

PROGRAM DESCRIPTION- YOUTH GUIDANCE CENTER

- AUTHORITY:** Welfare and Institutions Code Chapter 2 (Juvenile Court Law)
California Code of Regulations, Title 15 and 24, Minimum Standards for
Juvenile Facilities Section 1371
Administrative Directives
- RESCINDS:** Procedure Manual Item 3-3-B, dated 03/27/23
- FORMS:** None
- PURPOSE:** To set forth an overview of the Youth Guidance Center Program.

I. GENERAL INFORMATION

- A. Per Section 1371 of Title 15, the facility administrator shall develop and implement written policies and procedures for programs, recreation, and exercise for all youth. The intent is to minimize the amount of time youth are in their rooms or their bed area. Juvenile facilities shall provide the opportunity for programs, recreation, and exercise a minimum of three hours a day during the week and five hours a day each Saturday, Sunday or other non-school days, of which one hour shall be an outdoor activity, weather permitting. A youth's participation in programs, recreation, and exercise may be suspended only upon a written finding by the administrator/manager or designee that a youth represents a threat to the safety and security of the facility. Such program, recreation, and exercise schedule shall be posted in the living units. There will be a written annual review of the programs, recreation, and exercise by the responsible agency to ensure content offered is current, consistent, and relevant to the population.**
- 1. All youth shall be provided with the opportunity for at least one hour of daily programming to include, but not be limited to, trauma focused, cognitive, evidence-based, best practice interventions that are culturally relevant and linguistically appropriate, or prosocial interventions and activities designed to reduce recidivism. These programs should be based on the youth's individual needs as required by Sections 1355 and 1356. Such programs may be provided under the direction of the Chief Probation Officer or the County Office of Education and can be administered by county partners such as mental health agencies, community-based organizations, faith-based organizations or Probation staff. Programs may include but are not limited to:**
 - a. Cognitive Behavior Interventions;**
 - b. Management of Stress and Trauma;**
 - c. Anger Management;**

- d. **Conflict Resolution;**
 - e. **Juvenile Justice System;**
 - f. **Trauma-related interventions;**
 - g. **Victim Awareness;**
 - h. **Self-Improvement;**
 - i. **Parenting Skills and support;**
 - j. **Tolerance and Diversity;**
 - k. **Healing Informed Approaches;**
 - l. **Interventions by Credible Messengers;**
 - m. **Gender Specific Programming;**
 - n. **Art, creative writing, or self-expression;**
 - o. **CPR and First Aid training;**
 - p. **Restorative Justice or Civic Engagement;**
 - q. **Career and leadership opportunities; and,**
 - r. **Other topics suitable to the youth population**
2. **Recreation. All youth shall be provided the opportunity for at least one hour of daily access to unscheduled activities such as leisure reading, letter writing, and entertainment. Activities shall be supervised and include orientation and may include coaching of youth.**
3. **Exercise. All youth shall be provided with the opportunity for at least one hour of large muscle activity each day.**
- B. The administrator/manager may suspend, for a period not to exceed 24 hours, access to recreation and programs. The administrator/manager shall document the reasons why suspension of recreation and programs occurs.**
- C. The Youth Guidance Center is a juvenile treatment facility in which substance abuse is the main 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 through the use of progressive discipline **and an incentives based program** in a highly structured environment. The youth are restricted to the facility under constant supervision.

- D. The maximum population of 80 youth provides commitment accommodations for 64 boys and 16 girls ranging in age from 12 through **24** years of age. The commitment times run from approximately 30 to 365 days in length.
- E. Upon arrival, youth are placed in one of five units, are assigned to a specific Deputy Juvenile Correctional Officer (DJCO) who assesses **their** 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 **their** 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 **College Occupational Program (COP)**, and therapy with the Court Evaluation and Guidance Unit (CEGU) 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 back into the community.
- F. 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 **College Occupational Program (COP)**, field trips, extended privileges, etc.). Positive and negative behavior are 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 1 (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. Youth are admitted after processing through Juvenile Hall. Youth are transported on a daily basis 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 have the opportunity to 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.
- G. 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.**
- H. Rio Contiguo School Program
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. Intermediate school curriculum (grades 6 – 8).
 - f. College Level Examination Program (CLEP).
4. Students will attend **five** class periods each day. The class periods are approximately **48** minutes long (**240** minutes per day).

I. College Occupational Program (COP)

1. **Youth who have a high school diploma will participate in COP. Youth participating in this program will learn the value of workplace conduct, ethics, trustworthiness, and cooperative learning. They will participate in college classes and learn to acclimate and adjust to a college-like environment. They will participate in book clubs, team building, leadership development, writing projects, and physical fitness and nutrition classes.**

J. 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.
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 **2:30pm to 4:30pm** on Saturdays.
5. Medical services are available 24 hours per day at Juvenile Hall or at [REDACTED]. 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. 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.

REFERENCES:

Procedures:	3-8-006	Youth Guidance Center Program Schedule
	3-8-012	Visiting/Video Conferencing
	3-13-007	Commissary Guidelines
	3-12-001	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: