

BEHAVIOR MANAGEMENT AND DISCIPLINARY DUE PROCESS

- AUTHORITY:** Administrative Directive Welfare and Institutions Code, Sections 202, 209, and 851 California Code of Regulations, Title 15, Sections 1354, 1390 and 1391
- RESCINDS:** Procedure Manual Item 3-1-043, dated 10/26/18
- FORMS:**
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|---|--------------|
| Discipline Hearing Officer Report | (F057-6055) |
| Notice of Disciplinary Hearing Before the
Disciplinary Hearing Officer (DHO) | (F057-6053) |
| Rights at Discipline Hearing | (F057-6054) |
| Discipline Hearing Appeal Form | (F057-6056) |
| Behavior Notice | (F057-6259) |
| Juvenile Facilities Incentives Grid | Attachment A |
| Juvenile Facilities Sanctions Grid | Attachment B |
- PURPOSE:** To define a behavior management system of sanctions and incentives to promote pro-social behavior change while ensuring disciplinary due process in Orange County Probation Juvenile Facilities and Juvenile Alternatives Programs.

I. GENERAL INFORMATION

A. Deterrence of Unacceptable Behavior

- 1. The primary responsibility of all staff assigned to detention facilities is to assure safety, security and control.**
- 2. Control, or the maintenance of order in a facility or unit, is entirely dependent upon proactive supervision of youth by assigned unit staff. Staff are expected to recognize symptoms of disorder and apply preventative supervision techniques to always maintain control.**
- 3. Safety, or the utilization of emergency procedures and effective establishment of positive and constructive relationships, is entirely dependent upon trained and confident staff. Staff are expected to understand and adhere to all emergency procedures and interact with detained youth with empathy, understanding and respect at all times.**
- 4. Security, or the maintenance of facility containment, fencing, locks, keys and alarms, is entirely dependent upon trained staff who are physically and mentally prepared to intervene when youth act out aggressively and/or physically.**
- 5. It is expected that some detained youth will present behavioral and/or psychological problems. Staff are expected to be prepared to react to these problems in a professional manner with the singular objective of avoiding disciplinary problems. Staff are expected to**

utilize positive behavior interventions and supports to achieve desired results. Staff must facilitate a unit/facility environment that emphasizes mutual respect, integrity and fairness.

6. **Counseling is an essential part of the work staff must practice and complete while on duty.**
 - a. **Counseling is defined as actively listening to a youth in an attempt to understand the youth's concerns or problems, coupled with staff discussion to help the youth deal constructively and appropriately with those concerns or problems.**
 - b. **Counseling must be employed by staff to ease youths' concerns and must be demonstrated and/or attempted before consideration of any disciplinary sanction.**
7. **When disciplinary action is required, it must be undertaken pursuant to provisions and requirements of Procedure Manual Items (PMIs) 3-1-027 (Room Confinement) and 3-2-002 (Prevention and Control of Inappropriate Behavior).**
8. **Under no circumstances shall staff impose corporal punishment, group punishment, physical or psychological degradation or deprivation of basic rights (see PMI 3-1-022 - Youths' Rights) in a manner to deter unacceptable behavior. Never deny meals, snacks or desserts as a disciplinary sanction. Never use any form of restraint—mechanical, physical or chemical—as a disciplinary sanction. Deprivation of the following is not permitted:**
 - a. **bed and bedding;**
 - b. **daily shower, access to drinking fountain, toilet and personal hygiene**
 - c. **items, and clean clothing;**
 - d. **full nutrition;**
 - e. **contact with parent or attorney;**
 - f. **exercise;**
 - g. **medical services and counseling;**
 - h. **religious services;**
 - i. **clean and sanitary living conditions;**
 - j. **the right to send and receive mail;**
 - k. **education; and**
 - l. **rehabilitative programming**

II. PROCEDURE

A. Supervising Juvenile Correctional Officer Responsibilities

1. **Ensure the Institutional Rules of Conduct and Grievance Procedures are posted in view of all detained youth. Accommodations are to be provided to youth with disabilities, limited literacy, and English language learners.**

2. **Ensure all youth have these rules and procedures explained to them by staff as soon as possible, but no later than 24 hours after admission to the facility.**
3. **Set an example of courtesy, consideration, demeanor and attire in contacts with youth and staff, even during conflict situations.**
4. **Ensure all elements of due process are followed and recorded.**

B. Unit/Institution Staff Responsibilities

1. **Explain clearly and completely the expectations of the facility, daily routines, activities and provide instructions to youth in a calm, clear and orderly manner.**
2. **Remain calm and courteous in all contacts with youth.**
3. **Staff are to conduct themselves in a professional manner and never employ sarcasm, ridicule, threats or profanity when talking with a youth.**
4. **Criticism of a youth's behavior shall not be intended to embarrass him/her and, preferably, should be presented away from the presence of other youth.**
5. **Prior to the imposition of any disciplinary sanction, the elements of due process must be employed and properly documented.**
6. **Staff should coach, praise and encourage youth whenever the opportunity arises.**

C. BEHAVIOR MANAGEMENT

1. Every interaction with a youth is an opportunity to positively shape behavior.
2. Rewards and sanctions shape human behavior and are an essential feature of any behavior management system.
3. Research indicates that positive reinforcement of pro-social behaviors is more effective and should be used more frequently than sanctions in facilitating long term changes in behavior.
4. Increased frequency of positive reinforcement enhances youth's intrinsic motivation to continue exhibiting pro-social behaviors.

The type of positive reinforcement used should be dependent upon the circumstances and the extent to which the pro-social behaviors are new or repeated
5. Important considerations in positive reinforcement of pro-social behaviors include:

- a. Ensure that conditions allow the youth to exhibit the desired behaviors.
 - b. Tailor rewards to the individual to ensure that the reinforcements are meaningful.
 - c. Apply reinforcements frequently for optimal learning.
6. While rewards play an important role in shaping behavior, so too do sanctions. Important elements to ensure that sanctions have the desired effect at shaping behavior include:
- a. Youth should know what behaviors are desired and not desired.
 - b. The consequences of negative behavior should be clear.
 - c. Sanctions should be as timely as possible in order to directly link the behavior to the response.
 - d. Sanctions should not be harsh or more punitive than necessary.
 - e. Sanctions should be fair and equitable.
 - f. Whenever possible, sanctions should be linked to the behavior.
 - g. The type of sanction or the need for sanctioning should always take into account a youth's prior trauma history, mental health and learning style.**
7. The Juvenile **Facilities** Incentives Grid (Attachment 1) provides a list of reinforcements for categories of pro-social behaviors. The grid defines each category of pro-social behavior with examples of the types of pro-social behaviors within each category.
8. The Juvenile **Facilities** Sanctions Grid (Attachment 2) categorizes anti-social behaviors and provides examples of each category of misbehavior. There are three levels of misbehavior – minor, moderate and serious. The grid specifies the disciplinary sanctions authorized for each level of misconduct.

D. DISCIPLINARY DUE PROCESS

1. Whenever a sanction is imposed for misbehavior, disciplinary due process must be followed. Disciplinary due process differs from the grievance procedure in that it is: 1) initiated by staff and administration; 2) based upon the potential or actual implementation of disciplinary action.
2. Prior to the imposition of any disciplinary action the elements of due process must be employed. Those elements include time limits, notice, a right to respond, hearing and notification of findings, and the right to appeal.
3. The disciplinary due process shall not impede staff in the performance of their duties in crisis situations. Staff have a responsibility to immediately

intervene with youth in a crisis situation which involves a threat to persons, property or the security and order of the facility. At the conclusion of the crisis, disciplinary due process shall take place.

