

YOUTH GUIDANCE CENTER PROGRAM DESCRIPTION

- AUTHORITY:** Welfare and Institutions Code Chapter 2 (Juvenile Court Law)
California Code of Regulations, Title 15 and 24, Minimum Standards for
Juvenile Facilities
Administrative Directives
- RESCINDS:** Procedure Manual Item 3-3-B, dated 11/27/19
- FORMS:** None
- PURPOSE:** To set forth an overview of the Youth Guidance Center Program.

I. GENERAL INFORMATION

- A. The Youth Guidance Center is a juvenile treatment facility in which substance abuse is the focus. The two programs employed at YGC, A.S.E.R.T. and S.T.E.P., utilize evidence-based and proven treatment methods with the goal of educating adjudicated youth and reducing future court commitments. The programs provide meaningful consequences **using** progressive discipline in a highly structured environment. The youth are restricted to the facility under constant supervision.
- B. The maximum population of 80 youth provides commitment accommodations for 64 boys and 16 girls ranging in age from 12 through 20 years of age. The commitment times run from approximately 30 to 365 days in length.
- C. Upon arrival, youth are placed in one of five units, are assigned to a specific Deputy Juvenile Correctional Officer (DJCO) who assesses his/her needs **and** develops personalized individual case plans with specific treatment goals and strategies designed to be achieved while at the Youth Guidance Center. In addition to the youth's treatment plan, a strong emphasis is placed on his/her transition back into the community. The assigned DJCO meets with the youth weekly to evaluate treatment needs and gains compliance with facility regulations. A broad range of treatment services are available at YGC, including but not limited to alcohol/drug abuse counseling, work furloughs, parenting effectiveness, a job training program (ROP), and therapy with the Court Evaluation and Guidance Unit (CEGU) and Safe Schools. Youth are transitioned to appropriate community agencies for aftercare upon their release from YGC. The treatment program helps prepare the youth emotionally, behaviorally, and academically for his or her **return** into the community.
- D. **YGC utilizes phases for the purpose of clarification, supervision and behavior modification within the program guidelines and criteria. Each phase, described below, is designed to help the youth progress in attitude, behavior, and education. Both sanctions and incentives are used as youth work toward program completion (i.e., collared shirt, participation in Regional Occupational Program (ROP), field trips, extended privileges, etc.). Positive and negative behavior is addressed by unit staff and supervisors.**

Advancing or reducing phases are staffed by officers and supervisors on a case by case basis.

- 1. Orientation Phase (0-14 days): Youth shall complete orientation assignments and begin to learn program strategies, goals, and dynamics.**
- 2. Phase I (14-45 days): Continue developing program strategies and goals and begin to identify Stages of Change. Youth may begin to understand changes in attitude, behavior, and management of emotions within program guidelines.**
- 3. Phase II (45-80 days): Continued development of strategies identified in Orientation and Phase I. Begin to understand concepts of leadership and group interaction.**
- 4. Phase III (80-180 days): Complete phase assignments, maintain positive leadership and work toward positively impacting the group and other youth in the program. Mentoring of other youth in the unit/facility may occur during this phase.**
- 5. Phase IV (160+ days): Complete all phase assignments, continue to mentor other youth in the program, utilize individual treatment planning assignments for on-going personal development.**

II. PROCEDURE

- A. Youth with the following problems will be individually reviewed for commitment to the Youth Guidance Center:
 1. Highly assaultive behavior
 2. Serious emotional problems
 3. Serious physical limitations
 4. Criminal sophistication
- B. Situational and attitudinal counseling takes place in every area of the program as needed. Regularly scheduled individual, small-group counseling, and parent conferences can be presented to assist with problem solving and focus on the youth's adjustment prior to transfer or release. Youth are admitted after processing through Juvenile Hall. Youth are transported daily after medical examination and upon the availability of bed space.
- C. Upon arrival at YGC, DJCO staff complete a formal orientation packet, which includes a program description and list of acceptable behaviors in all facets of the program and possible consequences for unacceptable behavior.
- D. Each youth's parents are contacted on the day of arrival to inform them of the youth's transfer, provide the new mailing address and to explain visiting procedures. In addition, DJCO staff are encouraged to provide program information, availability of family counseling services and the hours they can

contact the facility. **If needed, youth will receive assistance in requesting contact with parents, attorneys, detention ministries, or other supportive adult or public officials. Youth will be provided access to available resources to meet their needs in custody.**

- E. All personal property is recorded and stored until release. Youth are provided with clothing, linens, and hygiene articles throughout their commitment. Youth also **can** purchase hygiene articles from the facility commissary.
- F. The daily routine is highly organized with group structure sessions to assure that all youth are aware of behavioral expectations. The daily schedule is divided into time segments in which each youth is graded. Comments and grades are posted in the living units for the youth's review. Situational and attitudinal counseling are utilized at any time when behavior and attitude are redirected.
- G. Rio Contiguo School Program

Upon arrival (and exit) at YGC, students are tested and given reading and math scores to help determine the level of educational service required.

