

**San Bernardino County Probation
Department Gateway to ARISE Orientation
Handbook**



Compliance Officer

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Accepts Collect Calls



GATEWAY TO ARISE
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GATEWAY TO ARISE PROGRAM OVERVIEW

Welcome to the San Bernardino County Gateway to ARISE program. This Orientation Handbook will provide you with information on the minimum standards for the facility. The Handbook is a description of the programs, rehabilitation opportunities, facility rules and things that you need to know about your rights, as well as serving as a guideline of program expectations.

The primary goal of the Gateway to ARISE program is to provide you with the tools necessary to receive rehabilitative services to successfully reintegrate into the community. The program provides a safe environment for you to learn and prepare for future independent living and success upon release. The program incorporates incentives to increase your motivation to develop necessary life skills. Special education services are also provided along with mental health and medical services.

Upon entry into the Secure Youth Treatment Facility (SYTF), your Individual Rehabilitation Plan will be developed by a Multi-Disciplinary Team (MDT), with your input, in order to identify and focus on your specific needs. You will be given guidance from many involved and invested supporters, while in the program and following your release from the facility. You will complete several assessment tools that will assist in identifying your specific needs and strength.

Once you transition to the Community Re-Integration portion of the program, you may complete more assessments tools to build upon your individual progress. You will continue to be given a wide range of programming, resources and treatment to improve your interactions in public, with the community and your individual safety in mind. Social workers, therapists, Probation Correction Officers, Probation Officers and other members of the community will work together with you to ensure your success. Family reunification is also an option and may be beneficial in preparing you for a healthy transition into the community.

Community supervision will be part of the program to monitor your progress within the community. This is the phase when you will be able to apply all you have learned to successfully reintegrate back into the public without daily supervision. You will have the advantage of program support and services, while you establish your independence and integrate into society. This phase also emphasizes the need for you to continue your educational and employment goals.

Gateway to ARISE is your opportunity to change the direction of your life, utilizing the many resources you will be provided to help you accomplish your goals. You are beginning something new. You may be experiencing mixed feelings about being here, but this is your time to change. This program will give you the opportunity to take charge of your life, if you are willing to accept the challenge.

This is a very special program with dedicated staff. Mutual respect and cooperation is essential and you will be asked to work hard, study diligently and do your best. The program may seem challenging; however, staff are here to encourage and guide you to successful outcomes. This program has different steps to achieve your desired goal and can eventually lead you to the place you want to be.

At your own pace, you will learn from your mistakes and eventually strive to succeed. We are here to guide you and assist you to complete your objectives, so when you promote from this program, you will feel a sense of accomplishment. In addition, you will have everything you need to be a healthy and productive member of society.

There is one *big* truth: if you put forth the effort, you will succeed!
Your whole life is ahead of you, so take this opportunity to create a healthy future.

Living Units

You will be assigned a Caseload Counselor (CLC), who is a Probation Corrections Officer (PCO) that will work with you directly. Your CLC will provide you guidance based on your needs, behavior, and progress adjusting to the program. Your CLC can assist you in contacting parents and mentors, your Probation Officer (PO) and helping you to access needed resources.

In addition, your CLC will discuss your Individual Rehabilitation Plan with you. This information will be forwarded to your Probation Officer and will be submitted to the Court for a review of your progress in the program. Your progress will be reviewed by the Court at least once every six months.

During your stay, you will be expected to follow the guidelines of the program and receive positive incentives when behavior is appropriate. If your behavior is inappropriate or unsafe alternative options will be provided to give you the opportunity to improve. In an effort to ensure a safe and secure environment for all youth and staff, the PCO's will search the rooms and units periodically. Your cooperation is expected.

Non-Discrimination Provision

San Bernardino County Probation Department has a non-discrimination provision. The facility shall have fair and equal access to all available services, placement, care, treatment, and benefits. It further provides that no person shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status. You will not be subject to restrictive housing or classification decisions based solely on any of the above mentioned categories. This section does not prohibit staff from placing you in a single occupancy room at your request or in accordance with Title 15 regulations regarding separation.

Closed Circuit Television Security System

Closed Circuit Television Security System (CCTSS) cameras monitor and record all activities and interactions with you, other youth and staff 24 hours a day, 7 days a week. Closed Circuit Cameras are located in all non-restricted areas and handheld video cameras are used to record critical incidents. Recordings from both may be used as evidence in any criminal proceedings. The Closed Circuit Television Security System exists for the protection of everyone in the facility, and to help ensure the health, safety and physical wellbeing of detained youth and the staff assigned in these facilities. CCTSS shall not in any way replace direct client supervision.

No Smoking

State laws prohibit youth from smoking; this is enforced in all facilities, related work details, and other programs. The Department has policies that assure youth are not exposed to second-hand smoke while in the facility or in the custody of staff.

Goals of the Program

- Develop your individual decision-making skills through supervised daily living experiences, role-modeling, counseling, individual/family therapy, and developing personal responsibilities.
- Provide an environment and curriculum applicable to life experience, emphasizing successful community interaction, such as family planning, proper nutrition, consumer skills, occupational & educational guidance and community resource utilization.
- Improve employment possibilities by providing supervised vocational training and college classes, as well as seeking employment and work experience.
- Maximize your academic potential, by stressing competency-based evaluations, providing access, support and time necessary to acquire a high school diploma, as well as navigating the application and enrollment process to trade schools and colleges.
- Encourage good health and physical fitness through structured training in personal hygiene, dental care, sexually transmitted diseases, family planning, drug and alcohol counseling, calisthenics, regular exercise and organized athletic activities.
- Educate and assist you if you are experiencing drug or alcohol related problems by providing in-house group and individual counseling and classes. Interventions may be provided by organizations such as Narcotics Anonymous, Alcoholics Anonymous, county mental health staff and/or privately operated drug programs.
- Introduce you to a gang-free lifestyle by offering a gang intervention program.
- Provide spiritual enrichment through interaction with religious volunteers approved by the Probation Department.