4. Disciplinary actions that impose sanctions or invoke a restriction, or deny participation in programs normally expected in the facility because the youth commits an institutional rule or law violation, will be conducted within the following constraints:
 - a. The youth must have specific prior knowledge regarding his responsibilities, institutional rules and individual program objectives.
 - b. Disciplinary actions will be determined fairly and will be equitably applied.
 - c. Only Probation staff may take disciplinary action.
 - d. Staff shall control youths' behavior in a completely impartial and consistent manner.
 - e. Disciplinary action may not be capricious or retaliatory.
 - f. Staff may not impose, or allow imposition of corporal punishment of any kind.
 - g. The degree of the formality of the disciplinary due process shall be in direct relationship to the severity of the offense.
 - h. Disciplinary measures will be proportionate to the misbehavior requiring action. To the extent practicable, discipline shall be a natural consequence that is related to the misbehavior.
 - i. Discipline shall not include corporal punishment, group punishment, physical or psychological degradation or deprivation of the youth's basic rights.
 - j. If it appears that a youth is mentally ill, staff will refer to Mental Health staff for a determination as to whether the youth is responsible for his conduct, or is incompetent.

E. Minor or Intermediate Misbehaviors, Consequences and Procedures

Procedure for Implementation of Disciplinary Due Process for Minor or Intermediate Misbehaviors.

1. The staff member observing and recommending/initiating the discipline must:
 - a. Inform the youth at the time of the incident what the misbehavior was.

- b. Solicit youth's input as to their side of the incident (mitigating circumstances).
- c. Inform the youth of his right to call witnesses.
- d. Announce to the youth, following consideration of his/her input, what the recommended or actual consequences will be.

Following these steps, discipline can then be invoked.

2. Examples of Minor Misbehaviors:

- a. Minor Horseplay
- b. Refusal to Participate in Activities
- c. Disrespectful Comments or Use of Profanity
- d. Use or possession of minor contraband
- e. Dress Code Violation
- f. Refusing to Follow Staff Directions (Non-security issue)
- g. Refusal to Follow Institutional/Unit Rule (Non-security issue)
- h. Room Inspection Failure

3. The Deputy Juvenile Correctional Officer (DJCO) can impose and execute one or more of the following responses for minor misbehaviors by completing of a Behavior Response Notification (Attachment 3) which provides for informal due process:

- a. Loss of privileges up to one day.
- b. Verbal reprimand, warning, and/or counseling.
- c. Up to two hours work time.
- d. Restricted location/restricted status up to one day
- e. Other sanctions, e.g., short essays, assigning a seminar, behavior contracts, redo poor work, adjustment of daily scores, etc.

4. Examples of Intermediate Misbehaviors:

- a. Serious Horseplay
- b. Excessive Profanity, Shouting and Offensive Remarks
- c. Out of Assigned Area
- d. Lying or Cheating

- e. Verbal Threats (non-serious)
 - f. Refusal to attend, removal or suspension from school
 - g. Banging or Kicking on the Door, Walls or Bedframe
 - h. Persistent or Repetitive Violations
 - i. Disobeying Staff Directions (Security Issue)
 - j. Disrespectful Behavior Toward Probation or Collaborative Staff
 - k. Violation of a Furlough Agreement (e.g. late return)
 - l. Refusal to Follow Institutional/Unit Rule (Security issue)
5. The Deputy Juvenile Correctional Officer (DJCO) can impose and execute one or more of the following responses for intermediate misbehaviors by completing a Behavior Notice (Attachment 3) which provides for informal due process:
- a. Loss of privileges up to one day.
 - b. Verbal reprimand, warning, and/or counseling.
 - c. Up to two hours work time.
 - d. Restricted location (chair status) up to one day
 - e. Other sanctions (e.g., short essays, assigning a seminar, behavior contracts, redo poor work, adjustment of daily scores, etc.)
6. The following consequences for intermediate misbehaviors require Supervising Juvenile Correctional Officer (SJCO) approval:
- a. Work time in excess of two hours.
 - b. Restricted location/restricted status or loss of free time in excess of one day.

Discipline for intermediate misbehaviors discussed in this paragraph requires documentation in a Special Incident Report (SIR). All such SIR's are to be completed before the staff member goes off duty unless required earlier by the Division Director.

7. Directors may require SJCO concurrence in advance of the imposition of any form of intermediate discipline or SJCO review at an earlier interval than specified herein.
8. All intermediate discipline must be reviewed by an SJCO or Duty Officer within 24 hours by signing the SIR.

9. Any appeal by a youth for discipline resulting from a minor or intermediate misbehavior is accomplished by filing a grievance form. Such appeals shall be handled as outlined in PMI 3-1-012 except that 72-hour limits for responding shall be imposed at each step of the appeal process.

F. Major Misbehaviors, Consequences and Procedures

1. Examples of Major Misbehavior:

- a. Use or Possession of Major Contraband: Any item on the youth or in his/her assigned room (or living area to which others do not have access) that can be used as a weapon or for the purpose of escape; alcohol, drugs, intoxicants or amounts of money indicative of escape plans or delinquent conduct.
- b. Provoking a Fight: Instigating a physical altercation.
- c. Riotous Behavior: Instigating or supporting group violence or rebellion.
- d. Escape Attempt: Any act to undermine the security of the unit or the facility, such as obtaining a key, conspiring to escape, aiding or abetting, attempting to escape or acquiring implements which could be used to escape (warrants court action).
- e. Assault: Threats of violence (with existing means) to do bodily harm to another without the actual doing of the bodily harm threatened.
- f. Sexual Misconduct: Sodomy, oral or vaginal copulation or sexual penetration of another by any object (warrants court action).
- g. Battery: Any willful and unlawful use of force or violence upon the person of another. An intentional physical attack on an individual inflicting serious injury or harm (warrants court action).
- h. Destruction of Property or Fire: Intentional or malicious destruction of County property (warrants court action based on value).
- i. Stealing: The knowing and unauthorized taking of an item belonging to another from a person or place (warrants court action based value).
- j. Persistent or repetitive violations of Institutional Staff Directives or Rules of a serious nature.

2. Consequences for Major Misbehavior:

The Disciplinary Hearing Officer may impose and execute one, or more, of the following consequences:

- a. One or more of the consequences listed for minor or intermediate misbehaviors.

- b. Disciplinary transfer to another unit.
 - c. Disciplinary Removal transfers to Juvenile Hall from Youth Guidance Center, The Alternative Confinement Program (ACP), Joplin Youth Center, or the Youth Leadership Academy (with the exception of emergency removals) will have been served with the required due process notifications before removal.
 - d. Any of the above sanctions, suspended for 30 days.
3. Procedure for Implementation of Major Due Process:
- a. Staff member observing the misbehavior will:
 - (1) Prepare an SIR documenting the observed major behavior, by including the incident, names of witnesses, disposition of evidence, any immediate action taken and the date and time of the offense and forward to the SJCO/DO not a party to the incident.
 - (2) In all cases, the SIR documenting the incident must be written before the staff member goes off duty.
 - b. The Supervising Juvenile Correction Officer/Duty Officer or Deputy Probation Officer (ACP), not a party to the incident, will:
 - (1) Review the SIR and render a decision whether the incident has been investigated and documented sufficiently for referral to the Disciplinary Hearing Officer.
 - (2) Provide the youth with copies and obtain youth's signatures on the "Notice of Discipline Hearing before the Disciplinary Hearing Officer (DHO)", and "Rights at Discipline Hearing" forms at least 24 hours prior to a due process hearing, unless such notice is waived by the youth.
 - (3) Forward the above documents and any other related information to the DHO.
 - c. The Hearing Officer will be an Administrator or Supervising Juvenile Correction Officer, and may not be the reporting staff (observing a misbehavior), investigator, or witness to the incident. The duties of the Hearing Officer will be:
 - (1) To verify that the youth received a copy of his rights and Notice of Hearing 24 hours in advance of the hearing, unless waived.
 - (2) To ensure that the youth has the right to call witnesses.
 - (3) To ensure that youth has staff representation **to assist the youth** if required.