1. The scope and level of educational services will vary, by necessity, with the following factors:
 - a. Length of time the student will be in the program.
 - b. Grade, instructional levels, and learning problems of the student.
 - c. Prior school and type of program the student was taking in the community.
 - d. Post-release and/or transition plans of the student.
2. To accommodate differences between students, the school program will be organized around a core curriculum, with support services to encompass various levels of instruction, learning abilities, state requirements, and comprehensive counseling needs.
3. Programs and classes will be offered in the following areas and will relate to the student's needs as determined through skills assessment, observation, and review of records.
 - a. Comprehensive program towards high school completion/diploma.
 - b. Preparation for the high school proficiency test/Hi-Set.
 - c. Remedial education.
 - d. Special education programs for individuals with educational needs (RSP).
 - e. Pre-employment Skills Training classroom component and the North Orange County Regional Occupation Program.

- f. Intermediate school curriculum (grades 6 - 8).
 - g. College Level Examination Program (CLEP).
 - h. Life/job skills.
4. Students will attend three class periods (block scheduling) each day. The class periods are approximately 90 minutes long (270 minutes per day).

H. College Occupational Program (COP)

Youth in **COP** are enrolled in classes through **Santiago Community College**. **COP** consists of **programming and services to assist youth with college coursework and/or occupational programs to prepare them for transition from custody to community. Job readiness and preparedness, as well as hands on vocational training is available. Youth learn vocational skills with the assistance of probation staff. Santiago Community College has access to a multitude of programs including, but not limited to: Culinary Arts, Horticulture, and Maintenance.**

Students must be working their individual programs and maintain high standards in their living units, training sites, and classrooms in order to be eligible for the furlough program.

I. YGC Program Information

1. All youth at YGC must participate in treatment programming. Program staff and youth will utilize the research-based 8 Criminogenic Needs to identify each youth's treatment needs. Evidence-based programs and proven programs will be utilized to address youth's treatment needs. Additionally, the varying and specific treatment needs of female youth will be identified and addressed through evidence-based and proven treatment programming.
2. All youth at YGC will be involved in work experience, which is an integral part of the YGC program and includes necessary services in the daily operation and maintenance of the facility. Work assignments are part of the routine scheduling and include kitchen, unit laundry, building, grounds maintenance, and off-campus work sites. Work assignments are performed under direct staff supervision and scheduled during waking hours, seven days a week.
3. Recreational activities are scheduled to provide energy release, encourage participation in acceptable group activities, and to provide relief from the academic/work schedule. "Volunteers in Probation" (VIP) assist in implementing this facet of the program, encouraging youth to learn socially acceptable recreational activities.
4. Youth shall be allowed to receive visits by parents, guardians, persons standing in loco parentis, or other authorized friends and relatives at designated times, subject to limitations based on the safety and security of the facility. Opportunity for visitation shall be provided at least two hours

per week. Regular visiting hours at YGC are 2:15 p.m. to 4:15 p.m. on Saturdays.

5. Medical services are available 24 hours per day at Juvenile Hall or at Western Medical Center. There is a nurse at the facility 40 hours per week. Parents and field Deputy Probation Officers are notified of any serious medical problems. Furloughs are authorized for emergency medical problems.
6. Clergy visitation and religious services at the facility are available upon the youth's request and parental approval.
7. In order to maintain facility program standards, it may be necessary to remove youth who are unamenable or have other serious behaviors of an illegal and/or dangerous nature as determined by the Division Director.
8. During case conference planning sessions, specific goals will be outlined and implemented for youth both during and after their stay at the Youth Guidance Center.
9. Parents or legal guardians are contacted two weeks prior to program completion ("Exit" Case Conference) and arrangements are made for the parents to accept youth upon release. Youth who cannot be released to parents, guardians, or field Deputy Probation Officers will generally be lodged at Juvenile Hall.
10. The Duty Officer/unit SJCO/Assistant Division Director, under the Director's supervision, assumes the responsibility for informal and formal handling of violations while a youth is in the program. The unit SJCO will ensure that a behavioral and attitudinal summary of each youth's adjustment in the program and other pertinent information is forwarded to the assigned Deputy Probation Officer after completion of the program. The assigned CEGU therapist assists DJCO staff in dealing with youth who suffer emotional or behavioral problems.
11. The Director supervises the compilation of information for program status reports. The Director also compiles information for use in long-term research regarding the effectiveness of the treatment programs at the Youth Guidance Center.

REFERENCES:

Procedures:	3-3-013	Youth Guidance Center Program Schedule
	3-3-021	Visiting – Youth Guidance Center
	3-3-031	YGC Commissary
	3-3-401	Youth Guidance Center Health Care Procedures for Probation Staff
Policies:	B-1	Case Confidentiality – Client's Right to Privacy
	B-3	Case File Management and Security
	B-4	Sensitive Cases

- E-9 Use of Resources for Minors, Parental Consent and Field Trips
- F-5 School Programs in Probation Department Juvenile Institutions

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APPROVED BY: