Youth Rights Handbook

Division of Juvenile Justice
Name: ___________________________________________________________________

DJJ#: ___________________________________________________________________

Caseworker Name (Intake): ___________________________________________________________________

Youth Correctional Counselor Name: ___________________________________________________________________

Facility Name: ___________________________________________________________________

Living Unit Name: ___________________________________________________________________

Projected Board Date: ___________________________________________________________________
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DIVISION OF JUVENILE JUSTICE

MISSION

To provide opportunities for growth and change by identifying and responding to the unique needs of our youth. We do this through effective treatment, education, and interventions in order to encourage positive lifestyles, reduce recidivism, strengthen families, and protect our communities.

GUIDING PRINCIPLES

DJJ will follow core principles consistent with our Integrated Behavior Treatment Model.

I – In an INTEGRATED team approach that includes youth, staff, families, and communities

- Each youth’s risks and needs will be identified.
- A comprehensive treatment plan will be developed.
- Services that are proven to be effective will be delivered.
- Community linkages will be established.
- Staff will be recognized as the catalyst for change.

B – To foster BEHAVIOR that is safe and healthy for youth, staff and communities

- Interpersonal-social skill strategies and techniques will be taught, modeled and reinforced in order to increase:
  - Safe practices
  - Stress management
  - Self-monitoring and regulation
  - Recognition for achievement

T – By providing effective TREATMENT and understanding the Stages of Change

- Interventions will be developmentally sensitive and based on cognitive-behavioral concepts and strategies.
- Supervisors and staff will learn and use communication techniques that motivate and encourage an open exchange of ideas and information.
- Personal growth and positive change will be recognized, celebrated, and supported.

M – By maintaining fidelity to our MODEL

- Staff will be provided with ongoing training, coaching and support.
- Treatment and evidence-based interventions will be provided by fully trained and qualified staff.
- Program elements will be monitored for fidelity.
- Effectiveness will be determined by measured outcomes.
This handbook was created to:
- Help you understand your rights.
- Answer commonly asked questions.
- Provide useful and helpful information about DJJ.
- Help you successfully complete your stay.

The IBTM: What Is It?
DJJ has adopted an INTEGRATED BEHAVIOR TREATMENT MODEL to provide services to you and all of the other youth in DJJ.

Staff works together with:
- You
- Your family
- Each other
- The community

to establish goals and provide the best possible services for you.

You will have ONE INDIVIDUALIZED CASE PLAN that considers all of your needs.
- Behavioral
- Educational
- Vocational
- Psychological
- Medical

Use your time wisely.
- Ask questions
- Participate
- Learn
- Grow

Notes/Questions:

If you have questions:
- Ask staff
- Ask a youth assistant
- Visit the law library

WE ARE HERE TO ASSIST YOU.
DJJ Facilities and Camp

N.A. Chaderjian Youth Correctional Facility
7650 S. Newcastle Road
P.O. Box 213014
Stockton, CA  95213-9014
(209) 944-6401
(209) 547-0622 (fax)

O.H. Close Youth Correctional Facility
7650 S. Newcastle Road
P.O. Box 213001
Stockton, CA  95213-9001
(209) 944-6301
(209) 944-5612

Pine Grove Youth Conservation Camp
13630 Aqueduct Volcano Road
P.O. Box 1040
Pine Grove, CA  95665
(209) 296-7581
(209) 296-5241 (fax)

Ventura Youth Correctional Facility
3100 Wright Road
Camarillo, CA  93010
(805) 485-7951
(805) 988-1861 (fax)
Camp Criteria

DJJ currently has one camp, Pine Grove Youth Conservation Camp, in Amador County. Participating youth are trained by CAL Fire and are certified to participate in wild land firefighting operations. Youth work together in crews to clear streams, complete fire prevention tasks, fight wild land fires, perform flood control activities, and do restoration work. They also receive leadership training within their crew structure as they develop solid work habits and build employability skills. Youth can earn up to eight additional program credits per month.

In the evening, youth participate in education programs to complete their GED or high school diploma.

To be eligible for camp, you must:

- Be 18 years old to be a DJJ firefighter.
- Be no less than four months and no more than 30 months to PBD (Category 3-7).
- Be no less than four months and no more than 24 months to PBD (Category 1-2).
- Have an Earliest Possible Release Date (EPRD) prior to 21st birthday (M and E numbers).
- Have completed 90 days in general population living (intake units accepted).
- Provide DNA sample.
- Have Juvenile Justice Administrative Committee (JJAC) approval or ICR review.
- Have a mental health assessment for Category 1 and 2 offenses.
- Free of serious Decision Making System (DDMS) for past 60 days.

Exemption approval is required for any of the situations below:

- Under age 18 but not less than 17.4, for in-camp placement only.
- History of runaway/AWOL; walkaway from non-secure facilities.
- E/M cases.
- Previous camp failure.
- ICE (Immigration and Customs Enforcement) hold.
- Mental health history (must be off psychotropic medications for at least four months with no suicidal behavior within the past two years).
- Medically unfit for firefighting duties but suitable for in-camp placement.

Automatic exclusions from camp include:

- History of escape by force or violence from any state or county facility.
- Serious Disciplinary Decision Making System (DDMS) infraction (Level 2 or 3) in past 60 days.
- History of arson or possession/manufacture of explosive device.
- History of sex-related offenses.
- On psychotropic medication within the last four months.
- ICE hold and sentenced to state prison.
DJJ provides services to youth through a variety of programs that are designed to address specific treatment needs. Those programs are Female Intake, Core, and Mental Health; Male Intake, Low, Moderate, and High Core, Mental Health Residential, Intensive Behavior Treatment, Behavior Treatment, and Sexual Behavior Treatment.

**Programs for Female Youth:** If you are a young woman in DJJ, you will complete all of your programming, including intake, core, and mental health, at Ventura Youth Correctional Facility. Recognizing that young men and women often have different treatment needs and respond to treatment differently, DJJ’s program for young women is gender responsive. The young women at Ventura live together and receive the majority of services on one living unit. While at Ventura, you will have the opportunity to earn your high school diploma or GED as well as participate in vocational training.

**Programs for Male Youth**—

**Intake:** The majority of young men in DJJ will complete the intake process at the N.A. Chaderjian Intake Clinic; however, some youth will go directly to their receiving living units and complete the process there. As part of the Intake Program, you will complete a variety of interviews and tests to determine your needs—including medical, mental health, education, and treatment—as well as finalize your program placement. You will begin participating in treatment groups, also called interventions, such as Skill of the Week and Introduction to Treatment. If you are a non-graduate, you will also begin taking classes so you can work on completing your educational goals.

**Low, Moderate, or High Core:** If you do not need a specialized program, you will be assigned to a low, moderate, or high core program and living unit. Assignment depends on the results of the California Youth Assessment Screening Instrument (CA-YASI) which is an assessment that is given to you during intake. Case plans are developed according to your individual needs and focus on building and reinforcing your strengths so that you can be successful after you leave DJJ. On all core units, you will participate in a variety of interventions and receive counseling services from your treatment team as well as mental health professionals as needed. You will receive your education and vocational training in the main school.
**DJJ Programs (continued)**

**Sexual Behavior Treatment Program (SBTP):** This program offers specialized treatment to youth who have been committed to DJJ for a sexual behavior offense and/or a history of sexual offenses or who have engaged in sexually inappropriate behavior while in DJJ. If you are in the SBTP program, you will participate in some of the same interventions that are offered on the Core units. You will also participate in several interventions chosen specifically for this program. You will work on your education and vocational skills in the main school.

**Behavior Treatment Program (BTP):** The BTP provides treatment to youth who demonstrate repeated or serious violent, aggressive behavior, as well as youth who threaten violent behavior and/or encourage others to be violent. Youth assigned to mental health units do not go to the BTP. If you enter a BTP, you will participate in a variety of interventions that target violence, aggression, and anti-social behavior. BTP staff will work with you and the staff from your sending unit (Intake/Core/SBTP) to develop your BTP case plan and monitor your progress. This program has fewer privileges and a greater focus on counseling. It is designed to be a short-term program, allowing you to return to your sending unit once you demonstrate that you are able to self-manage your behavior. You will receive education services on the BTP unit.

**Mental Health Services for Male Youth—**Mental health services are available to all youth as needed. Youth who need specialized services due to a serious mental disorder (as defined by the latest Diagnostic and Statistical Manual of Mental Health Disorders) and/or youth who engage in repeated or serious self-harm will be identified as mental health youth. When medically necessary, youth can receive treatment for severe mental illness in licensed residential facilities outside of DJJ.

**Mental Health Residential Unit (MHRU):** You will qualify for MHRU placement if you cannot deal with the demands of a Core, SBTP or BTP living unit because of your mental health disorder. The goal of the MHRU is to work with you so you can transfer to one of these programs. Depending on your ability, you will receive educational services and vocational training at the main school and/or in classrooms on the MHRU.

**Intensive Behavior Treatment Program (IBTP):** The IBTP offers the highest level of care within DJJ facilities for mental health youth. If you are unable to benefit from programming offered in the Core, SBTP, BTP, and MHRU because of your current mental health symptoms, you will be placed in the IBTP. As with the MHRU, the goal of the IBTP is to work with you so you can transfer to one of these programs. You will receive education services on the IBTP unit.
Basic Legal Rights

You have the right to:

1. Be treated with dignity and respect.

2. Have fair and equal access to all available treatment, services, and benefits.

3. Be protected from physical and mental harm. DJJ is responsible for ensuring your protection and safety so that you may live in a safe, healthy, and clean environment.

4. Be protected from sexual harassment. DJJ does not allow any form of sexual harassment, including sexual orientation. It is our job to protect you from harassment; it is also your responsibility not to sexually harass others.

5. Be treated equally. You shall not be discriminated against for any reason, including your actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, language, mental or physical disability or HIV status.

6. Receive assistance or reasonable accommodations if you have a qualified disability. If you have a diagnosed disability that affects major life activities such as hearing, breathing, seeing, walking, talking, etc., you have the right to receive assistance to obtain access to programs, services, and activities. Appropriate staff who are knowledgeable, qualified, and trained will evaluate and work with you to determine what type of assistance or reasonable accommodation you will need based on your disability.

7. Express your ideas and opinions as long as your words are not hurtful or abusive toward others or cause problems at your facility. Cursing, lying, threatening, and trying to talk people into illegal behavior are not positive or acceptable ways to express your ideas and opinions.

8. Hold any political belief. The right to express or act upon your belief, however, it can be denied if it threatens the security of your facility or if it violates DJJ policy.

9. Marry a non-committed person if you are 18 years of age or older. You will not be allowed to marry a prison inmate or another incarcerated youth during your period of commitment. Additionally, if your spouse becomes incarcerated, you will not be housed in the same DJJ facility as she or he.

10. Speak to news media. If you are under 18, you will need written permission from your parent or guardian to speak to the news media.

11. Vote. You may register to vote if you are 18 or over and if you are a juvenile court commitment (not an adult court conviction). Ask your counselor for more information if you would like to register.

12. Contact the Office of the Ombudsman with any questions or concerns regarding your rights. You may dial the following number from any youth payphone: (916) 322-7166.
Basic Legal Rights Pop Quiz

—True or False—

You have the right to:

1. Be treated with dignity and respect. T or F?
2. Contact the Office of the Ombudsman. T or F?
3. Have full freedom of speech, even if it is hurtful or harmful. T or F?
4. Speak to the media without parental or guardian permission when you are under age 18. T or F?
5. Get married and live with your spouse. T or F?

Give yourself 10 points for each correct answer.
What is your score??______
## Some General Expectations for You

**Maintain a SAFE & SECURE ENVIRONMENT.**
- Keep yourself and your area clean.
- Follow staff directions.
- Respect others.
- Move in an orderly way.
- Have only approved items in your possession.
- Do not loan, borrow, or trade your property with others.

**Show RESPECT.**
- Treat others how you would like to be treated.
- Do not take or damage other people’s property.

**Demonstrate APPROPRIATE BEHAVIOR that:**
- Is helpful for you and others.
- Helps you reach your treatment goals.

**Practice POSITIVE AND HONEST COMMUNICATION.**
- Be respectful, honest, and appropriate in your words, facial expressions, gestures, and body language.
- Allow people to express their thoughts, even when they are different than yours.
- Ask questions; staff is here to help you.

**Be RESPONSIBLE for yourself and your actions.**
- Keep your bed area and/or room, living unit, and classroom clean.
- Participate and get the most out of treatment.
- Listen to well-intended advice, and, when appropriate, admit your mistakes and learn from them.

## FACILITY RULES AND EXPECTATIONS

- Each facility and camp has its own rules and regulations.
- Staff will explain the rules once you arrive on your living unit.
- Rules will include such things as:
  - *Alarm procedures*
  - *Clothing*
  - *Dining room rules*
  - *Haircuts/Grooming*
  - *Showers*
  - *Canteen procedures*
  - *Dayroom rules*
  - *Dorm rules*
  - *Money orders*
  - *Youth movement*
Youth Rights Handbook

Youth have the right to be safe from sexual assault and abuse.

DJJ is responsible for ensuring your protection and safety as well as the protection and safety of its staff. Sexual misconduct of any kind is strictly prohibited and will not be tolerated in DJJ.

Some examples of sexual misconduct are:

- Making verbal or written comments of a sexual nature
- Making gestures of a sexual nature
- Exposure of genitals
- Masturbation with exposure
- Intentionally sustained masturbation without exposure
- Making body contact of a sexual nature

No one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual advances or pressure to engage in sexual behavior. You have the right to be safe from sexual advances and acts.

What to do if you or someone else is abused or assaulted?

If you or someone else is sexually abused or assaulted you should immediately inform a staff member you trust or refer to the reporting line list of contacts. If you were sexually assaulted you will be taken to a hospital for a medical exam, by a nurse specially trained to care for people who have been sexually abused or assaulted. You do not have to name the other residents or the staff member to receive assistance, but specific information may make it easier for staff to help you.

Confidentiality

Information concerning the identity of a victim reporting sexual assault or abuse, and the facts of the report itself, shall be limited to those who have a need to know.

Counseling

If you have been the victim of sexual abuse or assault you may seek counseling or advice from your counselor or clinical staff.

Avoiding sexual abuse and assault

Here are some things you can do to protect yourself against sexual intimidation or assault:

- Do not accept gifts or favors from staff or youth.
- Do not accept an offer from another youth to be your “protector”.
- Be direct and firm if others ask you to do something you don’t want to do. Do not give mixed messages to other youth regarding your wishes for sexual activity.
- Trust your instincts. If you sense that a situation may be dangerous or inappropriate, it probably is. If you fear for your safety, report your concerns to staff.
Prison Rape Elimination Act (PREA) (continued)

Youth have multiple ways to report sexual assault and abuse.
It is important to DJJ that you remain safe and free from all types of abuse during your commitment to DJJ.

If you have been, or know someone who may be have been abused or harmed, tell someone immediately.

- Report to any staff member, volunteer, contractor, or medical or mental health staff.
- Report to your local rape crisis center toll-free hotline (posters with telephone numbers are listed throughout your facility).
  
  NCYC, N.A. CHADERJIAN YCF, & O.H. CLOSE CYCF:
  Women’s Center Youth and Family Services
  (209) 465-4997

  PINE GROVE YCC:
  Operation Care
  (209) 223-2600

  VENTURA YCF:
  Coalition for Family Services
  (916) 555-0004

- Report to an internal agency reporting line:

  (Collect Calls Accepted)
  (877)424-3577 or (916) 464-3805

  or write to:

  Office of Internal Affairs
  P.O. Box 3009
  Sacramento, CA 95812

- Report to an outside agency reporting line:

  (800)700-5952

  write to:

  Office of Inspector General
  1011 Old Placerville Road, Suite 110
  Sacramento, CA 95827
Youth Rights Handbook

Prison Rape Elimination Act (PREA) (continued)

Youth-on-Youth Sexual Assault—

When one or more youth force or pressure another youth or youths to engage in a sexual act, that act is considered a sexual assault.

- DJJ will investigate all reports of sexual misconduct.
- If you are sexually assaulted, immediately report it to any staff.
- You may also call the Sexual Misconduct Reporting Line collect from any youth telephone or send a letter to the CDCR Office of Internal Affairs or the Office of the Inspector General.

If you report the incident to staff, they will refer you for a medical examination.

- It is important for you to not shower, brush your teeth, use the restroom or change your clothes before the examination.

You do not have to tell who assaulted you; however, telling will help protect you and others from future assaults.

Recovering from a sexual assault takes time. Get support from a trusted friend, chaplain or mental health staff. It helps to get support from people who care about you.

**Things you can do to help avoid becoming a victim of sexual assault—**

- Be aware of your surroundings. Avoid unsafe situations.
- Choose your associates wisely. Look for those involved in positive groups and activities.
- Limit your canteen purchases upon arrival to DJJ. Large canteen purchases will attract attention of predators.
- Do not accept canteen items, other gifts or offers of protection from other youth. Placing yourself in debt to another youth can lead to expectations of repaying the debt with sexual favors.

BE AWARE!
Prison Rape Elimination Act (PREA) (continued)

Staff-on-Youth Sexual Assault—

In addition to regular DJJ staff, staff-on-youth sexual assault includes any assault by independent contractors, representatives, or volunteers for DJJ.

Such an assault includes the intentional touching of a youth’s private area (i.e., genitalia, groin, breast, inner thigh, buttocks, etc.) with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of another person.

Even if you agree to the sexual activity, DJJ specifically forbids any Sexual activity between youth and staff. California law does not allow The employee to use your consent as a justification for having sexual relations with you. There is not exception to this.

You may report employee sexual misconduct by filing a Staff Misconduct Complaint and placing it in the Grievance Lock Box. In addition, to filing the Staff Misconduct Complaint, you can inform a staff member that you trust. For additional information, please refer to the Staff Misconduct Complaint section of the handbook.

It is never appropriate for an employee to do the following with a youth:

- Make sexual advances
- Make sexual comments
- Engage in sexual contact

Please note: In order to minimize cross gender exposure, staff of the opposite biological sex will announce their presence when entering a living unit by stating “Staff on the Floor”. This announcement will be made at the beginning of each shift, if staff of the opposite gender are assigned, or when a staff of the opposite gender enters the living unit.
Sexual Misconduct/Assault

Consensual Sex Between DJJ Youth—

Sexual activity between DJJ youth is never allowed, even if it is agreed upon by all youth involved in the activity.

Consequences for sexual misconduct may include:

- Receiving a DDMS write up.
- Behavior included as an individual treatment issue in your Individual Change Plan.
- Placement in a residential or outpatient sex behavior treatment program.
- Referral to the district attorney’s office for possible prosecution.
- Registration as a sex offender under California Penal Code, Section 290 for the rest of your life.

(This can occur for sexual misconduct cases accepted by the district attorney’s office that resulted in a conviction.)

Mini Quiz—True or False:

1. The federal law that demands zero tolerance of sexual assault in prisons is called Prison Rape Elimination Act (PREA). T or F?

2. In order to report sexual misconduct you must first tell staff. T or F?

3. You can engage in sexual activity with another youth or staff as long as you both agree. T or F?
Right to Basic Necessities

You have the right...

To be provided with the basic things you need to live and stay healthy. Some basic necessities include the right to:

- Clean bedding
- Clean water
- Daily shower
- Drinking fountain
- Sleep
- Safe exercise
- Healthy food
- Hygiene supplies
- Reading material
- Toilet

When you arrive at a DJJ reception center or facility, you will be provided clean state-issued clothing and personal hygiene items. You are expected to shower daily and are provided with soap, shampoo, towels, toothbrush, tooth paste, and other hygiene supplies. You may also choose to purchase other clothing and hygiene items through canteen. The clothing you receive will fit and will be appropriate for the weather. You are required to follow the facility dress code. You cannot alter or exchange clothing with other youth. If you destroy, alter, or deface any state-issued clothing, you will be financially responsible for its replacement.

Property

You have the right...

To possess personal property, materials, supplies, and other items to the maximum quantity allowed by DJJ policy. When you arrive at a DJJ facility or camp, staff will check your property. They will decide what items have ongoing/monetary value and what items are considered to be consumable. (Consumable means once you use them, they are gone or no longer have value.)

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<th>Consumable Items:</th>
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<td>• Food</td>
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<tr>
<td>• Jewelry</td>
<td>• Hygiene items</td>
</tr>
<tr>
<td>• Magazines</td>
<td></td>
</tr>
<tr>
<td>• Letters</td>
<td></td>
</tr>
<tr>
<td>• Playing cards</td>
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These things will be inventoried on the Youth Property Log.

These things do not need to be inventoried, but they will be kept with your other property. Any property that you are allowed to have while in the facility will be stored in your locker.
Staff:
- Records your property.
- Gives you a copy of your Youth Property Log form (DJJ 8.312).
- Returns allowed items to you.
- Safely stores other personal items.

If you have a TV and the receiving facility does not accept TVs, we will:
- Send it to your permanent residence at their expense.

If you are temporarily away from the facility, on furlough, in the hospital, on escape status, or in overnight detention away from the living unit, staff will collect, inventory, and safeguard your property until you return.

If you are transferred to another DJJ facility or camp, your property will be packed in 12” x 12” x 12” boxes. Boxes will be securely taped and labeled with your name, DJJ number, and destination.

If you are being discharged, staff will:
- Inventory your personal property.
- Mail your property to your address on record.

If you are a first time commitment, you will not be able to take your property with you when you discharge to county probation. You will need to work with facility staff to determine when and where your property will go.

If your property was lost or damaged, and it was no fault of yours, you will be reimbursed. To file a claim, staff will give you the Youth Claim for Lost or Damaged Property form (DJJ 4.741). Following an investigation, the superintendent will deny or approve your claim. If your claim is approved, the accounting office will credit your trust account when they receive the money from the controller’s office. If your claim is denied, you can appeal to the Victim Compensation and Government Claims Board.

Unclaimed Personal Property — When you leave DJJ, DJJ will notify you, your parent(s), guardian, or spouse to arrange removal of your personal property from DJJ within 14 days. You can pick it up or provide postage funds to mail the items. Unclaimed personal property will be destroyed 14 days from the date you are discharged. Before destroying any property, DJJ will mail a “Notice of Intended Disposition of Youth Personal Property” to your last known address and post the notice in a public place in the DJJ facility or camp where the disposition is to be made.
Contraband

Although you have a right to possess personal property, there are a number of items that are prohibited and are considered contraband.

Here are just a few:

- Cell phones, pagers, etc.
- Cigarettes/tobacco
- Controlled substances
- Drug Paraphernalia
- Drugs
- Gambling or lottery materials
- Gang writing or materials
- Money
- Sexually explicit drawings, pictures, prints, etc.
- Weapons or explosives

*Each of the above items has its own violation code within the DJJ Disciplinary Decision Making System.*

Contraband is not allowed.

Contraband can be:

- Any item that is not permitted or is obtained from an unauthorized source.
- Any item that is illegal or prohibited by DJJ policy.
- Any item that by its very nature could be harmful to that person or property or could negatively affect facility security.

★ Any person who knowingly brings contraband into a facility or camp may be prosecuted.
★ If you are found in possession of contraband, the item(s) will be confiscated and you may be subject to disciplinary action.
★ Additional information regarding the disciplinary system and a list of violation codes can be found under the Disciplinary Decision Making System section of this handbook.
Searches

You have the right...

To be searched in a way that is least embarrassing to you. Searches are necessary to provide safety for you and others in your facility.

There are three different types of searches.

Property or Room Searches
- Staff may search your room or possessions for contraband or evidence.
- Property and room searches should be conducted in your presence whenever possible.
- Staff will look through your clothing, bedding, books and all other belongings in your room.
- Your property will be left in a reasonably neat and orderly condition.
- If any of your property is removed during a search, you have a right to obtain a receipt letting you know what was taken.
- If property is damaged or lost by staff, you can file a claim to have it replaced.

Pat Down Searches
- Clothed “pat-down” searches are conducted on a routine basis.
  - Example: When a youth is leaving a vocational shop
- Routine pat down searches for female youth SHALL NOT be done by male peace officer staff.
- Male peace officer staff may pat down female youth only in non-routine emergency situations.

Skin Searches
- You are required to remove your clothing for skin searches.
- Skin searches will be conducted with maximum concern for your privacy.
- With the exception of licensed medical staff, only staff of the same sex as you will be present or participate in a skin search.
- Should you be suspected of concealing contraband in your rectal or vaginal area, a rectal or vaginal search may be conducted. This type of search will be performed by a licensed medical staff.
In July 2012, DJJ made changes to its Urinalysis Testing Policy.

The revised policy requires DJJ to actively try to stop the illegal use of alcohol as well as the use of any illegal narcotics, drugs, or other mind-changing substances by a DJJ youth in the custody of a DJJ facility.

Mandatory drug testing will be given to all DJJ youth to help provide a safe and healthy environment for staff and youth and to help ensure a drug-free treatment facility.

Urine samples will be collected in a fair manner, with concern for your dignity and privacy; however, you must be observed while giving the sample in order to ensure the sample is reliable.

No other youth will be present at the time of your testing, and you will be treated with the maximum respect and privacy that can be afforded to you, while still maintaining security of the sample.

If you refuse to give a urine sample, your refusal will be documented as a violation of the Disciplinary Decision Making System.

Frequently Asked Questions—

If you have any questions regarding the urinalysis testing process, please see your senior youth correctional counselor or the Urinalysis Program Coordinator.

Will there be “mandatory” testing? If so, when?

- Yes. The first test will be given within 24 hours of your arrival to a DJJ facility.

- A final test will be given about 30 days prior to you going before the Board of Juvenile Hearings for discharge consideration.

What if I am not able to urinate at the time the urine sample is requested?

- Staff are to give you a reasonable amount of time to provide a urine sample but not more than one hour.
Youth Urinalysis Testing (continued)

Frequently Asked Questions Continued—

What will the process be for me to provide a urine sample?

- Staff will instruct you to wash and dry your hands.
- Staff will provide you with latex gloves.
- Staff will conduct a clothed body search prior to your collection.
- Staff will complete the label for the specimen bottle and then give the bottle to you.
- You will then be supervised by staff while urinating in the bottle.
- Once you have provided the urine specimen, you will place the lid on the specimen bottle and rinse the bottle with water before placing it in a ziplock bag.

What if I take medication?

- The Urinalysis Program Coordinator will consult with the pharmacist to determine if the medication you are taking could produce a positive result by mistake.
- If this is found to be true, your false positive will not be recorded in the Ward Information Network (WIN) system, and you will not receive a behavior report.

Reasonable Suspicion Testing—

- Additional testing will be conducted if there is reason to believe you may be under the influence of a controlled substance or a prohibited substance.
- Staff will submit your name and two forms for this test to be given.

Will there be “random” testing? If so, when?

- Yes, there will be random testing on a monthly basis.
- Youth who go to work outside the facility fence will be tested randomly when they return to the facility.

What if my urinalysis test is positive?

- Your treatment team will determine the appropriate level of intervention for you.
Right to Basic Necessities, Property, Searches, Contraband, Youth Urinalysis Testing Knowledge Review

True or False:

1. Three basic necessities that you have the right to are: daily shower, hygiene supplies and healthy food. T or F?

2. It is okay for your friends and family to bring contraband into a facility or camp. T or F?

3. Skin searches can only be performed by peace officers or medical staff that are the same sex as the youth being searched. T or F?

4. You are allowed to have a cell phone as long as it is on your property list. T or F?

5. You can complete a claim form for lost or damaged property. T or F?

6. All youth in DJJ can be randomly drug tested at any time. T or F?
Canteen

Canteen is like a small store within the facility. Orders are taken and items are delivered to you on your living unit. Each facility has its own schedule for taking and delivering orders. Participating in canteen is a privilege and an opportunity to purchase items with monies from your trust account. The amount you can spend and the items you are allowed to buy at canteen are determined by your level.

Some items that may be available at canteen include:

- Clothing (pants, sweatshirts, thermals, name brand shoes).
- Food (snacks and soft drinks).
- Hygiene items (lotion, hair products, soap, makeup).
- Electronics (MP3 player and Walkman).

Any profits made by the canteen are to be used for programs or projects that benefit the youth.

Notes:
Food Program

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
Fax: (202) 690-7442; or
E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.
Trust Accounts

- You cannot have cash in DJJ.
- You can purchase canteen items through your Trust Account.
- Parents, guardians, other family, and friends can send you money through the mail for deposit into your trust account.

- Must use **MONEY ORDERS**
  - Must be payable to you
  - Must include your DJJ number
  - Must be mailed to your attention to the facility or camp where you are located
- **NO CASH OR PERSONAL CHECKS**

- Mailroom staff forward money orders to the Business Office for deposit.
- Business Office staff send deposit slips to the Trust Office.
- Trust Office staff post the amount to your account.
- Processing time varies from one week to one month.

**Do not have family or friends mail money directly to the Trust Office, thinking that this will save time.** This only should be done if you want the money to go directly to your Victim Restitution or Restitution Fine orders. For more information about this, please refer to the Restitution section of the handbook.

If You Intentionally Damage, Deface or Destroy State Property:
- You will be held accountable through the Disciplinary Decision Making System.
- The Trust Office will be notified.
- Your trust account will be frozen until full amount you owe is paid.

You cannot make purchases at canteen while your trust account is frozen.
Trust Accounts (continued)

If you transfer to another facility or camp or are discharged:
♦ It takes about 3-5 weeks for your money to be transferred.

If you are being released to parole:
♦ The money will be sent to your parole office.

If you are discharged to county probation and have money in your trust account at the time you are discharged:
♦ A check will be mailed to the chief of the appropriate probation department at the end of the month. You will need to contact your probation officer to arrange pick up.

The Address to the Trust Office Is:
Department of Corrections
Accounting Services Branch—Stockton
P.O. Box 4147
Stockton, CA 95204-0147

Mini Quiz—True or False?

1. True or False: If I purposely damage state property, my account can be frozen.
2. True or False: I can continue to buy things from canteen, even when my trust account is frozen.
3. True or False: It takes about two months for money to be transferred to another facility.
4. True or False: I can take my money with me when I am discharged.

25 Points Each—What Is Your Score?

Notes:
Mail

You have the right to receive and send mail in accordance with DJJ policy.

- Each youth will receive two free stamps a month. Additional stamps can be earned through the level system and purchased through canteen.
- We encourage communication with your families and the community.
- We do not limit the number of people you may communicate with via incoming and outgoing mail.

All mail must have your:

- Full name
- DJJ number
- Facility name
- Living unit name
- Mailing address

Incoming and outgoing mail cannot have gang-related writing or drawings, sexual remarks or pictures, or profanity in the letter or on the envelope.

Use the sample below when sending out mail:

<table>
<thead>
<tr>
<th>Your Name and DJJ Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of DJJ Facility or Camp and Living Unit</td>
</tr>
<tr>
<td>Street Number and Name or Post Office Box Number</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Person’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company/Organization (if applicable)</td>
</tr>
<tr>
<td>House or Apartment Number and Street</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
</tr>
</tbody>
</table>

If your mail is withheld, you will be notified in writing of the reason(s) for the withholding. Withheld mail occurs when mail:

- Contains contraband.
- Encourages criminal acts.
- Encourages racial or ethnic hatred.
- Encourages acts of violence.
- Encourages gang activity.
**Mail (continued)**

**Non-Reviewable Mail** shall not be opened or read by staff. Non-reviewable mail is any mail that is sent to or received from:

- A federal, state, or local court
- An elected federal, state, or local public official
- An attorney-at-law listed with a state bar association
- The Director of the Division of Juvenile Justice
- The Deputy Director of DJJ
- A superintendent
- A regional parole administrator
- A member of the Board of Juvenile Hearings
- An ombudsman
- Advocates

In cases where non-reviewable mail is opened or inspected:

- You (the addressee) will open the mail in the presence of a supervisory staff member.

If the envelope contains contraband or is a misrepresentation of the sender’s or addressee’s identity,

- The letter and any enclosures may be examined and read to determine appropriate action.

**Reviewable Mail**

- All other mail that is not listed as non-reviewable mail
- Designated staff may open, inspect, and randomly review this mail before it is mailed out or delivered to you.

**Delayed Mail**

- May occur when mail is written in a language other than English and requires translation.

You will be notified in writing if your mail is delayed more than five business days for translation.
Mail (continued)

Mail between youth and/or inmates:
- Requires approval of the superintendent at each facility.
- Requires a Request for Correspondence Approval form (DJJ 8.417).
  ⇒ Ask a member of your treatment team for this form.

The sender is responsible for making sure that the content is appropriate.

Mail to the Director of DJJ shall NOT be:
- Opened
- Delayed
- Withheld by facility staff

You may write to the Director of DJJ on any subject. The address is:

Director
Division of Juvenile Justice
P.O. Box 588501
Elk Grove, CA 95758

True or False:
1. You can only send five letters a month. T or F?
2. Incoming and outgoing mail CANNOT contain gang related writing or pictures. T or F?
3. Sending a letter to a youth in another DJJ facility or to an inmate in a CDCR prison does not require any extra permission. T or F?
4. A letter from your attorney cannot be opened by staff UNLESS there is a presence of contraband in the envelope. T or F?
Telephone Calls

You have the right to make and receive phone calls.

We encourage you to have regular contact through telephone calls, visits, or mail with:
- Your parents
- Guardians
- Brothers and sisters
- Children
- Other adult relatives
- Other adults with whom you have a family or mentoring relationship (such as godparents, clergy, teachers, neighbors, and family friends)

You can speak or write to your family, clergy, or counsel in your native language or in the native language they are using.

There are different types of telephone calls available at DJJ.

Initial Direct Calls: You can make at least two direct (free) telephone calls within one hour of getting to a DJJ intake/reception center. A “direct” call is one that is paid for by DJJ.

Transfer Calls: You can make at least two direct (free) telephone calls within 24 hours after you transfer between facilities/camps.

Additional Direct Calls Through the Level System: You can earn additional direct calls through the Level System:
- Levels D & C: One 10 minute direct call to support person each month
- Level B: One 15 minute direct call to support person each month
- Level A: One 20 minute direct call to support person each month

Mandated Calls: You can make one mandated call each week (four each month). You can make at least three attempts if the first telephone call is not completed. Mandated calls are collect calls, not direct calls. Youth with special circumstances will have their situation reviewed on a case by case basis by a designated staff. If you get in trouble for a reason other than telephone abuse, staff cannot take away or reduce the minimum number of your mandated calls. Restrictions may be enforced as a disciplinary measure only when abuse of phone policy and/or procedure has been sustained (found to be true) through DDMS. Collect calls can now be made to cellular phones. You can see your parole agent or casework specialist for more information. Your family can find out more information about this at http://www.cder.ca.gov/Visitors/Receiving_Calls_From_Inmates_and_Wards.html or www.dts.ca.gov/stnd/calnet-inmate-ward.asp.
Phone Calls (continued)

Confidential Calls: You have the right to request or receive confidential telephone calls from an authorized party. For additional information, please see the Legal Services section in this handbook.

Discharge Consideration Hearing Calls: You have the right to make one phone call to contact your parent or guardian (if they can be reasonably located) to inform them of the date and location of your discharge consideration hearing. You are not required to make this call. It’s your choice if you want to make this direct (free) call. This call is in addition to any other telephone call opportunities.

Emergency Calls: If an unexpected situation occurs that needs immediate action and if a phone call could reduce fear or concern caused by the situation, you may be entitled to an emergency call. The supervisor in charge of your living unit at the time of the emergency will decide if the request is truly an emergency. An emergency call is considered an additional call and is not counted as one of the four mandated calls per month.

Incoming Calls: If a family member calls the facility or camp to speak to you, staff will take a message and forward it to your parole agent or casework specialist. You will be allowed to call back, following the right procedure (i.e., Mandated, Emergency, etc).

Indigent Youth Calls:

⇒ We encourage you to have contact with family, and we know that some youth and their families do not have the money to pay for collect telephone calls.

⇒ “Indigent” youth are youth who do not have the money to pay for collect phone calls or to buy basic necessities.

⇒ If you are indigent, you can request a free phone call by asking your assigned youth correctional counselor (YCC) for a Request of Indigent Youth/Family Call form (DJJ 8.530).

⇒ You will need to complete the form and give it to your YCC for approval. Your YCC will review the form and let you know if your request is approved or denied.

⇒ If your request is approved, you will be allowed to make one free telephone call each month. The call will be limited to 10 minutes and will be counted as one of your four mandated calls.

⇒ You will need to fill out another request form every 90 days from the date of the last approval.
Telephone Calls (continued)

International Calls:

★ DJJ has a contract with Global Tel*Link (GTL) that enables family and friends that live outside of the United States to receive phone calls from you.

★ Your family and friends are the ones that pay for the international calls, so they must have a pre-paid account set up with GTL.

★ Your family and friends can get information on how to set up an account by visiting http://www.cder.ca.gov/Visitors/Receiving_Calls_From_Inmates_and_Wards.html or www.gtl.net/cdcr-inmate-telephone-information/. They will need to let you know once the process has been completed.

You may see your parole agent or casework specialist for more information.

Monitoring Calls:
Staff may be able to monitor non-confidential calls for security reasons. However, staff cannot monitor calls between you and your attorney. These calls are considered confidential.

Documenting Calls:
Staff will document all calls and attempts, including calls you were offered but turned down.

Telephone Calls: True or False?

1. An emergency call is counted as one of your four monthly mandated calls. T or F?

2. If you and your family do not have the money to pay for collect calls, you can request one free phone call a month by completing a Request of Indigent Youth/Family Call (DJJ 8.530) form. T or F?

3. Staff cannot monitor calls between you and your attorney. T or F?

4. “Direct” calls are paid for by DJJ. T or F?
Visiting

You have the right to receive approved visitors.

We understand how important it is for you to have contact with your family and others who support you. Your right to have approved visitors will not be taken away from you as a form of punishment. However, visiting may be restricted if you or your visitor’s behavior threatens the safety and security of the facility.

Each facility has its own visiting program which will be discussed with you during the facility orientation.

How often is visiting?
Visiting will be at least once a week.

Who can visit you?
- All visitors must be approved by your treatment team. Only those listed on the approved visiting list will be allowed to visit you.
- Former inmates/youth or parolees/probationers must get written approval from the superintendent before visiting you. People on active parole/probation must also get permission from their agent/officer of record to visit you. If someone is discharged from parole, they must provide proof of discharge along with the superintendent’s written permission to visit.

How do you get someone approved for visiting?
- To add visitors to your list, you will need to ask for a Request for Visit form (DJJ 8.503) from your treatment team and send it to the person you want added. Once they fill out and sign the form, they will need to return it to you so you can forward it to your parole agent or casework specialist.
- The parole agent or casework specialist will verify the family/mentoring relationship and check for any criminal history.
- The parole agent or casework specialist will let you know if your visitor(s) have been approved or denied. If approved, you will need to notify your visitor(s) that they’ve been cleared for visiting.

How many visitors can you have on your list?
- There is no limit on the number of visitors you can have on your list.
Visiting Requirements for Minors:
Minors planning to visit you must meet certain conditions before visiting day.

- Minors must come with an adult who has been approved to visit you.
- If the adult is not the minor’s parent, legal guardian, or spouse, a notarized written consent or certified copy of a court order is required from the person with legal custody of the minor. This consent must give permission for the minor to visit while accompanied by a designated adult and must include the duration of the approval. The notarized written consent or court order must be presented each time the minor visits and must be renewed (updated) once a year.
- An emancipated minor must submit one of the following to the parole agent/casework specialist for verification: a certified copy of the court order of emancipation, marriage license, or current armed forces ID card.

What are some visiting restrictions?
Visiting may be disallowed, limited, or terminated in certain situations if, for example:

Ø You or others may be exposed to danger.
Ø The security of the facility is in danger.
Ø There is unusually bad weather.
Ø The visitor does not have proper identification.
Ø The visitor is not appropriately dressed.
Ø The visitor has a warrant (He/she will be arrested.).
Ø The visitor appears to be under the influence of alcohol, drugs, and/or other substance.
Ø The visitor refuses to submit to a search/inspection of his/her property and/or vehicle brought onto facility grounds.
Ø Your case does not allow visits from minors and/or your victim(s).
Visiting (continued)

How many visitors can you have at one time?

- You can have five visitors at one time, including minors.
- If there are more than five visitors, they will need to share their time with you by rotating through the visiting area. They can rotate through only once.
- You can have two visitors for non-contact visits IF your facility is able to provide non-contact visits.
  - Non-contact visits are provided in secure areas where you are physically separated from your visitor(s).
  - If there are more than two visitors, they will be allowed to rotate through the visiting area one time.

What can you bring to visiting?

- Shirt
- Pair of shoes
- Jacket (in cold weather)
- Shorts (camp youth only)
- Pair of pants
- Belt (camp youth only)
- Pair of socks
- Thermal clothing (must be worn under state-issued clothing)
- One wedding band
- One religious medal on a necklace
- Prescription eyeglasses
- Approved medical assistive device(s)

How do you dress for visiting?

During visiting you will only be allowed to wear state-issued clothing that you received at DJJ. You will be allowed to wear the following state-issued clothing items:

- Shirt
- Jacket (in cold weather)
- Pair of pants
- Pair of socks
- Pair of shoes
- Shorts (camp youth only)
- Belt (camp youth only)
- Thermal clothing (must be worn under state-issued clothing)

Review—

1. All visitors must be approved in advance by your treatment team.
2. There is no limit to the number of visitors you can have on your visitors’ list.
3. You can have five visitors at one time, including minors.
4. Minors must come with an adult and must have the approval of their legal guardian to visit you.
Visiting (continued)

Can you refuse a visit?

- You can refuse to see a visitor.
- Your refusal will not automatically remove them from your visiting list.
- If you want a visitor removed from your visiting list, you will need to notify your parole agent or casework specialist in writing.
- You will also need to let your visitor know that they have been removed from your visiting list.
- If you want to add them back to your visiting list, you will need to wait six months and submit a new request.

What if the visiting area is too crowded?

- Visits may be terminated when the visiting area is at its maximum room capacity and there are other approved visitors waiting to visit. If this happens, an announcement will be made so that those who have been visiting for the longest time can end their visit and allow for others to come in.
- There are some exceptions.
  - If your visitor traveled more than 250 miles and has not visited you within the last 30 days.
  - If your visitor is disabled and depended on special transportation to get to the facility.
  - If there was a family emergency where there was a death, serious illness or injury to someone in your immediate/extended family.
  - If you have not received more than one visit in six months.

What if you have a disability?

- Youth with disabilities will be provided with reasonable accommodations and modifications necessary for them to participate in the visiting program.
- Visitors will not be allowed to bring in outside equipment for effective communication when it is available at the facility.
- Any equipment that visitors are permitted to bring in will be searched.
- If you are a youth with a disability and need an accommodation for visiting, you will need to notify your parole agent or casework specialist so that they could get the approval and prepare for the visit.
Visiting (continued)

How can your behavior affect your right to visits?

If you commit certain offenses (see list below) during visiting that pose a threat to the safety and security of the facility and/or others, you may be given non-contact or modified visiting or suspended from the visiting program for up to 90 days (as determined by the Juvenile Justice Administrative Committee).

<table>
<thead>
<tr>
<th>✓ 3A—All offenses</th>
<th>✓ 3FB</th>
<th>✓ 3KD</th>
<th>✓ 3LF</th>
<th>✓ 3QD</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ 3B—All offenses</td>
<td>✓ 3FC</td>
<td>✓ 3KE</td>
<td>✓ 3NA</td>
<td>✓ 3VA</td>
</tr>
<tr>
<td>✓ 3DC</td>
<td>✓ 3FE</td>
<td>✓ 3LC</td>
<td>✓ 3QA</td>
<td>✓ 3YA</td>
</tr>
<tr>
<td>✓ 3DE</td>
<td>✓ 3G—All offenses</td>
<td>✓ 3LD</td>
<td>✓ 3QB</td>
<td></td>
</tr>
<tr>
<td>✓ 3FA</td>
<td>✓ 3HA</td>
<td>✓ 3LE</td>
<td>✓ 3QC</td>
<td></td>
</tr>
</tbody>
</table>

For a complete description of these codes, please go to the DDMS section in your handbook.

Your friends and family can find information about visiting at the CDCR website: www.cdc.ca.gov/Visitors/Index.html.

Review—
1. You can refuse to see a visitor.
2. You need to notify your parole agent or casework specialist to remove someone from your visitors’ list.
3. You need to wait six months to add a visitor back onto your list.
4. Youth with disabilities need to work with their parole agent or casework specialist to get necessary accommodations for visits.
5. Visits can be cancelled if the visiting area is too crowded.
6. If participating in regular visiting could be a safety concern for you or others, you can be given non-contact or modified visiting or suspended from visiting for up to 90 days.
Program Service Day

Each DJJ facility has a daily Program Service Day (PSD) schedule that begins with the time youth are scheduled to wake up in the morning and ends with the time they are scheduled to go to bed at night. The PSD schedule is part of the computerized information system called WIN. PSD is designed to help ensure programs and services are delivered and to minimize scheduling conflicts.

- PSD schedules are not the same at each facility.
- Each facility’s PSD schedule helps ensure youth receive required services, treatment, and rehabilitation while trained and qualified staff are on duty.
- The facility PSD schedule decreases disruption to the youths’ school schedule and other mandated activities.
- The facility PSD schedule helps ensure youth are engaged in pro-social activities most of their waking hours.

Within a facility PSD schedule, some things will be scheduled at the same time for all youth, for example, morning wake-up and daily meal times. Other things will depend on the needs of individuals, for example, group counseling and medical appointments.

Some Activities Included in PSD Schedule—

- School
- Medical, dental, and mental health appointments
- Group and individual counseling
- Recreation and sports
- Religious services and programs
- Visiting
- Special events

If you are scheduled for school, work or treatment groups, it is important that you attend. Facility staff will note whether or not you were there as scheduled in the Program Service Day schedule in WIN. If you choose not to attend as scheduled, your level can drop and you can lose privileges.
Religious Services

You have the right to participate in religious services and programs.

- When you first arrive at a DJJ facility, you will be asked to complete a form telling us the faith group you want to participate in.
- If religious services of your faith are not available at your facility, the Chaplains/Spiritual Leaders will make a good faith effort to plan for services or counseling with a faith group leader or volunteer of your faith.
- If a religious volunteer is not available, an attempt will be made to get you literature from your faith group.
- You have the right to attend at least one religious service of your choice per week.
- You can attend the services of your faith group and/or any other faith group.
- You have the right to look into other religious groups by attending their services and programs. (Religious programs are special activities or events that are not formal religious services.)
- You also have the opportunity to participate in one or more religious programs if you meet the requirements.

How to Sign-up for Religious Services and Programs

- All religious services and programs for the week are posted on the living unit from Monday morning until Wednesday p.m. shift.

- You may sign up for at least one religious service of your choice and for as many religious programs as you are eligible to attend.

- If you are on an alternative program, you will not be able to attend a group religious service. You are still encouraged to sign up for the service you would like to attend, and a Chaplain/Spiritual Leader will come to your unit and meet with you.
Religious Services (continued)

You will be given reasonable opportunity to participate in religious services and programs and not be restricted from attending these services or programs unless your attendance will create a threat to the safety and/or security of youth or staff.

Restriction from Attending Religious Services

The following reasons will prevent you from attending a religious service or program:

1. If you are on Treatment Intervention Program (TIP).
2. If you are assigned to a Behavior Treatment Program.
3. If you are on Limited Program.
4. If you are prohibited from attending school or work for safety and security reasons.
   - If your Treatment Intervention Plan does not allow movement out of the living unit.

If you were removed from a religious service or program, you will be allowed to return the following week as long as you don’t meet any of the five restriction reasons listed above.

Removal from Religious Services or Programs

There are nine reasons why you can be removed from a religious service or program. They are:

1. Talking while service is in progress.
2. Gang signing or activity.
3. Under the influence of controlled substances.
4. Passing of contraband or kites.
5. Threatening hand or facial gestures.
6. Horse-playing or fighting or other inappropriate activity.
7. Disrespectful, crude, or other inappropriate comments.
8. Not following instructions of staff.
9. Getting up and moving around during the service.

If you are removed from a religious service or program, the chaplain/spiritual leader or posted security, whoever observed the behavior, will follow DJJ procedure and issue you a behavior report.
Religious Services (continued)

Chaplains/Spiritual Leaders are available during the week to provide you with spiritual direction and counseling. Also, in the event that there is a family emergency, the Chaplains/Spiritual Leaders are there to help you with the emergency.

How to Contact Chaplains/Spiritual Leaders

If you would like to contact a Chaplain/Spiritual Leader, you may make an appointment with him/her during a service or program. You can also ask your counselor to call the Chaplain’s Office and request you be seen.

You have the right to request a copy of the Religious Services policy at any time. You can request this policy through any Chaplain/Spiritual Leader.

Religious Diets

If you want a religious diet, it is your responsibility to tell a Chaplain/Spiritual Leader in writing.

- An interview will be done.
- If approved, you will be required to sign a Religious Diet Program Agreement form (DJJ 4.931).
- The form covers the basic terms and conditions for participating in the Religious Diet Program.
- The Chaplain/Spiritual Leader will review and discuss the agreement with you.
- Once your request is approved, the Food Services Manager will make the necessary plans to meet the needs of your religious diet.

If you want to withdraw from the Religious Diet Program, you must make the request in writing to the Chaplain/Spiritual Leader.

- If you decide to withdraw from the Religious Diet Program, you

Notes:
Religious Services (continued)

Religious Literature, Materials, and Personal Property

You can have religious literature. However, it can be withheld if it contains contraband or kites, promotes criminal activity, contains acts of violence or physical harm to a person(s), promotes or causes gang activities, is racially offensive and could cause violence at the facility, and/or encourages racial or ethnic hatred.

With the approval of the Chaplain/Spiritual Leader you may have religious personal property.

- You may wear one cross or one medallion or one medicine bag at all times underneath your clothing.
- If you wish to wear or carry other religious personal property, you will only be allowed to do so when going to and from religious services and programs.
- You may also wear an approved religious head covering at all times.
- All religious materials/property shall be subject to search by staff.

MEDICINE BAGS

- You are allowed to wear a medicine bag underneath your clothing at all times.
- Medicine bags shall not be sewn closed and shall be made of soft leather or cloth.
- Staff must follow certain procedures when conducting security searches of medicine bags.
- During a search, you will be required to turn the bag inside out in the presence of staff and pour the contents into your hands.
- If you refuse to allow the bag to be searched or conceal contraband within the bag, you may be restricted from having a medicine bag.

A list of permitted personal religious/spiritual property items starts on the next page.
Permitted Religious Personal Property

★ The religious personal property matrix applies to both male and female youth, and reflects personal religious property that youth may possess.

★ Religious texts (i.e. Torah, Holy Quran, Vedas, Poetic Edda, Bible, meditations, religious teachings, etc.) shall be permitted.

★ Youth are permitted personal religious items listed in this matrix.

★ Youth are permitted to wear and/or possess personal religious clothing items as indicated in this matrix.

★ Youth are prohibited from possessing, using, or wearing personal religious clothing items in any shade of green, black, brown, tan, red, purple or blue unless otherwise indicated. Multi-colored items shall not be predominantly one of the prohibited colors previously listed.

★ Youth are prohibited from possessing, using, creating, or wearing personal religious clothing with hoods, pictures, decorative zippers, inside pockets, or zippered pockets.

★ Youth are prohibited from possessing, using, creating, or wearing any items with any design, sign, symbol, or illustration identified as being associated with a security threat group.

★ All youth are prohibited from possessing, using, creating, or wearing items which are obscene or which have logos, coded messages, lettering, pictures which advertise or depict alcohol, security threat groups, profanity, sex, weapons, drugs, or drug paraphernalia.

★ Determinations concerning religious personal property items for individual youth in specialized housing units may be made on a case-by-case basis based upon the youth’s behavior/mental health status/safety/security needs. Decisions must be approved by the respective hiring authorities or designees.

★ Misuse of any religious/spiritual item may result in loss of property or privilege.

(Revised November 2016)
**Religious Personal Property Matrix**

*Item description with additional requirements and restrictions*

**ALTER CLOTH** – Maximum size 24” x 24”. One item per inmate. White, gray, or multicolored. Not allowed as dominant colors are: green, black, brown, tan, red, and blue.

**ASSORTED HERBS** – Mint, Cedar, Lavender, Sweet Grass, Common Sage, Spearmint, Peppermint, Rosemary, Common Thyme, Bitterroot, Copal, Willow Leaves, Bear Root, and Sandalwood. Combined total quantity limited to four ounces or less at any time.

**BEADED HEAD BAND, WRIST BAND, AND CHOKER** – Only white, gray, or multicolored. Not allowed as dominant colors are: green, black, brown, tan, red, and blue. One of each item per youth. May be worn throughout the facility, subject to search, and cannot be worn when leaving institution grounds. No item may exceed 1” in width.

**BEADING MATERIALS** – Beads may be wood, plastic, or natural material, (i.e. stone, bone, seed, etc.), and not to exceed ¼” in diameter. Total quantity not to exceed 12 hanks (approximately 5 cups). Finished items shall be white, gray, or multi colored. Not allowed as dominant colors are: green, black, brown, tan, red, and blue. Sinew or String in rolls not to exceed 75 yards in length. Needles, limited to 5 per youth, size 10 and/or 12, not to exceed 2” in length. Barrel clasps, gold or silver in color only, size not to exceed 10x5mm, quantity not to exceed 10 pieces.

**BOWLS/CHALICE/HANDWASHING CUP** – 4” diameter wood or plastic.

**CHALK** – Limited to one box containing 12 sticks of white nontoxic chalk.

**DEVOTIONAL SCAPULAR** – Cloth only, not to exceed 2” x 2”.

**DREAM CATCHER/MEDICINE WHEEL** – Shall be constructed of wood or plastic; hoop may be wrapped with sinew/simulated sinew or ribbon shall not exceed 5”.

**FEATHERS** – Bird feathers are allowed up to a maximum length of 16”. Eagle Feathers may be obtained only via the U.S. Department of the Interior and only by a Federally recognized Native American.

**HEAD GEAR – Males** – Including, but not limited to: Yarmulke (kippah), Kufi, Bandana, Fez, Patka, Rastafarian Crown. Maximum size 24” x 24”. Two per youth. Only white, gray, or multicolored. Not allowed as dominant colors are: green, black, brown, tan, red and blue. May be worn throughout the facility, subject to search, and cannot be worn when leaving facility grounds.

**HEAD GEAR – Females** – Including, but not limited to: Scarf, Hijab, Bandana. Maximum size 44” x 66”. Two per youth. Only white, gray, or multicolored. Not allowed as dominant colors are: green, black, brown, tan, red and blue. May be worn throughout the facility, subject to search, and cannot be worn when leaving facility grounds.

**MEDICINE BAG/ROSETTE** – Shall not exceed 2” x 3”. Soft leather or other natural material without a liner. May be worn throughout the facility, subject to search, and cannot be worn when leaving facility grounds. May be worn either inside or outside of the shirt. Length of cord not to exceed 24”.

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By: [Author Name]

Date: [Date]

[End of Document]
Religious Personal Property Matrix (cont.)

Item description with additional requirements and restrictions

**MISWAK** – Small twig, not to exceed 7½”; used for oral hygiene.

**OILS** – (Nonalcoholic/nonflammable oil). Allowable fragrances include: Kyphi, Frankincense, Sage, Cedar, Musk, (Arabian and Egyptian only) Lavender, Sandalwood, Dragon’s Blood, and Rose. Combined total quantity limited to four ounces or less at any time. Oils must be clear or transparent.

**POWDERS** – (Drawing powder). Limited to eggshell powder. Total quantity limited to four ounces or less at any time.

**PRAYER BEADS** – e.g., Mala, Dhikr, or Rosary. Wood, plastic, or natural material (i.e. stone, bone, seed, etc.). Not to exceed 1/4” in diameter. Chain, Sinew, or String not to exceed 24”. Not to exceed $25.00 in value.

**PRAYER/HOLY CARDS/DEITY PHOTOS** – Not to exceed 4” x 6”.

**PRAYER RUG /MAT** – 28” x 48” or smaller, not to exceed ¼” thick. Rug may be multicolored. Not allowed as dominant colors are: green, black, brown, tan, red, and blue.

**PRAYER SHAWL/SCARF** (i.e., Tallit, Khatas, etc.) – White or gray only (may have decorative embroidery trim and/or tassels that are white or gray only). Prayer shawls/scarf to be worn in Chapel or inmate bed area only. Not to Exceed 18” x 60” in size. Purchase value not to exceed $100.

**RAKUSU** – Rakusu kits are acceptable.

**RELIGIOUS MEDALLION AND CHAIN** – Chain/Sinew/Leather not to exceed 24” in length, not to exceed 3/16” in diameter, individual links not to exceed 3/16” in diameter, medallion (i.e., Thor’s Hammer, Pentagram, Crucifix, Star of David, etc.) not to exceed 1.5” in diameter, obtainable as a set only, value not to exceed $100. One set per youth. May be worn throughout the facility, subject to search, and cannot be worn when leaving facility grounds. May be worn either inside or outside of the shirt.

**RUNE TILES/ SHELLS** – Runes/shells shall not to exceed ¾” x ¾”. One set per youth with instruction book and carrying bag. Carrying bag shall be clear plastic/vinyl only. Set shall not exceed 25 pieces. Runes shall be wood, plastic, or natural material (i.e. bone, stone, etc.).

**SEA SALT** – White or black. Combined total quantity limited to four ounces or less at any time.

**STONES** – Set of 5, no larger than 1” in diameter, or set of 10, no larger than ½” in diameter.

**TALLIT KATAN/TSITSIT** – Worn under one’s shirt. White or light gray only.

**TEFILLIN/PHYLACTERIES** – Carrying bag shall be clear plastic/vinyl only. Purchase value not to exceed $300.00.

**WAND** – Soft wood, not to exceed 7½” long by ½” wide. If soft material is unavailable, a pliable twig may be utilized.
You have the right to receive adequate and appropriate care in the following areas:

- Medical, including routine (sick call) and emergency services
- Dental
- Vision
- Mental health

➢ Health care will be provided based on your individual need as determined by a health care provider.
➢ Within a few days of arriving at the reception center or your program facility, you can expect to have a health exam performed.
➢ The information you provide the nurse or doctor will become a confidential part of your medical record.

### Medical Services You May Receive

#### Intake Screening and Evaluation
- A doctor and nurse ask about your health and activities that could affect your health.
- Height, weight, heart rate, and blood pressure are measured.

#### Physical Exam
- A complete physical exam will be done. This is important even if you feel fine. People can have health problems that they are not aware of.

#### Laboratory and Radiology Testing
- Tests will be done to help find out if you are healthy and to check for sexually transmitted diseases, including HIV.

#### Eye Exam
- You will be given an exam to check your vision.
- During the eye exam you will be asked to read letters from a chart or card.
- If it looks like you might need glasses you will see an eye doctor.
- If the eye doctor decides you need glasses, we will provide them to you.
- You will be able to pick the frames you want from an approved list.
- If you don’t want the state-issued glasses, your parents can buy glasses for you if they are willing to pay for them.
Medical Services (continued)

**Immunizations**
- You will receive immunizations (shots) that we do not have a record of you getting in the past.
- Immunizations prevent you from getting sick from serious life-threatening infections.
- Every year in the fall, we will offer you an immunization to prevent influenza (flu).
  - Influenza is an infection that can make you very sick and feel awful.
  - Occasionally people die from influenza.
- You will receive education about influenza and skin infections soon after you arrive at DJJ.

**Medication**
- Any medication you need will be prescribed by the health care provider.
- A nurse will give you your medication according to the prescription directions.

**You will be tested for tuberculosis (TB).**
- TB is a very contagious disease that is common world-wide.
- You will be tested when you arrive at a DJJ reception center and each year after that.
- If you test positive for TB, you will be given the appropriate treatment.

**You may refuse** to accept medical, dental, or mental health services or medication unless the law says otherwise or it is immediately necessary to prevent serious bodily harm or death.

Before refusing any medicine, it may be a good idea to ask to talk to the person who ordered the medicine so you can ask questions and talk about any problems.

If you refuse a medicine, tell the nurse the reason you are refusing. A form to write these reasons down and sign will be given to you.

A health care provider will talk to you if you decide to refuse a medication that could make you sicker by not taking it.

**Females will be given routine female care and services of an obstetrician/gynecologist (OB/GYN) as needed.**
- If you are pregnant, you will receive prenatal care and teaching during your pregnancy.
- You will go to a hospital to deliver your baby.
- The health care staff will discuss your pregnancy and plans with you.
Evaluation and diagnoses of disability issues that may impact daily life activities: When you arrive at DJJ, the doctors, nurses, dentists, and mental health professionals will check you to see if you have a disability that interferes with the things you need to do in your daily activities. This will be discussed in greater detail in the Youth with Disabilities section of this handbook.

Care for chronic (ongoing) illnesses such as asthma & diabetes:
- If you have a chronic illness, doctors/nurses will see you regularly (usually every three months or more as necessary) to make sure you are getting the care you need.
- In addition, medical staff will give you information so you can help manage your condition and stay healthy.

Specialty services are given by doctors that have special training in specific kinds of health care. A few examples are:
- Orthopedics (bone doctors)
- Dermatologists (skin doctors)
- Obstetricians (doctors that deliver babies)
Specialty services will be available to you if you need them.

Sick Call —
- If you are not feeling well, you may request medical attention by filling out a Health Care Services Request (Sick Call Request) form (DJJ 8.018). Health Care Services Request forms are available on your living unit. Information you provide on the form is confidential.
- When you have completed the form, place it in the locked box marked “Sick Call Box.” The form will be picked up and reviewed by a health care professional (usually a nurse).
- An appointment with the right kind of health care professional will be scheduled based on the information that you write on the form. Please be specific and write clearly, so that the health care staff will know what your problem is.
- If you are unable to complete the form, staff will be available to help you.

Always ask staff for help if you are feeling very sick. You will be seen immediately in emergencies.

Staff may contact a health care professional if there is a concern about your physical or mental health.

Hospital Care —
If you become so sick or injured that you require hospital care, we will send you to the hospital. If you are under 18 years old, we will tell your parents or guardians that you are in the hospital. If you are 18 years or older, we will tell your parents or guardians only after you give permission. If you are too sick to talk, we will tell your parents or guardians.
Dental Services

It is your responsibility to brush and floss your teeth. You will be given basic oral hygiene products when you arrive at DJJ.

- Toothbrush
- Toothpaste
- Floss loops

If you abuse any of these products, your access to them will be limited.

You will visit the dental clinic when you first arrive at DJJ.

- You will receive an oral exam and have your teeth x-rayed.
- X-rays are required because they spot decay between the teeth and in other places that are not easily seen by the dentist.
- The condition of your mouth and teeth will get a priority classification based on the treatment that you need.
- Some patients may need very little treatment while others may require a number of visits.
- You will get your teeth cleaned. The cleaning will normally include some type of scaling and a polish.
- You will receive some basic instructions on how to brush your teeth.
- The dentist will try to restore teeth that are decayed, but not all teeth can be saved.

Tongue rings, tongue studs, and removable tooth caps (blings) are not allowed because of the damage they can cause to the teeth.

Things We Do NOT Do

- Orthodontics
- Cosmetic surgeries
- Crowns
- Fixed bridges
- Cosmetic fillings
- Remove teeth just because they are crooked, you don’t like the way they look or you don’t think you need them. This means that you might have to deal with the pain of wisdom teeth erupting, because you might need those teeth at a later time.

If you are transferring between facilities, a dentist will review your dental history. If you have work that has not been completed, you will be called to the dental clinic.
Dental Services (continued)

If you would like to see the dentist for a dental problem or just to ask a question—

• You will need to fill out the Health Care Services Request form (DJJ 8.018).
• This form gives the dental clinic an idea of what type of treatment you are requesting.
• If you need help completing the form, ask staff.
• Place the form in the locked box marked “Sick Call Box” on your living unit.
• A nurse will check this box each day.
• For basic questions or requests, the dental clinic may not see you for five days, depending on the severity of your problem and what other requests have been made.

If you have a severe toothache, please talk to DJJ staff, who can relay this information to the dental clinic or to a nurse for you.

Waiting Periods After Filling Out the Health Care Services Request Form—

• For severe pain, a nurse or dentist will see you within 24 hours.
• Monday through Friday, the Dental Clinic will try to see you as soon as possible.
• Patients are seen on a priority system.
• Those patients with the most severe problems will be seen first.

Notes:
Dental Services (continued)

If you currently have orthodontic wires/braces:

- Your orthodontist will be contacted and we will remove the wires and brackets for you.
- We will ask your orthodontist to make a retainer for you, at your expense, if he feels that it is necessary.
- Orthodontics can be continued after you leave the DJJ.

If you are having pain or other problems with your teeth, it is the dental clinic’s goal to get rid of your pain and help restore your teeth. We send patients to specialists for procedures we are not able to treat in the dental clinic, i.e. a broken jaw or severely impacted wisdom teeth; however, most extractions will be performed in our dental clinic.

If you are in severe pain—

- Tell staff and have them contact a nurse to request that your dental pain be addressed.
- Nurses are available 24 hours a day.
- The nurse will either contact the physician on call or a dentist will be called to determine what should be done until you can be seen in the dental clinic.

Examples of situations that might cause severe pain:

- A severely decayed tooth that has not been previously treated
- Tooth/teeth knocked out of the mouth

Examples of situation that might cause minor toothaches:

- Wisdom teeth erupting
- Tooth or gum sensitivity after a dental visit
- Sensitive teeth along the gum line, often caused by improper brushing

If you have a tooth knocked out:

- Make sure you locate the tooth.
- Have the nurse clean the tooth off before putting it back into your mouth OR
- Make sure the tooth is put into a solution so it can be re-planted by the dentist.

We will try to save any teeth that we can.
You have a right to receive mental health services.

Mental health services include but are not limited to:

- Evaluation
- Therapy
- Psychotropic medication (medicine ordered by a psychiatrist)

It is not uncommon to experience various uncomfortable feelings when you are in a correctional type setting. Some of these feelings are:

- Anxiety
- Sadness
- Anger

We encourage you to talk to staff about your feelings so they can:

- Answer any questions you may have.
- Ease your concerns.

You may need to talk to a mental health professional. You, a family member, and any staff can make a mental health referral for you.

You or someone else should make a mental health referral if you:

- Are thinking about hurting and/or killing yourself.
- Are thinking about hurting and/or killing someone else.
- Try to hurt and/or kill yourself.
- Try to hurt and/or kill someone else.
- Are having unusual feelings or thoughts.
- Have experienced a traumatic event (e.g. assault, rape).
- Are refusing to take psychotropic medication.
- Are hearing and/or seeing things that other people do not.
- Are refusing medical treatment.
Mental Health Services (continued)

Suicide Prevention, Assessment and Response

- When you first come to DJJ, staff will check your risk for suicide.
- This will also happen when you:
  - Move to a new facility.
  - Return from acute inpatient care.
  - Return from court.
  - Move to a new living unit.
  - Are on a Treatment Intervention Program (TIP).
  - Are on a Behavior Treatment Program.
  - Are on an Alternative Program.
  - Talk about hurting yourself.

Staff will ask you about your feelings, thoughts, behaviors, current problems and support systems.

If the staff member thinks you might hurt yourself, you will be observed by one (1) staff member at all times and/or talk with a mental health clinician.

You and the mental health clinician will work on a plan to reduce your risk of you harming yourself.

If you are ever feeling anxious, sad or angry, or if you have some other mental health concern that you feel is an emergency, tell a staff member right away and tell her/him that it is an emergency.

Notification to parent, guardian, and/or emergency contact person:

If you are under 18 years of age and a serious offense is committed against you, you are seriously injured, tried to kill yourself, or your level of care is changed; your parents, guardians, and/or emergency contact person will be contacted within 24 hours. If you do not want this information shared, it will be up to the facility superintendent to determine whether it would be in your best interest not to notify your parents or legal guardian.

If you are 18 years of age or older and a serious offense is committed against you, you are seriously injured, tried to kill yourself, or your level of care is changed; your parents, guardians, and/or emergency contact person will be contacted within 24 hours with your permission. If you wish to do so, DJJ will provide you with a notification form to complete.
You have the right to receive education services while you are in DJJ. In order for you to receive services, your education needs must first be identified. Staff will:

- Review your school records.
- Assess or test to determine your needs.
- Ask you questions.
- Develop a plan.
- Place you in the appropriate education program(s).

Everyone has different educational needs. If you are a student that has special needs, you will receive services that meet those needs.

Welfare and Institutions Code 1120.1.b requires all non-high school graduates be enrolled in a diploma or equivalent program. Education advisors will provide guidance and help you develop your education plan. Your progress will be evaluated on a regular basis. At Case Conference, you will meet with program and education staff. You should be prepared to talk about your education plan, including what is working and what needs to be changed.

While in DJJ, you will have the opportunity to earn one or more of the following:

- High School Diploma
- General Education Development Certificate (GED)
- California High School Proficiency Exam Certificate (CHSPE)
- Career Technical Education Certification (CTE)

High School Diploma—

Each facility and camp in DJJ has an accredited high school program. That means you will go to high school, take classes taught by fully credentialed teachers, and have the opportunity to earn a diploma just like all other students in the State of California. If you need extra help to learn and be successful, you will receive supplemental support services based on your individual needs.

Supplemental Education Services—

Supplemental services are always available for those who need extra help in meeting the state standards and completing the core curriculum toward earning a diploma. If you are having trouble learning and earning credits in your school, your teachers will help you identify what is causing the problem and provide the help you need so that you can be successful.
## Education Services (continued)

### Supplemental Education Services include:

#### English Language Development—
If your primary language is not English, you will be given a test that will help your teachers know what help you might need to learn to read, write, listen and speak in English and be successful in school. All DJJ teachers are trained in special teaching methods to help you increase your English language skills while you learn the subject being taught to all students.

#### Basic Skills—
If your reading or math skills are below high school level, you will be enrolled in classes that are designed to help you come up to grade level in these areas as quickly as possible. You will also be enrolled in other classes at the same time so that you can earn credits toward your diploma.

#### Special Education—
If you have an Individualized Education Program (IEP), special education and general education teachers will work with you to provide you with the accommodations and modifications you need to help you be successful in school.

## High School Graduation Requirements

<table>
<thead>
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<th>Subject</th>
<th>Credits</th>
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<tr>
<td>English</td>
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<td>Sciences</td>
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<tr>
<td>Mathematics</td>
<td>20</td>
</tr>
<tr>
<td>United States History and Geography</td>
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<tr>
<td>World History and Geography</td>
<td>10</td>
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<td>American Government</td>
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<td>Economics</td>
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<td>Fine Arts or Foreign Language</td>
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<td>Physical Education</td>
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<td>Character Education</td>
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<td>Health</td>
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<td>Career Technical Education (CTE)</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>200</strong></td>
</tr>
</tbody>
</table>
**Education Services (continued)**

**General Education Development Certificate (GED)**

If you will not have enough time to finish earning high school credits to get a diploma before your possible discharge date, you may be able to earn a GED certificate. You can be enrolled in classes that will provide you with instruction in all of the subjects tested by the GED exam. If you meet the requirements and pass the pre-GED tests, you will have an opportunity to take the official GED test. You must be at least 17 years old to take the exam.

**California High School Proficiency Examination (CHSPE)**

If eligible, you may be able to earn the legal equivalent of a high school diploma by passing the CHSPE. The CHSPE consists of two sections: English Language Arts and Mathematics. If you pass both sections of the test, the State Board of Education will award you a Certificate of Proficiency. If you believe your skills are at a level where you would be eligible to take the test, you may ask your Education Advisor for more information.

**Career Technical Education (CTE)**

CTE instructors are very experienced in their vocational areas of instruction and are credentialed to teach students the knowledge and skills required to be successful in the workforce. Placement into CTE (also known as vocational) shops is determined by your interests and the program availability at your school. As part of the CTE program, students may also be provided training that allows them to earn nationally recognized certificates of competence. These certificates can help you become employed when you return to your community.

**College Classes**

If you have earned your high school diploma, GED or CHSPE, you will be given the opportunity to enroll in an accredited college program. Each school has a teacher who is the college coordinator and will help you enroll in courses and provide study support. College courses taken and passed are transferable to all California community colleges and may be transferable to four year colleges. College costs are paid for you through financial aid while you are in DJJ.

**Work Experience**

DJJ provides opportunities for you to participate in work experience and shadow employees to learn a trade. If you have not earned your high school diploma, GED or CHSPE, work experience cannot interfere with your education program. Some work experience assignments include:

- Plumbing
- Maintenance
- Electrical
- Landscaping
- Laundry
- Painting
- Forklift
**Computer Education**

DJJ offers all high school students the opportunity to learn basic computer skills, including keyboarding, word processing, desktop publishing, and the ability to use databases, spreadsheets, multimedia software, presentation programs, curriculum-related software, digital research tools, and more.

DJJ high schools also offer Career Technical Education computer technology classes in which you can earn officially recognized certification that can help you get a job when you return to the community.

The CDCR-DJJ Student Network provides computers and other technology that are needed for you to learn these skills and complete your assigned work. You will use technology/multi-media as tools for research, creativity, and demonstrating the knowledge you have gained. In some instances, you will have limited/filtered internet access to online courses, assessments/tests, and research information.

The use of computers and other computerized technology in DJJ is a privilege, not a right. You must use them responsibly and as directed by your teachers. Before being able to use DJJ computer technology, you must read and sign the “CDCR-DJJ Student Network Acceptable Use Agreement.” If you violate the conditions of this agreement, you can lose your computer/technology privileges and receive disciplinary action, including possible criminal prosecution.

The ability to use computers and other digital technology is a necessary skill in today’s world of work, so we hope you will take advantage of the opportunities you are given and use the technology as it is intended.
ACCETPABLE USE
To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District.
Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
Unauthorized Uses for students include, but are not limited to:
Using computer equipment designated for staff use only;
Sharing one's own computer account with others, using another person's accounts, or copying, modifying, replacing, or deleting any other user's files;
Password protecting your files or any portion of your documents;
Copying and pasting files from the Shared (S:) drive to your student network Home (H:) drive or other locations, unless your teacher specifically instructs you to do so.
Copying and pasting content (pictures, drawings, text, graphics, etc.) from files located on the Shared (S:) drive to your Home (H:) drive or other locations, unless your teacher specifically instructs you to do so.
Entering or transmitting inappropriate or obscene material. Inappropriate content--includes but is not limited to: drug related, gang related, profane or offensive language/content, sexually explicit or provocative pictures (such as ladies or men in swimsuits, underwear, or semi-nude), guns, ammunition, or any other content promoting criminal activity.
Sexual harassment or other forms of harassment aimed at others or otherwise threatening others;
Violation of copyright laws or using or copying software in ways that violate the terms of the license;
Entering, creating or transmitting computer viruses or any form of intentionally destructive programs;
Intentional disruption of network services;
Connecting/Disconnecting any device to the network or computer without permission;
Modification of existing software, hardware, accessories, cables, wires, etc.
Physically harming or defacing District computer equipment;
Printing of materials that have no academic or educational purpose;
Creating, transferring, and/or storing computer programs (compressed or uncompressed), executable files, batch files, or command files;
Storing personal files that serve no educational purpose;
Using computer games or other software that are not assigned by your teacher.

Privilege- The use of computers is a privilege, not a right.
Monitoring- The District reserves the right to review any material on user-accounts.

Network Etiquette
Be polite. Do not be abusive in your documents or communication.
Use appropriate language.
Do not reveal your personal address or phone numbers
Misuse of the network could result in banning student access.

Security
Users are required to remember/maintain their user account name and passwords. The passwords must be a minimum of 8 characters and contain 3 of the following 4 criteria: Upper Case, Lower Case, Number, or Symbol.
Users must never share or allow others to use their password.
Do not use another individual’s account.
Attempts to log on to the computers as a system administrator are not allowed.
Any user identified as a security risk for having a history of problems with other computer systems may be denied computer access.

Vandalism and Harassment may result in loss of user privileges.
Vandalism is defined as any malicious attempt to harm, modify, or destroy: data of another user, the computer/network hardware, or software.
Harassment is defined as the persistent annoyance of another user, or the interference of another user’s work.
Education Services (continued)

Procedures for Use
Always get permission from your instructor before using the computers.
Follow all written and verbal staff instructions.
Obtain permission from your instructor before printing any material.
When done using the computer, exit (or log out) of all software, then log off the computer.

Encounter of Controversial Material: Users may encounter material that is controversial, which may be considered inappropriate or offensive. It is the user’s responsibility not to initiate access to such material and to report such material to Education Staff.

Code of Conduct for Distance Learning (DL) Lessons: DL lessons are delivered on video conferencing equipment from a site beyond the school grounds, or from another classroom/location within the school.
Students will be respectful of the teacher delivering the lesson at all times.
Students will refrain from attempting to interact with students shown on the screen.
Students will direct questions and comments during the lesson to the teacher in their school classroom and/or to the teacher delivering the lesson.
Any violation of this code or any other act which interferes with the delivery of the lesson will result in the student being banned from the lesson.

Penalties for Improper Use
1. Any users violating these rules are subject to loss of computer privileges and any other District disciplinary options.
2. In addition, pursuant to State of California law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of section 502 of the California Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

User: I understand and will abide by the above Acceptable Use Agreement. I further understand that any violation of the Acceptable Use Agreement may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken and/or appropriate legal action will be taken.

Date:______________________________

Print First & Last name: ________________________________

Print YA#:____________________________________

Student SIGNATURE: ____________________________________________

Education Staff Name:____________________________________________

Education Staff SIGNATURE:______________________________________

NOTE--Please give this form to the School Scheduler, who must attach a copy of this form to a Remedy Ticket and place a copy in the student’s education file in the school office. IT Staff do not need physical copies of this form. Be sure to note the student’s full name and YA # in the Remedy Ticket.

This form only needs to be submitted once, unless an administrator states otherwise; it is not required to submit this form for each class.

Prior to the School Scheduler attaching this form to a Remedy Ticket, they will place a checkmark in the “Student Net Approved” field in WIN, noting the student is approved to use the student network.

If there are any violations to this policy and student network access needs to be removed, the checkmark in the “Student Net Approved” field needs to be unchecked by an Education Administrator/Designee and appropriate comments/detail provided for the removal.
Each DJJ classroom should have a structured, positive behavior management system that encourages and reinforces learning and positive behavior.

The program for an ABLE classroom is designed to give a student, who is temporarily unable to function appropriately in his or her regularly assigned class, an opportunity to remain in the classroom setting, to reflect upon the consequences of his or her behavior, and to avoid disciplinary action.

Unless their behavior threatens the safety of students or staff, all students who, based on their behavior, warrant removal from their regular assigned classroom will be sent to ABLE. Prior to referring a student to ABLE, normal classroom behavior interventions will be attempted.

If you are referred to ABLE,

- You will be given an ABLE Referral form (DJJ 7.120) which will describe the undesirable behavior as well as the amount of time you will spend in ABLE.
- You will be given class assignments to complete.
- The ABLE teacher will contact living unit staff and one or more other appropriate staff to provide immediate intervention if necessary.

While you are in ABLE,

- You will continue your class work from your regularly assigned class.
- Your behavior will be monitored closely.

If you do not do well in ABLE, you will be sent back to the living unit with disciplinary action.
Religious, Medical, & Education Services Review

Please complete the crossword puzzle below:

Across:
1. SOMETHING YOU CAN EARN AT SCHOOL
3. WHERE YOU PUT YOUR SICKCALL REQUESTS
5. THE NUMBER OF RELIGIOUS SERVICES YOU ARE GUARANTEED EACH WEEK.
7. THE NUMBER OF CREDITS NEEDED FOR A HIGH SCHOOL DIPLOMA

Down:
2. IT IS YOUR RESPONSIBILITY TO BRUSH AND ________ YOUR TEETH
3. ALL RELIGIOUS MATERIALS AND PROPERTY ARE SUBJECT TO ________
4. WHAT AN EYE EXAM CHECKS
6. ONE OF THE TRADES YOU CAN LEARN WHILE IN DJJ

floss vision search one two hundred plumbing sickcall box diploma
Youth Rights Handbook

Youth With Disabilities Program

**You have the right** to participate in any program and have access to any activity, hearing or event for which you are eligible, regardless of your disability.

If you have a diagnosed disability, you **cannot** be:

- Excluded from participating in DJJ services, programs, or activities.
- Denied the benefits of DJJ services, programs, or activities.
- Subjected to discrimination by any DJJ staff, volunteer or vendor.

If it is hard for you to see, hear, speak, walk, move, or learn, you may have a disability.

If you have a medical or mental illness, you may have a disability.

There are various federal and state laws that protect people with disabilities. Some are:

- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act (ADA) of 1990 and 2008
- Individuals with Disabilities Education Act (IDEA)
- Fair Employment and Housing Act (FEHA)

**DJJ must comply with these legal requirements. In order to fulfill these requirements, DJJ has a complete Youth with Disabilities Program.**

**Note:** While in DJJ, you may hear the Youth with Disabilities Program referred to as the Wards with Disabilities Program or WDP.
Youth With Disabilities Program (continued)

Section 504 of the Rehabilitation Act of 1973

- Was the first civil rights law for people with disabilities.
- Made discriminating against people with disabilities illegal.
- Requires all programs and activities be accessible to people with disabilities.
- Requires buildings and other facilities be accessible and usable for people with mobility disabilities, such as people using wheelchairs, crutches, etc.
- Requires ways to communicate effectively for people who have difficulty hearing or seeing.

Many youth in DJJ have a 504 Plan which lists their disability and describes services they are to receive.

**Question:** What does accessible mean?

Americans with Disabilities Act (ADA) of 1990 and 2008

- Also prohibits discrimination against people with disabilities.
- Strengthens the way disability laws are applied to public entities like libraries, stores, etc.
- Provides for equal access to all services, programs, activities, and buildings.
- Defines a person with a disability as someone who:
  - Has a physical or mental impairment.
  - Has a history or record of such an impairment.
  - Is believed by others to have such an impairment.
- A qualified individual with a disability is someone whose impairment limits a major life activity. Some of the activities are:
  - Seeing
  - Hearing
  - Speaking
  - Walking
  - Reading
  - Working
  - Lifting
  - Learning
  - Standing
  - Breathing

**Question:** What is an impairment?
Youth Rights Handbook

Youth With Disabilities Program (continued)

**Individuals with Disabilities Education Act (IDEA)**

- Determines how public schools and agencies provide special education services to students with disabilities.
- Ensures appropriate education for youth based on their individual needs.
- Ensures appropriate education services for special education students within regular educational programs and classes.

Each special education student will have an IEP or Individualized Education Program which:

- Describes that student's disability and what services or accommodations he/she is to receive.
- Identifies who will provide the services.
- Establishes educational goals and how those goals will be achieved.
- Helps the student reach educational goals.

An IEP is updated once a year or more often if needed.

**True or False?**

1. The Individuals with Disabilities Education Act (IDEA) ensures correct education services for students with disabilities. T/F?

2. Both regular education and special education students have IEPs. T/F?

3. IEPs are updated every two years. T/F?

4. DJJ schools provide special education services. T/F?
The Fair Housing and Employment Act (FEHA) of California prohibits discrimination against people with disabilities. If an employee has a disability, the employer must look at all possible reasonable accommodations before rejecting that person for a job. An accommodation is reasonable if it does not impose undue hardship on the employer’s business. Some possible examples of accommodations are:

- Changing job duties.
- Changing work shift.
- Providing leave for medical care.
- Relocating the work area.
- Providing electrical or mechanical aids.

Question: When talking about California versus federal disability law and the statement, “California state laws and regulations are often broader than federal laws,” what might the word “broader” mean?
Youth with Disabilities Policy—

In order to ensure protection for youth with disabilities, DJJ has developed and implemented a Youth with Disabilities Policy which:

- Ensures DJJ youth with disabilities receive and are able to use the same services and types of care as all other youth within DJJ.
- Ensures DJJ youth with disabilities are not harassed and/or discriminated against.
- Ensures DJJ youth with disabilities are provided with accommodations needed for equal access to programs and services.
- Ensures youth with disabilities have access to a Youth with Disabilities Program Coordinator.
- Ensures supporting aids and services are available for DJJ youth with disabilities.
- Ensures all structural barriers are removed. (For example, putting a ramp in addition to stairs at the entrance of a building for those in wheelchairs.)

When you arrive at DJJ, you will be screened by the appropriate staff (medical, mental health, dental, educational, or other) to determine if you have a physical, mental, or an intellectual disability.

You can also ask to be evaluated if you think you have a disability.

If you do have a disability, it is DJJ’s responsibility to provide you with reasonable accommodation/s so that you will have equal access to all programs, services, and activities.

Question: If you think you might have a disability, can you ask to be evaluated?
Youth With Disabilities Program (continued)

You can refer yourself for a disability evaluation or accommodation.

1. Get a Disability Referral/Evaluation form (DJJ 8.288) or Youth Request for Reasonable Accommodation form (DJJ 8.043) on your living unit. If you cannot find one, ask the facility’s YDP Coordinator or a living unit staff.

2. Complete the form — write clearly and be specific.

3. If you need assistance, a staff assistant (SA) can help you.

4. Put the completed form in the living unit sick call box.

5. Your referral will be reviewed by the YDP Coordinator.

6. You will be evaluated by a medical, mental health or education professional.

7. You have a right to be a part of the evaluation to fully explain why you believe you should be part of the Youth with Disabilities Program at DJJ.

8. You will be told whether or not you qualify for the Youth with Disabilities Program and, if applicable, any accommodations you qualify for.

9. If it is determined you do not qualify, you can contest the decision by filing a grievance (See the Youth Grievance Clerk on your living unit.).
Reasonable accommodations are changes or alterations to programs or services that give a person with a disability full entry and participation in all programs, services, and activities.

Some examples of reasonable accommodations are:

- Making existing facilities accessible—for example, providing a ramp rather than stairs at the entrance to a building.
- Allowing part-time or modified schedules—for example, extending the time allowed to take a test.
- Acquiring or modifying equipment—for example, providing telephones with printed as well as spoken language.
- Changing tests, training materials or policies—for example, providing materials in larger font.
- Providing qualified readers or interpreters—for example, providing a qualified sign-language interpreter.

Questions:

1. What other types of accommodations can you think of?

2. How did the accommodations help those with disabilities participate in activities?

Notes:
Youth With Disabilities Program (continued)

Staff Assistants—

Staff assistants are employees of DJJ. They can help youth with a disability to:

- Understand
- Read or write
- Communicate verbally

Their role is to:

- Make sure you understand all communications.
- Assist by reading documents.
- Assist with mobility issues.
- Explain your rights to you.
- Help you prepare for hearings.
- Help communicate your position at hearings.
- Help you understand decisions made about you.

True or False:

1. If you request a disability evaluation, you have a right to participate in that evaluation.  T or F?
2. Whether or not you have a disability will be decided completely by the Youth with Disabilities Coordinator. T or F?
3. If you disagree with the decision, you can file a grievance. T or F?
4. Staff assistants can help you understand and can help others understand you. T or F?
5. Staff assistants can go with you to hearings. T or F?
You have the right to file a grievance.

- The Youth Grievance System was created to resolve your concerns as quickly as possible.
- If you have a complaint or problem, we encourage you to try and talk it over with the appropriate staff.
- If this informal process does not work you may want to file a formal grievance.
- The grievance form should be completed within a reasonable time, typically within five days after the incident or learning of the situation.

While there are some actions that are excluded from the grievance system, you can file a grievance on most issues, such as policies and rules of your living unit or facility, equipment, food, etc.

There are two types of grievances:

Regular Grievance —
A regular grievance addresses any decision, action, condition, or policy that you can demonstrate has a negative effect on your welfare. This grievance is filed on a Regular Youth Grievance form (DJJ 8.457).

Emergency Grievance—
An emergency grievance addresses something that would cause a large risk of personal injury or other damage if not resolved within a shorter timeframe than is allowed for processing a regular grievance. It is filed on an Emergency Youth grievance form (DJJ 8.458).

Complaints regarding alleged staff misconduct are separate from the Youth Grievance System. For more information about this type of complaint, refer to the Staff Misconduct Complaint section in this handbook.
Youth Grievance System: Frequently Asked Questions

Where can I go if I need help?

A Youth Grievance Clerk can explain the grievance process to you and help you with filing a grievance. The Facility Youth Grievance Coordinator (staff) can also meet with you to help clarify the issue and provide assistance if you are having trouble describing the problem in writing.

If you have a disability and require accommodations, a staff assistant will be assigned to help you through the grievance process from beginning to end.

Who are the Youth Grievance Clerks and how are they selected?

The Youth Grievance Clerks are youth that are elected by their peers through a majority vote using a Youth Grievance Clerk Election. There are some criteria they must meet and continue to follow if they want to remain in that position.

Where can I find the grievance forms?

The regular and emergency grievance forms are located on each living unit by the Grievance Lock Box.

Where do I turn in my grievance?

Put it in the Grievance Lock Box located on your living unit. The Facility Youth Grievance Coordinator is the only one that can remove the grievance forms which are collected on a daily basis Monday through Friday, excluding holidays.

Are there certain actions that I cannot file a grievance on?

Yes. The following things cannot be grieved:

- Board of Juvenile Hearings (BJH) actions or policies. To appeal a board action you must use the BJH appeal process.
- Any issue with an independent appeal system, such as the DDMS appeal process.

Notes:
Youth Grievance System:  
Frequently Asked Questions (continued)

Is there a limit to how many grievances I can file?

No. However, you cannot abuse the grievance system by excessive, frivolous, or repeat filing. Intentionally misusing the grievance procedure can hurt you and others and make the Youth Grievance System less effective. Also, if it is found that you are abusing the system, the Facility Youth Grievance Coordinator may restrict you to filing 1 regular grievance per month for a period of three consecutive months.

What if I file a grievance and transfer to another facility before my grievance is resolved?

The Facility Youth Grievance Coordinator at the facility where your grievance started will complete the grievance process. If additional information is needed, the Facility Youth Grievance Coordinator or respondent will interview you by telephone or in person and make sure you receive copies of the grievance documents via mail or in person.

Can I be retaliated against for filing a grievance?

No. You will not be punished, threatened, discriminated or retaliated against for filing a grievance.

Notes:

When will a Grievance Committee Hearing be scheduled?

The living unit supervisor will schedule a Grievance Committee Hearing. The Committee consists of a non voting chair that is usually the living unit supervisor, one voting staff and one voting Youth Grievance Clerk. If there is a tie vote, the grievance will proceed to Second Level unless you choose to withdraw.
Youth Rights Handbook

Process for Regular Grievance

**Grievant**
- Completes a grievance form within 5 days after occurrence or learning of situation and attempts to resolve informally with staff.

**FYG Coordinator**
- Reviews response and meets with grievant and SA (if assigned) within 5 days. Provides copy of response and appeal form to grievant.

**Staff**
- Attempts to resolve informally within 5 days. Signs, dates and returns form to grievant.

**Facility Youth Grievance (FYG) Coordinator**
- Picks up grievance.
- Enters information in WIN.
- Provides grievant a copy with tracking number as proof of receipt within 5 days.
- Includes Staff Assistant (SA) documentation form and a list of staff assistants in the grievance packet if a SA is required.
- Forwards grievance packet to appropriate supervisor within 5 days.

**1st Level Response**
- **Living Unit Supervisor**
- **Health Care Supervisor**
- **Education Supervisor**
- **Grievance Committee**
- **Other**

Responds or conducts Grievance Committee Hearing within 15 days, enters response in WIN and returns grievance packet to FYG Coordinator. (Refer to Policy for Committee Hearing Process)

**2nd Level Response**
- **Non-departmental issue**
  - Facility Manager (Superintendent, Principal, or Chief Medical Officer)/Designee (Assistant Superintendent, Program Admin., Chief of Security, Vice Principal, Correctional Health Care Services Admin. or classification equal to or above those noted) responds within 15 days, enters response in WIN and forwards to FYG Coordinator.

- **Departmental issue**
  - Facility Manager/Designee prepares recommended response within 15 days, enters response in WIN and forwards to FYG Coordinator.

  Director of Juvenile Facilities or Director of Juvenile Programs reviews recommendation and prepares final response within 15 days and forwards to FYG Coordinator.

**Outside Arbitration**
For detailed info. refer to Outside Arbitration flow chart.

**Grievant**
- Writes appeal and places in Grievance Lock Box within 5 days or waives right to appeal.

**FYG Coordinator**
- Forwards grievance packet to Facility Manager/Designee within 5 days.

**Facility Manager (non-departmental issue) or Director (Departmental issue)** instructs FYG Coordinator to send all grievance documents related to the issue along with a recommendation to Arbitrator within 15 days to:
  - Schedule an outside arbitration hearing, OR
  - Consider denying an outside arbitration hearing

**FYG Coordinator**
- Enters information in WIN then closes the case.
Process for Emergency Grievance

Grievant
Completes Emergency Grievance form and attempts to resolve informally with staff.

Staff
Indicates on emergency grievance unable to resolve, signs and dates form and immediately forwards grievance to the Facility Youth Grievance (FYG) Coordinator.

Submitted during BUSINESS HOURS
Not Resolved
Submitted AFTER HOURS

FYG Coordinator (business hours) or Duty Lieutenant (after hours)
Upon receipt:
- Reviews emergency grievance to determine if it warrants processing as:
  - Emergency grievance
  - Regular grievance
  - Staff misconduct complaint

Respondent
- Reviews emergency grievance.
- Interviews grievant as needed with SA present (if assigned) and responds within 24 hours or prior to issue becoming unresolvable or no longer relevant by the passage of time.
- Enters response in WIN.
- Prints, signs and dates response and immediately forwards original to FYG Coordinator and a copy to grievant.
- Provides a copy of the emergency grievance and response to SA (if assigned) along with the SA documentation form.

Staff Assistant
- Meets with grievant and ensures decision reached is effectively communicated and completes the SA documentation form.
- Forwards completed SA documentation form to FYG Coordinator.

SA REQUIRED

FYG Coordinator
- Scans emergency grievance if submitted after hours.
- Closes the case in WIN.

SA NOT REQUIRED

Staff
Records informal resolution on emergency grievance form, signs, dates, and returns to grievant.

Staff
Indicates on emergency grievance unable to resolve, signs and dates form and immediately forwards grievance to the Duty Lieutenant.

Non-Emergency

FYG Coordinator
Notifies and advises grievant in writing how the grievance will be processed (regular grievance or staff misconduct complaint) and proceeds according to policy.

Emergency
You have the right to file a Staff Misconduct Complaint. If you have a complaint against a DJJ staff member, you may file a Staff Misconduct Complaint. A Staff Misconduct Complaint describes alleged actions by staff that are illegal or against policy. If found to be true, these allegations could result in disciplinary action being taken against that staff.

The Staff Misconduct Complaint System is similar to the Youth Grievance System in that you can:

- Get assistance from the Youth Grievance Clerk, Facility Youth Grievance Coordinator and staff assistant.
- Obtain a copy of the Staff Misconduct Complaint form (DJJ 8.496) by the Grievance Lock Box on your living unit.
- Submit the Staff Misconduct Complaint form in the Grievance Lock Box.
- Continue to have your complaint handled if you transfer and your complaint has not yet been resolved. (The Facility Youth Grievance Coordinator where the complaint was initiated will complete the complaint process.)
- Be free from retaliation for filing a Staff Misconduct Complaint.

The complaint can:

- Result in no action.
- Be re-routed through the regular grievance process.
- Initiate staff inquiry procedures.
- Initiate an investigation.

You will be notified of the decision in writing.

Staff Misconduct Complaints are taken very seriously. It is important for you not to misuse or make false accusations or statements when filing a complaint.
CDRC Ombudsman

You have the right to contact the Office of the Ombudsman.

The DJJ Office of the Ombudsman works to ensure safe and proper living conditions for youth by making routine tours of the facilities with superintendents and other Executive Staff members.

<table>
<thead>
<tr>
<th>WHAT WE CAN DO FOR YOU</th>
<th>WHAT WE CANNOT DO FOR YOU</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Listen</td>
<td>✓ Conduct formal investigations</td>
</tr>
<tr>
<td>✓ Answer your questions</td>
<td>✓ Change rules, policies, or procedures</td>
</tr>
<tr>
<td>✓ Analyze your situation</td>
<td>✓ Participate in any formal hearing or grievance process</td>
</tr>
<tr>
<td>✓ Explain CDCR policies and procedures</td>
<td>✓ Supersede the authority of other CDCR officials</td>
</tr>
<tr>
<td>✓ Advocate for the fairness of a process as opposed to advocating for an individual party</td>
<td>✓ Tell or be required to tell information provided in confidence, except to address an imminent risk of serious harm where there are no other responsible options</td>
</tr>
<tr>
<td>✓ Provide information and, at times, advice</td>
<td>✓ Engage in any activity that might be seen by others as advocacy for any individual</td>
</tr>
<tr>
<td>✓ Develop options</td>
<td>✓ Conduct formal investigations</td>
</tr>
<tr>
<td>✓ Suggest appropriate referrals</td>
<td>✓ Change rules, policies, or procedures</td>
</tr>
<tr>
<td>✓ Tell administration about significant trends and recommend changes in policies and procedures</td>
<td>✓ Participate in any formal hearing or grievance process</td>
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</tr>
</tbody>
</table>

The Office of the Ombudsman gets complaints from youth, families, staff and others. Before contacting the Office of the Ombudsman, be sure you have done everything possible to try to resolve your issue, e.g., grievance process, appeal process, etc. If you do contact the Office of the Ombudsman, be sure to provide complete information about your attempts to resolve your issue.

The ombudsman can be reached by writing to:
California Department of Corrections & Rehabilitation
Office of the Ombudsman
1515 S Street, Room 311 South, Sacramento, CA 95811.

You can also call the DJJ ombudsman toll-free hotline from any payphone located within DJJ facilities.

The number is 1-916-322-7166.

The Office of the Ombudsman is required to provide you with a written response within 15 days of receiving your complaint.
Youth Grievance, Staff Misconduct, & CDCR Ombudsman Mini Quiz—True or False?

1. A grievance form should be filled out within five days of the incident. T or F?

2. You should leave your grievance form in the Grievance Lock Box and staff will pick it up later. T or F?

3. Staff Misconduct Complaints describe alleged actions that are illegal and against policy. T or f?

4. There are five types of grievances. T or F?

5. The job of ombudsman is to help ensure safe and proper living conditions for youth in DJJ facilities. T or F?
You have the right to access the law library.

Each DJJ facility (excluding camps) has a law library and staff who can show you where to find legal materials and information. For example, you can find forms to make certain requests of the court like a “Writ of Habeas Corpus.”

If you would like to schedule an appointment to access the law library, you will need to complete a Law Library Request form (DJJ 8.514) and submit it to your facility librarian through the facility mail system.

Forms are available on the living units and at the library.

Facility law libraries also have manuals that contain DJJ policies.

- Institutions and Camps Branch Manual (contains policies and procedures regarding DJJ facilities)
- California Code of Regulations, Title 15, Division 4 & 7
- Youth Authority Administrative Manual
- Your facility’s Policy and Procedures Manual

If you need additional materials or if you are located at a DJJ camp, ask your librarian about borrowing legal materials from another DJJ library. Every effort will be made to get you the materials you need.

If you have difficulty understanding legal books, ask your librarian to show you books written for non-lawyers. If you are a youth with a disability, you can also ask for help from a staff assistant.
Legal Rights and Services (continued)

Due Process

**You have the right** to due process.

Due process is the orderly handling of legal proceedings according to the rules and procedures put in place to protect your rights.

**To Appeal—**

If you think that the court made a mistake in committing or sending you to DJJ, you have the right to appeal your case. Since there are time limits, you will need to contact your lawyer or public defender as soon as possible and explain to him or her why you want to appeal.

**To Request a New Hearing—**

If you were committed by the juvenile court, you may ask the court for a new hearing. This petition asks the court to change or set aside the decision they made in your case because of new evidence or a change of circumstances.

**To File a Writ of Habeas Corpus—**

A Writ of Habeas Corpus is different than an Appeal. It is a legal form that is filed with the court. It asks for an order to bring you back to court to decide if you should continue to be confined. There is no time limit, so you can file at any time.

Some reasons for filing a Writ of Habeas Corpus are:

- You think you are being wrongfully held or you think your rights were violated during your arrest or the court process that led to your commitment.
- The Board of Juvenile Hearings has denied your discharge and you think you should have been granted discharge.
- It has been more than fifteen months since the Juvenile Justice Administrative Committee (JJAC) held your last annual review.

If you have a problem with DJJ, you should always use the Division’s appeal process **before filing a Writ of Habeas Corpus.** By fully using DJJ’s appeal process and appealing to the highest possible level, you are “exhausting your administrative remedies” which means you have tried everything you can to solve the problem within DJJ. If you do not exhaust your administrative remedies before you file a request with the court, your Writ of Habeas Corpus will probably be denied.
To Waive Filing Fees and Attorney Costs—

If you are requesting a court hearing but do not have the money to pay the cost to file the paperwork, you will need to complete a form called “Affidavit in Forma Pauperis.”

This form is asking the court to waive the fees.

If you need a lawyer but cannot pay one, you may file a “Motion for Appointment of Counsel” or a “Declaration of Indigency” that tells the court that you don’t have the money to hire a lawyer and are asking the court to assign one for you.

Access to Legal Counsel

You have the right to have access to legal counsel.

This includes contact with your attorney to discuss your legal matters in a confidential setting.

Authorized Party—

An authorized party can be any of the following—

• Advocates
  • Include organizations who advocate on behalf of juveniles, such as
    • Books Not Bars
    • Youth Justice Institute
    • Center for Juvenile and Criminal Justice
    • Mentoring Center

• CDCR Ombudspersons

• Court Personnel
  • All State and Federal judges and personnel employed by the courts

• Holders of Public Office
  • All State and Federal elected officials
Authorized Party (continued)—

- **Legal Counsel**
  - An attorney appointed, retained (paid), or required by statute (law) to act as your counsel
  - An attorney who has a valid Court Order allowing him/her to access one or more youth
  - An attorney you or your parents have requested to communicate with for purposes of discussing legal issues

- **Legal Service Organizations**, including but not limited to:
  - American Civil Liberties Union
  - Prison Law Office
  - Youth Law Center
  - Disability Rights of California
  - Organization in the Legal Services Trust Fund Program of the State Bar of California

- **Authorized Representative**—Someone who is designated to act on behalf of Legal Counsel or a Legal Services Organization. An authorized representative must be one of the following:
  - A private investigator who is licensed by any state and is sponsored by Legal Counsel or a Legal Services Organization.
  - An investigator who is employed by Legal Counsel or a Legal Services Organization.
  - A law student sponsored by Legal Counsel or a Legal Services Organization.
  - A legal paraprofessional sponsored by Legal Counsel or a Legal Services Organization.
  - An employee of a Legal Counsel.
  - A legitimate Legal Services Organization.
  - A licensed private investigator who is sponsored by Legal Counsel or a Legal Services Organization.
  - Any person contracted by Legal Counsel or a Legal Services Organization and with express written permission.
Confidential Visits with an Authorized Party

You have the right to have confidential visits with an authorized party.

- Confidential visits are requested by an authorized party and scheduled during the regular work week.
  - Monday through Friday
  - 8 a.m. to 5 p.m.
- An authorized party can also make an emergency request for a visit by giving a general description of the emergency. The request must:
  - Be made in writing.
  - Be on an organization letterhead.
  - Say it’s for an “Emergency Visit.”

An emergency request can be faxed or emailed.

- Confidential visits will take place in a setting within the facility where you can communicate without being overheard by staff or other youth.

If there is no confidential room available during your scheduled visit, the authorized party may continue the visit in a non-confidential area.

- For visits in a non-confidential area, staff cannot be in the immediate area of the conversation or in hearing range of the conversation.
- If staff accidentally hear or see something during an attorney-client visit, they are strictly forbidden from sharing any information (except for new crimes or new parole/probation violations that take place during the course of the observation).

If you refuse to meet with an authorized party before they arrive for your scheduled visit, staff will notify them of your refusal by phone or email.

Notes:
Legal Rights and Services (continued)

Confidential Telephone Calls with an Authorized Party

You have the right to confidential telephone calls with an authorized party.

- Confidential telephone calls will take place in a confidential setting.
- Staff cannot ask you about the content of your conversation.
- Staff are strictly forbidden from sharing any information they may accidentally hear or see (except for new crimes or new parole/probation violations that take place during the course of the observation).
- You will be able to make the call within one business day of filing your request.
  
  Remember,
  - Most authorized parties are not available on Saturday or Sunday.
  If your authorized party cannot be reached on the weekend,
  - You can call on the next business day.
- Confidential telephone calls to an authorized party do not replace other allowed calls.
- Confidential phone calls can be requested by an authorized party or by you.

To Request a Confidential Phone Call with an Authorized Party:

- Submit a Youth Telephone Request form (DJJ 8.413) to your senior youth correctional counselor or parole agent or casework specialist.
  - If the senior youth correctional counselor, parole agent or casework specialist will not be on duty within the next 24 hours, give the form to the Duty Lieutenant.
- Phone calls will not be scheduled during times that conflict with scheduled counts, other security operations or treatment activities.

Calls Requested by an Authorized Party:

- Will be scheduled during a time that they are available, normally within one business day of the request.
- Can be refused by you.

If you are denied or fail to receive your requested call to an authorized party, you may file an emergency grievance to resolve this issue. The emergency grievance will be addressed within one business day.
Legal Rights and Services (continued)

**You have the right** to allow your legal counsel or their authorized representative access to your file and information.

- Your legal counsel or their authorized representative can request to review and/or get copies of documents found in your file consistent with State and Federal law.

- You may be asked to complete an Authorization for Release of Information form (DJJ 1.107) giving them permission to review your file.

- They can also access your file or get copies of documents with a valid Court Order.

**Knowledge Review: True or False?**

1. You have the right to get legal information from the Law Library at your facility. T or F?

2. Authorized parties can be: juvenile advocates, ombudsmen, personnel of the court, public officials, legal counsel, legal service organizations, representatives of legal counsel or legal service organizations. T or F?

3. When you meet with an authorized party, you do NOT have a right to confidentiality. T or F?

4. Although staff cannot listen to confidential phone calls, they can ask you what you were talking about. T or F?
Treatment Planning

DJJ has adopted an Integrated Behavior Treatment Model (IBTM) to deliver services to youth. Staff work together with each other, you and your families, as well as your guardians or other significant supporters to develop individualized treatment plans in order to provide you with the opportunities you need to re-enter your communities with the attitudes and skills necessary to be successful, crime-free adults.

You have the right to an individualized treatment plan with specific and measurable goals.

Reception Center/Clinic Process

⇒ If you are a new commitment, you will be processed through DJJ’s Reception Clinic.
⇒ You will be asked a lot of questions and will take different types of tests to help you and your treatment team decide the best treatment and program placement for you.
⇒ It is important to answer the questions honestly and to the best of your ability.
⇒ Shortly after arriving at the Clinic, you will be assigned to a parole agent or casework specialist.
⇒ This person (your caseworker) will be your primary contact while you are at the clinic.
⇒ Your caseworker will work with you to develop a Clinic Report and an Individual Change Plan (ICP).

A Clinic Report Contains:
- Information on your committing offense and prior offenses.
- Family and peer backgrounds.
- Other psychosocial issues.

An Individual Change Plan (ICP) Contains:
- Treatment and mental health issues.
- Behavior issues.
- Education issues.
- Court-ordered, mandated treatment.
- Type of assistance or accommodation needed for qualified disability.

One of the tests or assessments you will take is called the California Youth Assessment and Screening Instrument or CA-YASI.

⇒ Staff will interview you about your past behavior, school, family, friends, etc. to help determine the best facility and living unit for you.
⇒ This assessment also helps identify the specific areas of treatment you should focus on.
⇒ You and your caseworker will identify your initial goals and action steps to achieve those goals.
⇒ You will be re-assessed using the CA-YASI at least every 120 days while you are in DJJ.
⇒ Your updated CA-YASI will be discussed in Case Conference.
The CA-YASI looks at 12 areas that may increase (called risk factors) or decrease (called protective factors) the possibility that you will have difficulty staying out of trouble when you leave DJJ.

These areas are Legal History, Correctional Response, Violence/Aggression, Social Influences, Substance Abuse, Attitudes, Social Cognitive Skills, Education/Employment, Family, Health, Community Linkages, and Community Stability. Most of these factors are called “dynamic,” meaning they can change. Two of them, Legal History and Correctional Response, are called “static factors.” They are a part of your past, and so they cannot change.

Factors are rated High, Medium or Low. The ratings for risk factors are on the outside of the CA-YASI wheel. The ratings for protective factors are on the inside of the wheel.

You will discuss the results of your CA-YASI with your treatment team, and together you will develop a treatment plan to help you reduce your risk factors.
Initial Case Review (ICR)

Once the Clinic Report and ICP are complete, an Initial Case Review (ICR) will be conducted by the Board of Juvenile Hearing (BJH).

- This will take place within 45 days from your arrival.
- At the ICR, you will be given a copy of your clinic report and ICP, which will be reviewed with you by the BJH member. Your Casework Specialist will also attend.
- Staff will also discuss:
  - Your non-mandated and mandated treatment needs and interventions.
  - The benefits to you of participating in assigned treatment.
  - Your High School Graduation Plan.
- Your placement program and facility will be identified.

Prior to concluding the ICR, you will be told of your right to appeal the setting of your Projected Board Date and your Board of Juvenile Hearings category.

High School Graduation Plan: A High School Graduation Plan is completed by you and a representative from education. It lists your progress toward completing your high school diploma and what your current education goal is—diploma, GED, etc. Education is part of your treatment plan. Your High School Graduation Plan should be reviewed by you and an education advisor twice a year and updated as you progress toward your goal.

If you were not committed to DJJ but were referred for a 90 day diagnostic evaluation, you will also work with a parole agent or casework specialist to complete a Diagnostic Clinic Report. This report will cover related issues and provide a recommendation to the county court system for further treatment.

During your Initial Case Review, your placement program will be identified and discussed. DJJ has a variety of programs that are designed to meet the program/treatment needs of its youth. The goal of each of these programs is to provide DJJ youth with the skills needed to be successful, crime-free citizens upon their return to the community.
Case Conference

- A Case Conference is a meeting with you and members of your treatment team.
- Case Conferences are scheduled as follows:
  - **Initial Case Conference**: No more than five weeks after you arrive at a facility.
  - **First progress Case Conference**: Within 60 days of the initial Case Conference.
  - **Subsequent Case Conferences**: Held in intervals of not longer than 120 days.

Prior to the Case Conference, your progress toward each identified treatment issue during the reporting period will be summarized in your ICP.

The following areas are reviewed at case conferences:

- Progress on your identified treatment goals and action steps.
- Participation in interventions.
- Discussion of your level of insight, knowledge, and awareness regarding your commitment offense and victims.
- Incentive level.
- DDMS history and eligibility for restoration of DDMS time.
- Program credits.
- Progress in your High School Graduation Plan.
- Camp eligibility.
- Any pertinent issues of health care, mental health, and/or disability.
- Current level of mental health care.
- Re-entry planning needs.
- CA-YASI reassessments.

Case Conferences are opportunities for you to meet with your treatment team to discuss your program progress as well as any problems you may be having. Your treatment team will include your parole agent or casework specialist, your youth correctional counselor, your Education Advisor, and any other staff that are involved in your treatment, such as mental health and special education professionals.
Treatment Planning (continued)

**Interventions**

Depending on your identified treatment needs, you will participate in individual and/or group counseling sessions with mental health, program, and education professionals while you are in DJJ.

You will also participate in group interventions that are designed to help you learn new skills and new ways of thinking to increase your awareness and opportunities for success in the community.

Your participation in these interventions will depend on your program placement as well as needs that are identified by the CA-YASI. Some of the interventions are:

- **Aggression Interruption Training (AIT):** helps youth learn new, non-violent ways to handle angry feelings.
- **CounterPoint:** helps youth gain insight to develop and strengthen healthy relationships, pro-social attitudes and positive social thinking skills.
- **Skill of the Week:** focuses weekly on the development of one of fifty-two social skills, such as starting a conversation.
- **Advanced Practice:** provides additional practice of skills learned in other interventions.
- **Substance Abuse Training:** provides skills and new ways of thinking to help youth with substance abuse histories maintain sobriety.
- **Girls...Moving On:** focuses on unique needs of DJJ’s female youth, such as relationships, emotions, and personal histories.

Youth in specialized programs, such as Sex Behavior Treatment, participate in interventions adopted specifically for those programs.

**Quick Review:**

1. As part of the IBTM, staff will work with you to develop a treatment plan that is designed specifically for you.
2. The CA-YASI helps you and staff review your personal history so you can work together to identify goals and action steps to achieve those goals.
3. While in DJJ, you will participate in a variety of groups to help you learn new skills and new ways of thinking.
4. During Case Conference, you will meet with your treatment team to discuss your progress and help resolve any problems you may be having.
5. DJJ’s goal is to help you increase your potential for successful re-entry into the community.
Re-entry Planning

Re-entry planning begins when you enter DJJ. The CA-YASI and other assessments identify your risks to reoffend. Your program placement, identified goals set by you and your treatment team, and your participation in education, vocational training, and individual and group counseling and interventions are all designed to help you acquire the skills and attitudes you need to re-enter your community successfully.

Each DJJ facility has a Re-entry Coordinator, as well as a Transition Coordinator from education. The role of these two staff is to help ensure you have the knowledge, community connections, and personal documents that are needed for successful community re-entry.

Generally, the Transition Coordinator will begin working with you approximately six months before you are scheduled to return to the community. If you would like to speak to the Transition Coordinator, you should speak to your Education Advisor, ask one of your teachers to notify the Transition Coordinator, or make the request through your parole agent, casework specialist or youth correctional counselor. You can also complete a Re-entry Youth Referral form (DJJ 8.549) and send it to the Re-entry Coordinator who will forward your request to the Transition Coordinator.

The Re-entry Coordinator begins gathering information shortly after you arrive at your program facility. Within a couple of months, you will participate in a Re-entry Orientation Group. The Re-entry Coordinator collaborates with your treatment team throughout your stay in DJJ.

If you would like to meet with your Re-entry Coordinator, you should complete a Re-entry Youth Referral form and put the form in your living unit mailbox. Address the form to the Re-entry Facility Coordinator along with the name of your facility. These referral forms are available on your living unit.

Notes:
Re-entry Planning (continued)

Re-Entry Youth Referral Form

Name: ____________________________ DJJ#: ________ Date: _________ Living Unit: _____________

☐ Youth (self-referral) ☐ (Staff referral) ________________________________ Staff Name

Please mark the box below with an “X” to what type of help is needed:

☐ Help with continuing your education
☐ Help with locating colleges and filing applications
☐ Help with financial aid for college (FAFSA Form)
☐ Help with employment and job training
☐ Help with housing or transitional placement
☐ Help with living on your own
☐ Help with finding counseling
☐ Help with finding mental health/medical treatment
☐ Help finding community resources for your transition
☐ Help with Immigration & Customs Enforcement issues (ICE holds)
☐ Help with Adult Transition Services (E/M cases only)

Other:

Please return this form to your Parole Agent to be forwarded to the Re-Entry Coordinator.

For Use by Reentry Coordinator:

Referred to Multi-Disciplinary Team Member for Follow Up:

☐ Education – Teacher: ________________________________
☐ Transition Center Support Staff: ____________________________
☐ Treatment Team Follow Up (Case Manager/CWS/PAL/YCC): ________________________________
☐ Psychologist/Psychiatrist: ________________________________
☐ Reentry Coordinator: ________________________________

Comments: ____________________________________________

_____________________________________________________

Distribution:
Living Unit File
Your Files

Access to Your Files—

You have the right to have access to your files and read the information placed in your files.

There is some information that you will not be able to view, such as victims’ names, addresses, letters, or impact statements.

You and the following individuals may read your files:

- Your parents or guardians
- Your lawyer
- DJJ staff
- Board of Juvenile Hearings staff

If you are 18 years or older, your parents/guardians and your lawyer must have your permission to see your files.

If you have any questions about the information in your file, contact your parole agent or casework specialist.

Information in Your Files—

The Information Practices Act allows DJJ to only keep information that is up to date and necessary to do its job. Documents collected and placed in your file may include a combination of personal, medical, educational, and treatment related information. Any communication between you and a DJJ staff, except a chaplain, is not treated as privileged communication. Any information you provide may be considered by DJJ staff and the BJH in making decisions about you and will generally be available to other agencies within the criminal justice system as long as it is consistent with the Information Practices Act.
Your Files (continued)

Types of Files—

Master File
✔ Located in Intake and Court Services Unit at DJJ headquarters
✔ Contains original legal documents and most of the information found in your field file
✔ Kept for seven years after your discharge from DJJ

Upon request, information in the master file may be shared with any county, city, state or federal agency authorized by law to see the file.

Field File
✔ Located in the facility administration building
✔ Follows you from facility to facility
✔ Contains copies of legal and court documents

Upon request, information in the field file may be shared with any county, city, state or federal agency authorized by law to see the file.

Living Unit File
✔ Located on your living unit
✔ File follows you from facility to facility

Your counselor and other staff refer to this file and keep notes or copies of reports.

Upon request, information in the living unit file may be shared with any county, city, state or federal agency authorized by law to see the file.

Medical File
✔ Contains information regarding your health
✔ Located in Medical Services
✔ Follows you from facility to facility

When you are discharged to probation, the medical file is returned to the clinic where you were committed.

When you are discharged at the end of your confinement, it is sent to the Master File Unit.
Your Files (continued)

Types of Files (continued) —

**Education File**
- Located in Education Services
- Follows you from DJJ high school to DJJ high school

Upon release:
- High school within the facility keeps your education record on site indefinitely.
- Copies of your transcript are sent to your master file and the California Education Authority (CEA) headquarters office.

Upon graduation from high school in DJJ, copies of your diploma and transcript are sent to CEA headquarters office, where they remain indefinitely.

CEA headquarters office will send a copy of your transcript to you or to a school you plan to attend when requested.

**Mini Quiz: True or False?**

1. You are not allowed to read victims’ names, addresses, letters or impact statements that are in your file. T or F?

2. If you are 16, you can control whether or not your parents/guardians can read your file. T or F?

3. The name of the act that determines what information DJJ can keep in your file is the Information Practices Act. T or F?
Gang Interventions

It is the policy of the California Department of Corrections and Rehabilitation (CDCR), Division of Juvenile Justice (DJJ) to encourage youth to seek alternatives to gang related activities and recognize futures for themselves free of gang behavior. The DJJ shall gather gang information to identify and monitor youth meeting the definition of a gang member, or associate. The information shall be used to ensure the security of the facilities, and the safety of the staff and youth.

DJJ encourages youth to disassociate themselves from gang activity, make connections to the community, and develop other skills that will increase their ability to successfully re-enter the community.

DEFINITION OF A GANG MEMBER

✓ You claim affiliation with gang/group
✓ You have tattoos indicating affiliation
✓ Others indicate you are affiliated
✓ You write about an affiliated group
✓ You are in a photograph indicating affiliation
✓ You write to others and/or receive mail regarding affiliation
✓ You associate with indicated gang/group
✓ You have any document or hit list indicating affiliation
✓ You have PC 186.22, gang enhancement (automatic validation)
✓ You have PC 186.30, gang registration (automatic validation)
✓ Miscellaneous

INTERVENTIONS

Conflict Resolution Teams:
✓ Interacts closely with the youth population
✓ Applies behavioral methods that positively shape the social environment
✓ Resolves potential or existing youth conflicts
✓ Conducts small and large group counseling and training elated to positive peer interactions and pro-social decision-making
CounterPoint:
✓ A required cognitive-behavioral intervention for male youth on core program units
✓ The goal is to reduce risk of future delinquent behavior
✓ Youth learn emotional regulation and relapse prevention techniques
✓ Increases a youth’s ability to understand the perspectives of others

Girls...Moving On (GMO):
✓ A required gender-responsive cognitive behavioral intervention for female youth in core programs
✓ Focuses on the unique needs of young women in the criminal justice system
✓ Helps youth develop healthy relationships, identify and regulate emotions

Community Based Organizations may, where appropriate, be used to participate in the efforts to reduce gang behaviors within the facility and community environment.

Tattoo Removal Services:
✓ Facilitates the removal of tattoos that promote or reinforce support of anti-social peer and gang affiliations
✓ Services are offered upon request and requests are prioritized based on the date the youth is expected to return to the community

Mediation and Conflict Resolution:
Staff will engage youth in group and individual discussions which prevent or resolve potential or actual conflicts related to antisocial or gang behaviors.
Victims’ Services: Information, Notification and Restitution

Generally victims want the people who harmed them to understand the impact of their actions and to change their behavior so they will not go back into the community and victimize others.

While in DJJ, you will address the victimizing behaviors that led to where you are today and how these actions affected your victims.

Your treatment team will help you deal with these issues and will monitor your progress.

“You may not remember your victim(s) but your victim(s) will always remember you.”

—Former DJJ Youth

• You may hear from your victims and their families about how the crime has impacted their lives emotionally, physically, and financially.

• Victims and their families may choose to attend your annual case reviews or Discharge Consideration Hearings and speak about these issues.

• Some may choose to send in a written, audio, or video-taped statement instead of attending. This statement may be made in your presence or not. Either way, a summary of the victim’s statement can be shared with you.

Depending on your age and the offense, your victim, next of kin of a victim that was killed, or the guardian of a victim that is a minor may be informed of the following:

• Where you are being housed.

• The date and time of all hearings scheduled to consider your discharge to your county of commitment.

• Any changes in your anticipated release date.

• The actual date you are released from custody on furlough, discharge or probation.

• If you escape from DJJ custody and when you are caught.

• The community where you live upon discharge or probation.

• The date and basis for your discharge from DJJ jurisdiction.

Victims also have the right to:

• Receive restitution for any out of pocket expenses as a result of your crime against them.

• Make a victim impact statement to the JJAC/BJH in person, in writing or on video/audio tape.
Restitution

Restitution is something you pay your victim for the damage, injury or loss caused by your criminal activity.

Victim Restitution—

- The amount of restitution ordered should be equal to what monetary (out of pocket) losses the victim incurred.
  - This could be medical bills, funeral/burial expenses or property loss.
- A judge usually orders restitution at the time you are committed to DJJ.
- Sometimes the victim doesn’t know the extent of their losses at the time you are committed to DJJ.
  - If this happens, the judge will order you to pay victim restitution at a later date, once the amount has been determined.

Restitution Fine—

- When you commit a crime, the court will order you to pay a restitution fine.
- This money goes to the State Restitution Fund which helps some victims recover financially from crimes committed by others.
- The amount of the restitution fine depends on the court that committed you (juvenile or adult) and the type of charge (misdemeanor or felony).
- If you are ordered to pay victims’ restitution and a restitution fine, your victims will get paid first.
- You remain responsible for paying court ordered restitution even after you discharge.

Reasons to Pay Your Restitution—

- Restitution shows you are being responsible and accepting ownership for your behavior.
- It demonstrates you are committed to changing your life.
- It avoids collection attempts by collection agencies and others after discharged from DJJ.

Restitution does not go away until it is paid.
Restitution (continued)

You have the right...

To know how much restitution the court ordered you to pay.

If you have a court order for restitution fine(s) and/or victim restitution and you don’t understand why, ask a member of your treatment team to help you understand your court order and probation reports.

To know how much money you owe and how much money you’ve paid toward your restitution obligations.

Ask a member of your treatment team to contact the Trust Office for restitution fine and victim restitution balances.

To be informed by the court if your victim restitution amount can change.

- In some cases, victim restitution amounts can change because the victim has additional and ongoing bills like medical expenses.
- Before the court changes your victim restitution amount, they are supposed to inform you or your attorney of your right to a hearing to question the amount of restitution.
- If you agree to the amount of restitution being ordered, the judge will order the restitution without you being in court.
- If you disagree with the amount, you can request a court hearing.
- You and/or your attorney will need to prove why the amount of victim restitution is wrong.

If any of your restitution obligations change and you don’t understand why, ask a member of your treatment team and read the court orders that are in your file.
Ways You Can Pay Your Restitution—

- You or your family may make voluntary payments at any time.
  - Voluntary payments are not charged an administrative fee.
- If you are employed by the Free Venture Program, 20% of your wages will be automatically deducted.
  - This money will be credited toward your restitution obligations or deposited into the State Restitution Fund.
- 50% of your Trust Account deposits will be deducted to pay for your restitution order(s).
  - Trust Account deposits are money you receive from family or friends or through employment.
  - DJJ charges an administrative fee of 10% of the amount deducted for restitution. Once restitution is paid in full, no deductions for restitution or administrative fees will occur.

Mini Quiz:

1. If you work for Free Venture, what percentage of your wages will be deducted to pay your restitution? ________________

2. If your family deposits money in your Trust Account, what percentage of that money will be deducted to pay your restitution? ________________

3. When handling restitution payments, when does DJJ NOT charge an
The Juvenile Justice Administrative Committee (JJAC) consists of three staff members from your facility. A facility administrator chairs the committee and the two other members are an education administrator and a mental health professional. The JJAC is responsible for conducting:

- Board of Juvenile Hearings
- PBD Re-establishments
- Level Four Work Clearance Reviews
- Welfare and Institutions Code 1800 Reviews
- Granting of Program Credits

JJAC also makes other casework/treatment decisions, such as facility transfers.

Projected Board Date (PBD) Determination/Re-establishment—

When a youth is denied discharge by the Board of Juvenile Hearings (BJH), he or she will be scheduled for a PBD re-establishment at the next available JJAC to re-establish the youth’s PBD.

The JJAC should be scheduled within 30 days of the discharge denial.

At the PBD re-establishment hearing, the JJAC shall re-establish the youth’s Projected Board Date based on the individual needs of the youth and the reasons for denial that were identified by the Board.

The re-established PBD must not exceed six months from the last Discharge Consideration Hearing.

Youth may appeal the JJAC’s decision to the superintendent.
Transfers

You have the right to be given at least 24 hours advance notice and the reasons for your transfer UNLESS your transfer is an emergency.

Reasons for transfer to another facility—

- You have finished your present program.
- The type of program you need is not available at your current facility.
- You need protection.
- Your transfer is necessary in order to comply with general policies of DJJ that are unrelated to your program needs.

Emergency Transfers—

- The superintendent will prepare and give you a Notice of Program Change or Transfer before you leave the facility.
- The notice will include the reason for the emergency transfer.
- You have a right to an interview after the transfer.

Non-emergency Transfers—

- You will be given 24 hour notice.
- You will receive a Notice of Program Change or Transfer which includes the reason for transfer.
- If you request an interview, the superintendent will meet with you prior to transfer.
- The superintendent will explain your rights regarding administrative transfers and the right to use the youth grievance process.
- If it is found that the proposed transfer is inappropriate, the superintendent may cancel the transfer.

True or False—

1. In emergency situations, you can be transferred without prior notice. ___
2. In non-emergency situations, a 24 hour notice is required. ___
3. If there is good reason, the superintendent can cancel a non-emergency transfer. ___
Welfare and Institutions Code 1800 Evaluation

A Welfare and Institutions Code (WIC) 1800 Evaluation is done to find out if your release would be a physical danger to public safety due to mental and/or physical challenges that keep you from controlling dangerous behavior.

The Board of Juvenile Hearings or your treatment team can refer you for a WIC 1800 evaluation. Your casework specialist, parole agent, or Juvenile Parole Board will tell you if you have been referred for a WIC 1800 evaluation. This is usually done within one year of your Available Confinement Time (ACT)/Jurisdiction date.

A psychiatrist/psychologist will complete the evaluation and get information from the following sources:

- Living Unit Notes
- Progress Notes
- Case Conference Notes
- Case Reports
- Testing
- Interviews
- DDMS Records
- School Records

During the evaluation, you will be interviewed and told:

- The purpose of the evaluation.
- Your right to not participate in the evaluation.
- Whom the information may be shared with.
- The possible results of the evaluation.

If the court of commitment approves the WIC 1800 request, you will remain with DJJ for two years beyond your ACT/Jurisdiction date to work on controlling your dangerous behavior.
The Board of Juvenile Hearings (BJH) is the release authority for youth committed to DJJ by the courts. The hearing officers of the Board are made up of Commissioners appointed by the Governor of California and staff members called Board Representatives.

**Discharge Consideration Hearing**

BJH will conduct a Discharge Consideration Hearing (DCH) to make a decision about your release back to your county of commitment.

**Annual Case Reviews**

The BJH reviews your case on an annual basis to evaluate your progress over the past year. A Board of Juvenile Hearings’ officer will also participate. Reduction of your PBD will be granted based on earned program credits. You may appeal a JJAC decision to the superintendent within five days of the committee’s decision.

**You have the right to...**

1. Have 60 days advance notice of a hearing.
2. Have 30 days advance notice of the date and location of your hearings.
3. Contact your parent or guardian to give them the date and location of your hearings.
4. With good reason, request that your parents, guardians, spouse or delegated person NOT be present at your hearing.
5. See your file and all reports (unless confidential) being presented to the BJH.
6. Receive a copy of your case report at least five days prior to your BJH hearing.
7. Have your parents, guardians or spouse (or a relative designated by a parent or guardian) present as an observer.
8. Have your counselor present with approval of the BJH.
9. Receive a written copy of all BJH orders that concern you. (Be sure to keep these papers.)
10. Request the audio recording of your DCH hearing.

Your victims have the right to attend some of your hearings and sub-
You have the right to appeal a BJH action or order affecting you if:

- The decision of the BJH was based on a mistake of law.
- The decision of the BJH was based on a mistake of fact.
- You were unable to understand the proceeding and/or if you were provided ineffective assistance due to mental illness or other physical disability that was not adequately accommodated.
- The BJH failed to provide an impartial hearing officer.
- The decision of the BJH was contrary to any provisions contained in Division 4.0, Chapter 4, Article 5 and Division 4.5 of Title 15, California Code of Regulations, and the outcome of the hearing would have been substantially different had the provisions been followed.
- The audio recording of the hearing is inaudible.
- There are extraordinary circumstances involved in the case which require BJH action in order to further the interest of justice.
- If you were committed to DJJ for first or second degree murder, the decision to grant discharge may be reviewed by the governor.

You, your parents or guardian (if you are under 18), or your attorney may appeal a BJH action.

There is a 20 business day time limit for filing an initial appeal of JPB orders.

To start an appeal, write to the Executive Officer of the Board of Juvenile Hearings. You can use the appeal form or simply state your reasons for appealing in a letter.

You must mail your appeal directly to the JPB.

Executive Officer, DJJ Board of Juvenile Hearings
P.O. Box 588501
Elk Grove, CA 95758-8501

After reviewing your appeal, the Executive Officer will decide to:
- grant or deny your appeal
- order a rehearing
- send your appeal to an appeal panel
- send your appeal to the Full Board En Banc

Mini Quiz—
1. How many days advance notice must you receive before a BJH hearing?
2. How many days do you have to file an initial BJH appeal?
3. How do you start an appeal?
4. Do you have a right to receive a copy of your BJH orders?
Board Hearings & Notification Requirements

DJJ must provide youth appropriate notice of hearings before the BJH, including notice to those youth housed in non-DJJ facilities, who are out to court, in a state prison, or in a mental health facility.

If you are scheduled for an Annual Review Hearing or a Discharge Consideration Hearing, DJJ will notify you 60 days before the hearing.

For Discharge Consideration Hearings, DJJ will notify you of the date and location 30 days before your scheduled hearing.

If you have an attorney, you shall be allowed to meet at least 10 days prior to a hearing.

When a non-appearance hearing will be conducted, if you are housed in a non-DJJ facility, you may provide written comments to the BJH.

You can request copies of the audio recording of your hearing.

Appearance before the Board is a right provided to youth, and you may refuse to attend. You must sign a waiver if you don’t want to attend.

Observers at Board Hearings

You are permitted to have a family member or an adult/mentor attend Board Hearings as observers; you are responsible for notifying such person(s) of upcoming hearings, and to advise the visitor to contact your assigned Parole Agent/Casework Specialist to arrange attendance.

Observers are subject to all facility and camp security procedures, including a metal-detector screening and an individual search.
M and E Numbers

If you were committed by the Superior Court and assigned an M or E number, most of the information covered in this handbook will still apply to you.

However, there are some laws and policies that are specific for M and E numbers, such as transfers, DDMS dispositions, and parole.

It’s important to remember that because you are a Superior Court commitment, you will remain under the jurisdiction of CDCR, Division of Adult Institutions, even though you are being housed at a DJJ facility and/or camp.

Transfers—

There are different circumstances that may require you to be transferred to a DJJ camp or to the Division of Adult Institutions (DAI). Some examples are:

- If you have an Earliest Possible Release Date (EPRD) after your 21st birthday, you will be transferred to the DAI at 18 years of age.
  - Your case will be closely monitored and transfer information will be discussed at your yearly annual review.
  - Your treatment team will determine the appropriate time to submit the transfer request and notify you in writing.
  - Upon receiving this notice, you have the right to request a hearing within 24 hours, to discuss the transfer request.
  - If the transfer request is approved, DJJ will work with the DAI, including the Legal Processing Unit, to schedule your transfer.

- If you have an Earliest Possible Release Date (EPRD) prior to your 21st birthday, you may stay/transfer to a DJJ facility, fire camp program or Community C.L.E.A.R., and avoid a transfer to the DAI when you turn 18.
  - You must continue to take advantage of the treatment, education, and/or vocation programs and meet camp/C.L.E.A.R. criteria if you wish to stay.
  - The superintendent can approve a transfer to the DAI if at any time you:
    - Represent a threat to the safety of others.
    - Consistently violate facility or camp rules.
    - Become a disciplinary problem.

You have the right to request a transfer to the DAI if you do not wish to remain at a DJJ facility or camp.

We encourage you to talk to staff about your options before making a final decision since you will not be able to return once you leave.
M and E Numbers (continued)

DDMS—

- The process for Level 1 and Level 2 DDMS violations is the same as with any other DJJ juvenile commitment.
- For Level 3 Serious Misconduct Behaviors, the process is handled differently.
  - There is only one level of appeal since there are no PBD extensions for M and E numbers.
  - Also, instead of using the Table of Sanctions, staff will use the DAI codes to determine the time loss.
  - Since DJJ and DAI codes are not exactly the same, staff will match your misconduct allegation with a similar misconduct listed in DAI regulations.
  - Your time loss will be processed by the Legal Processing Unit as they are the ones responsible for maintaining your records.
- You will be given the opportunity to earn back some of your disciplinary time.
  - Upon completing a disciplinary-free period for Division D, E, and F offenses, you may apply through your treatment team for credit restoration by submitting a CDC Form 958, Application for Inmate’s Restoration of Credits.
  - After you complete the application, a JJAC hearing will be scheduled within 30 days.
  - You have the right to be present at the hearing.
  - A Restoration of Disciplinary Time Credit will be completed at the hearing and sent to the Legal Processing Unit for processing.
  - Your file will be updated accordingly.

Parole/Probation Supervision—

- Unlike DJJ’s juvenile commitments, you will not appear before the Board of Juvenile Hearings for a parole hearing.
  - Your release to parole is determined by your EPRD.
  - Prior to your parole release, a Program Release Study is completed by your treatment team and forwarded to the Division of Adult Parole Operations (DAPO) to establish your parole placement plans.
  - You will receive a copy of this information that includes your assigned parole office, parole agent, and reporting instructions.
- Your supervision will be with DAPO or County Probation.
- Your release is determined by your EPRD.
- Prior to your parole, a Program Release Study is completed by your treatment team and will be forwarded to either the Division of Adult Parole Operations (DAPO) or to the Committing County Probation Department to establish your release plans.
- You will receive a copy of this information that includes either your assigned parole office, parole agent, probation office, and reporting instructions.
The Board of Juvenile Hearings (BJH) announces the opportunity for all juvenile court commitments (meaning, youth with a DJJ number) to receive an honorable discharge (HD) from DJJ after they complete probation. HD is open to all DJJ commitments regardless of your commitment offense. This information will help you understand the requirements for HD and why you should get one.

**WHAT IS AN HONORABLE DISCHARGE?**

Honorable Discharge was created to:
• Recognize and reward youth who have avoided reoffending and have pursued productive and engaged roles as members of society;
• Remove barriers to a youth’s successful integration into society and enable the pursuit of greater opportunities;
• Serve as an incentive for youth to participate in treatment and training;
• Connect youth with resources and opportunities upon their reentry into the community; and
• Inspire and motive youth committed to DJJ to plan and pursue a positive life.

**WHAT ARE THE REQUIREMENTS FOR AN HONORABLE DISCHARGE?**

• It has been 18 months or more since you were discharged from DJJ;
• You have completed your county probation term;
• You have shown the ability to desist from criminal behavior; and
• You have started a successful transition into adulthood.

**WHY SHOULD I GET AN HONORABLE DISCHARGE?**

It can help you reach your career and educational goals, because HD includes relief from penalties that affect access to education, employment, or occupational licenses. HD will also be helpful if you petition to have your juvenile record expunged or sealed, because courts must recognize HD as evidence of rehabilitation.

**WHERE CAN I FIND MORE INFORMATION?**

You can ask DJJ staff about HD, and when you are discharged you will be able to get more information from your probation officer. Once you’ve been out of DJJ for 18 months and are off probation, go to the BJH website to submit your HD application.
Behavior Management System

The DJJ Behavior Management System (BMS) is designed to encourage and reinforce positive behaviors while discouraging and minimizing negative behaviors. The BMS consists of these primary components:

★ Level System (LS)
★ Program Credits
★ Reinforcement System (RS)
★ Disciplinary Decision Making System (DDMS)

Level System—

The Level System was created to encourage you to behave in positive ways, demonstrate respect for yourself and others, and work on your treatment goals and action steps. New arrivals at DJJ will be on either Intake Level E or Intake Level D while completing the intake process. Following their ICR, youth in all programs, other than the Behavior Treatment Program, will participate in the primary DJJ level system which has four levels (A—D).
Behavior Management System (continued)

Level System (continued)—

*Intake Levels E and D—*

- When arriving at DJJ, you will be placed on **Intake-Level E** for a minimum of five days and will receive all mandated services.
- If you do not demonstrate any serious/violent behaviors for five consecutive days, you will promote to **Intake-Level D**.
- While on Intake-Level D, you will receive all mandated services and one hygiene item from the incentive goodie locker (one time). You are also eligible for regular canteen purchases of up to $10.00 per draw of hygiene and/or stamps only and are able to mail one additional free letter per month.

*After Intake — Levels D through A—*

- Unless you go to the BTP, you will be placed on **Level D** when you leave Intake.
- You will remain on Level D for a minimum of 30 days.
- You can promote to **Level C** after 30 days on Level D.
- You can promote to **Level B** after 60 days on Level C.
- After 120 days on Level B, you can promote to **Level A**. Level A is the highest level.

*Promoting—*

In order to promote to the next level, you must demonstrate *achievement in treatment, education, and employment* at your current level as well as at the promotional level for specified periods of time as defined below:

- **Level D to Level C:** minimum 65% attendance in each area for 25 days PLUS 75% attendance in each area for an additional 5 days.
- **Level C to Level B:** minimum 75% attendance in each area for 45 consecutive days PLUS 85% attendance in each area for an additional 15 consecutive days.
  - In order to promote to Level B, **you must also** participate in a Promotion Interview with your treatment team.
- **Level B to Level A:** minimum 85% attendance in each area for 90 consecutive days PLUS 95% attendance in each area for an additional 30 consecutive days.
  - In order to promote to Level A, **you must also** present your qualifications for promotion to your treatment team and living unit community in a large group.
Behavior Management System (continued)

Level System (continued)—

*Privileges for Levels D—A (All levels receive mandated services.):*

<table>
<thead>
<tr>
<th>Level D</th>
<th>Eligible for regular canteen purchase up to $10.00 per draw (hygiene and/or stamps only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Make one (1) 10-minute straight-through telephone call to support person per month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level C</th>
<th>Eligible for regular canteen purchases up to $25.00 per draw</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Eligible for Level C Special Canteen purchases</td>
</tr>
<tr>
<td></td>
<td>Make one (1) 10-minute straight-through telephone call to support person per month</td>
</tr>
<tr>
<td></td>
<td>Eligible for living unit and institutional employment</td>
</tr>
<tr>
<td></td>
<td>Receive one (1) two-day visit per month; receive visits from boyfriend/girlfriend</td>
</tr>
<tr>
<td></td>
<td>Participate in intramural sports</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level B</th>
<th>Participate in unstructured recreation or relaxation time on the living unit (may relax in own room if it doesn't conflict with case plan or mandated groups)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Participate in activities and sports between other living units or facilities and/or outside groups</td>
</tr>
<tr>
<td></td>
<td>Eligible for regular canteen purchase up to $50.00 per draw</td>
</tr>
<tr>
<td></td>
<td>Eligible for Level B Special Canteen purchases</td>
</tr>
<tr>
<td></td>
<td>Make one (1) 15-minute straight-through telephone call to support person per month</td>
</tr>
<tr>
<td></td>
<td>Eligible for living unit and institutional employment</td>
</tr>
<tr>
<td></td>
<td>Receive two (2) two-day visits per month</td>
</tr>
<tr>
<td></td>
<td>Receive visits from boyfriend/girlfriend</td>
</tr>
<tr>
<td></td>
<td>Participate in intramural sports</td>
</tr>
<tr>
<td></td>
<td>Play video games on living unit</td>
</tr>
<tr>
<td></td>
<td>Coordinate structured activities for Level C and D youth</td>
</tr>
<tr>
<td></td>
<td>Serve as a youth assistant during Skill of the Week</td>
</tr>
<tr>
<td></td>
<td>Participate in club activities</td>
</tr>
<tr>
<td></td>
<td>Participate in Level B exclusive activity (once every two months)</td>
</tr>
<tr>
<td></td>
<td>Attend one (1) Level A event per quarter, if invited by a Level A youth</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level A</th>
<th>Mail two (2) additional free letters per month</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Participate in unstructured recreation or relaxation time on the living unit (may relax in own room if it doesn't conflict with case plan or mandated groups)</td>
</tr>
</tbody>
</table>

*Continued on next page—*
Behavior Management System (continued)

Level System (continued)—

Privileges for Levels D—A (continued):

<table>
<thead>
<tr>
<th>Privileges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level A (Continued)—</td>
</tr>
<tr>
<td>Participate in activities and sports between other living units or facilities and/or outside groups</td>
</tr>
<tr>
<td>Eligible for regular canteen purchases up to $125.00 per draw</td>
</tr>
<tr>
<td>Eligible for Level A Special Canteen purchases</td>
</tr>
<tr>
<td>Make one (1) 20-minute straight-through telephone call to support person per month</td>
</tr>
<tr>
<td>Eligible for living unit and institutional employment</td>
</tr>
<tr>
<td>Receive unlimited two-day visits per month</td>
</tr>
<tr>
<td>Receive visits from boyfriend/girlfriend</td>
</tr>
<tr>
<td>Participate in intramural sports</td>
</tr>
<tr>
<td>Have priority access to play video games on living unit</td>
</tr>
<tr>
<td>Design and facilitate Level B exclusive activities (once every two months)</td>
</tr>
<tr>
<td>Serve as a mentor in a primary intervention</td>
</tr>
<tr>
<td>Serve as a youth assistant during Skill of the Week (when no Level B youth are available)</td>
</tr>
<tr>
<td>Participate in club activities</td>
</tr>
<tr>
<td>Have weekly use of the Incentive Lounge (can be held in conjunction with &quot;twice a month blowout&quot;)</td>
</tr>
<tr>
<td>Participate in Level A &quot;blow-out&quot; twice a month (can be in conjunction with weekly &quot;incentive lounge&quot;)</td>
</tr>
<tr>
<td>Have priority for community activities outside facility (e.g. excursions)</td>
</tr>
<tr>
<td>Be provided with Level A exclusive clothing</td>
</tr>
<tr>
<td>Be provided with Level A exclusive bedding package</td>
</tr>
<tr>
<td>Have extra shower/dayroom time</td>
</tr>
<tr>
<td>Participate in a monthly Level A Exclusive Council meeting with superintendent and/or assistant superintendent</td>
</tr>
<tr>
<td>Walk to school unescorted from living units</td>
</tr>
</tbody>
</table>

Notes:
Behavior Management System (continued)

Level System (continued) —

Failing to Promote and Demoting —

- **Intake-Level E** —
  - If you receive a sustained serious/violent DDMS prior to promoting to Intake-Level D, the five day promotional requirement restarts.

- **Intake-Level D** —
  - Once on Intake-Level D, you will demote back to Intake-Level E if you receive a sustained serious/violent DDMS.

- **Level D** —
  - Level D is the lowest level once you leave Intake; therefore, you will not demote below this level unless you go to the BTP.
  - You will restart Level D if you drop below 65% attendance in treatment, education, and employment for 15 out of 30 days.

- **Level C** —
  - If you are on Level C, you will demote back to Level D if you:
    - Perform below 75% attendance in treatment, education, and employment for 15 out of 30 consecutive days.

- **Level B** —
  - If you are on Level B, you will demote back to Level C if you:
    - Perform below 85% attendance in treatment, education, and employment for seven out of 30 consecutive days.

- **Level A** —
  - If you are on Level A, you will demote back to Level B if you:
    - Perform below 95% attendance in treatment, education, and employment for four out of 30 consecutive days.
  - You will also demote to Level B if you:
    - Are unable to present a quarterly presentation to the treatment team and living unit community in a large group.
    - Do not participate as a youth mentor.
    - Do not serve as a youth assistant in primary interventions.

If you participate in specified Level 2 or 3 DDMS behavior, you will remain at your level until the DDMS is adjudicated; however, privileges associated with the level are suspended pending adjudication. For Level D, sustained Level 2 or 3 behavior results in return to the beginning of Level D. For Levels C, B and A, sustained Level 2 or 3 behavior results in demotion as specified.

*Adjudicated = decided. Sustained = upheld/determined to be true*
### Behavior Management System (continued)

#### Level System (continued) —

<table>
<thead>
<tr>
<th><strong>Demote 1 Level</strong> (upon 1st sustained Level 2 DDMS in this category)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2TT. Refusing to work or to cooperate during any off grounds assignment including camp</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Demote 1 Level</strong> (upon 2nd of the same sustained level 2 DDMS in this category)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2A. Causing a youth to be in immediate peril</td>
</tr>
<tr>
<td>2B. Verbal or written harassment/abuse toward staff, youth(s) or person(s) not in custody</td>
</tr>
<tr>
<td>2C. Written or verbal comments or gestures of a demeaning nature</td>
</tr>
<tr>
<td>2E. Tattooing (non-gang related) or body piercing self or others or aiding in the injury or mutilation of another person</td>
</tr>
<tr>
<td>2G. Adulteration of food or drink</td>
</tr>
<tr>
<td>2I. Participating in gang activity</td>
</tr>
<tr>
<td>2J. Working in an unsafe manner that results in injury</td>
</tr>
<tr>
<td>2K. Unauthorized possession or misuse or hoarding of medication</td>
</tr>
<tr>
<td>2L. Possessing one (1) pack or less of a tobacco product or using a tobacco product</td>
</tr>
<tr>
<td>2N. Possessing, concealing, or transporting contraband (including currency less than $50)</td>
</tr>
<tr>
<td>2O. Unauthorized possession, alteration, duplication, or destruction of any official document</td>
</tr>
<tr>
<td>2P. Damaging, defacing or destroying property not your own by any deliberate act</td>
</tr>
<tr>
<td>2Q. Acquiring, receiving, or concealing property obtained in any wrongful or illegal manner</td>
</tr>
<tr>
<td>2S. Unauthorized use of mail, telephone, computer or communication device</td>
</tr>
<tr>
<td>2V. Interfering with the authorized duties of staff by disruptive behavior</td>
</tr>
<tr>
<td>2X. Refusing to complete a DDMS Disposition</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Demote 1 Level</strong> (upon 3rd of the same sustained Level 2 DDMS in this category)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2M. Being in a designated out of bounds area, or leaving an area of supervision without permission or authorization</td>
</tr>
<tr>
<td>2R. Lying</td>
</tr>
<tr>
<td>2RR. Submitting false evidence</td>
</tr>
<tr>
<td>2T. Violating or refusing to comply with any conditions of an education, treatment, work, camp, or behavioral agreement or policy</td>
</tr>
<tr>
<td>2U. Refusing to follow staff instructions or directions</td>
</tr>
<tr>
<td>2Y. Any violation not covered by this code section deemed necessary by staff to maintain security or safety or promote treatment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Demote 3 Levels</strong> (upon any sustained DDMS in this category)</th>
</tr>
</thead>
<tbody>
<tr>
<td>21D. Assault on youth without a weapon</td>
</tr>
<tr>
<td>2D1. Physical altercation with no injury or the use of chemical or physical restraints</td>
</tr>
<tr>
<td>2D2. Attempt or conspiracy to commit a code 2D offense</td>
</tr>
<tr>
<td>2F. Mistreating or injuring domestic animals or wildlife</td>
</tr>
</tbody>
</table>

**Any LEVEL 3 DDMS**
Behavior Management System (continued)

Level System (continued)—

Levels on the Behavior Treatment Program (BTP)—

There are four levels in the BTP.

I—Entry

II—Stabilization

III—Progress

IV—Transition

BTP I-Entry—

➢ If you are placed in the Behavior Treatment Program, you will start at BTP I-Entry Level.
➢ You will receive all mandated services but no additional privileges.

BTP II-Stabilization—

➢ Three days after your assignment to the BTP, you will promote to BTP II-Stabilization.
➢ In addition to all mandated services, you will receive one additional letter to mail per month and one additional collect telephone call per month to support system.

If you receive a Level 3 DDMS, privileges associated with this level will be suspended pending adjudication of the DDMS.

You will return to the beginning of BTP II-Stabilization if you receive a sustained serious/violent DDMS.

➢ You will promote to BTP III-Progress if you:

➢ Program with other youth. (If you cannot program with other youth and it is not your fault, promotion will be at the discretion of your treatment team.)
➢ Achieve a minimum of 65% attendance in treatment for seven consecutive days.
Behavior Management System (continued)

Level System—BTP (continued)—

BTP III—Progress—

➢ You will maintain this level if you achieve 75% attendance in treatment for 21 days. (Timeframe may be increased or decreased by treatment team.)
➢ You will return to BTP II-Stabilization if you drop below 75% attendance in treatment for four out of seven consecutive days or if you refuse to program with others.
➢ While on this level, you will receive mandated services and: a one-time regular canteen purchase of one hygiene item and/or one book of stamps; two additional collect telephone calls to support system; access to dayroom board games, playing cards and/or television; and eligibility for non-paid hall worker position.

If you receive a Level 3 DDMS, privileges associated with this level will be suspended pending adjudication of the DDMS.

➢ You will promote to BTP IV-Transition if you:
  ➢ Achieve a minimum of 85% attendance in treatment for 21 days.
  ➢ Participate in an Exit Case Conference.
  ➢ Participate in developing a Transition Plan.
  ➢ Complete a Relapse Prevention Plan.

BTP IV—Transition—

➢ While on this level, you will receive mandated services and: a one-time regular canteen purchase of one hygiene item and/or one book of stamps; four additional collect telephone calls to support system; access to dayroom board games, playing cards and/or television; ability to participate in supervised activities on the living unit and eligibility for non-paid hall worker position.
➢ When you complete your Transition Plan, you will exit the BTP and transfer to your assigned program.
➢ If you do not complete your Transition Plan, you will demote and return to BTP II-Stabilization.

If you receive a Level 3 DDMS, privileges associated with this level will be suspended pending adjudication of the DDMS.

Regardless of your current level on BTP, you will demote to BTP II-Stabilization if you receive specific sustained DDMS.
Demote to BTP II Stabilization (upon any sustained DDMS in this category)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2D</td>
<td>Physical altercation that does not result in injury or the use of chemical or physical restraints</td>
</tr>
<tr>
<td>2DD</td>
<td>Assault on youth without a weapon</td>
</tr>
<tr>
<td>3AA</td>
<td>Battery on staff without a weapon/no significant injury</td>
</tr>
<tr>
<td>3AB</td>
<td>Battery on staff without a weapon/significant injury</td>
</tr>
<tr>
<td>3AC</td>
<td>Battery on staff with a weapon or vile substance</td>
</tr>
<tr>
<td>3AD</td>
<td>Group battery on staff without a weapon</td>
</tr>
<tr>
<td>3AE</td>
<td>Group battery on staff with a weapon or vile substance</td>
</tr>
<tr>
<td>3AF</td>
<td>Battery on a youth without a weapon</td>
</tr>
<tr>
<td>3AG</td>
<td>Battery on a youth with a weapon or a vile substance</td>
</tr>
<tr>
<td>3AH</td>
<td>Group battery on a youth without a weapon</td>
</tr>
<tr>
<td>3AI</td>
<td>Battery on a youth with a weapon or a vile substance</td>
</tr>
<tr>
<td>3AJ</td>
<td>Battery on person not in custody without a weapon</td>
</tr>
<tr>
<td>3AK</td>
<td>Battery on person not in custody with a weapon or vile substance</td>
</tr>
<tr>
<td>3AL</td>
<td>Group battery on person not in custody without a weapon</td>
</tr>
<tr>
<td>3AM</td>
<td>Group battery on person not in custody with a weapon</td>
</tr>
<tr>
<td>3AN</td>
<td>Conspiracy to commit a code 3AA, 3AB, 3AC, 3AD, 3AE, 3AG, 3AH, 3AI, 3AJ, 3AK, 3AL, or 3AM offense</td>
</tr>
<tr>
<td>3BA</td>
<td>Assault on staff without a weapon</td>
</tr>
<tr>
<td>3BB</td>
<td>Assault on staff with a weapon or vile substance</td>
</tr>
<tr>
<td>3BC</td>
<td>Assault on person not in custody without a weapon</td>
</tr>
<tr>
<td>3BD</td>
<td>Assault on person not in custody with a weapon or vile substance</td>
</tr>
<tr>
<td>3BF</td>
<td>Assault on youth with a weapon or vile substance</td>
</tr>
<tr>
<td>3CB</td>
<td>Forced sexual act</td>
</tr>
<tr>
<td>3CC</td>
<td>Attempt or conspiracy to commit a code 3CB offense</td>
</tr>
<tr>
<td>3EB</td>
<td>Access to a weapon, explosive device or other object</td>
</tr>
<tr>
<td>3EC</td>
<td>Attempt or conspiracy to commit a Code 3E offense</td>
</tr>
<tr>
<td>3HA</td>
<td>Taking a hostage</td>
</tr>
<tr>
<td>3HB</td>
<td>Attempt or conspiracy to commit a Code 3H offense</td>
</tr>
<tr>
<td>3KA</td>
<td>Planning a group disturbance that occurred</td>
</tr>
<tr>
<td>3KB</td>
<td>Planning a group disturbance that did not occur</td>
</tr>
<tr>
<td>3KC</td>
<td>Inciting a group disturbance</td>
</tr>
<tr>
<td>3KD</td>
<td>Participating in a group disturbance where no weapons were used and/or there were no injuries requiring hospitalization</td>
</tr>
<tr>
<td>3KE</td>
<td>Participating in a group disturbance where weapons were used and/or there were injuries requiring hospitalization</td>
</tr>
<tr>
<td>3KF</td>
<td>Attempt or conspiracy to commit a code 3KA, 3KC, or 3KE offense</td>
</tr>
<tr>
<td>3LC</td>
<td>Gang activity resulting in use of force or violence on a staff, youth or person not in custody with a weapon</td>
</tr>
<tr>
<td>3LD</td>
<td>Gang activity resulting in use of force or violence on a staff or person not in custody without a weapon</td>
</tr>
<tr>
<td>3LE</td>
<td>Gang activity resulting in use of force or violence on a youth without a weapon</td>
</tr>
<tr>
<td>3LF</td>
<td>Gang activity resulting in the threat of violence toward a staff, youth or person not in custody</td>
</tr>
<tr>
<td>3LG</td>
<td>Attempt or conspiracy to commit a code 3LE or 3LF offense</td>
</tr>
<tr>
<td>3MB</td>
<td>Igniting or causing a fire with injury and/or property damage</td>
</tr>
<tr>
<td>3MC</td>
<td>Attempt or conspiracy to commit a code 3MB</td>
</tr>
<tr>
<td>3QA</td>
<td>Engaging in a physical altercation and failing to stop when instructed to do so</td>
</tr>
<tr>
<td>3QB</td>
<td>Engaging in a physical altercation that requires the use of chemical agent and/or physical restraints to stop the altercation</td>
</tr>
<tr>
<td>3QC</td>
<td>Engaging in a physical altercation that results in injury</td>
</tr>
<tr>
<td>3QD</td>
<td>Engaging in a physical altercation that is gang related</td>
</tr>
<tr>
<td>3QE</td>
<td>Attempt or conspiracy to commit a code 3Q violation</td>
</tr>
<tr>
<td>3SB</td>
<td>Behavior that necessitates the use of chemical and/or physical restraint</td>
</tr>
<tr>
<td>3TA</td>
<td>Making verbal or written threats towards staff</td>
</tr>
<tr>
<td>3TB</td>
<td>Making verbal or written threats towards a youth(s)</td>
</tr>
<tr>
<td>3TC</td>
<td>Making verbal or written threats towards a person(s) not in custody</td>
</tr>
<tr>
<td>3TD</td>
<td>Attempt or conspiracy to commit a code 3T violation</td>
</tr>
<tr>
<td>3XA</td>
<td>Aiding in the injury or mutilation of another person including suicide gestures or attempts</td>
</tr>
</tbody>
</table>
Program Credits—

You are eligible to earn program credits based on your progress in meeting established guidelines related to treatment, education/employment, and behavioral expectations.

What are Program Credits?

Program Credits are designed to motivate your positive participation in treatment, education/employment and behavioral expectations.

The number of program credits you can earn is based on your level.

The maximum number of program credits you can earn at one time is 15.

⇒ 5 for attendance and positive participation in treatment
⇒ 5 for attendance and positive participation in education/employment
⇒ 5 for attendance and positive participation in behavioral expectations

Program Credits can result in a reduction of your Projected Board Date.

How many Program Credits can I earn in a month?

- If you are Level A, you are eligible for up to 15 Program Credits each month.
- If you are Level B, you are eligible for up to 9 Program Credits each month.
- If you are Level C, you are eligible for up to 6 Program Credits each month.
- If you are Level D, you are eligible for up to 3 Program Credits each month.

Example:

Johnny has been Level B for 1 month. He is eligible for 9 program credits based on his level.

- 3 program credits in treatment
- 3 program credits in education/employment
- 3 program credits in behavioral expectations

What if I don’t get my Program Credits at Case Conference?

You have the option of filing a grievance if you do not agree with your treatment team’s decision.
Behavior Management System (continued)

Program Credits (continued)

Frequently Asked Questions (continued)

What if I transfer living units or facilities?
If you transfer from one facility to another, your current Program Credits will be transferred with you and clearly written on your Transfer Summary.

If you have any questions about Program Credits, see your casework specialist or parole agent.

DDMS Loss of Program Credits information can also be found on pages 130–135.

Mini Quiz: True or False?

1. Level A is the lowest level. T or F?

2. Program credits can reduce your Projected Board Date. T or F?

3. You can earn up to 9 program credits at Level B. T or F?

4. One of the level A activities is a barbeque. T or F?

Notes:
Behavior Management System (continued)

Reinforcement System—

The DJJ Reinforcement System (RS) provides daily, weekly, and monthly rewards for participating in treatment and developing pro-social behaviors.

The RS allows staff to give reinforcements in the moment and provides a structure to ensure the delivery of these reinforcements is maintained and consistent across DJJ facilities.

Reinforcement System Components—

- Verbal Praise/Positive Interaction
- Positive Checks
- Negative Checks
- Stars
- Daily Review and Recognition
- Late Night Incentive Program
- Weekly Incentive Recognition
- Monthly Incentive Recognition
- Monthly Star Chart

- When staff observes a desirable behavior, they should tell you what you have done well and encourage you to continue.
- You may be given a Positive Behavior Reinforcement Code check to reward and reinforce the behavior.
- Positive checks can be awarded by any staff member.
- Negative Checks (Minor Misconduct Level 1 DDMS) are given when negative or undesired behavior is observed.
- Stars represent achievement and are earned when you successfully meet the daily incentive criteria.
- Daily Review and Recognition happens daily, usually in a large group setting. During this time, you will be recognized for earning positive checks and stars.
- If you qualify for the Late Night Incentive Program, you will be able to stay up for an additional hour after the usual bed time.
- The Weekly Incentive Recognition occurs each Sunday. If you earn one or more stars in the week (Sunday through Saturday) you will be recognized and rewarded. Youth on Alternative Program do not qualify.
- Monthly Incentive Recognition is an event that you will qualify for if you earned at least 25 stars during the month and are not on Alternative Program.
- The Monthly Star Chart is updated regularly and posted on the living unit. It is a visible record of each youth’s successes.
### Behavior Management System (continued)

### Reinforcement System (continued) —

#### Positive Behavior Reinforcement Codes

<table>
<thead>
<tr>
<th>Behavior Codes</th>
<th>Level A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SC</strong> — Social Cognitive; <strong>A</strong> — Attitudes; <strong>AV</strong> — Aggression/Violence; <strong>SI</strong> — Social Influence; <strong>SA</strong> — Substance Abuse</td>
<td></td>
</tr>
</tbody>
</table>

| **ASC** | Demonstrates self-control, planning, and goal-setting techniques to avoid and/or solve problems **OR**
Sets alternate goals and applies appropriate solutions |
|**AA** | Considers others’ feelings, understands the harm caused to them and acts to reduce or stop further harm **OR**
Takes steps to improve the lives of others and/or the community (i.e., mentors new youth, helps other youth problem-solve positively, assists staff with de-escalating youth, supports staff-youth responsivity, etc.) |
|**AAV** | Demonstrates non-violent methods and maintains healthy relationships without the need for verbal or physical aggression/violence **OR**
Mentors other youth in recognizing their triggers and body signs as well as being able to use calming techniques (i.e., anger reducers, reminders, etc.) for avoiding situations that put them at risk of resorting to violence and aggression |
|**ASI** | Develops, demonstrates, maintains, and nurtures positive relationships in the community (i.e., continues refraining from negative peer relationships) **OR**
Mentors other youth in exploring opportunities for pro-social relationships |
|**ASA** | Follows personal relapse prevention plan and shows proficiency in utilizing action steps for avoiding substance use **OR**
Assists other youth in weighing the pros and cons of substance abuse |
## Reinforcement System (continued) — Positive Behavior Reinforcement Codes

<table>
<thead>
<tr>
<th>Behavior Codes</th>
<th>Level B</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC – Social Cognitive; A – Attitudes; AV – Aggression/Violence; SI – Social Influence; SA – Substance Abuse</td>
<td></td>
</tr>
<tr>
<td><strong>BSC</strong></td>
<td>Considers and generates solutions to a problem situation while considering another person’s point of view and realizing there are various interpretations of any given situation</td>
</tr>
<tr>
<td><strong>BA</strong></td>
<td>Re-evaluates and processes thoughts that challenge their belief system by utilizing the RULE tool concepts (using self-talk to determine if what they are telling themselves is Realistic, Useful, Logical, and Evidence-based to support taking steps towards positive change in a pro-social manner)</td>
</tr>
<tr>
<td><strong>BAV</strong></td>
<td>Demonstrates and uses calming techniques (i.e., deep breathing, counting, pleasant imagery, etc.) when identifying patterns or chains of events that trigger stressful feelings/emotions (i.e., becoming angry, frustrated, anxious, etc.)</td>
</tr>
<tr>
<td><strong>BSI</strong></td>
<td>Identifies and seeks out persons who aide in supporting a positive lifestyle and who encourage positive pro-social peer interaction and activities (i.e., family, religious leader, employer, teacher, treatment staff, etc.) OR Assists and provides positive counseling/support to other youth/staff (i.e., assists new youth/staff, suggests pro-social problem solving techniques to youth/staff in real life situations, verbally assists with de-escalating youth, supports youth/staff responsivity, etc.)</td>
</tr>
<tr>
<td><strong>BSA</strong></td>
<td>Identifies and describes body and mind cues when craving controlled substances and uses techniques that help decrease the desire to use (i.e., developing a relapse prevention plan, formal/informal/personal strategies, etc.)</td>
</tr>
</tbody>
</table>
**Behavior Management System (continued)**

**Reinforcement System (continued)—**

**Positive Behavior Reinforcement Codes**

<table>
<thead>
<tr>
<th>Behavior Code</th>
<th>Level C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SC</strong> – Social Cognitive; <strong>A</strong> – Attitudes; <strong>AV</strong> – Aggression/Violence; <strong>SI</strong> – Social Influence; <strong>SA</strong> – Substance Abuse</td>
<td></td>
</tr>
<tr>
<td>CSC</td>
<td>Thinks about and uses cognitive behavioral tools (i.e., ABC worksheet, Hassle Log, Decisional Balance worksheet, etc.) to determine the consequence(s) their actions will have within their community, while identifying ways to manage their behavior, possibly with the assistance of staff’s support/modeling</td>
</tr>
<tr>
<td>CA</td>
<td>Lists and communicates the short term consequences of making amends, exhibiting law-abiding behavior, and living a pro-social lifestyle; possibly with the assistance of staff’s support/modeling</td>
</tr>
<tr>
<td>CAV</td>
<td>Recognizes body cues and feelings when frustrated or having difficulty resolving a conflict, possibly with the assistance of staff’s support/modeling</td>
</tr>
<tr>
<td>CSI</td>
<td>Weighs and communicates the pros and cons of having relationships with positive and/or negative influences (i.e., family, friends, staff, etc.), possibly with the assistance of staff’s support/modeling</td>
</tr>
<tr>
<td>CSA</td>
<td>Talks about how substance abuse has affected them and led them to do bad things (i.e., commitment of a crime, react irrationally, etc.), possibly with the assistance of staff’s support/modeling</td>
</tr>
</tbody>
</table>
## Behavior Management System (continued)

### Reinforcement System (continued) —

### Positive Behavior Reinforcement Codes

<table>
<thead>
<tr>
<th>Behavior Codes</th>
<th>Level D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level D</td>
<td></td>
</tr>
<tr>
<td>Level D-Intake</td>
<td></td>
</tr>
<tr>
<td>Level E-Intake</td>
<td></td>
</tr>
</tbody>
</table>

*(Intake D and E Level youth can earn Level A, B, C or D level positive behavior checks. Youth in the Behavior Treatment Program have their own Positive Behavior Reinforcement Codes and Incentives.)*

<table>
<thead>
<tr>
<th>SC – Social Cognitive; A – Attitudes; AV – Aggression/Violence; SI – Social Influence; SA – Substance Abuse</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DSC</strong></td>
</tr>
<tr>
<td>Demonstrates the ability to use cognitive behavioral tools (i.e., ABC worksheet, Hassle Log, Decisional Balance worksheet, Thought Record, etc.) to help interpret and discuss the consequences of their actions</td>
</tr>
<tr>
<td><strong>DA</strong></td>
</tr>
<tr>
<td>Understands and explains the ripple effect of the consequences of one’s own actions on self and others</td>
</tr>
<tr>
<td><strong>DAV</strong></td>
</tr>
<tr>
<td>Describes how they feel when frustrated or faced with handling a difficult situation</td>
</tr>
<tr>
<td><strong>DSI</strong></td>
</tr>
<tr>
<td>Discusses and explains how peer pressure influences their behavior in their community</td>
</tr>
<tr>
<td><strong>DSA</strong></td>
</tr>
<tr>
<td>Acknowledges a substance abuse issue/problem exists and begins to talk about developing a plan to address this area of treatment</td>
</tr>
</tbody>
</table>
**Behavior Management System (continued)**

**Reinforcement System (continued) — Positive Behavior Reinforcement Codes**

<table>
<thead>
<tr>
<th>Behavior Codes</th>
<th>General Positive Behavior Checks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Intake D and E Level youth can earn Level A, B, C or D general positive behavior checks</strong></td>
<td></td>
</tr>
<tr>
<td>GT-A</td>
<td>Level A - Attends an assigned treatment intervention group, remains for entire group, completes work and actively participates as a pro-social influence (engages in discussion and reinforces/expands on concepts, acts as a positive behavioral leader, assist staff in the delivery of treatment groups, etc.)</td>
</tr>
<tr>
<td>GT-B</td>
<td>Level B - Attends an assigned treatment intervention group, remains for entire group, completes work, participates in discussion and demonstrates positive/non-disruptive behavior throughout the group</td>
</tr>
<tr>
<td>GT-C</td>
<td>Level C - Attends an assigned treatment intervention group, remains for the entire group, completes work, participates minimally in discussion, may need occasional/low-level redirection, but is not disruptive and/or a defiant influence</td>
</tr>
<tr>
<td>GT-D</td>
<td>Level D - Attends an assigned treatment intervention group and remains for the entire group, fully or partially completes work, may or may not participate in discussion, responds well to redirection and shows improvement, not disruptive and/or a defiant influence</td>
</tr>
<tr>
<td><strong>Intake D and E Level youth can earn Level A, B, C or D general positive behavior checks</strong></td>
<td></td>
</tr>
<tr>
<td>GEd-A</td>
<td>Level A - Attends an assigned class, remains for the entire class, completes assignments according to ability, actively participates in discussions/demonstrations, models and encourages appropriate/cooperative behavior, voluntarily assists other students/teacher, etc.</td>
</tr>
<tr>
<td>GEd-B</td>
<td>Level B - Attends an assigned class, remains for the entire class, completes assignments according to ability, participates in discussions/demonstrations, demonstrates appropriate/cooperative behavior</td>
</tr>
<tr>
<td>GEd-C</td>
<td>Level C - Attends an assigned class; remains for the entire class; completes assignments according to ability; participates in discussions/demonstrations with assistance if necessary; may need encouragement/ redirection, but is not disruptive and/or a defiant influence</td>
</tr>
<tr>
<td>GEd-D</td>
<td>Level D - Attends an assigned class; remains for the entire class; completes assignments according to ability; may need encouragement, responds well to redirection and shows Improvement, not disruptive and/or a defiant influence</td>
</tr>
<tr>
<td><strong>General: (Levels A, B, C, D, Intake D and Intake E)</strong></td>
<td></td>
</tr>
<tr>
<td>GGA</td>
<td>Completes Goal or Action Step(s) OR shows genuine effort towards working on them based on the case/mental health treatment plan</td>
</tr>
<tr>
<td>GEm</td>
<td>Meets Employment expectations and completes all job assignments</td>
</tr>
<tr>
<td>GPD</td>
<td>Demonstrates Positive Decision making skills during a conflict situation (avoids verbal or physical aggression, recognizes others’ points of view, etc.)</td>
</tr>
<tr>
<td>GPS</td>
<td>Engages Pro-Socially in a structured recreational activity with peers in a positive manner</td>
</tr>
<tr>
<td>GSS</td>
<td>Uses Social Skill (of 52 Skill of the Week skills) in a real-life situation</td>
</tr>
</tbody>
</table>
Reinforcement System (continued) —

### DAILY INCENTIVE CHART

Each youth can earn 1 star a day.

- **A** Level youth **must** earn Level A checks **and** a General check
- **B** Level youth **can** earn Level A or B checks **and** a General check
- **C** Level youth **can** earn Level A, B, or C checks **and** a General check
- **D** Level youth **can** earn Level A, B, C, or D checks **and** a General check

**Intake D and E** Level youth **can** earn Level A, B, C or D checks **and** a General check

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>LATE NIGHT INCENTIVE</th>
<th>STARS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 A,B,C, or D <strong>AND</strong> 1 <em>General</em> NO DDMS</td>
<td>✓</td>
<td>★</td>
</tr>
<tr>
<td>2 A,B,C, or D <strong>AND</strong> 2 <em>General</em> 1 Minor Misconduct</td>
<td>✓</td>
<td>★</td>
</tr>
<tr>
<td>1 A,B,C, or D NO DDMS</td>
<td>☒</td>
<td>★</td>
</tr>
<tr>
<td>3 A,B,C, or D <strong>AND</strong> 3 <em>General</em> 2 Minor Misconduct</td>
<td>☒</td>
<td>★</td>
</tr>
<tr>
<td>NO A,B,C, or D/NO <em>General</em></td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>More than 2 Minor Misconduct Any LEVEL II, III</td>
<td>☒</td>
<td>☒</td>
</tr>
</tbody>
</table>
Behavior Management System (continued)

Reinforcement System (continued)—

Incentive Awards—Daily, Weekly Monthly

★ **Late Night** occurs daily for all youth who qualify.
★ There are 3 types of **Weekly Awards**: for youth awarded 1-2 stars, 3-5 stars, and 6-7 stars.
★ Youth who earn 25 or more stars in a month are eligible for the **Monthly Award**.

---

**Star Chart Incentive List**

1-2 Stars Per Week

Example Incentives:
Hershey’s Kisses, Starbursts, greeting cards
(incentives to be determined by the treatment team with input from the youth)

3-5 Stars Per Week

Example Incentives:
Chips, granola bar, candy bar, popcorn, noodles, hygiene item, colored paper tablets, stationery, phone call
(incentives to be determined by the treatment team with input from the youth)

6-7 Stars Per Week

Choose 1 item from each category above.

**Monthly Incentive Examples = 25 stars and above per month**

Pool Party                  Pizza Party                  Nacho Party
Karaoke and Popcorn Party   Nail Party (Ventura)      Music Box
(Incentives will be determined by the treatment team with input from the youth.)
**Behavior Management System (continued)**

**Reinforcement System (continued) — BTP Positive Behavior Reinforcement Codes**

<table>
<thead>
<tr>
<th>Behavior Codes</th>
<th>BTP Treatment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>T</strong> – Transition; <strong>P</strong> – Progress; <strong>S</strong> – Stabilization</td>
<td></td>
</tr>
<tr>
<td><strong>A</strong> – Attitudes; <strong>AV</strong> – Aggression/Violence; <strong>SI</strong> – Social Influence</td>
<td></td>
</tr>
<tr>
<td>BTP-T</td>
<td>Level IV - Transition - attends the entire group or individual counseling session or, journal work session and participates in discussion, provides positive feedback to others, completes all work, responds to redirection, is not disruptive/defiant, receives no negative check or DDMS</td>
</tr>
<tr>
<td>BTP-P</td>
<td>Level III - Progress – attends the entire group or individual counseling session or, journal work session and, participates in discussion, responds to redirection, completes some or all of work, is not disruptive/defiant, receives no negative check or DDMS</td>
</tr>
<tr>
<td>BTP-S</td>
<td>Level II - Stabilization – attends the entire group or individual counseling session or, journal work session and responds to redirection, receives no negative check or DDMS</td>
</tr>
<tr>
<td>BTP-A</td>
<td>Understands and explains the ripple effect of the consequences of one’s own actions on self and others</td>
</tr>
<tr>
<td>BTP-AV</td>
<td>Describes how they feel when frustrated or faced with handling a difficult situation</td>
</tr>
<tr>
<td>BTP-SI</td>
<td>Discusses and explains how peer pressure influences their behavior in their community</td>
</tr>
</tbody>
</table>

**BTP General**

**EdT—Education Transition; EdP—Education Progress; EdS—Education Stabilization**

| BTPg-EdT | Level IV - Transition – attends assigned class, remains for the entire class, completes assignments according to ability with assistance if necessary, participates in discussion/demonstrations, and demonstrates appropriate/cooperative behavior throughout the class (promotes and encourages appropriate/cooperative behavior, voluntarily assists other students/teacher, etc., referencing “Guided Learning Approach”) |
Behavior Management System (continued)

Reinforcement System (continued) —

**BTP Positive Behavior Reinforcement Codes**

<table>
<thead>
<tr>
<th>BTP General Reinforcement Codes (continued)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EdT– Education Transition; EdP– Education Progress; EdS—— Education Stabilization</td>
</tr>
</tbody>
</table>

| BTPg-EdP | Level III - Progress – attends assigned class, remains for the entire class, completes assignments according to ability with assistance if necessary, participates in discussions/demonstrations voluntarily or upon request, receptive to encouragement, responds well to redirection and shows improvement in this area, behavior is not disruptive and/or is a defiant influence warrants no warrant a minor misconduct check or DDMS |
| BTPg-EdS | Level II - Stabilization – attends assigned class, remains for the entire class, completes assignments according to ability with assistance if necessary, may or may not participate in discussion/demonstrations, responds well to redirection and shows improvement, behavior does not warrant a minor misconduct check or DDMS |

| C— Coping Strategy; SS– Social Skill; GA– Goal or Action Step; DM – Decision Making to Avoid Aggression; W– Weighs Pros & Cons; So– Pro-social Activity/Conversation; Co– Communicates Short Term Consequences; Pr– Processes a Decision/Problem /Situation |

| BTPg-C | Utilizes adaptive Coping strategy (for example, walked away, ignored, used conflict resolution skill) to respond to a conflict situation |
| BTPg-SS | Uses a Social Skill (of 52 Skill of the Week skills) in a real-life situation |
| BTPg-GA | Demonstrates completion of or genuine effort towards working on a Goal or Action Step from BTP case plan |
| BTPg-DM | Uses positive Decision Making to avoid verbal or physical aggression in a conflict situation |
| BTPg-W | Weighs the pros and cons of how peer pressure influences their behavior |
| BTPg-So | Engages in pro-Social activity/conversation with another youth and/or staff |
| BTPg-Co | Communicates the short term consequences of personal behavior to treatment team member/s (loss of freedom/privileges, harm to others, disruption of family, bodily injuries, DDMS, emotional stress, loss of respect from others, limited visiting time, additional penal code charges, etc.) |
| BTPg-Pr | Processes a decision, problem or situation with living unit staff's Support/Modeling, using a cognitive behavioral treatment approach (Hassle Log, Decisional Balance worksheet, ABC worksheet, etc.) |
Reinforcement System (continued) — *Behavior Treatment Program Incentive Awards*

**DAILY INCENTIVE CHART**

- **BTP Level IV** – Transition *must* earn a Treatment check *and* a General check
- **BTP Level III** – Progress *must* earn a Treatment check *and* a General check
- **BTP Level II** – Stabilization *must* earn a Treatment check *and* a General check

(*BTP Level I – Entry *can* earn any Treatment check.)*

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>INCENTIVE TIME</th>
<th>STARS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 BTP Treatment AND 1 General NO DDMS</td>
<td>✔️</td>
<td>★</td>
</tr>
<tr>
<td>2 BTP Treatment AND 2 General 1 Minor Misconduct</td>
<td>✔️</td>
<td>★★</td>
</tr>
<tr>
<td>1 BTP Treatment NO DDMS</td>
<td>✗</td>
<td>★</td>
</tr>
<tr>
<td>NO BTP Treatment / NO General</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>More than 2 Minor Misconduct Any LEVEL II , III DDMS</td>
<td>✗</td>
<td>✗</td>
</tr>
</tbody>
</table>
Behavior Management System (continued)

Disciplinary Decision Making System (DDMS)

DJJ has a number of rules you must follow for your protection and the safety of others.

- We want you to behave in a way that moves you closer to your goals, helps you earn incentives (rewards) and that is helpful for you and others.
- For that reason, when appropriate staff will use other intervention strategies to handle rule violations before using DDMS.
- Ultimately, we want positive incentives to exceed negative consequences.
- However, we don’t want you to think that serious misconduct will be overlooked and that you will not be held accountable.
- When appropriate, DJJ will handle youth discipline through DDMS.

In the DJJ Disciplinary Decision Making System, there are 3 levels of misconduct. They are:

1. Level 1: Minor Misconduct
2. Level 2: Intermediate Misconduct
3. Level 3: Serious Misconduct

Complete descriptions of Level 1, 2, and 3 misconduct codes, actions, and consequences are included later in this handbook.

Youth with Cognitive and Emotional Disabilities and/or Youth Receiving Mental Health Services—

If you have a disability or if you are receiving mental health services, staff will use different intervention strategies when you commit a rule violation. Some of the interventions staff may use are:

- Work with you to help you better understand the rules.
- Work with you to help you understand your negative behavior.
- Work with you to help you understand the consequences if you continue to act this way.
- Refer you to a mental health professional, education specialist, or the Youth with Disabilities Coordinator.

Continued on next page—
Disciplinary Decision Making System (DDMS) (continued)

If the intervention works and you change your behavior, staff may not continue with DDMS.

However, if you understand your behavior and continue to act out after staff have tried successful interventions, they will handle your misconduct through DDMS.

In Level 3 DDMS cases, a non-treating mental health clinician will be a part of your disposition conference as one of your treatment team members to help correct your behavior and ensure the discipline is appropriate.

Review:

Positive reinforcement and DDMS are both part of the DJJ behavior management system.

Positive checks, stars, daily/weekly/monthly recognition, and late night incentive program are all part of the positive reinforcement system.

There are 3 levels of DDMS misconduct—minor, intermediate, and serious.
### DDMS Level 1 Violation Codes
1A. Not following instructions  
1B. Slow to respond to instructions  
1C. Not meeting time constraints  
1D. Manipulation  
1E. Out of bounds  
1F. Failure to check in  
1G. Not in possession of identification card  
1H. Horseplay without injury  
1I. Arguing/agitation  
1J. Profanity/disrespect  
1K. Talking or making noise during quiet time  
1L. Excessive noise  
1M. Failure to use/wear safety equipment  
1N. Unauthorized communication with other youths  
1O. Inappropriate behavior during bedtime  
1P. Inappropriate behavior during mealtime  
1Q. Inappropriate behavior during movement  
1R. Inappropriate behavior during count  
1S. Inappropriate behavior during school  
1T. Inappropriate behavior during extracurricular activities  
1U. Not meeting dress, grooming/hygiene standards  
1V. Not maintaining bed area/room in the proper manner  
1W. Littering  
1X. Defacing/destroying/losing State property  
1Y. Unauthorized amount or use of property

### DDMS Level 1 Interventions
Staff will first try to manage your misconduct by using a number of strategies to correct your behavior before writing you up. This can be done in any of the following ways:
- Establishing a rapport (an understanding) with you
- Giving you direct instructions
- Prompting
- Counseling you verbally
- Giving you a time out (a time out is meant for you to have time to get back self-control. Staff shall explain to you the reason for the time out and give you a chance to explain your behavior. Time out shall not be longer than one hour and staff shall counsel you at least every 15 minutes and document this in the unit log. You may help in deciding when you are ready to get back to your regular activities.)

### DDMS Level 1 Documentation
If staff decide to handle your misconduct through the disciplinary process, they will document the Level 1 violation on a check sheet and discuss it with you by the end of their shift. They will also discuss the disposition with you and let you know of your right to appeal.

### DDMS Level 1 Dispositions
You may notice that there is a range of the dispositions for Level 1 behaviors. Staff will gradually increase the length but cannot exceed the maximum amount within each category. For example, staff may give you verbal counseling the first time you misbehave. The next time, they may give you work assignment for 30 minutes. On your third offense, staff may increase your work assignment to an hour (but cannot exceed the 2 hour limit). Only one disposition can be given (except for verbal counseling). Verbal counseling should be considered as the first option.

Staff will take into consideration any special circumstances when deciding a disposition. Some examples of special circumstances are side effects to psychotropic medications you may be taking or behavior that you did as a result of a terrible event in your life.

Staff cannot deny or take away your mandated services as a disposition. Mandated services include, but are not limited to, family visits, mail privileges, telephone calls, or access to religious services.

Level 1 dispositions include:
- Verbal counseling
- 100-500 word essay (staff shall read and review essay with you)
- Work assignment of no longer than 2 hours
- Privilege loss (one privilege) for no longer than 24 hours, i.e., TV, radio, honor room, etc.

### DDMS Level 1 Appeals
There is only one level of appeal which is handled at the Supervisor level. If you want to file an appeal, you must obtain an appeal form from staff and submit it on the same day of the violation. The Supervisor will respond to the appeal within 24 hours of receipt and will do one of the following:
- Grant the appeal
- Deny the appeal
- Modify the disposition
You will be notified of the decision.
### DDMS Level 2 Violations, Categories and Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2A</td>
<td>Causing a youth to be in immediate peril</td>
</tr>
<tr>
<td>2A1</td>
<td>Intimidating</td>
</tr>
<tr>
<td>2A2</td>
<td>Shunning another or causing another to be disliked by others</td>
</tr>
<tr>
<td>2A3</td>
<td>Any attempt or conspiracy to commit a code 2A offense</td>
</tr>
<tr>
<td>2B</td>
<td>Verbal or written harassment/abuse toward staff, youth(s) or person(s) not in custody (Refer to Level 3 violation codes for verbal or written harassment/abuse of a sexual nature.)</td>
</tr>
<tr>
<td>2B1</td>
<td>Verbal or written harassment/abuse of staff, youths or persons not in custody</td>
</tr>
<tr>
<td>2C</td>
<td>Written or verbal comments or gestures of a demeaning nature (Refer to Level 3 violation codes for comments or gestures of a sexual nature.)</td>
</tr>
<tr>
<td>2C1</td>
<td>Written or verbal comments of a demeaning nature</td>
</tr>
<tr>
<td>2C2</td>
<td>Gestures of a demeaning nature</td>
</tr>
<tr>
<td>2D</td>
<td>Physical altercation that does not result in injury or the use of chemical or physical restraints</td>
</tr>
<tr>
<td>2D1</td>
<td>Engaging in a physical altercation</td>
</tr>
<tr>
<td>2D2</td>
<td>Attempt or conspiracy to commit a code 2D offense</td>
</tr>
<tr>
<td>2DD</td>
<td>Assault on youth without a weapon</td>
</tr>
<tr>
<td>21D</td>
<td>Assault on youth without a weapon</td>
</tr>
<tr>
<td>2E</td>
<td>Tattooing (non gang related) or body piercing self or others or aiding in the injury or mutilation of another person</td>
</tr>
<tr>
<td>2E1</td>
<td>Tattooing self or others</td>
</tr>
<tr>
<td>2E2</td>
<td>Body piercing self or others</td>
</tr>
<tr>
<td>2E4</td>
<td>Attempt or conspiracy to commit a Code 2E offense</td>
</tr>
<tr>
<td>2F</td>
<td>Mistreating or injuring domestic animals or wildlife</td>
</tr>
<tr>
<td>2F1</td>
<td>Injuring, mistreating or killing an animal</td>
</tr>
<tr>
<td>2G</td>
<td>Adulteration of food or drink</td>
</tr>
<tr>
<td>2G1</td>
<td>Adulteration of food or drink</td>
</tr>
<tr>
<td>2G2</td>
<td>Attempt or conspiracy to commit a code 2G offense</td>
</tr>
<tr>
<td>2I</td>
<td>Participating in gang activity</td>
</tr>
<tr>
<td>2I1</td>
<td>Displaying signs or symbols of a gang</td>
</tr>
<tr>
<td>2I2</td>
<td>Wearing clothes, make up, or hair in a gang style or fashion</td>
</tr>
<tr>
<td>2I3</td>
<td>Possessing gang writing or material</td>
</tr>
<tr>
<td>2I4</td>
<td>Writing graffiti</td>
</tr>
<tr>
<td>2J</td>
<td>Working in an unsafe manner that results in injury</td>
</tr>
<tr>
<td>2J1</td>
<td>Working in an unsafe manner that results in injury</td>
</tr>
<tr>
<td>2K</td>
<td>Unauthorized possession or misuse or hoarding of medication</td>
</tr>
<tr>
<td>2K1</td>
<td>Unauthorized possession or misuse or hoarding of medication</td>
</tr>
</tbody>
</table>

### DDMS Level 2 Interventions

Staff will first try to manage your misconduct by using a number of strategies to correct your behavior before writing you up. This can be done in any of the following ways:

- Establishing a rapport (an understanding) with you
- Giving you direct instructions
- Prompting
- Counseling you verbally

### DDMS Level 2 Documentation

If staff decide to handle your misconduct through the disciplinary process, they will document the Level 2 violation on a behavior report by the end of their shift or no later than 24 hours of observing or discovering the violation. Staff will provide you a copy of the behavior report within 48 hours, and you will need to decide if you want to appeal the Level 2 violation.
### DDMS Level 2 Violations, Categories and Codes (cont.)

#### 2L. Possessing one (1) pack or less of a tobacco product or using a tobacco product
- 2L1. Possessing one (1) pack or less of a tobacco product
- 2L2. Using a tobacco product
- 2L3. Attempt or conspiracy to commit a code 2L offense

#### 2M. Being in a designated out of bounds area, or leaving an area of supervision without permission or authorization
- 2M1. Being in a designated out of bounds area
- 2M2. Leaving an assigned area without permission
- 2M3. Attempt or conspiracy to commit a code 2M offense

#### 2N. Possessing, concealing, or transporting contraband (including currency less than $50.00)
- 2N1. Possessing, concealing or transporting contraband or causing contraband to be transported into the facility
- 2N2. Attempt or conspiracy to commit a code 2N offense

#### 2O. Unauthorized possession, alteration, duplication, or destruction of any official document
- 2O1. Unauthorized possession, alteration, duplication or destruction of any official document
- 2O2. Attempt or conspiracy to commit a code 2O offense

#### 2P. Damaging, defacing or destroying property not your own by any deliberate act
- 2P1. Damaging, defacing or destroying property
- 2P2. Attempt or conspiracy to commit a code 2P offense

#### 2Q. Acquiring, receiving, or concealing property obtained in any wrongful or illegal manner
- 2Q1. Buying property from another
- 2Q2. Theft
- 2Q3. Gambling
- 2Q4. Possessing property not your own
- 2Q5. Attempt or conspiracy to commit a code 2Q offense

#### 2R. Lying
- 2R1. Lying

#### 2RR. Submitting false evidence
- 2R1. Submitting false evidence

### DDMS Level 2 Dispositions

You may notice that there is a range of the dispositions for Level 2 behaviors. Staff will look at your treatment plan and gradually increase the length of the disposition without going over the maximum set amount. Only one disposition can be given (except for verbal counseling).

Staff will take into consideration any special circumstances when deciding a disposition. Some examples of special circumstances are side effects to psychotropic medications you may be taking, the nature of your disability, your need for assistance, or behavior that you did as a result of a terrible event in your life.

Staff cannot deny or take away your mandated services as a disposition. Mandated services include, but are not limited to, family visits, mail privileges, telephone calls, or access to religious services.

Level 2 dispositions include:
- Verbal counseling
- 500-750 word essay (staff shall read and review essay with you)
- Work assignment ranging from 1-20 hours
- Privilege loss (one privilege) ranging from 1-30 consecutive days, i.e., TV, radio, canteen, honor room, swimming pool, gymnasium, etc.

If you intentionally damage state property, you will also be required to pay DJJ for the damages.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2L1</td>
<td>Possessing one (1) pack or less of a tobacco product</td>
</tr>
<tr>
<td>2L2</td>
<td>Using a tobacco product</td>
</tr>
<tr>
<td>2L3</td>
<td>Attempt or conspiracy to commit a code 2L offense</td>
</tr>
<tr>
<td>2M1</td>
<td>Being in a designated out of bounds area</td>
</tr>
<tr>
<td>2M2</td>
<td>Leaving an assigned area without permission</td>
</tr>
<tr>
<td>2M3</td>
<td>Attempt or conspiracy to commit a code 2M offense</td>
</tr>
<tr>
<td>2N1</td>
<td>Possessing, concealing or transporting contraband</td>
</tr>
<tr>
<td>2N2</td>
<td>Attempt or conspiracy to commit a code 2N offense</td>
</tr>
<tr>
<td>2O1</td>
<td>Unauthorized possession, alteration, duplication or destruction of any official document</td>
</tr>
<tr>
<td>2O2</td>
<td>Attempt or conspiracy to commit a code 2O offense</td>
</tr>
<tr>
<td>2P1</td>
<td>Damaging, defacing or destroying property</td>
</tr>
<tr>
<td>2P2</td>
<td>Attempt or conspiracy to commit a code 2P offense</td>
</tr>
<tr>
<td>2Q1</td>
<td>Buying property from another</td>
</tr>
<tr>
<td>2Q2</td>
<td>Theft</td>
</tr>
<tr>
<td>2Q3</td>
<td>Gambling</td>
</tr>
<tr>
<td>2Q4</td>
<td>Possessing property not your own</td>
</tr>
<tr>
<td>2Q5</td>
<td>Attempt or conspiracy to commit a code 2Q offense</td>
</tr>
<tr>
<td>2R1</td>
<td>Lying</td>
</tr>
<tr>
<td>2R1</td>
<td>Submitting false evidence</td>
</tr>
<tr>
<td>2S1</td>
<td>Unauthorized use of the mail system</td>
</tr>
<tr>
<td>2S2</td>
<td>Unauthorized use of the telephone</td>
</tr>
<tr>
<td>2S3</td>
<td>Unauthorized use of a computer</td>
</tr>
<tr>
<td>2S4</td>
<td>Unauthorized use of a communication device</td>
</tr>
<tr>
<td>2S5</td>
<td>Any attempt or conspiracy to commit a code S offense</td>
</tr>
</tbody>
</table>
DDMS Level 2 Violations, Categories and Codes (cont.)

2T. Violating or refusing to comply with any conditions of an education, treatment, work, camp, or behavioral agreement or policy (2T1, 2, 3, 4 or 5 may be used when a youth fails to participate in program over a period of time but shall not be used for a single event)

- 2T1. Program Failure—Education
- 2T2. Program Failure—Treatment
- 2T3. Program Failure—Work
- 2T4. Program Failure—Camp
- 2T5. Program Failure—Behavioral
- 2T6. Refusing to participate in program
- 2T7. Malingering or feigning illness to avoid participation in program
- 2T8. Truant
- 2T9. Refusing to attend treatment group

2TT. Refusing to work or to cooperate during any off grounds assignment including camp

- 21T. Refusing to work or cooperate on a public service assignment
- 22T. Refusing to work or cooperate on a camp assignment
- 23T. Refusing to work or cooperate on a work furlough assignment

2U. Refusing to follow staff instructions or directions

- 2U1. Refusing to follow staff instructions or directions

2V. Interfering with the authorized duties of staff by disruptive behavior

- 2V1. Disruptive behavior
- 2V2. Distracting staff from their duties
- 2V3. Attempt or conspiracy to commit a code 2V offense

2W. Horseplay

- 2W1. Horseplay that results in injury

2X. Refusing to complete a DDMS Disposition

- 2X1. Refusing to complete a DDMS disposition

2Y. Any violation not covered by this code section deemed necessary by staff to maintain security or safety or promote treatment

- 2Y1. Other behavior

DDMS Level 2 Appeals

There is only one level of appeal which is handled at the Supervisor level. If you want to file an appeal, you must obtain an appeal form from staff and submit it within 24 hours of receiving the Behavior Report. The Supervisor will respond to the appeal within 72 hours of receipt and will do one of the following:

- Grant the appeal
- Deny the appeal
- Modify the disposition

You will be notified of the appeal decision within 24 hours of the decision.

Here are some reasons in which you can appeal a Level 2 violation:

- The disposition does not show use of graduated sanctions (for example, starting at the lowest level and working up)
- The disposition is not balanced, e.g.:
  - The violation should have been treated as a Level 1 misconduct
  - The disposition is otherwise not balanced
  - Prior commitment offense/DDMS history of adjudicated offense was not considered
  - Your progress in your set treatment goals was not considered
  - There were extenuating/mitigating “special” circumstances
- You claim you did not engage in the alleged misconduct
- There was a violation of procedural safeguards
  - You had no access to, and thereby no prior knowledge of, the rules and related discipline
  - Staff did not advise you of the right to appeal
  - You did not receive a copy of the Behavior Report within 48 hours of observing or discovering the violation or staff did not prepare a Behavior Report by the end of an assigned shift (or no later than 24 hours after observing or discovering a violation) that resulted in substantial prejudice
- Disposition would take away your mandated services or limit standard family visits, mail privileges, telephone calls, or access to religious services
- The behavior is related to your underlying mental illness or its treatment and the disposition is inappropriate. Your acting out behavior from mental illness or its treatment resulted in a punishment, instead of an adjustment to your treatment plan.
- More than one (1) disposition would be imposed (other than verbal counseling)
DDMS Level 3 Introduction

The Level 3 process is a bit more difficult than it is for Level 1 and Level 2 behaviors since it involves the most serious rule violations. For this reason, we've included a lot more information on the Level 3 process on the next few pages. If there is something that seems confusing to you or you just don't understand, please ask staff and they will help you.

DDMS Level 3 Interventions

While staff will always try to manage your misconduct at the lowest possible level, the more serious offenses will be handled through DDMS. Staff will not treat a Level 1 or Level 2 behavior in the same way they would handle a Level 3 behavior. It's safe to say that if you commit one of the more serious violations like battery on another youth, that you will receive a Level 3 Behavior Report.

DDMS Level 3 Documentation

Staff will document the Level 3 violation on a behavior report by the end of their shift or no later than 24 hours of observing or discovering the violation. When possible, staff will ask you for the reason(s) why you did what you did and include that in the Behavior Report.

The Program Manager will review the Behavior Report and decide if it should be reduced or processed as a Level 3 violation.

When you are served with your Notice of Rights and Violation, you will also receive copies of the Behavior Report, any Supplemental Reports, Investigation Report (if one was completed), and any other non-confidential evidence that will be used.

DDMS Level 3 Dispositions

The dispositions for Level 3 behaviors are given by the Disposition Committee during the Disposition Conference. You can refer to the flowchart on page 140 to see how a Level 3 is processed and when the Disposition Conference takes place.

The Disposition Committee will look at the following things before they decide on which disposition to give:

- The seriousness of the offense
- The level of harm to the victim(s)
- The impact of your behavior on the safety and/or security of the facility
- Your prior commitment offense/DDMS history
- Your progress towards treatment objectives
- Any special circumstances such as cognitive disability, need for assistance due to learning disability and/or language difficulties
- Any mental health illness or its treatment such as symptoms due to depression, psychosis, Posttraumatic Stress Disorder, and/or psychotropic medications that may have triggered the acting out behavior

The Disposition Committee cannot deny or take away your mandated services as a disposition. Mandated services include, but are not limited to, family visits, mail privileges, telephone calls, or access to religious services.

Level 3 dispositions include:

- Privilege loss (one privilege) ranging from 1-90 consecutive days, i.e., TV, radio, canteen, swimming pool, gymnasium, etc.
- Work assignments ranging from 1-80 hours
- Loss of program credits ranging from 1-180 days (Loss of program credits cannot be more than the number of months that is listed in the Table of Sanctions for any specific offense.)

If you intentionally damage state property, you will also be required to pay DJJ for the damages.
Disciplinary Decision Making System

DDMS Level 3 Table of Sanctions

The violation codes listed below shall result in one of the following dispositions.

1. Privilege Loss (one privilege) ranging from 1-90 consecutive days, i.e., TV, radio, canteen, swimming pool, gymnasium, etc. Privilege loss shall not include any denial of mandated services, which include, but are not limited to, family visits, mail privileges, telephone calls, or access to religious services. For a complete list of all mandated services, refer to Sections 7200-7260, Restricted Program.

2. Work Assignments ranging from 1-80 hours.

3. Loss of program credits ranging from 1-180 days. Loss of program credits cannot exceed the number of days as identified below for any specific offense.

Maximum 60 Days Loss of Program Credits

3DA. Making verbal or written comments of a sexual nature toward staff*
3DB. Making gestures of a sexual nature toward staff*
3DF. Intentionally sustained masturbation without exposure in view of others
3JA. Pressuring any staff member
3JB. Pressuring any youth
3JC. Pressuring any person not in custody
3JG. Attempt or conspiracy to commit a code 3JA (Pressuring any staff member), 3JB (Pressuring any youth), or 3JC (Pressuring any person not in custody) offense
3KB. Planning a group disturbance that did not occur
3KF. Attempt or conspiracy to commit a code 3KB (Planning a group disturbance that did not occur) offense
3LA. Gang related tattoo obtained during incarceration at a DJJ facility
3LB. Participating in any gang membership recruitment or initiation
3LG. Attempt or conspiracy to commit a code 3LA (Gang related tattoo obtained during incarceration at a DJJ facility) or 3LB (Participating in any gang membership recruitment or initiation) offense
3MA. Igniting or causing a fire without injury or property damage
3MC. Attempt or conspiracy to commit a code 3MA (Igniting or causing a fire without injury or property damage) offense
3OD. Refusing to cooperate during any emergency situation
3OE. Conspiracy to commit a code 3O offense (3OD. Refusing to cooperate during any emergency situation)
Maximum 60 Days Loss of Program Credits Continued...

3QA.  Engaging in a physical altercation and failing to stop when instructed to do so
3QB.  Engaging in a physical altercation that requires the use of chemical agent and/or physical restraints to stop the altercation
3QC.  Engaging in a physical altercation that results in injury
3QD.  Engaging in a physical altercation that is gang related
3QE.  Attempt or conspiracy to commit a code 3Q violation (3QA. Engaging in a physical altercation and failing to stop when instructed to do so, 3QB. Engaging in a physical altercation that requires the use of chemical and/or physical restraints to stop the altercation, 3QC. Engaging in a physical altercation that results in injury, or 3QD. Engaging in a physical altercation that is gang related)
3SA.  Disruptive behavior that requires additional staff or removal of youth to restore order
3SB.  Behavior that necessitates the use of chemical and/or physical restraint
3SC.  Attempt or conspiracy to commit a code 3S violation (3SA. Disruptive behavior that requires additional staff or removal of youth to restore order or 3SB. Behavior that necessitates the use of chemical and/or physical restraint)
3TA.  Making verbal or written threats towards staff*
3TB.  Making verbal or written threats towards a youth(s)*
3TC.  Making verbal or written threats towards a person(s) not in custody*
3TD.  Attempt or conspiracy to commit a code 3T violation (3TA. Making verbal or written threats towards staff, 3TB. Making verbal or written threats towards a youth(s), or 3TC. Making verbal or written threats towards a person(s) not in custody)
3UA.  Possessing more than one (1) pack of cigarettes/tobacco
3VA.  Possessing $50.00 or more in currency
3XA.  Aiding in the injury or mutilation of another person including suicide gestures or attempts
3ZA.  Any Level 2 violation that is exacerbated by repetition
3ZB.  Any Level 2 violation that is exacerbated by severity
3ZC.  Any Level 2 violation that is exacerbated by a relation to the youth’s commitment offense
3ZD.  Any serious misconduct not otherwise listed in Level 2 or 3 violation codes
Disciplinary Decision Making System

DDMS Level 3 Table of Sanctions

Maximum 120 Days Loss of Program Credits

3AF. Battery on a youth without a weapon
3AN. Conspiracy to commit a code 3AF (Battery on a youth without a weapon) offense
3CA. Mutual sexual act
3CC. Attempt or conspiracy to commit a code 3CA (Mutual sexual act) offense
3DC. Exposure of genitals in view of others*
3DD. Masturbation with exposure in view of others*
3DE. Making body contact of a sexual nature not including battery
3EA. Possession, control or manufacture of a weapon, explosive device or other object
3EB. Access to a weapon, explosive device or other object
3EC. Attempt or conspiracy to commit a Code 3E offense (3EA. Possession, control or manufacture of a weapon, explosive device or other object or 3EB. Access to a weapon, explosive device or other object)
3FA. Using any controlled substance, drug or alcohol
3FB. Possessing any controlled substance, drug or alcohol
3FC. Access to any controlled substance, drug or alcohol
3FD. Manufacturing any controlled substance, drug or alcohol
3FE. Bringing into the facility any controlled substance, drug or alcohol
3FF. Possessing drug paraphernalia
3FG. Attempt or conspiracy to commit a Code 3F offense (3FA. Using any controlled substance, drug or alcohol, 3FB. Possessing any controlled substance, drug or alcohol, 3FC. Access to any controlled substance, drug or alcohol, 3FD. Manufacturing any controlled substance, drug or alcohol, 3FE. Bringing into the facility any controlled substance, drug or alcohol or 3FF. Possessing drug paraphernalia)
3IB. Tampering with, destroying or concealing evidence
3JD. Extorting any staff member
3JE. Extorting any youth
3JF. Extorting any person not in custody
3JG. Attempt or conspiracy to commit a code 3JD (Extorting any staff member), 3JE (Extorting any youth), or 3JF (Extorting any person not in custody) offense
Disciplinary Decision Making System

DDMS Level 3 Table of Sanctions

Maximum 120 Days Loss of Program Credits Continued...

3KD. Participating in a group disturbance where no weapons were used and/or there were no injuries requiring hospitalization

3KF. Attempt or conspiracy to commit a code 3KD (Participating in a group disturbance where no weapons were used and/or there were no injuries requiring hospitalization) offense

3LE. Gang activity resulting in use of force or violence on a youth without a weapon

3LF. Gang activity resulting in the threat of violence toward a staff, youth or person not in custody

3LG. Attempt or conspiracy to commit a code 3LE (Gang activity resulting in use of force or violence on a youth without a weapon) or 3LF (Gang activity resulting in the threat of violence toward a staff, youth or person not in custody ) offense

3NA. Refusing a search

3NB. Refusing to provide a specimen for the detection of prohibited substances

3NC. Refusing to provide a specimen mandated by the penal code

3ND. Attempt or conspiracy to commit a code 3N offense (3NA. Refusing a search, 3NB. Refusing to provide a specimen for the detection of prohibited substances or 3NC. Refusing to provide a specimen mandated by the penal code)

3PA. Unauthorized use of an emergency or security device

3PB. Tampering with or destroying an emergency or security device

3PC. Attempt or conspiracy to commit a code 3P offense (3PA. Unauthorized use of an emergency or security device or 3PB. Tampering with or destroying an emergency or security device)

3WA. Possessing vital staff information, i.e., telephone number and/or address

3YA. Possessing an unauthorized wireless communication device, i.e., cellular phone, PDA, pager, etc.
## Disciplinary Decision Making System

### DDMS Level 3 Table of Sanctions

**Maximum 180 Days Loss of Program Credits**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3AA.</td>
<td>Battery on staff without a weapon/no significant injury</td>
</tr>
<tr>
<td>3AB.</td>
<td>Battery on staff without a weapon/significant injury</td>
</tr>
<tr>
<td>3AC.</td>
<td>Battery on staff with a weapon or vile substance</td>
</tr>
<tr>
<td>3AD.</td>
<td>Group battery on staff without a weapon</td>
</tr>
<tr>
<td>3AE.</td>
<td>Group battery on staff with a weapon or vile substance</td>
</tr>
<tr>
<td>3AG.</td>
<td>Battery on youth with a weapon or a vile substance</td>
</tr>
<tr>
<td>3AH.</td>
<td>Group battery on a youth without a weapon</td>
</tr>
<tr>
<td>3AI.</td>
<td>Group battery on youth with a weapon or a vile substance</td>
</tr>
<tr>
<td>3AJ.</td>
<td>Battery on person not in custody without a weapon</td>
</tr>
<tr>
<td>3AK.</td>
<td>Battery on person not in custody with a weapon or vile substance</td>
</tr>
<tr>
<td>3AL.</td>
<td>Group battery on person not in custody without a weapon</td>
</tr>
<tr>
<td>3AM.</td>
<td>Group battery on person not in custody with a weapon</td>
</tr>
<tr>
<td>3AN.</td>
<td>Conspiracy to commit a code 3AA (Battery on staff without a weapon/no significant injury), 3AB (Battery on staff without a weapon/significant injury), 3AC (Battery on staff with a weapon or vile substance), 3AD (Group battery on staff without a weapon), 3AE (Group battery on staff with a weapon or vile substance), 3AG (Battery on youth with a weapon or a vile substance), 3AH (Group battery on a youth without a weapon), 3AI (Group battery on youth with a weapon or a vile substance), 3AJ (Battery on person not in custody without a weapon), 3AK (Battery on person not in custody with a weapon or vile substance), 3AL (Group battery on person not in custody without a weapon), or 3AM (Group battery on person not in custody with a weapon) offense</td>
</tr>
<tr>
<td>3BA.</td>
<td>Assault on staff without a weapon</td>
</tr>
<tr>
<td>3BB.</td>
<td>Assault on staff with a weapon or vile substance</td>
</tr>
<tr>
<td>3BC.</td>
<td>Assault on person not in custody without a weapon</td>
</tr>
<tr>
<td>3BD.</td>
<td>Assault on person not in custody with a weapon or vile substance</td>
</tr>
<tr>
<td>3BF.</td>
<td>Assault on youth with a weapon or vile substance</td>
</tr>
<tr>
<td>3CB.</td>
<td>Forced sexual act</td>
</tr>
<tr>
<td>3CC.</td>
<td>Attempt or conspiracy to commit a code 3CB (Forced sexual act) offense</td>
</tr>
</tbody>
</table>
California Department of Corrections & Rehabilitation
Division of Juvenile Justice

Disciplinary Decision Making System

DDMS Level 3 Table of Sanctions

Maximum 180 Days Loss of Program Credits Continued.

3GA. Escape or walk away without use of force
3GB. Escape with use of force on a person
3GC. Attempted escape or walk away without force
3GD. Attempted escape with use of force on a person
3GE. Aiding an escape or walk away without force
3GF. Aiding an escape with use of force on a person
3GG. Attempt or conspiracy to commit a Code 3G offense (3GA. Escape or walk away without use of force, 3GB. Escape with use of force on a person, 3GC. Attempted escape or walk away without force, 3GD. Attempted escape with use of force on a person, 3GE. Aiding an escape or walk away without force or 3GF. Aiding an escape with use of force on a person)
3HA. Taking a hostage
3HB. Attempt or conspiracy to commit a Code 3H offense (3HA. Taking a hostage)
3KA. Planning a group disturbance that occurred
3KC. Inciting a group disturbance
3KE. Participating in a group disturbance where weapons were used and/or there were injuries requiring hospitalization
3KF. Attempt or conspiracy to commit a code 3KA (Planning a group disturbance that occurred), 3KC (Inciting a group disturbance), or 3KE (Participating in a group disturbance where weapons were used and/or there were injuries requiring hospitalization) offense
3LC. Gang activity resulting in use of force or violence on a staff, youth or person not in custody with a weapon
3LD. Gang activity resulting in use of force or violence on a staff or person not in custody without a weapon
3LG. Attempt or conspiracy to commit a code 3LC (Gang activity resulting in use of force or violence on a staff, youth or person not in custody with a weapon) or 3LD (Gang activity resulting in use of force or violence on a staff or person not in custody without a weapon) offense
3MB. Igniting or causing a fire with injury and/or property damage
3MC. Attempt or conspiracy to commit a code 3MB (Igniting or causing a fire with injury and/or property damage) offense
If you want to appeal, you must submit your appeal form including reasons for the appeal, to the superintendent, within five business days of receiving the form. If you don’t submit it within that time, you give up your right to appeal. The superintendent will respond to the appeal within seven days of when they get it.

The superintendent will do one of the following:
- Grant the appeal.
- Deny the appeal.
- Modify the disposition.
- Reduce to a Level 2.
- Return material to an earlier stage in the proceedings.
- Return to Fact Finder to hear new evidence.

Here are some reasons for which you can appeal a Level 3 violation:
- There is new evidence that was not available at fact finding.
- There was a violation of procedural safeguards.
  - You had no access to, and thereby no prior knowledge of, the rules and related discipline.
  - You were not given a copy of the Notice of Violation and Rights.
  - You were not advised of or were denied your right to request a staff representative.
  - You were not given at least 48 hours to prepare your case or if you are a youth with cognitive and emotional disabilities and/or a youth who is receiving mental health services were not given the additional time that you requested to sufficiently prepare your case.
  - You were not given the chance to call witnesses or to submit witness statements or questions to adverse witnesses, except for confidential witnesses.
  - The prescribed time limits for a Fact Finding Hearing were exceeded and substantial prejudice exists and has been demonstrated.
  - You did not receive an impartial Fact Finding Hearing.
  - You were not given a copy of the Report of Findings and other documents as prescribed by DDMS procedures.
  - You were identified as needing a staff assistant and a staff assistant was not provided.
- Evidence was insufficient to support a finding on each of the necessary elements of the facility code violation.
- The Disposition Conference was not conducted correctly or the disposition was not proportionate to the violation, e.g.:
  - The makeup of the Disposition Committee violated DJJ policy.
  - The violation should have been treated as Level 2 misconduct.
  - The disposition is not within the set range for behavior listed in the Table of Sanctions.
  - Prior commitment offense/DDMS history of adjudicated offenses was not considered.
  - Your progress in your set treatment goals was not considered.
  - There were extenuating/mitigating “special” circumstances.

You should be clear and exact when filling out your appeal form. List the reasons or grounds for your appeal including any substantial prejudice because of a delay. You cannot just write “I was treated unfairly.” This is not enough information.
DDMS Level 3 General Information

There is some other information within the Level 3 process that will be helpful for you to know and understand (for example, your rights, what type of things you can waive, the program credit option, timeframes, etc.).

DDMS Level 3 Timeframes

The timeframes that are listed in the DDMS policy act as a guideline to complete different stages in the DDMS process. Staff will make a reasonable effort to meet all timeframes. However, if they fail to meet a specific timeframe, the case will not automatically be dismissed. Each case will be reviewed to see if the delay resulted in substantial prejudice. If substantial prejudice exists, the case shall be dismissed. Substantial prejudice is when an unreasonable delay caused important evidence or witness to become unavailable and this information was necessary for you to present a fair defense.

Notes—

Notice of Violation and Rights

If you are written up for a Level 3 behavior, staff (usually the Lieutenant) will meet with you, inform you of your rights and give you a copy of the Notice of Violation and Rights form. This form will include the exact charge that staff allege you did (including date, time, and place of the alleged violation), all the evidence which staff will consider, and a listing of your rights. Some of those rights include the right to:

- A Fact Finding Hearing to decide if the alleged violation is true or not.
- A period of 48 hours to review the material and get ready for the Fact Finding Hearing (unless you give up your right to the fact finding hearing). If you are a youth with cognitive and emotional disabilities and/or a youth receiving mental health services, you can request extra time. Any extra time past 14 days will be limited to the amount of time you need to prepare.
- Present evidence (orally and in writing) in your favor.
- Be provided a staff assistant if you have been identified as needing one or if you tell staff you having trouble understanding or participating in the DDMS process.
**LEVEL 3 SERIOUS MISCONDUCT FLOWCHART**

**NOTICE OF VIOLATION AND DISCIPLINARY PROCESS**
You are informed of your rights and receive copies of the following:
- Behavior Report and any Supplemental Reports
- Investigation Report (if applicable)
- Any other non-confidential evidence
If you admit to the violation, you must do so in writing and waive your right to a fact-finding hearing.

**FACT FINDING HEARING**
Fact Finder conducts a hearing within 14 days to find out whether or not the alleged violation occurred. The finding is based on a preponderance standard of evidence (more likely than not).
Based on the evidence, the Fact Finder will do one of the following:
- Sustain the violation
- Modify to a less serious violation
- Modify to a more serious violation (case returned to Notice stage and a new fact finding hearing is conducted)
- Reduce to a Level 2 (case returned to Living Unit Supervisor for disposition)
- Dismiss the case (Case closed)

**DISPOSITION CONFERENCE**
Two staff (one must be a Supervisor or Parole Agent or Casework Specialist) conduct disposition hearing within 7 days from date of admission or fact-finding hearing. Staff consider the following factors to determine a disposition:
- Serious of offense
- Prior criminal/DDMS history
- Progress toward treatment objectives
- Special circumstances
You must be present at the Disposition Conference

**DISPOSITION REVIEW**
Program Manager has 7 days to review the disposition.
You have the right to appeal your disposition.

**Appeal Review**
You must submit your appeal including any supporting documents within 5 days.
Superintendent has 7 days to review appeal.

**CASE CLOSED**

**Staff documents alleged misconduct on a Behavior Report within 24 hours**
Living Unit Supervisor initials and dates Behavior Report and forwards to Program Manager

Program Manager sets tentative Violation Code and if necessary, refers case for investigation.

**Investigation Necessary**
Investigator conducts investigation if:
- Behavior Report is not written in a clear and concise manner and your involvement is not clearly defined.
- Slander.
- Referral for prosecution.
- Dual commitment where revocation of adult parole is being considered.

Program Manager reviews investigation report, confirms or modifies Violation Code and forwards for Notice of Violation.
Program Manager may reduce to Level 2 and return to Living Unit Supervisor for disposition or dismiss the case.

You can request a Staff Assistant to help you at any time during the Disciplinary process.

March 19, 2013
# DDMS Level 3 Dispositions for M and E Numbers

## CDCR Disciplinary Credit Forfeiture Schedule

### Division A-1

<table>
<thead>
<tr>
<th>Days</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>181-360</td>
<td>1</td>
<td>Murder, attempted murder, and solicitation of murder. Solicitation of murder shall be proven by the testimony of two witnesses, or of one witness and corroborating circumstances</td>
</tr>
<tr>
<td>181-360</td>
<td>2</td>
<td>Manslaughter</td>
</tr>
<tr>
<td>181-360</td>
<td>3</td>
<td>Battery causing serious injury</td>
</tr>
<tr>
<td>181-360</td>
<td>4</td>
<td>Attempted battery or battery with a deadly weapon or caustic substance</td>
</tr>
<tr>
<td>181-360</td>
<td>5</td>
<td>Rape, attempted rape, sodomy, attempted sodomy, oral copulation, and attempted oral copulation against the victim’s will</td>
</tr>
<tr>
<td>181-360</td>
<td>6</td>
<td>Taking a hostage</td>
</tr>
<tr>
<td>181-360</td>
<td>7</td>
<td>Escape with force or violence</td>
</tr>
<tr>
<td>181-360</td>
<td>8</td>
<td>Possession or manufacture of a deadly weapon or explosive device</td>
</tr>
</tbody>
</table>

### Division A-2

<table>
<thead>
<tr>
<th>Days</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>151-180</td>
<td>1</td>
<td>Arson involving damage to a structure</td>
</tr>
<tr>
<td>151-180</td>
<td>2</td>
<td>Possession of flammable, explosive, or combustible material with intent to burn any structure or property</td>
</tr>
<tr>
<td>151-180</td>
<td>3</td>
<td>Solicitation of battery with a deadly weapon or battery by means of force likely to produce serious injury, arson, or a forcible sex act</td>
</tr>
<tr>
<td>151-180</td>
<td>4</td>
<td>Destruction of state property valued in excess of $400 during a riot or disturbance</td>
</tr>
<tr>
<td>151-180</td>
<td>5</td>
<td>Any other felony involving or injury to a victim not specifically listed in this schedule</td>
</tr>
<tr>
<td>151-180</td>
<td>6</td>
<td>Attempted escape with force or violence</td>
</tr>
<tr>
<td>151-180</td>
<td>7</td>
<td>Distribution of any controlled substance in an institution/facility or contract health facility</td>
</tr>
<tr>
<td>151-180</td>
<td>8</td>
<td>Conspiracy to commit any Division “A-1” or “A-2” offense</td>
</tr>
</tbody>
</table>

### Division B

<table>
<thead>
<tr>
<th>Days</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>121-150</td>
<td>1</td>
<td>Attempted battery or battery on a peace officer not involving the use of a weapon</td>
</tr>
<tr>
<td>121-150</td>
<td>2</td>
<td>Attempted battery or battery on a non-prisoner</td>
</tr>
<tr>
<td>121-150</td>
<td>3</td>
<td>Threat of force or violence against a public official</td>
</tr>
<tr>
<td>121-150</td>
<td>4</td>
<td>Escape from any institution or community correctional facility, other than a camp or community-access facility</td>
</tr>
<tr>
<td>121-150</td>
<td>5</td>
<td>Theft, embezzlement, destruction, misuse, alteration, damage, unauthorized acquisition, or exchange of personal property, state funds or state property valued in excess of $400</td>
</tr>
<tr>
<td>121-150</td>
<td>6</td>
<td>Unauthorized possession or control of any controlled substance, including marijuana, or controlled medication in an institution/facility or contract health facility</td>
</tr>
<tr>
<td>121-130</td>
<td>6a</td>
<td>First offense for code 6 violations</td>
</tr>
<tr>
<td>131-140</td>
<td>6b</td>
<td>Second offense for code 6 violations</td>
</tr>
<tr>
<td>141-150</td>
<td>6c</td>
<td>Third offense for code 6 violations</td>
</tr>
<tr>
<td>121-150</td>
<td>7</td>
<td>Any felony not involving violence or the use of a weapon not listed in this schedule</td>
</tr>
<tr>
<td>121-150</td>
<td>8</td>
<td>Conspiracy to commit any Division “B” offense</td>
</tr>
</tbody>
</table>

### Division C

<table>
<thead>
<tr>
<th>Days</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>91-120</td>
<td>1</td>
<td>Escape without force from camp or community-access facility</td>
</tr>
<tr>
<td>91-120</td>
<td>2</td>
<td>Attempted escape without force from an institution or community correctional facility, other than a camp or community-access facility</td>
</tr>
<tr>
<td>91-120</td>
<td>3</td>
<td>Unauthorized possession of materials or substances altered from their original manufactured state or purpose and which can be made into a weapon, explosive or explosive-making material, poison, caustic substance or any destructive device. Examples include but are not limited to metal, paper, plastic, wood and wire.</td>
</tr>
<tr>
<td>91-120</td>
<td>4</td>
<td>Furnishing equipment for or aiding and abetting an escape or escape attempt</td>
</tr>
<tr>
<td>91-120</td>
<td>5</td>
<td>Extortion</td>
</tr>
<tr>
<td>91-120</td>
<td>6</td>
<td>Bribery</td>
</tr>
<tr>
<td>91-120</td>
<td>7</td>
<td>Solicitation of extortion, bribery, or forgery</td>
</tr>
<tr>
<td>91-120</td>
<td>8</td>
<td>Arson</td>
</tr>
<tr>
<td>91-120</td>
<td>9</td>
<td>Forgery, falsification or alteration of any official record or document prepared or maintained by the Department which could affect a term of imprisonment</td>
</tr>
<tr>
<td>91-120</td>
<td>10</td>
<td>Possession of any narcotic, drug, or controlled substance in a community-access facility</td>
</tr>
<tr>
<td>91-120</td>
<td>11</td>
<td>The fermentation or distillation of materials in a manner consistent with the production of alcohol or the physical possession of alcohol in an institution/facility or contact health facility</td>
</tr>
<tr>
<td>91-120</td>
<td>12</td>
<td>Conspiracy to commit any Division “C” offense</td>
</tr>
</tbody>
</table>

### Division D

<table>
<thead>
<tr>
<th>Days</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>61-90</td>
<td>1</td>
<td>Being under the influence of alcohol or other intoxicant not defined as a controlled substance in an institution/facility or contract health facility; or refusing to provide a urine specimen for the purpose of testing for the presence of controlled substance(s)</td>
</tr>
<tr>
<td>61-90</td>
<td>2</td>
<td>Possession of any container, device, contrivance, instrument or paraphernalia intended for unlawful injection or consumption of narcotics, drugs, or alcoholic beverages</td>
</tr>
<tr>
<td>61-90</td>
<td>3</td>
<td>Participating in a riot, rout, or unlawful assembly</td>
</tr>
<tr>
<td>61-90</td>
<td>4</td>
<td>Inciting a riot</td>
</tr>
<tr>
<td>61-90</td>
<td>5</td>
<td>Indecent exposure</td>
</tr>
<tr>
<td>61-90</td>
<td>6</td>
<td>Willfully resisting, delaying, or obstructing any peace officer in the performance of duty</td>
</tr>
<tr>
<td>61-90</td>
<td>7</td>
<td>Late return from a temporary community leave</td>
</tr>
<tr>
<td>61-90</td>
<td>8</td>
<td>Attempted battery or battery on a prisoner with no serious injury</td>
</tr>
<tr>
<td>61-90</td>
<td>9</td>
<td>Mutual combat with no serious injury where the aggressor can not be determined</td>
</tr>
<tr>
<td>61-90</td>
<td>10</td>
<td>Conspiracy to commit any Division “D” offense</td>
</tr>
</tbody>
</table>
### DDMS Level 3 Dispositions for M and E Numbers

**CDCR Disciplinary Credit Forfeiture Schedule (Continued)**

<table>
<thead>
<tr>
<th>Division E</th>
<th>Days</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>31-60</td>
<td>1</td>
<td>Theft, embezzlement, destruction, misuse, alteration, damage, unauthorized acquisition or exchange of personal property, state funds or state property valued at more than $50 but less than $400</td>
</tr>
<tr>
<td></td>
<td>31-60</td>
<td>2</td>
<td>Possession or manufacture of alcoholic beverages or intoxicating substances in a community-access facility</td>
</tr>
<tr>
<td></td>
<td>31-60</td>
<td>3</td>
<td>Consensual participation in an act of sodomy or oral copulation</td>
</tr>
<tr>
<td></td>
<td>31-60</td>
<td>4</td>
<td>Forgery or falsification or alteration of any government document or record not affecting an inmate’s term of imprisonment</td>
</tr>
<tr>
<td></td>
<td>31-60</td>
<td>5</td>
<td>Gambling in an institution, community correctional facility or camp, other than a community-access facility</td>
</tr>
<tr>
<td></td>
<td>31-60</td>
<td>6</td>
<td>Refusal to provide blood specimens, a saliva sample and palm/thumb print impressions pursuant to PC 296</td>
</tr>
<tr>
<td></td>
<td>31-60</td>
<td>7</td>
<td>Commission of any misdemeanor offense not listed in this schedule</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Division F</th>
<th>Days</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0-30</td>
<td>1</td>
<td>Gambling in a community-access facility</td>
</tr>
<tr>
<td></td>
<td>0-30</td>
<td>2</td>
<td>Late return to a community-access facility</td>
</tr>
<tr>
<td></td>
<td>0-30</td>
<td>3</td>
<td>Any other serious rule violation listed in section 3315 (Title 15, Division 3) and not a crime</td>
</tr>
</tbody>
</table>

### Mini Quiz—

1. Some if the components of RS include: weekly/monthly Incentives, daily incentives, & positive checks.

2. DJJ has rules you must follow for your protection & the safety of others.

3. Staff don’t mind if your negative incentives exceed your positive incentives.

4. The acronym ABLE stands for Alternative Behavior Learning Environment.
Room Confinement

Room confinement means the placement of a youth in a locked sleeping room or cell with minimal or no contact with persons other than correctional facility staff and attorneys.

It does not apply:

When a youth is confined in a single-person room or cell for brief periods of locked room confinement when it is necessary for required facility operations.

During an extraordinary emergency circumstance that requires a significant departure from normal institutional operations.

When a youth requires extended medical treatment with written approval from a licensed physician or nurse practitioner.

When a youth is placed in a locked sleeping room to treat and protect against the spread of a communicable disease.

Room confinement time begins as soon as the youth’s room door is closed and locked, including any Cool Down period, for possible intervention before Treatment Intervention Program (TIP) placement.

Any room confinement occurring after the initial four (4) hours will require Superintendent/Designee approval every four (4) hours thereafter with applicable documentation. You will notice this change when your behavior meets the criteria for placement on TIP or Behavior Treatment Program (BTP) and you are not positively interacting with other youth.

The objective is to establish Re-Integration Goals and Initial Action Plan to prevent and reduce the time a youth has to spend isolated in a room; therefore, youth will work alongside an interdisciplinary treatment team to develop a plan to resolve/address the behaviors that resulted in room confinement, and encourage positive interaction with other youth.

Room confinement shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff.

Room confinement shall not be used to the extent that the youth’s health is compromised. Both DJJ staff and youth will be encouraged to utilize trained behavior management skills and de-escalation strategies as part of the Integrated Behavior Treatment Model (IBTM).

You will not be allowed to isolate yourself in your room for prolonged periods of time without staff intervention and documentation.
Treatment Intervention Program

Overview of Policy:
The Treatment Intervention Program assists youth in resolving problem behaviors by providing opportunities for de-escalation and utilization of interpersonal-social and behavior management skills to make necessary changes to those problem behaviors and return to normal program.

Policy Highlights/Changes:
This update meets the requirements of Senate Bill 1143, a California State law governing the use of room confinement. Youth shall be placed on Treatment Intervention Program if they meet one or more of the criteria specified in the policy, including but not limited to, willfully using force or violence upon another person; causing, inciting, or attempting to cause physical injury to another person; possessing or furnishing a dangerous object; and attempted escape.

Treatment Intervention Program placement starts when youth enters a locked room, and includes any Cool-Down periods. Limits to youth programming should only be to those areas where risk exists while youth is on Treatment Intervention Program. De-escalation strategies shall be utilized first to assist youth in resolving crisis or problematic situations. These strategies shall continue throughout the Treatment Intervention Program with the objective of returning the youth to regular programming as soon as possible.

De-escalation strategies may include, but are not limited to assessing youth’s motivation and stage of change, Cognitive-Behavior Treatment intervention, Reflective listening, verbal and non-verbal interventions, medical/mental health/education disabilities and accommodations, and review of past/current treatment and crisis intervention plans.

Prior to placement on Treatment Intervention Program, youth may be placed on a Cool-Down period for up to one (1) hour. Cool-Down period can assist youth with problem behaviors, thus, reinforcing self-regulation and de-escalation strategies in an effort to avoid the need for Treatment Intervention Program placement. However, there may be problem behavior(s) that require direct placement without a Cool-Down period.

Youth placed on Treatment Intervention Program meets room confinement (RC) criteria when the youth is placed in a locked room for more than four (4) hours with minimal or no contact with persons other than facility staff or attorneys during normal waking hours of 0630 to 2130. (See Room Confinement Policy)

An Initial Action Plan (IAP) shall be created for every youth placed on Treatment Intervention Program within four (4) hours to establish re-integration goals.

Youth placed on Treatment Intervention Program who DO NOT meet RC criteria must have meaningful interaction with other youth.

Youth shall be given the opportunity to appeal each Treatment Intervention Program placement and extension(s). Youth have up to twelve (12) hours to file an appeal; time starts when youth is provided with the appeals form. The form must be returned regardless of youth’s decision to appeal or not. Appeals shall be reviewed and responded to by local level staff through to the Deputy Director level, if necessary.

Cool-Down period, Treatment Intervention Program placement, and room confinement shall not be utilized for the purposes of punishment, coercion, convenience, or retaliation by staff.
Starting January 19, 2011, all first commitment youth released from a DJJ facility will be:

- Discharged from DJJ.
- Placed under the supervision of county probation.
- Subject to the conditions of the juvenile court.

This law does not affect E & M numbers.

- The month of your Projected Board Date (PBD), you will go to a Discharge Consideration Hearing (DCH) with the Board of Juvenile Hearings (BJH).
- You will need to show the Board that you are ready for release.
- They will review your case and determine if you are suitable for discharge.

If you are granted discharge:

- The BJH will set a date for discharge no less than 14 days after the hearing.
- DJJ will notify your county probation department and the juvenile court that you have been granted discharge.
- Your county will schedule you for another hearing called a “Re-Entry Disposition” hearing and send DJJ the date.
- DJJ transportation will deliver you to your county of commitment (jail or juvenile hall) no more than four calendar days, but not less than one calendar day before the Re-Entry Disposition.
- You will have a hearing in front of a judge who will determine your conditions of probation.
- You will not be on DJJ parole.

If you are denied discharge:

- DJJ will notify your county probation department of the denial and the reasons for it.
- Your treatment team will review the Board’s concerns and update your treatment plan.
- You will come back to Board when you have addressed the issues raised.
- You will be scheduled for a re-establishment hearing within 30 days of your denial, and your re-hearing will be between two and six months from the date of your initial hearing.
Sealing of Records

You have the right to petition the committing court to seal your juvenile records. If you received an Honorable Discharge from the BJH, the court must consider it as evidence of rehabilitation when determining whether to order your record sealed.

If you were committed by a juvenile court, the law may allow you to petition the committing court to seal your juvenile record after you have been discharged from DJJ.

⇒ For more information on what records can and cannot be sealed, refer to Section 781 of the Welfare and Institutions Code. The librarian can help your find this information in the Law Library.

⇒ Once your record is sealed, you can legally say that you have no juvenile record.

⇒ This can be very important when you apply for a job or come into further contact with law enforcement.

⇒ Contact the committing county probation department for their help in determining if you qualify and/or in preparing and filing the petition with the committing court.

⇒ You may also contact the “Custodian of Records” for DJJ at DJJ headquarters if you have any questions.

Tips for Success

- Review and understand the rules discussed in this handbook.
- Ask staff for assistance if you don’t understand something.
- Think before you act.
- Surround yourself with those who want to see you succeed and do well.
- Take advantage of all the programs offered at DJJ.
- Participate in treatment.
- Be open to guidance from staff.
- Take responsibility for making positive changes in your life.
- Keep a positive attitude.
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