, write letters, etc. Except for their blankets, Intake and Administrative Management will fold their bedding and place it outside their room.

### **Lights-out:**

The room lights will be turned out as follows:

Room time 8:30pm, Lights out at 9:00 p.m. – No noise after 9:00pm.

### **Meals:**

Times indicated for meals are approximate. You will have approximately 20 minutes to eat your meal.

Breakfast: 6:00 a.m.

Lunch: 11:00 a.m.

Snack: 3:00 p.m.

Dinner: 5:00 p.m.

All Program residents will sit at the Program table, unless directed by staff to sit elsewhere.

### **Goal / Morning Treatment Group:**

Unless otherwise restricted or excused, you will attend the morning goal group at 8:00 a.m., during which time you will participate in Interval training, fill out your daily goal sheet, stating what you will work on during the day to further your therapeutic recovery, journal, read personal growth book, and meditate.

### **School:**

The academic school will start at 8:30 a.m. and break at 11:00 a.m. for lunch. School will reconvene at 12:00 p.m. At 2:00 p.m., there will be a ten (10) minute break, and school will dismiss at 2:00 p.m. Unless you are excused by staff, or restricted, you will attend all school sessions.

### **Program Groups:**

Unless restricted or excused by staff, you will attend and participate in all Program groups and therapy sessions. Some of the groups have assignments to be completed. You are to have all assignments completed in a timely manner, and are to bring those completed assignments to their specific group and have them ready for presentation as required. Program groups are held on weekdays from 7:30am to 8:30am and from 2:30pm to 4pm. Family therapy and individual counseling will be held at scheduled times throughout the day.

### **Showers and Hygiene:**

You will be given the opportunity to shower each morning at approximately 5:00 o'clock. You are required to shower each morning unless medically excused, in which case, you will sponge bath. You will be given the opportunity to use your hygiene items each morning and each evening. You will brush your teeth each morning and evening. You will use deodorant each morning. You will keep your hair neatly combed throughout the day. You will keep your face, hands, and arms properly washed throughout the day, which includes properly washing with soap after using the toilet. You will keep yourself clean-shaven.

### **Room Cleaning:**

You will sweep and mop your room daily, and clean all surfaces, including your toilet and sink. Room cleaning will normally be done after lunch. Circumstances may occasionally delay room cleaning until after dinner. At any rate, you are to keep your room clean and neat at all times, which includes keeping things picked up off the floor. All beds must be made before 7:30am group and after it has been altered through out the day.

### Common Area Cleaning:

The Program residents will clean up after one meal each day, usually lunch, and will thoroughly clean the entire day room area each weekend.

### Religious Services/Clergy visits:

- Non-denominational religious services are held each Sunday at 3:30 p.m.
- Special clergy visits may be arranged through the Case Manager.

### Recreation and Leisure Time:

You will receive an hour of recreation daily. Weekday recreation is scheduled 4-5pm, weekend recreation schedule is from 9-10am.

#### *Recreation:*

- Outside recreation will be afforded daily as Program time constraints and weather permit. During recreational activities, you are expected to participate in large-muscle exercises, which include Beachbody, T25, Box workout, and interval weight training.
- At no time will undue roughness, fighting, arguing, or horseplay be tolerated. Such incidents will warrant disciplinary action.

#### *Other Recreation and Leisure:*

- During inclement weather, recreation will be held inside the day room, and will consist of football toss, Hackensack, and/or physical exercising.
- A leisure time will be provided each evening as Program and other activities/responsibilities allow, and may only be attended according to Level status.
- Board and Card Games: Board games and card games will only be allowed during leisure time, and not during the recreational period.

#### *Media Leisure:*

- Only approved - facility owned - media may be listened to during leisure time at staff's discretion. Residents may not listen to broadcast radio stations. One or two movies will be provided each Saturday/Sunday, and may only be attended according to Level / Earned status.

### Visitation:

You will have the opportunity to visit with you family on Saturday at 11:30-1:30 p.m., or Sunday at 11:30 - 1:30 p.m. in accordance with the facility Policy and Procedure. The only approved visitors for these visits are your parents/guardians, grandparents, and siblings, in accordance with the Policy and Procedure. All visits must be arranged ahead of time (a week in advance when possible) through the Program Manager (Jesse Peterson 208-251-7885) to visit with you family members, mentor, clergy, counselor, and others involved in your recovery treatment.

#### **A. Visitation schedule**

1. Visitation shall be scheduled as to afford all juveniles at least two hours of visitation per week.
  - a. Saturday 11:30 – 1:30, Sunday 11:30 – 1:30pm. As approved by the Program Manager, JSC, and JPO.
  - b. All visitations must be scheduled five days in advance - through the Program Manager by contacting him directly at (208)251-7885
  - c. Other days and times may be accommodated (to accommodate special circumstances) when approved by Program Manager.
2. Visits with attorneys, probation and parole officers, counselors, caseworkers, or clergy can be scheduled by contacting the Program Manager at (208)251-7885.

#### **B. Visitation Rules**

1. Visitation, excluding privileged visitation, is a privilege, which may be denied through a disciplinary hearing based on the juvenile's inappropriate behavior. This privilege may be revoked as necessary to maintain the order of the 3-B Juvenile Detention Center.

2. Unless otherwise approved, only the following persons shall be permitted to visit (when approved contact):
  - a. Parents, stepparents, legal guardian and grandparents.
  - b. Members of the clergy once approved.
  - c. Attorneys representing the juvenile.
  - d. Brothers and sisters over the age of eighteen unless approved by Program Manager
3. The Court, Probation Officers, Juvenile Service Coordinators, Program Manager and Case Manager, Detention Center Supervisor, and the Director may refuse a Visit Request if it appears that such a visit will jeopardize the safety and security of the Center, or be in conflict with the best interests of the juvenile.
4. Search of Visitors.
  - a. Due to liability and security reasons, no unnecessary bags, purses, cellphones, packages, or other items are allowed in the Juvenile Detention Center.
5. Visitors shall be asked to leave all packages, cellphones, purses, etc. in their car.
  - a. Parents/Guardian cannot bring personal items in for the juvenile to have – including money.
6. All items except picture identification are to be left outside the facility.
7. Visitors may be subject to scanning by a metal detector or wand.
8. Visitors may be requested to cooperate in a Frisk Search, if any of the following exists:
  - a. Reasonable suspicion exists that visitor has contraband intended for delivery too juvenile.
  - b. Juvenile has, in the past, been found to have been furnished with contraband through visitation.
  - C. If cooperation in a Frisk Search is refused; visitation for that person will be terminated.
9. Juveniles have the right to refuse to visit with anyone.

### **C. Visitor Registration**

1. All visitors shall register before being allowed to visit with any juvenile.
  - a. Each visitor shall complete and sign a visitation log to include name, date, purpose for visit, relationship to juvenile, person to be visited, and length of visit.
2. Approved visitors shall be photo identified.
  - a. After proper identification and registration, visitors may be escorted into the conference room.

### **D. Visitation length**

1. Time shall be allowed for each juvenile to visit with approved visitors once - 2 hours per week (at designated time).
2. Staff may terminate all visitations at any time for the purpose of the security and order of the 3-B Juvenile Detention Center.

### **E. Visitor Problems**

1. Persons who are noticeably under the influence of alcohol or drugs or are disruptive, belligerent or argumentative may not be allowed to visit and may be asked to leave.
  - a. If such person refuses to leave the Bonneville County Sheriff or Idaho Falls City Police shall intervene.
  - b. The detention center staff should not become physically involved unless the safety of a juvenile is involved.
  - c. In such a situation, the juvenile should be removed as soon as possible and a detailed Incident Report must be written.
2. If a visitor becomes physically assaultive toward the staff or any resident, the staff member may use the appropriate force necessary to prevent injury to either the staff members or the juvenile residents.
3. Visitors bringing or attempting to bring contraband or weapons into the Center may be handled by the Sheriff's Department or Police Department and a report shall be forwarded for use in potential prosecution.
  - a. This could be a volatile situation and the staff member who handles it must use good judgment.
  - b. In all situations, the safety of the staff and residents is the primary consideration. Detention center staff should not become physically involved unless the safety of a juvenile or staff is in jeopardy.
  - c. In no event shall any additional doors be opened to allow any person with a weapon access to any juvenile residents, any other staff member, or into the Control Room Area, except for a law enforcement officer who has been summoned in response to a disturbance.
4. Visitors who violate any rules of the detention center or any laws of the county or state may be denied the privilege of future visitation.

- a. The Director shall make denial of future visits.
5. Medical problem
  - a. If a visitor is injured, becomes ill or complains of a serious illness, the staff shall call 911 and request assistance.
  - b. First aid should be administered until assistance arrives.
6. In all cases of accident or injury during visitation, a state accident form shall be filled out and forwarded to the Director.

**F. General or Special Visitation while hospitalized.**

1. Juveniles hospitalized and supervised by the Bonneville County Sheriff's Office will be allowed visitation according to the policy of the Bonneville County Sheriff's Office.

Treatment Program visitation procedures will adhere to the same guidelines as listed above. All visitations must be approved and scheduled through the Program Manager at (208)251-7885. Program visitation will also include but is not limited to the following;

1. Pre-arranged visits with contacts pertaining to the juvenile's living arrangements during transition.
2. Pre-arranged visits with current or prospective employers.
3. Pre-arranged visits with the mother and/or children of juvenile in treatment.
4. All visits other than those listed in chapter 8-4 must be approved through the Treatment team.

Telephone Usage:

You will have opportunity to make two (2) personal phone calls per week to your family. They will be made on Wednesday and Saturday evenings during leisure time. Other phone calls made during the week for therapeutic purposes will not be counted against your personal phone calls. In certain hardship situations, special arrangements may be made with the Program Manager for you to receive or make personal phone calls at other times.

Mail Procedure:

You are encouraged to write letters to your family and friends (as approved by your; JSC, JPO, and Program Manager) to maintain your personal ties with them. Do not seal your outgoing letters, they must be checked by the Program Manager for contraband and appropriateness. Mail may be given to the staff officer, or Program Manager, for mailing. Outgoing mail is sent out daily, Monday through Friday.

Incoming mail is received daily, Monday through Friday, and will be delivered to you during leisure time. Your incoming letters will be opened in your presence, and checked for contraband, by the staff officer. Remember, each letter is considered a personal item. If you have more letters than you are allowed in your room, the excess may be stored in your property box, and exchanged on a one-for-one basis at the convenience of staff.

Medical Concerns:

If you are ill, and need non-emergency medical attention, you are to submit a Medical Request form. Non-emergency medical staff are in 3-B each Tuesday to attend to non-emergency medical needs. If you have a medical emergency, notify staff immediately, and arrangements will be made to get you the medical attention you need.

Fire Alarms:

In case of a fire, or fire alarm, you are to remain where you are and follow staff instructions. When an alarm sounds, security staff will immediately check the room indicated on the alarm board. If an emergency does exist, you will be released from your room and given instructions. Follow those instructions precisely, proceeding in a calm, orderly manner. Residents should be aware that if they are involved in any false fire alarms they could be charged criminally for this false alarm.

**Do not** close your door, because the staff must check every room to make sure everyone is out. After staff checks your room, they will close your door.

## **Discipline**

You are required to attend the academic school and all group sessions. If you fail to do so without being properly excused or restricted, you will receive disciplinary action. If you are kicked out of school, or a group session, for behavioral reasons, you will be confined to your room and the program manager will be notified immediately. The program manager will make a decision for appropriate action.

For rule infractions, inappropriate or violent behavior, failure to complete assignments as required, and all other incidents where disciplinary procedure is warranted may result in following consequences; loss of mattress, pillow, and bedding (except one blanket) for the duration of the room restriction during awake hours, Level drop, expulsion from the Program, referral to the District Attorney for prosecution, or any appropriate combination of these. Your JSC, JPO and parents/guardian will be notified of all disciplinary actions taken against you.

If you are dropped to a lower Level, you have at least one week before you may propose to get your level back. Once you have regained your original Level, you will not be given credit for the two weeks (or time lost) - the time will be added on top of your previous level time requirement (unless Treatment Team places other requirements/restrictions to regain level).

Note: The juvenile's JSC may be included in the disciplinary process at the request of the juvenile.

## **ADMINISTRATIVE MANAGEMENT**

Administrative Management is a process used to handle residents who demonstrate a high-risk behavior. It is a period of time for the juvenile to get back on focus with his Programming goals. It is a time to demonstrate his willingness and desire to continue working in the Program, and to comply with its rules. The purpose of Administrative Management is not necessarily to modify behavior immediately but to re-evaluate treatment goals and resident behavior. Prior to removal from AM, interventions will take place to help ensure that the resident is ready to return to regular program status.

Juveniles will be placed on Administrative Management when they exhibit behavior that may endanger staff, residents, and/or the safety and orderly operation of the facility. These behaviors include, but are not limited to:

- Battery
- Assault
- Threatening or aggressive behavior.
- Indecent exposure
- Talking about, or planning an escape, or talking about, planning, or involvement in a riot or other activities intended to disrupt the safety and security of the facility.
- Actions that threaten the cohesion of the group, where residents are coerced into keeping secrets from staff.
- Treatment related purposes due to lack of program involvement or problematic behaviors.

The Program Manager and Treatment Team will regularly review the case of all residents placed on Administrative Management. The juvenile will be notified what level he will start on once the resident has demonstrated that his behavior will no longer be a threat to the safety and security of others. Prior to removal from AM, interventions will take place to help ensure that the resident is ready to return to regular program status.

### **GOAL:**

To modify unacceptable behavior to where it no longer presents a threat to the facility or others. To reestablish the Program and facility rules, expectations, and the reasons for needing treatment at this time. To accept and display a willingness to look at changes that need to be made in the Juvenile's lifestyle.

### ***Treatment Plan Goals:***

- Accept feedback from staff and your peers.
- Comply with Program rules.
- Follow instructions.
- Be respectful to peers and staff.
- Read, learn, and understand all the Program rules.

*Expectations:*

- Read and understand the rules and Level system.
- You must wear detention clothing at all times.
- You will have one blanket spread over you mattress and tucked in neatly on all sides throughout the day. The remainder of your bedding must be kept outside your room during the day.
- Your toothbrush and comb must be kept outside your room, except when being used.
- You must use the facility provided hygiene items. Your personal hygiene items (including toothbrush) will be stored in your property box until you re-earn them through Level advancement.
- Your other personal items (photos, cards, letters, etc.) will be stored in your property box until you re-earn them through Level advancement.
- You must eat all meals in your room.
- Attend the academic classroom and participate in classroom activities. You must sit separate from the group.
- Maintain daily academic accuracy.
- Maintain a daily point/goal sheet and a personal journal.
- Maintain appropriate point matches on your daily goal sheet.
- Do not sit with, or converse with, another Intake Level-0, Level-1, or Administrative Management resident at any time alone.
- Attend all therapy sessions and groups.
- Identify and process all treatment assignments assigned, and identify and acknowledge your need for treatment at this time.

*Privileges:*

- You may participate in a recreation period leisure time separate from the group.
- You may have scriptures in your room.
- You may keep your blankets in your room.
- You may have one treatment book in your room.

*Administrative Management Objectives:*

Prior to Release from AM;

1. Complete letters of amends to individual or individuals affected by behavior, must be specific about the behaviors and specific about the changes you intend to make.
2. Complete a proposal to the group and to staff outlining a desire to return to treatment. This will include a timeline of the behavior; the consequence of the behavior on you and the community, as well as ways the group can assist you in not repeating the behavior. You must also be committed to work the program in a more consistent and honest manner.

## **Use of Restraints**

If your behavior presents a threat to the safety of others, or the safety and security of the facility, you will be restrained by the security staff, which may include the use of handcuffs or other mechanical restraints as deemed necessary by the shift supervisor. You will be placed in an observation room, and disciplinary action will be taken against you. The Program Manager will be notified immediately to determine appropriate intervention.

## **Grievance Procedure**

If you feel that you are being treated unfairly, or that a Policy or Procedure is unfair, you must submit a grievance. If your grievance is based on mistreatment, you should first attempt to resolve the problem with the staff involved. You will be provided with a grievance form upon request - or for your convenience – they are located in the class room, group room, or the day room. Simply fill out the form and place it in one of the lock boxes (grievance lock boxes are checked daily and immediately turned into the program manager and director) in the for-mentioned rooms. All grievances will be handled and processed in accordance with the facility Policy and Procedures and DJC Policy and Procedures (the grievance box is located in the group room for you to access at any time).

## **Passes**

While you are away from the facility on any pass, you are considered to be in a place that is an extension of the facility, and will conduct yourself accordingly, complying with all the facility and program rules. Home passes, and overnight passes should have a therapeutic purpose. They must be planned well enough in advance that your pass requests will be submitted no later than 8:00 o'clock on Monday morning (for day passes and 2 weeks in advance for overnight passes) for consideration by the Treatment Team in their regular staffing meeting on Monday at 9:00 a.m. Non-emergency pass requests not submitted on time will not be considered until the following Monday's staff meeting, so plan your family activities accordingly. Passes should be planned with your family during a family session. After all passes, a Time-line and After -Pass Questionnaire will be completed by the following day. Failure to complete these forms will result in postponement of future passes.

## **CHURCH SERVICES**

You have the right to attend non-denominational church services provided by the facility every Sunday. You also have the right to request that your Bishop or Pastor visit you and provide a service.

## **SAFETY AND SECURITY**

If at any time you do not feel safe and secure in this facility, you have the right to tell your fears to the officers on duty. Explain your reasons for feeling afraid and they will help you.

## **NO SMOKING POLICY**

Smoking **is not** allowed by any juvenile at any time at the 3-B Juvenile Detention Center facility.

## **CONTRABAND**



Contraband shall be defined as anything not issued or approved by the Center, or anything issued or approved by the Center that has been altered. The only exceptions to this definition shall be the following:

- a. Non-Altered - Glasses or other necessary eyewear.
- b. Dentures
- c. Approved items for medical purposes.

Residents found to be in possession of contraband (on person or room) shall be subject to disciplinary sanctions, which may include loss of level, loss of privileges, and criminal charges being filed.

# SEXUAL ASSAULT AWARENESS

## PROHIBITED SEXUAL BEHAVIOR

Sexual activity, whether consensual or non-consensual, threats to engage in non-consensual sexual activity, and solicitation to engage in sexual activity is prohibited at 3B

**Facts:** Rape and sexual assault happens to females and males of all ages.

Sexual assault has nothing to do with the victim's sexual orientation. The fact that a male victim became sexually aroused does not mean they were not raped. These are normal, involuntary physiological reactions.

A survivor of sexual assault is not at fault for the rape. It is common for survivors to have feeling of embarrassment, anger, guilt, panic, depression, and fear even long after the attack.

**Rape Avoidance:** Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong it probably is. Avoid situations that put you at risk.

- Do not gamble or enter games of skill or chance.
- Do not become indebted to anyone for money or favors.
- Choose your associates wisely.
- Do not engage in sexual activity.

Most cases of sexual activity while in detention involve manipulation, pressure or other coercion. Do not involve yourself in this activity.

Any physical contact with another individual while in detention is forbidden.

**What to do:** If you or someone else has been inappropriately touched or sexually assaulted while in detention:

Report the attack to a staff member, supervisor, the director, medical staff, Chaplin or any other adult immediately. The longer you wait the more difficult it is to obtain the evidence necessary for a criminal investigation.

Request immediate medical attention. You may have injuries you are not aware of and any sexual contact can expose you to sexually transmitted diseases.

Do not shower, brush your teeth, drink or eat, use the restroom or change your clothes. You may destroy important evidence.

If you are unwilling or afraid to tell a staff ask a parent or another trusted person to report the assault to the administration.

**Consequences of Sexually Assaulting others:** An investigation will be conducted by law enforcement. Perpetrators will be prosecuted. You will be placed in a special housing status, your movement and privileges will be limited. Other consequences may apply. You increase your risk of exposing yourself to sexually transmitted diseases.

**False Allegations:** Anyone making false allegations will be disciplined and aggressively prosecuted.

## REMEMBER

- ★ SEXUAL ASSAULT IS A CRIME
- ★ ALL SEXUAL CONTACT BETWEEN RESIDENTS IS PROHIBITED
- ★ ALL SEXUAL CONTACT BETWEEN STAFF AND RESIDENTS IS PROHIBITED
- ★ ALL ALLEGATIONS WILL BE INVESTIGATED

# Program Resident Handbook Test

Resident Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Write down the following Rules.

20. \_\_\_\_\_  
\_\_\_\_\_

10. \_\_\_\_\_  
\_\_\_\_\_

24. \_\_\_\_\_  
\_\_\_\_\_

2. Which rule talks about escaping? \_\_\_\_\_

3. How many and what type of books are allowed in your room and where is it located in the rules?  
\_\_\_\_\_

4. Which Level do you work on Honesty? \_\_\_\_\_

5. When are you allowed to roll the cuffs of your shirt up? And where is it found in the rules?  
\_\_\_\_\_

6. When are your families able to visit and what time? \_\_\_\_\_

7. What is the procedure in case a fire alarm goes off?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. If you are dropped a level how many weeks must you wait before you can do a level proposal to get your level back? \_\_\_\_\_ Where can I find it in the handbook? \_\_\_\_\_

9. What behaviors will place me on Administrative management?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Where is the Grievance box located? \_\_\_\_\_

11. What time should there be no NOISE in the rooms? \_\_\_\_\_

12. What Is Rule number 1? \_\_\_\_\_

## **Facility Photos**



**Facility**



**Family Group Room**



**Rooms**



**Library**



**Group Room**



**Out-Door Rec.**



**School**



**Fitness Center**