- Help you develop a better understanding of yourself through specialized programs with the primary goal of fostering healthy thinking and behavior patterns that result in a happy and productive life.
- Assist you in re-entering the community as productive citizens through the implementation of program components, the support of parents, guardians or mentors and support from community based organizations.

ARISE Programming, Therapy, Educational & Vocational Training

Aggression Replacement Training (ART):

This an evidence based multimodal, psycho-educational intervention designed to alter the behavior of aggressive adolescents 12 from 17 years of age. The program incorporates three specific interventions: Skill-streaming, Anger-Control Training, and Moral Reasoning Training. Participants will learn to understand what causes them to feel angry and act aggressively, as well as techniques to reduce anger & aggressive behavior, self-regulate to stop "automatic" aggression, and build skills that help make better choices.

ARISE:

ARISE is a research based, cognitive/behavioral life skills curriculum operated in group sessions specifically designed to connect disengaged at-promise youth through lively, attention grabbing and easy to understand activities. ARISE Life Skills topics include Gangs, Anger Management, Violence and Conflict, Jobs & Finances, Substance Abuse, Health and Hygiene, Self-Esteem, Fatherhood, Peaceful Living, Family, and much more.

Art Therapy:

Art therapy integrates psychotherapeutic techniques with the creative process to improve mental health and well-being. The American Art Therapy Association characterizes art therapy as an approach to mental health that utilizes the process of creating art to improve mental, physical, and emotional wellness. Techniques used in art therapy can include drawing, painting, coloring, sculpting, or collage. As clients create art, they may analyze what they have made and how it makes them feel. Through exploring their art, people can look for themes and conflicts that may be affecting their thoughts, emotions, and behaviors.

Dog Therapy:

This therapy is to allow youth the opportunity to bond with, care for, and train dogs in collaboration with DBH therapists. The program teaches youth to care for another being, promote their ability to bond with others, and to give them a sense of responsibility. Youth will receive a certificate of training for participating in the program.

Community Resiliency Model:

The Community Resiliency Model (CRM) trains community members to not only help themselves but to help others within their wider social network and operates both individually and as a group, running from 8 to 10 weeks. The primary focus of this skills-based, stabilization program is to re-set the natural balance of the nervous system.

Courage to Change:

The Courage to Change Interactive Journaling System is an evidence-based case management model developed in collaboration with several United States Probation Offices. Through the use of this cognitive-behavioral Interactive Journaling System and interaction with their support team, participants address their individual problem areas based on a criminogenic risk and needs assessment. Implementation is flexible and can be customized based on risk, responsivity and programming needs. By personalizing the information presented in the Journals to their own circumstances, participants will develop a record of their commitments and progress throughout probation and a roadmap to success in their efforts to make positive behavior change.

Finding Opportunities to Communicate, Understand and Succeed (FOCUS):

A Mentoring Program designed to assist youth with behavioral or mental health challenges consisting of Expectation Introductions, Real Colors with established weekly goals, Communication Techniques, and Job Interview Role Play. The objective is to keep youth focused during their stay to allow them to succeed and to give them a sense of self-worth.

Forward Thinking:

The Forward Thinking Journal Series is a cognitive-behavioral series that uses evidence-based strategies to assist youth involved in the criminal justice system in making positive changes to their thoughts, feelings and behaviors. Applying the information presented in the Interactive Journals to their own lives helps participants achieve their goals for responsible living. The Forward Thinking Interactive Journaling Series was developed in collaboration with the California Department of Corrections and Rehabilitation.

- **What Got Me Here Journal** - In *What Got Me Here?*, participants explore the consequences of past decisions and begin to learn skills for controlling anger, handling negative peer pressure, working with authority figures and strengthening family ties. At

the end of the Journal, participants are asked to write a Readiness Statement to initiate their journey through the program.

- **Responsible Behavior Journal** - *Responsible Behavior* focuses on the link between thoughts, feelings and behaviors. Participants explore the connection between situations, self-talk and feelings and how they relate to behavior choices. In this Journal, participants are introduced to the Behavior Check strategy for use throughout the treatment process.

Educational Services:

The youth will be assigned a personal academic counselor who will assist in obtaining their High School Diploma, Special Education (IEP & 504 Plans), Adult Continuing Education, Aptitude Testing, Vocational Training, and Regional Occupational Program.

Post-Secondary Educational Services:

Associates & Bachelor's Degree Programs, Certification Programs, and Vocational training will be available.

Individual Therapy:

Youth will spend time weekly, individually and in group sessions with their therapist as part of their Rehabilitation Plan.

Moral Reconciliation Therapy (MRT):

Moral Reconciliation Therapy (MRT) is a systematic treatment strategy done as a group lasting from 12 to 16 weeks that seeks to decrease recidivism among offenders by increasing moral reasoning. Its evidence based cognitive-behavioral approach combines elements from a variety of psychological traditions to progressively address ego, social, moral, and positive behavioral growth.

Discipline Process

DISCIPLINE PROCESS:

Discipline shall be imposed at the least restrictive level (while still being effective) in order to promote and establish acceptable behavior. Discipline shall not include corporal punishment, group punishment, physical or psychological degradation and/or deprivation. At no time will your program be suspended while serving discipline.

DISCIPLINE APPEAL PROCESS:

You have the right to appeal consequences given for a violation of the rules. Rule violations may be handled informally by staff counseling with you or advising you of the expected conduct or by some other form of discipline. Major rule violations are those that directly impact the safety, security, efficiency, or operations of the facility or its personnel, staff or youth.

Offenses include but are not limited to:

- Fighting, assault, intimidation, or physical threats of harm
- Destruction or abuse of county property (such as graffiti, slamming doors, throwing chairs, damaging clothes or mattresses, or other items)
- Escaping or attempting to escape from the facility
- Bringing contraband into the facility or being in possession of contraband (such as lighters, matches, phones, drugs)
- Not following basic unit structure
- Not abiding by terms and conditions ordered by the Court
- Using or possessing drugs, alcohol, illegal or toxic substances
- Theft from another youth or staff or the facility
- Disrespect to staff or peers or continual use of profanity
- Violent or aggressive behavior
- Sexual misconduct
- Cheeking or withholding the taking of prescribed medication
- Encouraging others negative behaviors (such as being the "lookout", or assisting someone to AWOL, or encouraging other youth to be disrespectful to staff)
- Promoting gang related activity

Violations of the above may result in the following:

- A written assignment, a group presentation, or additional duties to complete.
- Loss of unit privileges.
- Loss of unit jobs.

CLOTHING AND PERSONAL ITEMS

Your appearance shall be clean and appropriate for safe participation in program or community activities. Clothing shall not reflect gang styles or other group identification. Clothing must be neat and clean, free from any holes or tears. Clothing must fit appropriately. The following will be provided to you by the ARISE program, and other items may be provided as appropriate:

- 5 Uniforms
- 5 pair of underwear
- 5 pair of socks
- 5 t-shirts
- 1 robe
- 1 pair of tennis shoes
- 1 pair of shower shoes
- 2 pair of shorts
- 1 pair of sweats
- 2 Sheets
 - 2 Blankets
- 2 Towels
 - 2 Wash cloths
 - 1 laundry bag
 - 1 hygiene box
 - 1 each hygiene item (1 deodorant, 1 shampoo, 1 conditioner, 1 bar of soap, 1 body wash, 1 bottle of gel/grease, 1 lotion, 1 face wash, 1 comb, 1 hairbrush, 1 toothbrush, 1 toothpaste, 1 scrubber, 1 face wash, 1 chap stick or lip balm)

You will have the opportunity to wear non issued clothes and shoes by meeting treatment goals and milestones.

Rules for Clothing

- You are responsible for maintaining your clothing.
 - Follow the guidelines pertaining to dress and grooming
 - Laundry procedures for washing your clothing are posted in the laundry area.
 - Selling or giving away your clothing is not allowed.
 - You should not have in your possession any clothing or personal items other than your own.
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- **THE FOLLOWING ARE EXAMPLES OF CONTRABAND, WHETHER IN A YOUTH ROOM OR ON THEIR PERSON:**
- Any sharp objects
 - Glass items
 - Utensils (plastic ware of any kind) unless previously approved.
 - Razor blades
 - Scissors
 - Metal fingernail clippers or tweezers
 - Any item advertising or promoting drugs, tobacco, alcohol, or gangs.
 - Drugs or drug paraphernalia
 - Nude pictures, pornography (written or pictures) or pictures with lingerie
 - Spray or aerosol cans
 - Glue or glitter glue
 - Unauthorized property, including other youths personal property
 - Cigarettes or tobacco, matches, strikers or lighters
 - Medical supplies (unless authorized by clinic/staff)
 - Wire hangers

WHEN IN DOUBT, CHECK WITH STAFF ON DUTY!

AS OTHER ITEMS NOT LISTED MAY BE CONSIDERED CONTRABAND

GROOMING AND HYGIENE

Gateway to ARISE will provide you with the necessary items to maintain proper grooming and hygiene. Grooming plays a major role in developing self-esteem and confidence. You are encouraged to take pride in yourself. The following guidelines apply:

- You will be given the opportunity to brush your teeth after each meal
- Deodorant is to be worn daily
- Clean clothing is to be worn daily
- A licensed barber will provide haircuts at the facility at least once a month
- You will be given the opportunity to take a shower at least once per day
- You will be issued a toothbrush, shower shoes, comb, brush, shampoo, conditioner, soap or body wash and shaving supplies (shaver/shaving cream)
- A hygiene box will be issued to store products
- Lice checks will be conducted weekly by nursing staff
- You will have the opportunity via incentives to upgrade/ add to your hygiene box

HAIRCUTS AND HAIRSTYLES

- Neither other youth nor program staff can give haircuts or tweeze eyebrows.
- Hair is to be kept washed, combed and groomed at all times.

SHOWER RULES

- Appropriate dress is required to and from the shower (shorts, robe and shower shoes)
- You may bring the following items to the shower:
 1. Towel
 2. Washcloth
 3. Soap
 4. Shampoo/Conditioner
 5. Horseplay is not allowed
 6. Remove all personal items from the shower before exiting
 7. This is the time to request to trim toenails and fingernails

SHAVING RULES

- Shaving will be allowed daily, if requested
- Tampering with the razor shall result in consequences
- You may shave one at a time with staff supervision.
- Sufficient time will be provided to shave
- The razor must be cleaned and returned to staff
- If you are on suicide observation you may be provided with an electric shaver under supervision by staff
- Shaving may be suspended to anyone who is considered a danger to themselves or others. (1487)

Telephone Procedures

- Upon arrival in the program you will be advised of your right to successfully complete telephone calls to parents and relatives to provide information regarding your housing change and visiting schedule.
- You will be allowed the opportunity to complete telephone calls at reasonable times that do not interfere with the essential activities of the program (for example meals, school, work, counseling, hygiene, bedtime).
- A sign-up log will be available to you. During free time you will choose an available time on the sign-up sheet. List the persons and numbers you wish to contact.
- Chosen time slots will be adhered to; changes require staff approval.

GUIDELINES

- You will not be permitted to receive telephone calls. Messages will be delivered in the event of an emergency.
- Time limits for phone calls will be determined by staff and other factors, such as activities on the unit or the behavior of other youth on the unit. Phone calls to Probation Officers, Attorneys, PREA Coordinators, External Ombudsman's, Compliance Officers, Rape Crisis Hotlines, and similar will not be limited under normal circumstances/business hours.
- All telephone calls are free of charge

MAIL PROCEDURES

There is no limit to the amount of letters you can send or receive, and no cost to you. You will be provided with pencils, paper, envelopes, and staff will ensure that sufficient time is set aside for you to write letters. Prior to mail leaving the facility, staff will ensure that mail is properly addressed. You are not to write anything other than the address on the envelope. Letter writing is not allowed between probation facilities. Letters to other correctional facilities are permitted to immediate family members, but only with written approval from both Administrators from the sender's (addressee) facility and the facility in which you reside.

Outgoing correspondence to family, friends and public format on all envelopes

Name of youth
Name of institution
Address of institution

Full name of recipient (both first & last name)
Address of recipient

- Envelope flaps are to be left un-tucked (per County Mail Services)
- Envelopes are to be void of all graffiti, slogans, etc.
- Mail is to be taken out once per shift.
 - All letters and envelopes should be addressed legibly and not have gang writing, block lettering, light/dark stroking, etc. Letters not following this requirement will be returned.
 - Inspection of mail may not result in the withholding of mail for more than twenty-four hours.
 - Privileged mail is mail to an Attorney, the Court, Probation Officers, public officials, clergy, or similar. These letters shall be sealed by the youth and neither read nor inspected.

Incoming mail/packages from family, friends, public

- Correspondence from a non-incarcerated person to a youth is protected under the First Amendment.
- Youth will open mail in the presence of staff and shake out the letter/envelope for contraband.
- Staff is to remove postage stamp(s) from mail.
- If mail is withheld, the youth is given written and signed notice of the reason for denial and the sender's name.
- Privileged mail is not to be read, but youth is to open it in front of staff and shake it out for contraband.

- Mail is to be picked up and delivered regularly as obtained per shift.
- Withheld mail is placed in youths belongings until released from the program.

If mail is withheld, the youth is given written and signed notice of denial that will provide the following information

Youth's Name: _____

Sender's Name: _____

- Inappropriate photographs (drugs, alcohol, weapons, pornographic, etc.)
- Institution (County Jail, Juvenile Hall, Prison, CYA, Gateway, group homes, placements)
- It promotes gang activities (gang writing on envelope, letters and photographs)
- Co-participants
- Contraband (type) _____
- Other

Has the Youth's Probation Officer been notified of the correspondence?

- Yes - P.O.'s Name _____
- No—Reason? _____

Was mail for youth given to the Probation Officer?

- Yes
- No—Reason? _____

VISITING PROCEDURE

The Secure Youth Treatment Facility (SYTF) is located at the High Desert Juvenile Detention and Assessment Center (HDJDAC). The HDJDAC has its own separate visiting procedure.

- The opportunity for visiting will be provided to you for at least 2 hours per week
- Those allowed to visit will be determined by the Treatment Team
- The number of visitors allowed will be determined by the Treatment Team

VISITORS SHOULD KNOW THAT:

- It is against the law to have or bring in controlled substances (drugs, narcotics), alcoholic beverages, firearms, weapons or explosives into this facility.
- Any visitor suspected of being under the influence of a controlled substance or alcohol will not be admitted into the building and will be asked to leave the premises.
- No purses, pagers, cell phones, fanny packs, cameras, smart watches, etc. will be brought into visiting. Lockers are provided to store these items if they aren't left in a car or vehicle.
- Once visitors are in the facility they WILL NOT be allowed to leave the visiting area or their visit will be terminated. If the bathroom needs to be utilized it must be done before the visit starts.
- Visitors ARE NOT ALLOWED to bring in or take out any correspondence for/from the youths (i.e. letters, cards, notes, pictures). All mail must go through the U.S. Postal Service.
- No pictures can be taken of the youths while at the Gateway to ARISE Facility during visiting.
- During visiting, all visitors and youths must maintain good behavior and be dressed appropriately.
- Clothes must be neat and clean
- No muscle shirts/tank tops, midriffs, extremely tight clothing, miniskirts or "short shorts"
- Shoes must be worn at all times
- No pets are allowed inside the facility or in the lobby (service animals are permitted and must have the appropriate designation)
- Visits may be terminated if the conversation becomes inappropriate or voices escalate.
- Any visitor not complying with the rules and expectations will be escorted out and may lose future visiting privileges.

Visiting Privileges may include the opportunity to utilize money earned to purchase snacks and/or games during visiting time.

MEALS

- You are to comply with staffs directives.
- Hands are to be washed prior to meals.
- Meals will be eaten in an area designated by staff.
- Poor behavior during meals may result in consequences.
- Notify staff if there is a problem at your table or with your food.
- Maintain a low noise level when talking.
- Use appropriate table manners. Playing with food is not allowed.
- Do not trade or give away food.
- Medically specific meals shall be given to the designated youth.
- Food is not to be taken from the dining area into youth rooms.
- Dump your tray when directed by staff.
- You must show your spoon and straw to staff before throwing it away.
- Youth can request fruit from the unit's fruit bowl at any time.

All youth in facilities are served three meals per 24 hour period, one of which must be a hot meal. Additionally, a snack is provided two to four hours after the dinner meal is served. Fresh fruit is available on each unit for youth in between meals. Medical diets that require modifications meet the standards cited above, unless specified otherwise by the attending physician. Medical diets are also planned with the consultation of a Registered Dietitian. All precautions and safety measures are taken to ensure all meals are safe for consumption and free from any potential contaminants. Internal and external inspections are conducted randomly.

San Bernardino County Probation participates in Title 7, United States Department of Agriculture (USDA) Nutrition programs. These programs are under The Healthy Hunger-Free Kid Act of 2010 (HHFKA) as it also establishes additional standards in nutrition. In addition, all meals and food components that are served and prepared in the institutions and Treatment Centers are within accordance of Title 15, set minimum standards for youths in detention facilities. All meals served are based upon nutritional, caloric, sodium and fat requirements for age appropriate youth based on the 2010 Dietary Guidelines for Americans.

HEALTHCARE

San Bernardino County Probation Medical Services Division and Department of Behavioral Health are to provide general health care services to the youth in custody. Therefore, it is requested that a consent form is signed by the parent/guardian. The forms are available upon request at the Juvenile Detention and Assessment Centers. A court order permitting the delivery of health care will remain in effect until parent/guardian consent is obtained.

MEDICAL HEALTH CARE

The San Bernardino County Probation Medical Services Division and the Department of Behavioral Health provide general health care services to the youth in custody. Therefore, it is requested that a consent form be signed by a parent or guardian. The forms are available upon request at the Juvenile Detention and Assessment Centers. A court order permitting the delivery of health care will remain in effect until a parent or guardian consent form is obtained.

MEDICATION DISPENSING

Medications will be dispensed as ordered by the physician/provider as needed. Correctional Nurses are responsible to carry out the total health care plan on a day-to-day basis. Sick call rounds, emergency treatment, and physical exams are part of various duties completed by Correctional Nurses. When medications are dispensed, they are to be ingested immediately upon receipt from the nurse. At no time should medication or pills be retained or saved for later use, as this is considered contraband and consequences may be given. Additionally, misuse of medications may lead to serious health consequences, including permanent injury or even death.

MENTAL HEALTH CARE

If you are experiencing an emotional crisis, are feeling sad, want to hurt yourself, or are having difficulty emotionally youth can request to speak to someone and be referred to licensed clinicians, such as FAST (Forensic Adolescent Services Team) or other Department of Behavioral Health Services staff for assistance.

SICK CALL

- Youth wanting to be seen by a nurse or a therapist must fill out the appropriate request form.
- Completed forms are placed in the appropriate box located on each unit.
- The nurse or therapist will retrieve the forms, prioritize any requests and then see youth.
- Youth will not be handcuffed during examination unless requested by a nurse or therapist.

Additional appointments or treatment may be completed in the on-site medical clinic, at Arrowhead Regional Medical Center (ARMC), by contracted clinics, or by referrals to private medical physicians.

USE OF FORCE OR RESTRAINTS

Probation Corrections Officers (PCO's) are peace officers who are authorized to use force to stop acts of violence or dangerous or aggressive behavior toward themselves or other youth or adults.

Such force may include, but is not limited to, use of OC Pepper Spray. When possible, officers will issue a verbal warning that OC Spray is going to be used. If youth hear this warning, they should stop what they are doing and lay face down on the floor.

Officers may also use mechanical restraints (such as handcuffs or ankle restraints) to prevent others from acting violently. Physical restraints may be used for those who present an immediate danger to themselves or others, who exhibit behavior which results in the destruction of property, or which reveals the intent to cause physical harm. These restraints may also be used to secure youth on trips outside of the facility, such as a court appearance in person. These restraints are not used for punishment and not used longer than is necessary.

EMERGENCY CODES

Codes are announced in emergencies. Staff will notify you of an emergency and give you directives. You must follow the directives immediately to ensure the safety and security of yourself and others. Non-compliance or delay in responding in an emergency may result in consequences. When a code is called anywhere in the facility, you must comply with staff directives. Examples include:

On a unit staff may instruct you to:

- A. Get down on the ground, face down
- B. Go to your door, leaving all items on the table
- C. Take your shoes off and sit by your door until staff opens it
- D. Go inside the room
- E. Remain seated quietly and await further instructions from staff

In a Classroom:

- A. Take your seat, remain seated and put your head down.
- B. Remain silent.
- C. Wait for further instructions.

Other Areas of the facility:

- A. Immediately sit down.
- B. Remain silent.
- C. Wait for further instructions.

When any code is called out during an activity:

- A. Immediately comply with staffs directives.
- B. Stay out of the way of responding staff, and stay clear of doorways.
- C. Remain silent and do not make verbal comments that could encourage an incident.
- D. Wait for further instructions.

Failure to comply with any of these instructions may result in consequences.

Stay Calm And Do Not Panic!

FIRE SAFETY & EMERGENCY DRILLS

Mock emergency drills will be conducted at random on each unit. The purpose of a fire drill or evacuation exercise is to establish the actions to be taken in the event of an actual fire or in the event of a real disaster. All youth will be given specific instructions for a safe evacuation.

Evacuation Plan

In the event of a real emergency, remain calm.

- A. Stop all activity.
- B. Quietly bench up.
- C. Listen and wait for staffs directives.
- D. Youth will be handcuffed if necessary.
- E. Remain seated or as instructed in order to be secured.
- F. Wait for instructions to evacuate.

Once the unit has been instructed to evacuate, you will leave quickly and quietly and in an orderly manner; listen for any additional directives from staff. You will then proceed to the units designated staging area.

Designated Staging Area:

Once youth have been escorted to the units designated area, you are to:

- A. Remain quiet.
- B. Remain in line facing staff.
- C. Keep both hands placed behind your back.

Wait for roll call:

- A. Remain quiet.
- B. Face forward.
- C. Respond by saying "Present", when staff calls your name.
- D. When roll call is completed, remain quiet and wait for further instructions from staff.

At this time, you may be instructed to be seated and remain quiet. When cleared to return back to your unit, you will do so in an orderly manner, the same as when evacuating. A roll call will be conducted once inside your unit.

ZERO TOLERANCE POLICY

The County of San Bernardino Probation Department has a Zero Tolerance of sexual misconduct, sexual harassment, sexual abuse and sexual assaults within all detention and treatment facilities.



What is Sexual Misconduct?

Sexual misconduct includes youth-on-youth, staff-on-youth, and youth-on-staff sexual activities such as; kissing, flirting, sexual comments, asking or coercing one for sexual favors, touching for sexual pleasure, threatening a person for refusing sexual favors while detained in our facilities. It also includes invasion of privacy beyond that necessary for safety and security



How do I report sexual misconduct or abuse?

All staff members and volunteers have been informed and trained about their responsibility and duty to report such activity; therefore you can report the sexual misconduct to any staff member including: Caseload Counselor, PCO, Supervisor, Teacher, Medical staff, FAST, and/or Volunteer.

However if you do not feel comfortable to tell staff, you can report the assault to the Compliance Officer or External Ombudsman. (Phone numbers are posted on each unit). The Compliance Officer is available so that all staff, youths, parents, guardians, and other interested parties may report sexual assault. We will take third-party reporting from parents, guardians, volunteers etc.



Youth may also file a grievance to report sexual misconduct or abuse.

What do I do if I am assaulted?

Tell a staff member or a supervisor immediately, so we can protect you from further abuse and provide you with medical and/or clinical treatment. Though you may want to clean up after the assault, it is important that you see the medical staff before you shower, wash, drink, change clothing, or use the bathroom. Medical staff will examine you for injuries, which may or may not be obvious to you. A medical professional may perform a pelvic and/or rectal exam. They will also check you for sexually transmitted infections and gather physical evidence of the assault. If the assailant is a staff, you do not have to report it directly to them, you can report the activity to any staff within the facility, or call the Compliance Officer, or call the External Ombudsman. A professional from outside the agency will help you through the examination and provide you with information to help you through this.



Do I have to consent to a medical exam?

Your consent is needed for this type of medical exam. You have the right to refuse the sexual assault examination; however, if you have been the victim of sexual abuse, it is very important to collect as much evidence as possible.

Can I get medical care without giving evidence of sexual abuse?

It is very important that you understand that you can receive medical attention for any injuries, and for pregnancy testing, without submitting to a sexual assault examination. The medical care is for the purposes of treating any injuries and keeping you healthy. Medical information gathered during treatment is confidential.



Do I have to reveal the assailant?

No, however, you are strongly encouraged to identify the assailant in order to protect yourself and others from future attacks. Individuals that sexually abuse or assault others can only be disciplined and/or prosecuted if the assault is reported. You can feel safe in reporting an attempted assault or assault without fear of retaliation regardless if the assailant is another youth and/or staff.

Getting better after someone hurts you can be a hard thing to do.

Tell a staff member if someone touches your or says something that is not appropriate

Recovering From Sexual Assault

Anytime you are pressured by using force or threatened to do a sexual activity it is degrading. Mental health staff are available to help you recover from the emotional impact of sexual assault. You can also seek help from local mental health agencies, Crisis Intervention Centers or Support hotlines.



What will happen to me if I knowingly make false allegations?

The department encourages the reporting of true sexual misconduct and incidents of abuse/assaults, but strongly discourages false accusations (not telling the truth). All allegations are taken seriously and will be looked into for further investigation.

SEXUAL ASSAULT SERVICES — Local, State & Federal

SAN BERNARDINO COUNTY

San Bernardino Sexual Assault Services

444 North Arrowhead Avenue, Suite 103
San Bernardino, CA 92401
Phone: 909-885-8884 Fax: 909-383-8478

Crime Survivor Services

49007 Arrow Route, Suite 150
Rancho Cucamonga, CA 91730
Phone: 844-378-0586

High Desert Sexual Assault Services

15437 Anacapa Road, Suite 8
Victorville, CA 92392
Phone: 760-952-0041

Morongo Basin Sexual Assault Services

58945 Business Center Drive, Suite C
Yucca Valley, CA 92284
Phone: 760-369-3353

Satellite Office - Yucaipa

4(inside Sheriff's station)
34144 Yucaipa Blvd.
Yucaipa, CA 92399
Phone: 909-918-2314

Satellite Office – Redlands Sexual Assault Services

(Inside Redlands Police Department)
30 Cajon Street
Redlands, CA 92373
Phone: 909-335-8777

RIVERSIDE COUNTY

Coachella Valley Sexual Assault Services

78370 Hwy 111, Suite 130
La Quinta, CA 92253
Phone: 760-568-9071

Center Against Sexual Assault of Southwest Riverside County

1600 E. Florida Ave, #206
Hemet, CA 92544
Phone: 951-652-8300 Toll free: 866-373-8300

Riverside Area Rape Crisis Center

1845 Chicago Avenue, Suite A
Riverside, CA 92507
*Phone: 951-686-7273 Toll free: 866-686-7273
Fax: 951-686--0839*

LOS ANGELES COUNTY

Rape Hotline

605 Olympic Boulevard
Los Angeles, CA 90015
Phone: 213-955-9090

SART/ SANE

California Hospital
1401 South Grand, Los Angeles, CA 90015
Phone: (213) 742-5519

Rosa Parks Sexual Assault Crisis Center

4182 South Western Avenue
Los Angeles, CA 90062
Phone: 323-295-8582

East Los Angeles Women's Center

1431 South Atlantic Boulevard,
Los Angeles, CA 90022
Phone: 323-526-5819 Fax: 323-526-5822
Crisis Hotline: 1-800-585-6231

Peace Over Violence – Metro Headquarters

1015 Wilshire Boulevard, Suite 200 Los Angeles, CA 90017
Phone: 213-955-9090

Peace Over Violence – West San Gabriel Valley

892 N. Fair Oaks Ave, Suite D
Los Angeles, CA 90017
Phone: 626-584-6191 Fax: 626-584-6193

Project Sister Sexual Assault Crisis Services, Inc.

P.O. Box 1369
Claremont, CA 91771
Phone: 909-623-1619 Fax: 909-622-8389

Rape Treatment Center, UCLA Medical Center

1250 Sixteenth Street
Santa Monica, CA 90404
Phone: 424-259-7208 Fax: 310-319-4809

Valley Oasis Sexual Response Services

PO Box 2980
Lancaster, CA 93534
Phone: 661-949-6143
24 Hr Hotline: 661-723-7273

Rape Foundation

1223 Wilshire Boulevard, #410
Santa Monica, CA 90403
Phone: 310-451-0042

YWCA of Greater LA Sexual Assault Crisis Program

1600 East Compton Boulevard
Compton, CA 90221
Phone: 310-764-1403 Fax: 310-763-9590

ORANGE COUNTY

**Community Service
Programs Inc. – Sexual
Assault Victim Service**

1221 E. Dyer Rd, Suite 120
Santa Ana, CA 92705
*Rape Crisis Hotline: 714-957-2737
or 949-250-0488*

**Community Service
Programs, Inc. – Sexual
Assault Victim Services**

2130 E 4th St, Suite 150
Santa Ana, CA 92705
Phone: 714-558-3807

**Community Service
Programs Inc. – Sexual
Assault Victim Service**

17261 Oak Ln
Huntington Beach, CA 92647
Phone: 714-842-6600

**Community Service
Programs, Inc. – Sexual
Assault Victim Services**

700 W Civic Center Drive, Suite 292
Santa Ana, CA 92701
Phone: 714-834-4317 Fax: 714-834-2922

**Community Service Programs Inc. –
Sexual Assault Victim Service**

1275 N. Berkeley Ave
Fullerton, CA 92832
Phone: 949-250-4058

SAN DIEGO COUNTY

**Center for Community
Solutions – Coastal**

4508 Mission Bay Drive
San Diego, CA 92109
Phone: 858-272-5777 or 858-385-4657

**Center for Community
Solutions - East**

460 North Magnolia Ave
El Cajon, SCA 92020
Phone: 619-697-7477

Center for Community Solutions – North

210 S. Juniper Street, Suite 101
Escondido, CA 92025
*Phone: 760-747-6282
Fax: 760-747-1635*

Women's Resource Center

1963 Apple Street
Oceanside, CA 92054
*Phone: 760-547-8800 or
24 hr. Hotline: 760-757-3500*

CALIFORNIA

**California Coalition Against Sexual
Assault**

Esquire Plaza

1215 K Street, Suite 1850

Sacramento, CA 95814

Phone: 916-446-2520

Fax: 916-313-3742

National Sexual Violence Resource Center

2101 N. Front Street

Governor's Plaza North, Building #2

Harrisburg, PA 17110

Phone: 877-739-3895 (Toll free)

or 717-909-0715 TTY

Fax: 717-909-0714

**National Rape, Abuse, Incest National
Network (R.A.I.N.N.) | 800-656-4673**

2000 L Street, NW Suite 406

Washington, DC 20036

Phone: 202-544-1034 Fax: 202-544-3556

info@rainn.org

SAN BERNARDINO COUNTY PROBATION DEPARTMENT RESOURCES

CONTACT INFORMATION & OPTIONS FOR REPORTING:

Staff Report Directly to the Compliance Officer: (909) 387-6002

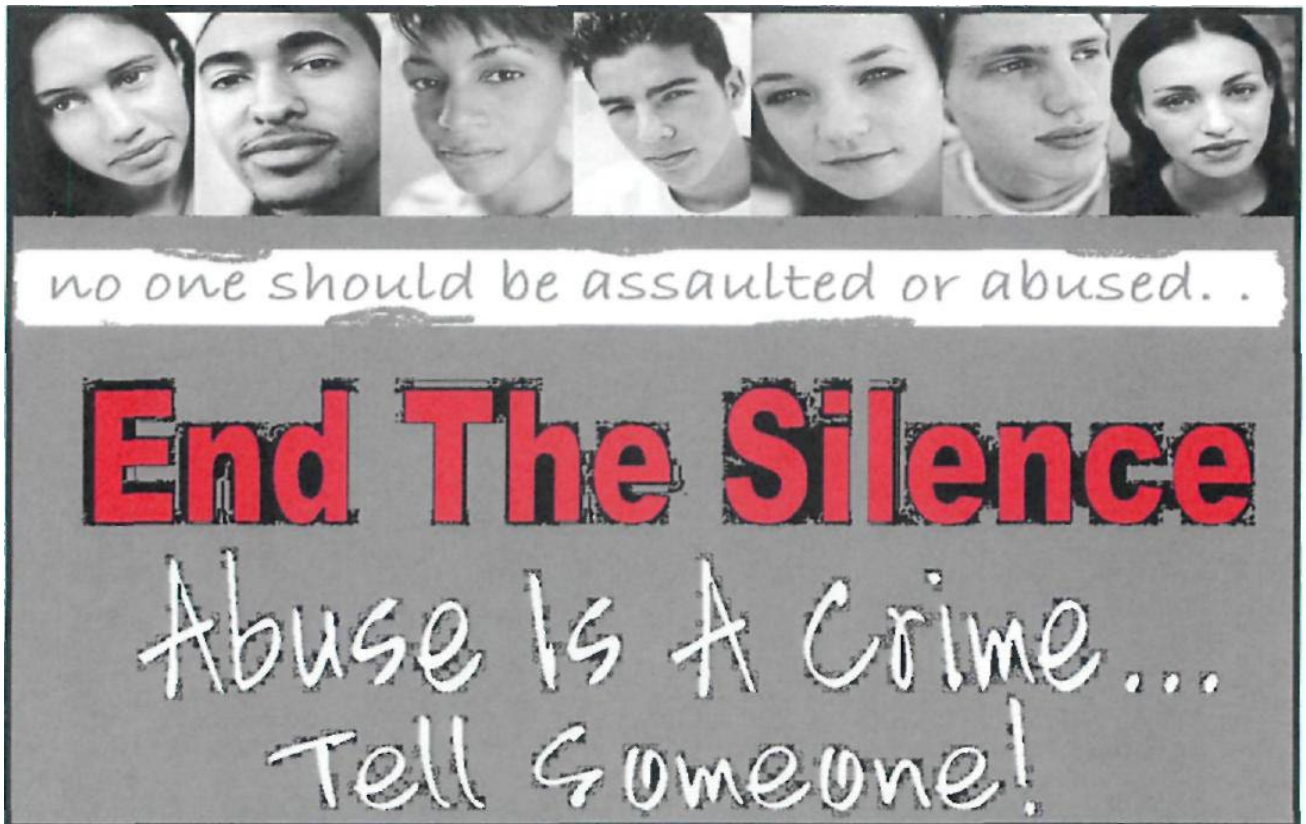
External Compliance Officer (Ombudsman) (909) 534-8044

PREA Coordinator: (909) 387-6002

Forensic Adolescent Service Team (FAST):

Central Valley Juvenile Detention and Assessment Center: (909) 386-0700

High Desert Juvenile Detention and Assessment Center: (760) 961-6783



PENAL CODE SECTION 148.6 STATES THAT ANY PERSON WHO FILES AN ALLEGATION OF MISCONDUCT AGAINST A PEACE OFFICER (INCLUDING CORRECTIONAL KNOWING THE ALLEGATION TO BE FALSE, WILL BE CHARGED WITH A MISDEMEANOR. THE PROBATION DEPARTMENT WILL PURSUE PROSECUTION.

COMPLIANCE OFFICER

The primary focus of the Probation Department is to affect positive change, which reflects the evolving rights of persons with disabilities, including learning disabilities, who come to be placed in the custody of the San Bernardino County Probation Department. In addition, the purpose is to delineate the legal responsibilities of the department in exercising custody and providing educational and therapeutic services to the persons in our care.

The Compliance Officer is available so that all staff, youth, parents, guardians, mentors, and other interested parties may express concerns about any issue regarding the Juvenile Detention and Assessment Centers (JDAC's) or Secure Youth Treatment Facilities (SYTF).

COMPLIANCE OFFICERS:

- Spend time at each facility so that all staff, youth, parents and others may easily express concerns, ask questions or clarify any issue regarding the JDAC's and/or the Treatment Facilities.
- Give all interested parties a non-threatening way to request information and investigations without fear of reprisals.
- Conduct spot checks that involve programming and/or the treatment of youth.
- Collect and retain data to identify disabilities and the special needs of youth in custody.
- Periodically attend staff meetings, briefings or any other meeting at which staff are instructed on policies, procedures, or provisions of services to youth.

CONTACTING THE COMPLIANCE OFFICER:

Any person may contact the Compliance Officer.

CALL: (909) 387- 6002

GRIEVANCE PROCEDURE

Purpose

The purpose of the Grievance Procedure is to insure that all youth's grievances are given opportunity for hearing. The formal grievance procedure is intended to supplement, not replace, the existing informal channels of resolving grievances.

Definition

A grievance is a complaint which is about a specific action by staff or other youth, or Institutional policy and procedures, classification system, or it may be a suggestion for change. Youth cannot use the grievance procedure to challenge their placement terms, since this area is subject to court review.

Procedure

The composition of the grievance procedure will be as follows:

I. Informal

- A. Every youth is encouraged to resolve grievances informally by discussing issues with staff.
- B. If the grievance cannot be resolved informally, the formal procedure is available.

II. Formal

- A. Grievant must file a written grievance within seven (7) days of the incident.
- B. The youth will place the written grievance in the "grievance box" on each unit. Staff is responsible for obtaining grievances from the "grievance box" each shift and will have the responsibility of making an appointment for a meeting within three (3) working days, with the grievant caseload counselor or on-duty PCO staff, the grievant, and the grievant representative (a youth or staff of grievant's choice)
- C. If they are unable to resolve the grievance at the first meeting, an appointment will be made for a meeting to be held within three (3) working days with the Probation Corrections Supervisor I, the grievant, and the grievant's representative.
- D. If they are unable to resolve the grievance at the second meeting, the Probation Corrections Supervisor I will make an appointment to be held within five (5) working days with the Probation Corrections Supervisor II, the grievant and the grievant's representative. The PCS II will hear the grievance and make the final decision. The PCS II must inform the grievant of the decision in writing within five (5) working days after the hearing.

III. Emergency

- A. If a youth feels the grievance is an emergency, he will check the box on the youth grievance form. The grievance will go directly to Management to determine the process to be followed.
- B. If it is determined that the grievance should be heard immediately, the regular procedure will not be followed, and the case will be heard immediately.

**SAN BERNARDINO COUNTY PROBATION DEPARTMENT GATEWAY TO ARISE
SECURE YOUTH TREATMENT FACILITY PROGRAM**

Youth - Print Name _____

**I ACKNOWLEDGE THAT I HAVE BEEN GIVEN A COPY OF THE SAN BERNARDINO COUNTY
PROBATION DEPARTMENT GATEWAY TO ARISE SECURE YOUTH TREATMENT FACILITY
ORIENTATION HANDBOOK AND REVIEWED ALL ITS CONTENTS, INCLUDING BUT NOT
LIMITED TO:**

- Rules and Expectations
- Rights While At The Treatment Facilities
- Educational Rights
- Sexual Assault Prevention Information (PREA)
- Human Trafficking Information
- Compliance Officer Purpose and Duties

Youth-Signature _____ Date _____

Staff-Print Name _____ Signature _____ Date _____

PCS - Print Name _____ Signature _____ Date _____

JPIN# _____

(This form is to be completed and placed in youth facility file)