- (4) To ensure that youth has an interpreter if needed.
 - (5) To allow youth to make statements and be present throughout the hearing.
 - (6) To consider the evidence presented.
 - (7) To advise youth orally and in writing as to his decision and advise youth of his right to appeal.
- d. The Disciplinary Hearing Officer may dismiss any charge(s) upon finding that the youth did not commit the act alleged.
 - e. The decision of the DHO is final and is subject only to review of the Director and by appeal through the disciplinary appeal procedure. Appeals to the Director of the facility conducting the hearing may be approved, modified, reversed, or sent back with directions including ordering a rehearing, but may not increase sanctions to be imposed.
 - f. In the case of major discipline, a youth may fill out a Discipline Hearing Appeal form and submit it to any staff member for immediate forwarding to the Director or their designee. Such appeal forms shall be reviewed and resolved within 72-hours, and written notification of the decision given to the youth.
4. Procedure for Implementation of the Appeal Process:

An appeal by a youth for discipline resulting from a youth, intermediate or major misbehavior must fit into one of the following criteria:

- a. There is new evidence available which will affect the findings.
- b. There are procedural errors (i.e., youth not given 24 hours notice, not given opportunity to call witnesses, etc.)
- c. The discipline that the youth received was different than that received by others for the same offense.
- d. In order to appeal, youth must state specific reasons for his appeal.
- e. Discipline resulting from minor or intermediate misbehaviors are resolved via the Grievance procedure.
- f. Serious discipline issues are resolved via the DHO appeal procedure.

REFERENCES:

Procedures:	3-1-003	Deterrence of Unacceptable Behavior
	3-1-006	Handcuffs/Transportation Belts/Shackles
	3-1-012	Residents' Grievance Procedure

3-1-015	Use of Force – Physical, Mechanical & Chemical
3-1-018	Custody/Medical Transportation
3-1-022	Youths' Rights
3-1-023	Rules of Conduct
3-1-027	Room Confinement
3-1-030	Returning Youth to Juvenile Hall/Other Camp- Medical Holds, Courtesy Holds, Administration Removals, Psych Holds
3-1-049	Integrated Case management System (ICMS)Automated Logbook and Manual Logbook
3-1-052	Supervision Techniques to Prevent and Control Acting Out Behavior
3-1-303	Special Incident Reports
3-1-404	Referral of Youth to Mental Health
3-2-002	Prevention & Control of Inappropriate Behavior
3-2-027	Juvenile Hall Personal Hygiene Guidelines

Policies:

A-1	Policy, Procedure and the Law
A-2	Upholding Departmental Philosophy and Principles
C-16	Employee Conduct- On Duty
D-2	Use of Physical Restraint/Corporal Punishment
D-4	Handcuffs
D-6	Transportation of Probationers and Custody Transportation

Attachments

J. Johnson

APPROVED BY:

CATEGORIES OF BEHAVIOR	EXAMPLES OF MISCONDUCT	FACILITY		
		Sanctions at Juvenile Hall	Sanctions at YLA	Sanctions at Joplin/YGC
Infraction	Minor Horseplay Refusal to participate in activities Disrespectful comments or swearing Use or Possession of minor contraband Dress code violation Refusing to follow staff direction (non-security issue) Refusal to follow Facility/Unit Rules (non-security issue) Room inspection failure School Removal	Counseling/Verbal Warning Loss of Privileges Special Assignments Work Time Essay Assigned Seating/Restricted Status Behavior contract Counseling/Verbal Warning	Counseling/Verbal Warning Loss of Privileges Special Assignments Work Time Essay Assigned Seating/ Restricted Status Behavior contract Counseling/Verbal Warning	Counseling/Verbal Warning Loss of Privileges Special Assignments Work Time Essay Assigned Seating/ Restricted Status Behavior contract Counseling/Verbal Warning
Minor Misconduct	Persistent or repetitive infractions Cursing/Yelling/Offensive remarks Out of Assigned Area Verbal Threats Stealing Lying or Cheating Refusal to attend school Banging or Kicking on the door, walls, or bed frame Disobeying staff direction (security issue) Disrespectful behavior toward Probation or Collaborative staff Youth violation of Furlough Agreement (e.g. late return) Refusal to follow Institutional/Unit rules (security Issue) School Removal / Suspension	EPICS / Decision Points Loss of Privileges Special Assignments Work Time Assigned seating/ Restricted Status Loss of citizenship level Loss of Furlough Behavior Contract Assign a seminar Contact Probation Officer Family Conference	EPICS / Decision Points Loss of Privileges Special Assignments Work Time Assigned seating/ Restricted Status Loss of citizenship level Loss of Furlough Behavior Contract Assign a seminar Contact Probation Officer Family Conference	EPICS / Decision Points Loss of Privileges Special Assignments Work Time Assigned seating/ Restricted Status Loss of citizenship level Loss of Furlough Behavior Contract Assign a seminar Contact Probation Officer Family Conference
Major Misconduct	Riotous Behavior Serious Horseplay Provoking a fight Stealing Verbal Threats Use/Possession of contraband (serious) Escape attempt Serious violation of a Furlough Agreement Assault and Battery Sexual Misconduct Destruction of Property / Arson Persistent or repetitive violations (serious)	Disciplinary transfer to another unit (with SJCO Approval) New law violation filed Level Suspension / Reduction Combination of various	Disciplinary transfer to another unit (with SJCO Approval) New law violation filed Loss of Citizenship Loss of Furlough Combination of various	Disciplinary transfer to another unit (with SJCO Approval) New law violation filed Loss of Citizenship Loss of Furlough Combination of various

INCENTIVE PROGRAM

The Incentive Program (IP) consists of four levels designed to reward positive behavior with increased privileges and activities as facility residents of Orange County Juvenile Hall (OCJH). Upon being booked into OCJH, every Youth will start out as a Phase 1 Phase Youth; regardless if the Youth is a new booking, a camp removal (for disciplinary reason) or a probation violator. Advancement to Phases 3 & 4 will require the completion of the IP Level Advancement Form and may also involve assignments from Youth's assigned Correctional Officer. Advancement in Levels will come with specific privileges. Phases earned may be lost or suspended as a result of a major rule violation or repetitive minor rule violations, and/or the declining of court order programming/assessments (such as Drug Treatment programs or Camp Assessments), which will also result in privileges being lost and/or suspended.

LEVEL DESCRIPTIONS

Phase 1

Phase 1 is the starting point for youth once they enter into OCJH. **Phase 1** is where the youth begins to **EARN** privileges through our **Incentive Program**. As the youth advances in Level Phases, they will begin to earn more privileges.

All youth that enter Juvenile Hall will begin at **Phase 1** and will remain at **Phase 1** for a **minimum of two weeks**. After that time, advancement to **Phase 2** will be based on the Youth's behavior and the discretion of the assigned staff.

During the **Phase 1 stage**, Youth will be provided with all items that meet the Youth's basic rights during the **Phase 1 stage**. All Youth in the **Phase 1 stage** will be given individual hygiene items that are provided by the OCPD and County of Orange, such as deodorant, shampoo, conditioner, toothbrush, toothpaste, and slippers of some sort. County shoes will also be provided but only used during PE, LME, and or any physical activity the Correctional Officer sees fit. All other personal items can be earned through the advancements in phases (such as personally owned shoes or vending machine hygiene purchases).

All items bought during visiting will be stored in the Youths' unit personals. Any personal affects deemed appropriate may be returned to the Youth, as a privilege, pending the phase achieved.

Phase

2

Privileges include:

- Consideration for Cart Crew.
- White poster paper in room with **appropriate** pictures on it.
- Access to any personal hygiene items.
- Access to the items in Unit Store once a week (no currency needed).
- Extra time on the county pay phone at staff discretion and if time permits.

Requirement to advance to Phase 3: One month minimum at Phase 2 and completed Level Advancement Form.

Phase **3**

Privileges include:

- **All Phase 2 privileges**
- Roommates (with permission from both youth's assigned staff).
- Approved games in room (paper chess set, etc...)
- Additional family members added to visiting with supervisor approval, (no one underage allowed).
- One free non collect phone call to a parent, (only given to youth by assigned Correctional Officer).
- Personal shoes brought in by parents with staff approval, (each unit will designate a set date and time for shoe pick up at reception).

Requirement to advance to Phase 4: One month minimum at Phase 3, a completed Level Advancement Form, and a oral presentation to the unit.

Phase **4**

Privileges include:

- **All Phase 2 & Level 3 privileges**
- MP3 player with headphones in room.
- DVD movie rentals.
- Handheld Gaming Devices.
- Quarterly on-grounds furlough with approved family members.
- Eligible for extra free-time, (each unit will designate a day when they can offer extra free time for youth on Level 4).
- The use of shoes at the youth's discretion.

Phase Zero – Restricted Status

Any involvement in a major rule violation (fight, gang activity, destruction of county property, etc...) could result in a one week suspension to **Phase Zero**. **Phase Zero** youth will have all meals and free time apart from the group until reinstated to a higher Phase.

Assigned Correctional Officer discretion and the severity of the action will determine whether you will return to your previous level or if you will be required to start over again from **Phase 1**.

SANCTIONS & CONSEQUENCES

All youth are expected to follow the Rules of Conduct which are signed upon entry. Violation of Unit and Institutional rules will be met with sanctions and consequences associated with the offense – this is also known as “the punishment fits the crime.”

The following are some examples of minor rule violations and possible consequences. These examples are not exhaustive:

<u>Violation</u>	<u>Response</u>
Room Inspection Failure	Fix room before joining group
School Discipline	Removal to designated detention unit to complete work missed during unit free time hour
Disrespect to Staff/Peers	Mediation Sessions

Repetitive rule violations could also result in suspension or loss of level.

Expectations for Phase Advancement

All consequences are tracked in the Unit. To be considered for Phase Advancement, a youth must have **no more than four** minor rule violations in a **calendar month**. There can also be no major rule violations in that same month. Level Advancement Forms will be reviewed by the unit supervisor on the first Monday of every month.

ADDITIONAL TERMS & INFORMATION

Cart Crew

All Phase 2 thru 4 youth will be considered for the cart crew unless restricted by medical status. Youth on cart crew will serve for a period of one calendar month.

Roommates

Youth must be Phase 3 or higher to receive a roommate. Roommates may only be assigned with the expressed permission of the assigned Correctional Officer and the Correctional Officer of your potential roommate.

Detention

In the event of school discipline, youth will spend their free time away from the Unit in a designated detention unit for silent reading, work on an educational packet, or essay writing. If declined to attend such unit the youth will forfeit their free time voluntarily.

Electives

All regular Unit Correctional Officers will have specialized programs or activities that they will conduct for a small group of youth on their caseload. (Sports teams, art projects, Cross fit, etc...) Youth must be **Phase 3 or higher** to participate.

Phase ADVANCEMENT FORM

Phase 3

Name: _____

Date: _____

This is my official request to advance Phase 3. I certify that I meet all the requirements for advancement.

X
Signature

The following Correctional Staff and collaboratives approve my advancement:

X _____ X _____ X _____
Assigned Correctional Officer Unit Correctional Officer Unit Correctional Officer

X _____ X _____
Teacher (No Substitute Signature) Unit Supervisor

Caseload Correctional Officer Section

Date	Youth	Received	Phase	2:
Dates of last five Rule Violations:				

Phase ADVANCEMENT FORM

Phase 4

Name: _____

Date: _____

This is my official request to advance to Phase 4. I certify that I meet all the requirements for advancement.

X

Signature

The following Correctional Staff and collaboratives approve my advancement:

X _____ X _____ X _____
Assigned Correctional Officer Unit Correctional Officer Unit Correctional Officer

X _____ X _____
Teacher (No Substitute Signature) Unit Supervisor

Caseload Correctional Officer Section

Date **Youth** **Received** **Phase** **3:**
Dates of last five Rule Violations: