

***YOUTH REHABILITATION & TREATMENT CENTER –
HASTINGS (YRTC-H)***

4200 West 2nd Street
Hastings, Nebraska 68901
Phone (402) 462-1971

Helping Youth Live Better Lives

YOUTH HANDBOOK



All YRTC-H staff are available to assist you and answer your questions. All staff will introduce themselves to you. You are expected to address them by Mr. or Ms. and their last name.

If reading this handbook is difficult for you, please ask for assistance.

YRTC-HASTINGS
YOUTH HANDBOOK

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Welcome:

We would like to personally welcome you to Youth Rehabilitation and Treatment Center – Hastings (YRTC-H). This manual is yours to read and keep. It will help you to succeed while you are here at YRTC-H. Please, take the time to read the manual and ask the staff questions if you do not understand something in the manual. If you have trouble reading, that's okay, many young people have trouble reading. Just let us know and we will make sure the manual is read with you.

One of our major goals is to send you back to your community as soon as possible with new tools for success. Those tools will include a fresh way to think and act. To do this you will have to identify, own, and replace your negative thinking traps and behavior problems. Through the individualized group program here at YRTC-H, you will learn what thinking traps keep you involved in your behavior problems and learn new skills. These new skills will assist you to identify, own, and replace those errors and practice them on a daily basis. As you move through the stages of identifying, owning, and replacing your negative thinking traps and behavior problems, you will find that you are progressing through the YRTC-H program.

The YRTC-H staff members believe that you can make positive choices around accountability and being responsible for your behavior. We believe in you and your ability to be successful now, and in the future.

YRTC: Cultivating Change; Fostering Knowledge; Transforming Futures

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The YRTC-H Youth Handbook is designed to help you successfully complete the YRTC-H program. The program will help you learn new ways of thinking about yourself, others, and the world around you. The program will also introduce you to some of the skills that will help you manage difficult events. Just as important, you will be able to help others to successfully complete the program.

Change is difficult. We become comfortable with who we are and the choices we have made. As a result, we don't want to change or we think we can't change. Change can be scary. You don't know what will happen or who you will become. Our goal is to help you live a better life through effective services, affording you the opportunity to become a law-abiding and productive citizen.

During your stay at the facility, other youth and staff members will assist you in making these changes. But remember, the final decision to change your thinking, manage your feelings, and act more responsibly is yours. **You are the only person who can control what you do.**



(Administration Building)

MISSION STATEMENT

To provide a program that has responded to juveniles in a sensitive, humane, and just manner and to create hope for juveniles to stay motivated to achieve their full potential by providing a safe and secure environment, programming, therapy, education/vocation, case management, and life skills, which empower them to succeed.

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WHAT YOUR YRTC-H STAY WILL LOOK LIKE:

All youth will go through Stage 1 with trained YRTC-H staff going over the Youth Program Handbook. During this stage the youth will gain knowledge of the program and discipline model that will be in place while at YRTC-H. Also during Stage 1, the trained staff will discuss how to advance through the stages and what it takes to complete each stage. Stage 1 will give you the opportunity to learn about the program and will give us the opportunity to complete the necessary assessments to help us develop an individualized plan for you. In Stage 2, you will start to look at your own choices and behaviors, and learn some new ways of thinking about those choices. You will also assist your case manager in developing an Individualized Plan of Care for you. Stage 3, will be focused on helping you to learn new skills that will help you do a better job of managing conflict and handling your anger. In Stage 4, you will continue to work on your issues, help other youth work on theirs and begin making preparations to return home. You will also finalize your Individual Re-entry Plan (IRP). Toward the end of Stage 4, you will attend your re-entry hearing with your committing judge.

Youth will be expected to assist in keeping the living units clean on a regular basis. It is your responsibility to make sure that you are using the cleaning supplies in an appropriate manner. When you arrive in your assigned living unit, staff will assist you with the proper procedure for the cleaning supplies used. This will include the following: what each cleaning supply is for, how to use the cleaning supplies, and some of the precautions. All toxic and caustic materials (cleaning supplies) will be inventoried, tracked, controlled, and supervised. All cleaning supplies must be checked out and checked back in. Most supplies used will be non-toxic and youth should follow all the warning labels on the bottles used.

First Step in Change is to ‘Believe in Positive Potential’

You can learn. Believe in your Strength!

It is important for you to believe in your positive potential and share your belief with other youth as often as possible. For example, tell a peer struggling in school, “I believe that you can graduate, get a good job, be honest with yourself and become a responsible adult.”

YRTC-H staff members believe that you have within you the potential to change and to act responsibly, even when no one is looking. To assist you, the YRTC-H program uses scenarios and role-playing. You will be provided opportunities to practice skills aimed at developing strong social skills, such as how to become considerate of others and act less self-centered.

ACCOUNTABILITY:

YRTC-H’s program focuses on accountability. You will be encouraged to accept accountability for the pain you cause yourself and others. The program will help you identify this in Moral Reconation Therapy (MRT), Voices, TARGET, Alcoholics Anonymous/Narcotics Anonymous (AA/NA) and Dialectic Behavioral Therapy (DBT). While attending these meetings you will learn responsible ways to interact with others, manage your anger, substance use and help others. You will be offered many opportunities to learn how to think and behave responsibly.

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PROGRAMMING:

Things Moving Too Fast For You?

**If so, be sure to ask staff and your group for help.
It is important that you understand the information that you are learning.**

YRTC-H programming will assist you in changing behaviors by helping you to identify, own, and then replace the thoughts, feelings, and beliefs that allow you to continue with appropriate behaviors.

Stage 1

During this stage of your treatment, you will work with your assigned Case Manager to develop your Individualized Plan of Care. You will work on improving any behavior problems and will start to attend daily meetings that consist of MRT, Group Meetings, Group Building, Voices, Target, AA/NA, DBT and monthly Family Team Meetings. Each of those meetings you will be expected to attend and participate in those meetings.

Learned and demonstrated your understanding of the rights and responsibilities;

- Listened, Learned and Demonstrated how to follow the basic expectations; and
- Completion of the variety of tasks related to orientation of the facility and programs (Recreation, Medical, Dental, Education, Mental Health, Food Service, and Programming.)

Stage 2

In Stage 2, youth will make choices that involve honesty, acceptance, trust, and commitment to change as learned in MRT meetings. Youth on stage 2 find that their negative thinking is challenged by peers and staff more assertively and may find it stressful. It is possible for you to become more upset on this stage and return to old ways of thinking and prior defense mechanisms for brief times. However, the expectation is that you work through these instances and issues, think about things differently, and continue to learn about the issues in their lives.

Learned and demonstrated Reasonable, Emotional, and Wise mind thinking/behavior concepts;

- Learned and demonstrated the application of the skills learned in meetings.
- Been open to receiving feedback, even when it might be difficult to hear.
- Demonstrated the ability to provide feedback to peers.
- Demonstrated the ability to be accountable for your behavior and start to understand how your actions affect others.

Stage 3

In Stage 3, you will be continuing to work on major issues in your life including family relationships, dealing with the bad things that happen in life, how you have victimized other

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people, and how you may have been victimized. On this stage, you will also work on special concerns such as chemical abuse and other specific issues that influence or interfere with positive thinking and decision-making. The direction of treatment changes on this stage from behavioral focus to developing a new life direction in the community. This includes finding employment; re-establishing connections in the community; placement planning; development of support systems, mentors, and leisure time activities in the community; making amends for some of the destructive actions in the past; and learning a more in-depth sense of community.

Demonstrated the ability to apply all the skills that you have learn, and co-leading meetings with facilitators;

- Demonstrated the understanding to speak about your physical, mental, and emotional health.
- Created and finalized plans for a “Community” service project.
- Taught the rights and responsibilities to new youth in your group.
- Facilitated check-ins without prompts from the treatment team.
- Created and facilitated a personalized presentation/Journey of your life. (Dramatized Play, PowerPoint, Poetry, Video/Pictures, etc.)

Stage 4

On Stage 4, youth consistently demonstrate the skills and teachings that they have learned. Youth are expected to maintain the physical, mental, and emotional changes and demonstrate they can deal with difficult situations. In addition, they are expected to give back to the community in a number of ways including assisting to help others resolve problems they experience by learning new ways of thinking and acting, role modeling the character traits and being a leader for change within the peer group. Youth are expected to avoid acting in ways that hurt others and demonstrate completion of their treatment program before going to your re-entry hearing.

MEDICAL SERVICES:

Access to health care is explained to all youth in orientation and in your YRTC-H manual. You may initiate requests for health services on a day-to-day basis with a Health Call Form. It is your responsibility to fill out a Health Call Form for any health concerns or medical needs. The Health Call Form needs to be placed in the medical box in your living unit or outside the medical office for your convenience and privacy. The nurse checks these boxes on a regular basis and will see you in a timely manner. You also have many over the counter medications available in the living unit to address minor aches and pains, upset stomach, itchy skin or bug bites, and athlete’s foot. The health-trained staff in your living unit can access these medications for you.

Upon arrival at the facility, an Intake Health Screening is completed by health-trained staff and reviewed by a qualified health-care professional. Information from this form may alert staff to any immediate problems. A member of the nursing team will complete a Comprehensive Nursing Appraisal within the first seven days of your arrival at the facility. The contractual dentist or hygienist will examine your teeth off-campus within 14 days of admission, and as

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needed based on your treatment needs. You will also have dental cleanings every six months. YRTC-H does not perform orthodontic procedures. You will receive a physical examination by the contractual Advanced Practice Registered Nurse (APRN) on campus within the first 14 days of arrival at the facility. An APRN is available on campus once a week for medication management and to assess illness and injuries. If you are pregnant, you will be provided obstetrical services and education. You will be permitted to have at least one support person of your choice to accompany you and be present during labor and recovery. If you have a chronic medical diagnosis, this will be addressed on-campus with routine assessment and treatment. If you have an illness or injury requiring immediate medical attention an appointment may be scheduled off campus at one of the local emergency departments. You may see the contractual eye doctor as needed or annually for eye exams. You will be escorted by two staff to all off-campus appointments.

MENTAL HEALTH DEPARTMENT SERVICES:

The YRTC-H offers services for substance abuse issues, individual and family therapy, and Mental Health concerns. Your need for Mental Health Department Services are assessed upon admission and throughout your stay. Mental Health Department staff, including a psychologist, therapists, and substance abuse counselors, conduct assessments and provide recommendations based upon your needs.

Recommendations will be made regarding how to address substance abuse issues if needed. These recommendations may include the following:

- 1. Participation in the YRTC-H Substance Use Disorders Programming.** This will be provided to youth on an individual basis during individual therapy.
- 2. Addressing Drug and Alcohol issues through AA/NA.** You will be expected to work on your drug and alcohol issues through your meetings.
- 3. During Individual or Family Therapy.** You will work with a therapist one on one or with your family to address home, peer, and addiction concerns in the community and at the facility.

At any point during your stay at the YRTC-H, you could be referred for an assessment regarding significant trauma, behavioral, or mental health concerns. This assessment may result in recommendations for any of the following:

- 1. Individual therapy with a member of the Mental Health Department Staff.** You can expect to work with a therapist to participate in the creation of your treatment plan with specific goals you will work toward. Typically, you can expect to work on positively expressing your feelings, learning to appropriately meet your needs, identifying additional coping skills, and practicing problem solving.
- 2. Recommendation for additional treatment in another program to address your specific mental health concerns.** There are times when mental health symptoms

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become the primary focus of treatment and alternative treatment options may be pursued.

3. **A referral to the YRTC-H APRN.** It is possible significant mental health symptoms are interfering with your daily functioning and you are struggling to demonstrate self-control or mood stability. The APRN works with you to identify possible options for treatment.

CLOTHING, PERSONAL HYGIENE PRODUCTS & PERSONAL PROPERTY:

YRTC-H will provide your clothing. Below is a list of the clothing articles you are issued. You are expected to take care of your issued clothing and report any problems or needs to your unit staff. You will be responsible for purchasing new clothing for lost or destroyed items.

1. 3 pair of jeans
2. 3 sweatpants
3. 3 shorts, gray
4. 3 shorts, khaki (seasonal)
5. 3 t-shirts
6. 23 polo shirts
7. 1 coat (Seasonal)
8. 1 pair of tennis shoes
9. 2 sweatshirts
10. 1 stocking hat (seasonal)
11. 7 pairs of underwear
12. 4 sports bras
13. 7 pairs of socks

You can have one pair of personal tennis shoes if they are **Primarily White** or **Primarily Black**, with **Minimal Accent Colors**. Primarily white shoes will have solid white laces and primarily black shoes will have solid black laces. K-Swiss, British Knights, and Nike Cortez shoes will not be allowed. No boots of any kind will be allowed. You are only allowed one pair of shoes. You may exchange the facility issued tennis shoes for personal shoes if you choose to bring them in. You will be given a toothbrush, toothpaste, shampoo, soap, a comb or brush, and deodorant upon your arrival to the YRTC-H. You cannot have personal hygiene items that have alcohol as an ingredient. No glass containers are allowed. Storage at YRTC-H is limited.

You may have some personal items; however, YRTC-H will not be responsible for these items. Expensive items are discouraged. You may have one small religious medal on a chain and one watch. No other jewelry may be worn.

You will be provided a comforter, flat and fitted sheet, pillow with pillowcase as well as a mattress. Staff will be responsible for laundering your state issued clothing and bed linens.

You may not carry cash and any cash you have when you arrive or might receive, will be receipted and placed in your personal account.

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YOU WILL NOT BE ALLOWED TO GIVE AWAY, LEND, BORROW OR TRADE ANY PERSONAL OR STATE ITEMS.

HAIR AND NAIL POLICY:

HAIR:

Youth have the right to have the length and style of cut they choose subject to security concerns. Youth are not allowed to groom each other's hair.

Youth are not allowed to have hair extensions, weaves or wigs at any time during their placement at YRTC-H.

Youth are not allowed to cut, color or alter hairstyles on visits. This includes on and off-campus visit.

FINGERNAILS:

Youth's fingernails will not be longer than their fingertips.

Youth are not allowed to have artificial fingernails.

Youth are not allowed to apply or have anyone apply artificial fingernails on a visit. This includes on and off-campus visits.

OFF-CAMPUS PURCHASING:

Based on your Stage, you may purchase items from off-campus. Approved pop, candy, popcorn, other food items and personal hygiene products. You will write checks for purchases and the money is deducted from your account. You will be responsible for not overspending your account. See sample below.

Nebraska Department of Health & Human Services
Institutional Check
Date _____
Facility _____
Pay to _____ \$ _____
Address _____ Dollars
FOR _____
Inmate/Student Signature _____ I.D. # _____
WITNESS _____
APPROVED _____ TRUST CK. NO. _____

NON-NEGOTIABLE

YOUTH ACCOUNTS:

You will receive a monthly stipend from YRTC-H that may be used to purchase items off-campus or for restitution owed to the facility. You may also receive money from your family/guardians in the form of a money order or cashier's check. All money will be placed in your personal YRTC-H account. You have the option to place your money in an interest-bearing bank account if you meet the minimum account requirements. Statements are provided so you can keep track of your account. Talk to your case manager or living unit staff if you have questions.

The monthly stipend you receive is \$15 dollar a month, paid into your account by the 10th of the month.

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You will work at some jobs during your stay that pay according to how well you and/or your group do.

When you leave YRTC-H on Probation, the money in your account will be mailed to you in the form of a check. This will take approximately 6-8 weeks to process and be mailed out. It is important that you cash this check as soon as possible after you receive it.

FOOD SERVICE:

Breakfast, Lunch, and Dinner are served in the dining room daily.

	Weekday	Weekends/Holidays
Breakfast	6:30 am to 7:15 am	6:30 am to 7:15 am
Lunch	11:25 am to 12:25 pm	11:05 am to 12:00 pm
Dinner	4:35 pm to 6:10 pm	4:50 pm to 5:55 pm

We use a Winter Menu and a Summer Menu, following a 5-week menu cycle with each. All menus are reviewed and approved by a registered dietician to ensure that nutritional requirements are met. With the Healthy, Hunger-Free Kids Act of 2010, the meal pattern requirements and nutrition standards for the National School Lunch and Breakfast Programs have changed. This rule requires schools to increase the availability of fruits, vegetables, whole grains, and fat-free and low-fat fluid milk in school meals; reduce the levels of sodium, saturated fat and Trans fat in meals; and meet the nutrition needs of school children within their calorie requirements.

No eating in the serving line is allowed. You are not allowed to share or switch food with anyone. Once you touch an item that is the item you must take. Once you go through the serving line you are not allowed to go through again. If you forgot something, you cannot go back and get it and staff is not allowed to get it for you. Please pay attention to what you are doing as you go through the serving line. Do not leave a mess at your table, if you drop something please pick it up and if you spill something please wipe it up.

Your choices as you go through the serving line are: fresh fruit, yogurt, white or chocolate milk, and condiments.

All the food in the dining room is to stay in the dining room – you are not allowed to take any food back to the cottage to eat it later.

A single menu is used for staff and youth, and any substitutions in the meals served are of equal nutritional value. The Food Service Department conducts a Youth Food Preference survey once a year, this information is used to help with the planning of the menus.

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Therapeutic diets are prepared and served to youth according to written orders by a physician or other health care practitioner. Therapeutic diets conform as closely as possible to the foods served to other youth.

Religious diets are prepared and served to youth whose beliefs require the adherence to religious dietary laws. These diets are reviewed and approved by the Religious Coordinator. Religious diets conform as closely as possible to the foods served to other youth.

On your birthday you may request a birthday cake from your Youth Case Manager who will then order it from food service.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil
Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410 or
- (2) Fax: (833) 256-1665 or (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

EDUCATIONAL PROGRAM:

YRTC-H operates a state accredited school, Hastings West School (HWS), with a full scholastic program. The HWS educational program is designed for students with varied academic abilities and backgrounds. The credits you earn during your stay are transferable to a public school following your release. The school year is composed of five, nine-week sessions. You will have

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an Individual Education Plan designed to meet your academic and pre-vocational needs. You will attend school year-round with classes in session each day from 7:45 am - 2:37 pm, Monday through Friday except for holidays. You are expected to participate in class complete your assignments to either earn credits toward a high school diploma or prepare to earn a General Education Diploma (GED). If you have graduated or completed the GED, you will still attend and participate in the Graduate Program that focuses on career and life skills preparation. If you complete graduation requirements during your stay, a diploma from Hastings West School is available at no cost to you.

For youth who are eligible to apply, YRTC-H offers a complete GED program that is provided at no cost, and final testing is completed through Central Community College (CCC). A youth must be considerably behind in their credits to be eligible. The principal, school counselor, and the Program Manager at YRTC-H will meet to discuss their GED eligibility. Youth are required to be 18 years old to start the program. The youth must score at or above the 9th grade level on both math and reading MAP assessments. When enrolled as a GED student, the student must study for at least 10 logged hours per subject and pass each of the four subject's pre-tests prior to taking each subject's final test. The student must make a score of 145 or better on each subject test to earn the GED. The four GED subjects are: Mathematical Reasoning; Reasoning Through Language Arts; Science; and Social Studies.

A typical school day will find you attending core classes for four or more class periods and the other four or less class periods in elective classes, totaling eight class periods. Elective classes include but are not limited to: Art, Business Information and Technology, Career Education, Family Life Skills, Health Education, Psychology, and Physical Education. Your education is a very important part of your future.

You will have access to a computer while in school during assigned times and the following policies apply for computer and internet use:

Policy and Rules for Acceptable Use of Computers and the Network:

The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all YRTC-H staff and youth. The term "Users," as contained herein, shall apply to all such individuals.

- The network is provided for YRTC-H staff and youth to conduct research and participate in activities to enhance the educational experience. Access to network services is given to users who have agreed to act in a responsible manner and have signed the Acceptable Use Policy. Access for all users is a privilege and not a right.
- All users of the youth network are responsible for their behavior and actions while using the network.
- YRTC-H network administrators may review files, information, equipment, messages, and communications of users to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, servers, or in computers, would be private. All internet use is tracked.
- Users shall not let other persons use their name, account, login, password, or files for any reason.

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- Users shall not use the computer to annoy or harass others with language, images, or threats. Loss of privileges may occur if you access, accept, or create any obscene or objectionable messages, information, language, or images. Users can be subject to YRTC-H disciplinary action for any violation.
- Users will be responsible for damage to the network or equipment, misuse of network resources, or allowing others to misuse network resources. Users shall not tamper with computers, networks, printers, or other associated equipment. Users will not access their personal E-mail accounts, music lyric sites, chat rooms, or any other website deemed inappropriate by YRTC-H staff.
- **Violation of the computer and network policy:** All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in YRTC-H disciplinary action and could include loss of access.



A Commencement Ceremony, complete with cap and gown takes place with a reception following to honor our school and GED graduates!

RECREATION:

YRTC-H offers a complete recreational and leisure time program, in which you will participate during your stay. In addition to providing you ample opportunity for large muscle exercise, you will have the chance to experience a variety of sports and competition. The recreational program includes a gym, weights, and outdoor play pads. You will have the opportunity for both individual and group competition. Enjoy the positive recognition you receive, always be cooperative with your group and staff, and always be a good sport.

RELIGIOUS PROGRAMS:

You are encouraged to participate in religious services and activities at YRTC-H. Religious opportunities include:

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Non-Denominational Services – Sunday
Bible Study – Weekly
Religious activities - Weekly

If you need to visit with any other religious leader, ask the Religious Coordinator to schedule a time with them.



(YRTC-H CHAPEL)

COMMUNITY SERVICE:

You and your group may voluntarily participate in community service projects during your stay. You will be off the YRTC-H campus during these projects and always under the supervision of YRTC-H staff. You may also attend community events occasionally such as athletic events at the local university. Remember to always be respectful.

VOLUNTEER PROGRAM:

YRTC-H has an active volunteer program that includes a Community Advisory Board. The Board and volunteers provide an important link between you and the Hastings community. You will have the opportunity to interact with volunteers in areas such as religious and educational activities. Be polite, cooperative, and feel free to communicate with them.

FURLOUGHS:

You are eligible for furloughs during your stay in case of medical needs, family funerals, medical emergencies, or weddings at the discretion of the Facility Administrator. Once on Stage 4 in the program, youth will be eligible for pre-placement furloughs if they have services they need to set up in the community. You're assigned Case Manager, treatment team, community workers, and Unit Manager will discuss this and decide if you qualify. The Program Manager will meet with the Unit Manager and make the final decision regarding the furlough. If your family or guardian talk with you concerning a requested furlough, ask them to communicate the information to your Case Manager.

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INCENTIVES FOR GOOD BEHAVIOR:

Incentives may be available for juveniles as an effort to encourage positive and appropriate behaviors. All incentives are approved by the Facility Administrator/designee.

Staff will fill out a “Star Dollars” report form when a staff member wishes to recognize a juvenile for good behavior or an accomplishment. The Unit Managers will review and issue a reward the juvenile can redeem. Juveniles may also earn a variety of privileges as a result of their good behaviors and advancement in the program.

VISITATION:

Visits are an important part of your stay at YRTC-H programming and are encouraged. Visits are intended to allow you and your family to communicate effectively and discuss your YRTC-H progress and your plans when released from YRTC-H. If you have questions after reading the following policy, be sure to ask your Case Manager.

YRTC-H encourages you to visit with your parents/guardian. You will not be able to have a visit for 72 hours. Your parents/guardian must contact the facility to schedule a visit. We urge you to discuss the following with your parents/guardian during the visit: How you’re doing with schoolwork? What problems are you’re working to solve? Are you helping yourself and your group members? Have you spoken with your worker from the community lately and what did you talk about for plans upon leaving YRTC-H? We currently offer three different ways for you to visit with your family. Webex visits, on-campus visits and when you’re approved off-campus visits. You are only allowed one visit per week, so if you have a Webex visit on Saturday, you cannot have an in person visit on Sunday. All visitors, 16 years of age and older, must be pre-approved to be able to participate in a visit with you. This typically includes parents, grandparents, guardian, foster family, and siblings. Siblings over 19 can visit alone with the youth on campus. Youth will submit to a urinalysis at the conclusion of the visit. Any exceptions to the above policy must be approved in advance.

Special visits for family emergencies, funerals, or weddings are permitted with the approval of the Facility Administrator.

Other adults with sincere interest in your welfare or any adult who has a legal interest (teachers, ministers, your lawyer, etc.) may receive permission from the Case Manager to visit. These visits will not be counted against your weekly visiting privilege and will last one hour. These visitors must also be on the approved visitor list.

If you misrepresent a visitor i.e. identifying a girlfriend as your sister, a boyfriend as your brother, cousin etc. your future visits may be at risk. If your parent/guardian aids in your escape in any way, they will be unable to visit in the future and may be subject to legal action.

PURSUANT TO NE STATUE 28-912.01, ANY PERSON WHO ENTICES OR ATTEMPTS TO ENTICE A JUVENILE AWAY FROM A FACILITY OR PROGRAM WHEN THE JUVENILE HAS BEEN LEGALLY PLACED WITH OR COMMITTED TO THE OFFICE OF JUVENILE SERVICES/YRTC OR WHO KNOWINGLY HARBORS, TRANSPORTS, CONCEALS, OR AIDS IN HARBORING, TRANSPORTING, OR

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CONCEALING ANY JUVENILE WHO HAS ESCAPED FROM THE CUSTODY OF THE OFFICE OF JUVENILE SERVICES/YRTC IS GUILTY OF A CLASS IV FELONY.

Your visits can be canceled at any time during the visit. If you or your visitors are not following the visitation policies and rules of the facility, the Administrator or the Youth Security Supervisor (YSS) may at his or her discretion end your visit at any time during your visit. Follow the rules and have a good visit. If you have questions or need help, make sure you ask your Case Manager, the Receptionist, or YSS. The following holidays are considered “free” visit days, do not count toward your weekly visits and may be on days other than Saturday or Sunday. New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If your parent / guardian is unable to visit during the normal visitation hours they can request a Petition to Visit form from your Case Manager.

To begin each visit, your parent/guardian must register with the Receptionist. They must provide the Receptionist with a valid photo ID for each visitor 16 years of age and over at every visit. The Receptionist will give them two (2) forms which must be completed prior to the visit beginning. Their clothing should not be a distraction or offensive to youth or other visitors. All items purchased off campus for you must be approved by the YSS **before your visitor leaves campus**. If an item is restricted and not given back to the parent/guardian at the end of the visit, you will have to pay to have it shipped home or you may choose to have the item stored. Expensive items are discouraged. **You are not allowed to handle any forms of money.** If during your visit your parent/guardian is leaving money for your account, they must handle the transaction. The Receptionist will issue a receipt to the person who leaves the money on your account. No personal checks will be accepted. No food items will be taken back to the living unit.

WEBEX VISITS

Webex visitation hours are on Saturday’s and Sunday’s 8:00 am – 4:00 pm and are conducted via a facility computer. Each visit must be scheduled by your parent / guardian Monday through Friday 8:00 am – 4:30 pm by calling the main number to the facility. During a Webex, participants are not allowed to communicate by text or phone with other individuals and have other persons visible who were not pre-approved to participate. Webex visits are monitored by facility staff.

ON-CAMPUS VISITS

On-campus visits are on Saturday and Sundays and must be scheduled in advance by your parent / guardian. They can schedule this visit by calling the main number to the facility. **Youth may have visitors from 8:00 am to 4:00 pm.** All on campus visits will be monitored by facility staff. **All vehicle keys and all electronic gear including cell phones, tablets, electronic games, cameras, computers, smart watches etc. must remain locked in the personal vehicle or locked in a locker in the reception area for the duration of the visit. All purses, diaper bags, backpacks, etc. must remain locked in their personal vehicle or locked in a locker in the reception area for the duration of the visit.** Your visit will take place in the Administration Building or the outdoor visitor area on the south side of the administration building. If these

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areas become too crowded, notify the youth security staff and other arrangements may be made by the YSS on a case-by-case basis. You and any siblings **MUST** remain under constant supervision of your parents, grandparents or guardians at all times. You are not allowed to use a cell phone or any type of electronic item, smoke, use alcohol or drugs while on visits. You're not allowed to participate in facility activities while visiting. You and your visitor(s) can participate in a graduation ceremony if you're the graduate.

Visitors are allowed to bring prepackaged food items, fast food or order from local delivery restaurants to be consumed during the visit. Items that may be included in the visiting areas include the following: food, games, and beverages.

Pets are not allowed on campus unless they are a certified service animal. Your visitor will have to show the proper paperwork each time they visit. The animal must wear a service vest and be on a leash at all times. Service animals are working animals and should not be touched by anyone other than the owner of the animal. This means you cannot pet, play, carry around or distract the animal. Your visitor is responsible for cleaning up after the animal and any damage that animal may cause. For the safety and health of the youth and staff, service animals are only allowed in the public areas of the facility. This includes the Administration Building, and outside visitor area.

OFF-CAMPUS VISITS

All off-campus visits are on Saturday or Sunday, between 9:30am – 3:30pm and you must meet the off-campus visit requirements.

Once on Stage 4, you may earn a two-hour off-campus visit. All off-campus visits must be requested in advance by your parent/guardian. This privilege will be determined by your treatment team and will be lost if you receive a minor or major violation, freeze or travel plan within seven days prior to the date of the scheduled off-campus visit. You will be allowed an on-campus or Webex visit based on schedule availability.

During your off-campus visit, the following conditions and instructions apply: you must be always under constant supervision of your parent/guardian while on the visit; you are not allowed to use any electronic devices including but not limited to: cell phones, tablets, and computers with the intention of accessing social media or communicating with anyone other than direct family; you cannot use alcohol, tobacco, un-prescribed medications and/or illegal drugs; you will not operate a motor vehicle or possess any weapons and will obey all laws of the State of Nebraska; there will be no piercing, tattooing, hair coloring or changes to your physical appearance; you will return with the state-issued items/clothing on possession on off-campus visits, any personal items/clothing brought back will be sent home at your expense; you will not return with any contraband in accordance with this Handbook, and you will not communicate with any past/present YRTC youth or do this for someone else. Youth will submit to an urinalysis upon return.

Off-campus visits are restricted to the city limits of Hastings. ONCE YOU LEAVE THE YRTC-H CAMPUS ON A VISIT, YOUR VISIT ENDS WHEN YOU RETURN TO

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CAMPUS. YOUR PARENT/GARUDIAN IS REQUIRED TO CHECK YOU IN WITH THE RECEPTIONIST AT THE END OF THE VISIT.

RESTRICTED VISITS:

Restricted visits may occur due to safety security concerns. Only the **parents or guardian** will be allowed to visit. The visit is limited to one (1), two (2) hour period per week and the location will be determined by the YSS at the time of the visit. **The YSS may place the youth in full mechanical restraints as appropriate based on the rule violation committed, and a staff member will supervise the visit in a room designated in the Administration building.** The visit can be cancelled by the YSS, with approval from the Facility Administrator or designee, at any time should it be deemed too high of a risk of other youth and/or staff.

MAIL:

You may write letters to whomever you choose; however, staff has the right to determine if this correspondence is harmful to your positive development. The YRTC-H will give you stamps for two letters a week. One of these stamps must be used to write your parent(s) or guardian(s). Also, YRTC-H will provide stamps for any legal correspondence you may have. You can write your lawyer or Guardian Ad Litem when you need to. If your parent(s) feel letters you are receiving are having a negative influence on you, your parent(s) have the right to request that you stop writing that person.

If you wish to correspond or phone immediate family (mom, dad, siblings, grandparents) in a correctional facility, the YRTC-H Facility Administrator will write the Administrator of that facility. Immediate family is mother, father, sibling or grandparent. You need to request this action by speaking with your Case Manager.

You are not allowed to correspond by mail or phone with any former youth of the facility or their families.

Your mail may not be given to you if it is determined such letters will harm your safety, security, or rehabilitation process. You will be informed as to the reason for not receiving such letters.

If your mail is not given to you, the item will be returned to sender and documented as to why it was inappropriate. If the sender wishes to challenge the decision, the Department Grievance Procedure must be used.

You MAY NOT SEAL your letters. You should be aware that all letters, with the exception of letters sent to State officials or lawyers, are read by the Youth Case Manager prior to sending them out and prior to giving the letter to the youth when you come in. You may seal letters to your lawyer or state officials.

Your Case Manager will open your letters you have received in your presence to check the contents.

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PHONE CALLS:

You will be allowed one free phone call to your parents or guardians following your arrival at YRTC-H. The purpose of the call is to let them know you have arrived, you are safe, and that a letter from YRTC-H providing extensive information will be coming. Staff will place the phone call for you and will remain with you to answer questions. Three-way calling is not allowed.

You will receive a Personal Identification Number (PIN) from your Case Manager once you are assigned to a living unit that will be used for your phone calls. The phone call cycle runs from Sunday to Saturday. Phone calls are recorded and may be monitored by staff. Instructions for making phone calls are posted by all youth phones.

Youth may place calls to contacts approved by your Case Manager and your treatment team on the youth automated calling system. The phone calls each month will be provided by YRTC-H and will be added to the youth phone account during one of the first five business days of each month. You will be given 240 minutes per month, which is equivalent to 60 minutes per week. Staff members are always available to answer your questions concerning phone calls.

FIRE PROCEDURES:

If you observe fire or smoke and the automatic alarm has not been activated, notify staff.

If you are in a room when you hear a fire alarm, staff will escort you to the nearest exit not blocked by the fire, heat, or smoke. Stay organized, remain calm, quiet and always follow staff's directives.

Do not take time to change your clothes, put on shoes, or gather personal belongings to take with you.

Proceed out of the building under staff supervision and follow their directives as to where to stop.

Fire drills will be held at different points during your stay. Staff will train you as to the procedure to follow. Listen and cooperate. Your safety is always the number one concern.

WEATHER EMERGENCIES:

During severe weather such as a tornado, the YRTC-H weather emergency system will be activated. The storm shelter in each living unit or the basement of the Chapel or Administration Building will be used for shelter. You will be escorted by staff to the designated area to wait until an All Clear order has been given. Remain calm, follow staff directives and cooperate.

Drills are occasionally held, and staff will train you as to the procedures to follow.

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CONFERENCES AND COMMUNICATIONS WITH STAFF:

You may request a conference with any staff member, including those you don't routinely see on a daily basis. Routine matters should be discussed with your Case Manager and/or your unit staff. Once the staff member receives your request, he or she will see you as soon as a conference can be fit into their schedule, or they will respond to your request in some manner. Remember all YRTC-H staff are available to help you progress through your programming.

English will be the primary language always spoken and interpreter services will be provided if there are barriers to understanding the communication or material.

RULES AND REGULATIONS FOR YOUTH AT YRTC-H:

Your responsibility is to come up with a behavior plan so that you can avoid poor decisions in the future. You will be asked to do this when you struggle with behaviors. The purpose is to find a way that works for you to think and act responsibly.

YOUTH COUNCIL

You have an opportunity through the Youth Council to make suggestions for age-appropriate activities to be provided as a leisure or recreation activity and any concern/want of something you don't have in your living unit. One youth from each living unit is selected by the treatment team to attend the monthly Youth Council meeting as a representative. Your idea must be shared with your living unit representative before the 3rd Friday of the month. Each representative will present the one concern/want and one activity that is mutually agreed upon by your peers within the living unit in the presence of the Facility Administrator, Program Manager, Unit Managers and Youth Security Supervisor Manager. During Youth Council, administrative leaders will consider the requests and provide a response or table the request for further consideration. Minutes will be prepared from each Youth Council Meeting and provided to each living unit youth representative to share with their peers.

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YOUTH EXPECTATIONS

Living Unit

Appropriate language only
Appropriate dancing or singing

Use the English language to communicate with staff and youth
Use appropriate voice volume
Clean area before leaving
Keep yourself awake during the day
Keep an arm's length distance from youth and staff
Use proper names only, Use Mr. or Ms. (Names)
Notify group of movements

Clothing

All clothing will be kept neatly in rooms
Wear your clothes as intended
Coats will be worn when cold
Wear gloves and stocking only when wearing a coat
Remove gloves, hats, and hood when entering a building
Socks and Underwear will be changed daily
Shoes normally laced and tied

Room Care

Beds will be made neatly daily
Rooms will swept, wiped down, and organized daily
Rooms will be deep cleaned weekly

Weekend Detail

Wipe down sinks, mirrors, windows, tables, chairs, window sills, blinds
Scrub and wipe down toilets
Scrub and mop showers
Sweep, mop, vacuum floors
Keep your room organized

Restroom

Staff will supervise youth in the bathrooms
Shower daily
Showers are 10 minutes, 15 minutes on Sundays only
Sunday's shaving time will be provided, staff will supervise
Flush the toilet when done
Clean up all messes
One youth allowed in the bathroom at a time

Hair/Nails

Keep an arm's length distance from youth, including hair
Keep your picks, combs, brushes in rooms
Keep pencils and other objects out of hair
Keep hair ties in hair only
Hair will be maintained naturally, without wigs, weaves, or extensions
Fingernails will be kept short at fingertips
Fingernails will be natural nails

Chapel

Appropriate language only
Keep an arm's length distance from youth and staff
Be respectful of other people's beliefs
Be respectful with services by being silent
Follow facility clothing/hair expectations
Ask permission to use the restroom

Television

Television will be allowed in the evenings
Appropriate movies or programs will be allowed
Respect other youth watching TV with appropriate volume

Travels Throughout Campus

Appropriate language only
Keep an arm's length distance from youth and staff
Double up with other youth during travels, with a clear visible middle
Keep the line tight and group will travel together
Keep volume during travels to a minimum
When meeting others on the sidewalk, line up single file until the group has passed the other individual(s)

Proper Table Etiquette

Enter food line one group at a time
Remain seated while eating
Keep feet on the floor
Keep uneaten/unwanted food on their plates/trays
Clear one table at a time
Clear own area
Clean up your eating area, table, chair and floor
Push chair to table before leaving
Throw away all food not eaten

School

Make sure you have all items needed for school, the living units will be closed during the school day
Be to school on time, sitting at desk, ready to learn
Keep your feet on the floor
Keep your head off the desk
Appropriate language only
Follow facility clothing/hair expectations
Participate in class
You will wait to be dismissed from class/school by staff
Work on school work at school
Use restroom before or after class only
Clean up your classroom area before you leave class

Off Campus Activities

Appropriate language only
Appropriate dancing or singing
Keep an arm's length distance from youth and staff
Only communicate with people who communicate with you

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NO PHYSICAL CONTACT POLICY/PROCEDURE:

YRTC-H enforces a **NO PHYSICAL CONTACT** policy, which promotes personal safety for all YRTC-H youth. This policy involves contact during aggressive / assaultive situations and not incidental contact during recreation.

If you attempt to or assault any other YRTC-H youth or staff, you are subject to the YRTC-H disciplinary process. Depending on the seriousness of the assault, you could be subject to prosecution by the Adams County Attorney. All assaults are reviewed by the Nebraska State Patrol to determine if they will be prosecuted.

If you feel physically threatened by any YRTC-H youth, YRTC-H staff person(s), YRTC-H contracted personnel or visitors to YRTC-H, you should immediately communicate the information to staff. It is the job of staff to protect you. At any time if you feel you do not clearly understand this policy, ask staff for further information.

You can speak privately with a staff person, in a private setting if you feel threatened or not safe. You can do so without other youth present; however, **the staff person may request to have another staff member present during the conversation.**

Steps for you to take in an easy angered situation:

1. Tell the easy angered youth to stop their behavior.
2. Keep a safe distance from the youth.
3. Make sure your group knows what is going on. You need to tell your group and staff immediately if you think a youth is going to hurt herself, another youth, or staff. This includes a youth talking about YRTC-H escape.
4. If staff physically intervene, you need to follow staff's directions for you and your group. Do not attempt to physically intervene with the out-of-control youth.
5. Never verbally or physically aggravate your group members—especially when they are showing an easily angered problem.

REPORTING OF ABUSE, NEGLECT, SEXUAL ASSAULT, SEXUAL ABUSE, SEXUAL HARRASSMENT, OR ANY OTHER SIGNIFICANT INCIDENTS:

Your safety, both physical and emotional, is the number one concern and duty of YRTC-H staff. You have the right to be safe and protected from abuse at all times while at the YRTC-H. Abuse includes physical, sexual, verbal, and emotional abuse. The YRTC-H has a zero-tolerance policy toward abuse, which includes physical abuse and all forms of sexual abuse and sexual harassment. This means no one has the right to physically harm you, to touch you in a sexual way, or to ask you for sex or sexual favors. You do not have the right to physically harm anyone, to touch anyone in a sexual way, or to ask anyone for sex or sexual favors while at the YRTC-H. No one has the right to make disrespectful sexual comments or gestures to you, and you do not have the right to make these types of comments or gestures to anyone. Any sexual contact between youth, or between youth and staff, youth and volunteers, and youth and contractors, is against the law. This includes all intentional sexual contact, including sexual intercourse, touching someone's genitals, or having them touch your genitals, and touching

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someone through their clothing in areas including the genitals, anus, groin, and buttocks. You will be held responsible if you choose to hurt, abuse, or harass another person.

While at the YRTC-H, there are things you can do to help keep yourself safe.

- Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, tell a trusted staff member.
- Do not be afraid to say “NO!” or “STOP!”
- Avoid talking about sex or being partially dressed.
- Do not accept off-campus items or other gifts from other youth or place yourself in debt to another youth. This can lead to the expectation of repaying the debt with sexual favors.
- Avoid secluded areas. Position yourself in plain view of staff members. If you are being pressured for sex, report it to a staff person immediately.
- Avoid physical contact.

The YRTC-H makes every effort to keep you safe from incidents of abuse. It is important that you know what to do if it happens to you. If you are hurt or abused by another youth or staff, do not shower, brush your teeth, use the restroom, or change your clothes because you may destroy important evidence. Please let a trusted adult know immediately including either a parent/guardian or YRTC-H staff member. At YRTC-H, there are many adults who see you every day who will help you and protect you. If you feel comfortable, you should talk to a facility staff member, mental health professional, teacher, or medical professional and tell them if you have been abused. We will support and ensure your safety. You should request immediate medical attention. You may have injuries that you are not aware of, and any sexual contact can expose you to a sexually transmitted disease. Your report of physical abuse, sexual abuse, and sexual harassment will be private and only shared with people who need to know. It is common for survivors of abuse to have feelings of embarrassment, anger, guilt, panic, depression, and fear. Counseling and medical staff are available to talk with you and provide treatment.

You have the right to report any and all abuse or neglect that has happened to you or someone else. There is a toll-free hotline number you can call to report abuse if you do not feel comfortable talking to someone in the facility. When you call, you will be asked to tell exactly what happened to you. When you call, you do not have to give your name, but if you do, your name and identity will be protected and kept confidential or secret. You may ask any staff member for assistance in placing the call or they may call for you. In addition to the hotline, the YRTC-H Facility Administrator will be informed and will in turn report to the Facilities Director of the Office of Juvenile Services and local law enforcement.

**The toll-free hotline number to report abuse to external entities is:
Nebraska Child Abuse and Neglect: 1-800-652-1999**

Another way to report abuse is through the YRTC-H grievance system. YRTC-H has a grievance system to handle your allegation or violations of your rights (grievances). For example, if you witness abuse or sexual harassment has taken place, you can report abuse using the facility grievance system if you feel comfortable doing so. The forms are found in all living units. Once filled out they can be placed in any of the locked boxes found by the grievance

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forms. You can also report abuse using the facility grievance system if you feel comfortable doing so. The YRTC-H grievance system is a choice that is always available for you if you do not feel comfortable talking with a staff member directly. The Grievance Form Box is checked by Compliance daily excluding weekends and holidays. If you report abuse, the YRTC-H will conduct an investigation of the situation. Please see page 33 for more information on the YRTC-H grievance process.

REMEMBER: THE KEY TO YOUR SAFETY IS COMMUNICATION.

BEHAVIOR VIOLATIONS:

To maintain safety, security and a humane environment, this handbook provides you with a written set of rules and disciplinary procedures. The disciplinary process governing the YRTC-H provides learning opportunities for self-improvement, and provides for the safety, security and good order for you and staff. The process involves not only the identification and sanctioning of negative behavior, but the recognition and rewarding of good behavior.

During your time here, you may make mistakes that result in receiving a consequence of either a Class I, Class II or Class III Violation. The Disciplinary Committee conducts disciplinary hearings on all Major Violation reports unless you waive that right in writing, or your behavior justifies exclusion. If you are found to have committed the violation, the committee will determine the consequence, based on the first offense and established guidelines ranging from one (1) week freeze to three (3) weeks freeze and stage drop, according to the type of violation committed. If you continue to offend and receive violations in the same category, the Disciplinary Committee will take that into consideration and may assign a more extensive consequence. If the violation is for destruction of property, restorative justice will be to pay restitution determined by the Facility Administrator. A program freeze will result in the loss of the privilege to purchase items off-campus and stage advancement. If you have a pending disciplinary hearing, you will not be allowed to participate in any off-campus furloughs, incentives, activities, or volunteer or community service until violation disposition is completed. If the violation is determined to be amended to a minor or dismissed, the violation is given to the Facility Administrator for review of the decision and any further steps to be taken.

Behavior violations are divided into: Minor Violations and Major Violations which are subdivided into classes.

Minor Violations:

Class I

- Disobeying a Direct Order
- Buying, Selling, Loaning, Trading or Giving Items To Others
- Destruction of Property \$0-\$100
- Violations of Regulations
- Violation of Consequences
- Violation of Conduct with a Visitor
- Three Violations in a Week
- Three Program Refusals in a Week

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Class II

- Verbal Bullying
- Use of Abusive Language or Gestures
- Swearing or Cursing
- Destruction of Property \$100-\$500
- Flare of Tempers
- Minor Physical Contact
- Unauthorized Areas
- Disruption of Authorized Duties
- Theft
- Improper Handling of Funds
- Violation of Mail or Phone Regulations
- Tattoo/Engraving/Piercing Activities
- Bribery
- Gambling or Promoting Gambling

Sanctions for Class I and II Violations

Staff will fill out the Minor Violation Report. Sanctions will be based on the nature and frequency of the offense. A staff member will discuss this report with you, sign the report, and list the date and time they talked with you.

Major Violations:

Major violations are those behaviors that threaten the safety and security of staff or youth or threaten to disrupt the maintenance or order and stability in the facility.

Class III

- Possession/Manufacture of Weapons
- Mutinous Acts
- Refusal to Submit to Search
- Escape Paraphernalia
- Drug/Intoxicant Abuse
- Drug Paraphernalia
- Medication Abuse
- Gang Related Behavior
- Destruction of Property \$500+
- Use of Threatening Language and Gestures
- Assault
 - Youth Assault
 - Staff Assault
 - Fighting
- Escape
- Attempted Escape
- Sexual Activities
 - Sexual Assault
 - Sexual Abuse/Sexual Touching
 - Sexual Harassment
 - False Reporting
- Violation of Signed Program Agreement
- Possess/Receiving Unauthorized Articles

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YOUTH DISCIPLINARY CODE OF OFFENSES:

Objective: To establish a uniform practice and procedure for the Disciplinary procedures/youth Code of Offenses as outlined in the Department of Health and Human services Title 401 Chapter 2.

Scope: All youth committed to the Youth Rehabilitation and Treatment Center-Hastings (YRTC-H) may be subject to a disciplinary measure. Any breach of the Code of Offenses may result in appropriate disciplinary action. No conduct of a youth constitutes an offense unless it is defined as such in the Code of Offenses.

Notice of Offense

It shall be the duty of the Facility Administrator or designee of each YRTC to familiarize each youth with the Code of Offenses either through the orientation process or by the distribution of printed manuals or rules books among the population.

Youth and staff shall be kept informed of any changes in the Code by prominent posting of such changes. Newly admitted youth will be informed of the Code of Offenses during orientation.

Standard of Proof

A youth commits an offense only when he or she engages in conduct that fulfills all the necessary elements of the offense. The conduct must be voluntary and be intentional or reckless or grossly negligent. The accused must have had notice that the conduct was proscribed by the Code of Offenses or applicable statutes.

A youth may be charged as a principal and be subject to appropriate disciplinary sanctions if it is clearly determined that he or she knowingly commanded, induced, procured or aided another person in the commission of the offense. The range of disciplinary sanctions may include the following: work project, restitution, time spent in Security Unit and deferment.

No youth is liable under this section for the conduct of another person if prior to the commission of the offense, the youth withdrew from participation in the offense and made a reasonable effort to prevent its commission.

A youth may be found guilty of attempting to commit an offense if: acting with the kind of culpability required for commission of such offense, the youth engages in conduct that in fact constitutes all of the acts necessary for the commission of the offense except its completion; or, the youth willfully provides substantial and knowing assistance to a person attempting to commit an offense under the Code of Offenses, the youth agrees with one or more persons to engage in or cause the performance of such conduct.

A youth found guilty of an attempt shall be subject to the same penalties, which correspond to the offense, attempted.

If contraband is found in a living unit shared by more than one youth, there shall be a presumption that each of those youth had knowledge of the presence of the contraband. Each

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youth charged as a result of the discovery of such contraband shall have the burden of coming forward with evidence to rebut the presumption.

Code of Offenses

For the purpose of the Code of Offenses, the following is a list of violations, which shall be classified as offenses. Several of the offenses listed may also be considered criminal offenses and consequently shall be subject to state or federal jurisdiction, in addition to the appropriate penalties levied under Rule 6. In this event the matter may be referred to appropriate law enforcement officials for consideration for prosecution.

An offender may be found guilty of committing an offense, attempting to commit an offense, or aiding and abetting in the commission of an offense.

Class I Code of Offenses

Destruction of Property Under \$100. Destruction, alteration, unauthorized use, or wasting of property which belongs to the State, or another person valued under \$100; or unauthorized contact or interference with such property.

Disobeying a Direct Order. Disobeying any direct verbal or written order from any employee or refusing immediately to comply with such a direct order.

Selling, Loaning, or Giving Items to Others. Selling, giving, or loaning anything or accepting anything from another person without the prior approval of the Facility Administrator or designee.

Violation of Conduct with a Visitor. Conduct with a visitor in violation of visiting regulations which have been posted or otherwise published to the youth population; contact with persons in or near areas where the public's access is restricted.

Violation of Regulations. Failure to adhere to any written or posted order or regulation of YRTC-H.

Class II Code of Offenses

Bribery. Offering to sell, give, or loan any item or to perform any service for the benefit of any youth in exchange for that youth's deviation from assigned authorized duties or YRTC rules.

Destruction of Property Valued Between \$100 and \$500. Destruction, alteration, unauthorized use, or wasting of property which belongs to the State, or another person valued between \$100 and \$500; or unauthorized contact or interference with such property.

Disruption of Authorized Duties. Hindering any employee or youth in the performance of their duties by creating a disturbance, causing a delay, giving false information to authorized State personnel, delaying count, turning in a false alarm, wearing a disguise or mask, tampering with locks, malingering, littering, or by creating or maintaining a health, safety or fire hazard.

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Flare of Tempers/Minor Physical Contact. Flare of tempers between youth resulting in minor physical contact, or which appears likely to result in a confrontation; or such conduct on the part of a youth directed toward any person(s). The minor physical contact would result in an injury rating of 1.

Gambling or Promoting Gambling. Promoting gambling; or possessing gambling paraphernalia, betting on the value of an outcome of a future event with the understanding that they will receive something of value in the event of a specified outcome.

Improper Handling of Funds. Failure to turn over all incoming monies to YRTC staff for processing; the diversion of incoming monies; or the making of unauthorized deductions from a youths account.

Tattoo Activities. Performing tattoo services, maintaining or manufacturing tattoo paraphernalia, or receiving a tattoo.

Theft. Taking of property from another youth, staff or from the State with the intent to deprive the owner of the property's use, or the unauthorized possession of stolen property.

Unauthorized Areas. Being in or reporting to any area without proper authorization, loitering, or failure to report to a program assignment, or other designated area without permission.

Use of Abusive Language or Gestures. Swearing, cursing, or use of abusive gestures or language directed to another person.

Violation of Mail or Telephone Regulations. Violation of procedures set out in the YRTC's SOP regarding the use of the mail and telephone which have been posted or otherwise published to the youth population.

Class III Code of Offenses

Assault. Assault on another youth, staff or person which causes pain or bodily injury, resulting in serious bodily injury of an injury rating of 2 or more.

Destruction of Property Over \$500. Destruction, alteration, unauthorized use, or wasting of property which belongs to the State, or another person valued over \$500, or unauthorized contact or interference with such property.

Drug or Intoxicant Abuse. Use, possession, manufacture, or sale of drugs, narcotics or medication not prescribed by YRTC personnel, or of intoxicants; being under the influence of any intoxicant, or refusal to submit to a breath, blood, or urine test upon instruction from authorized personnel. Tampering with test procedures, contaminating the evidence, or intentionally invalidating the urinalysis in any manner.

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Drug Paraphernalia. Possession, or manufacture of needles, syringes, or any other drug or narcotic paraphernalia.

Escape. Escape from any part of YRTC i.e.: the determined perimeter of the facility, from any work assignment, furlough, off campus day visit or any extended limits of the YRTC. Failure to remain within the extended limits of confinement or to return within the time prescribed to YRTC. See SOP regarding additional information on Escapes.

Attempted Escape. Attempted escape from any part of YRTC i.e.: the determined perimeter of each facility, from any work assignment, furlough, off campus day visit or any extended limits of YRTC. Failure to remain within the extended limits of confinement or to return within the time prescribed to YRTC. See YRTC SOP regarding additional information on Attempted Escapes.

Escape Paraphernalia. Possession, manufacture, or use of escape paraphernalia.

False Reporting/False Allegations. A youth willfully provides I writing or verbally, false information relating to any offense outlined in the Code of Offenses.

Gang-related Behavior. Use of gestures, language, or other conduct which promotes or indicates gang affiliation.

Medication Abuse. Use or possession of authorized medication contrary to prescription or unauthorized possession of non-prescription medication.

Mutinous Actions. Mutiny, to rise against or refuse to obey or observe authority, inciting to riot, insurrection, taking of hostages, and/or arson in any part of YRTC, or any work assignment, or within the extended limits of YRTC.

Possession or Manufacture of Weapons. Possession or manufacture of any weapon or article to be used as a weapon.

Possessing or Receiving Unauthorized Articles. Possessing or receiving unauthorized articles from another youth without the approval of the Facility Administrator or designee. Any item which has not been issued to a youth, purchased by youth through proper facility channels, or otherwise specifically approved for their possession by the facility administrator or designee is an unauthorized article.

Refusal to Submit to a Search. Refusal to submit to a search of youth, clothing, property, or living unit when ordered by YRTC staff; flight to avoid search; or interference with such a search.

Sexual Activities. Engaging in or pressuring others to engage in sexual activities. *All sexual activities determined to be youth on youth in the youth Juvenile Disciplinary Code of Offenses is determined by the DHHS YRTC Compliance Team and PREA Standard 115.6. For the full definition, review the PREA Standard and or speak to the YRTC Compliance Team.*

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Sexual Abuse/Sexual Touching. Sexual abuse of youth by another youth, or sexual abuse of a staff/contracted person by a youth if the victim does not consent, is coerced in the act by overt or implied threats of violence or is unable to consent or refuse.

Sexual Assault. Sexual assault is determined by investigation of the YRTC compliance staff, Nebraska State Statute § 28-318 and the Nebraska State Patrol.

Sexual Harassment. Repeated and unwelcome sexual advances, request for sexual favors, or verbal comments, gestures, or actions of derogatory or offensive sexual nature by a youth directed towards another youth, staff, or person.

Use of Threatening Language or Gestures/Fighting. Use of language or gestures thereby threatening physical harm to another person; or fighting which results in more than minor physical contact but *less than serious bodily injury*.

Violation of Any Signed Program Agreement. Violation of any term or condition of any signed program agreement.

YOUTH'S LEGAL RIGHTS:

If Law Enforcement contacts the facility and requests to interview you as a witness or suspect in a crime, you have the right to say no to the interview. You have the right to an attorney when questioned by law enforcement. The YRTC-H Administrator / designated staff will contact the YRTC Legal Services when a law enforcement interview request is made when you are suspect.

SEARCHES:

Living Unit staff will make periodic searches of the living unit looking for contraband (money, jewelry, cigarettes, alcohol, etc.). You will be pat searched, for example, after visits and strip-searched if justified by a female staff. Body cavity searches will be conducted by medical personnel only. You are subject to a drug/alcohol urinalysis at any time.

GRIEVANCES:

You may file a grievance for an YRTC-H procedure, policy or action you think is violating your rights. YRTC-H juveniles are not subjected to discrimination based on race, religion, national origin, gender, sexual orientation, disability, or political views. Grievance forms are readily accessible in each YRTC-H living unit. Compliance checks the Grievance Form Box daily excluding weekends and holidays. Grievance boxes are not for complaints. Prior to submitting the blue grievance form, talk with staff who may be involved to try to resolve the situation (except in regard to sexual abuse allegations). A Grievance Committee member or member of the Compliance Team will talk with you about your grievance and then make a recommendation

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on possible ways to resolve your grievance. The YRTC-H Facility Administrator will review the recommendation for the grievance and provide a written response to you. If you disagree, you may file a Step 2 grievance form (pink) which will be submitted to the OJS Facilities Director (Office of Juvenile Services). You have ten days from the time you receive the YRTC-H Administrator's decision to file the pink grievance. You will receive a receipt from the OJS Facilities Director once your grievance is received in the mail. The OJS Administrator will answer your grievance within 15 working days **(except sexual abuse allegations -- A final decision on the merits of any portion of a grievance alleging sexual abuse shall be issued within 90 days of the initial filing of the grievance. Computation of the 90-days does not include time in preparing any administrative appeals and an extension of time to respond, of up to 70 days, may be utilized, if the normal time period of response is insufficient to make an appropriate decision).**

To lodge a concern, feel free to contact the following: DHHS System Advocate (DHHS Office; 301 Centennial Mall South; PO Box 95026; Lincoln NE 68509-5026; Phone: 800/254-4202) or Ombudsman, Public Counsel (State Capitol Building; PO Box 94604; Room 807; Lincoln, NE 68509-7712; Phone: 800/742-7690). The Ombudsman's Office investigates citizen's complaints about state government. It is independent of DHHS.

PREA RELATED GRIEVANCES:

No Time Limit - There is no time limit on when a juvenile may submit a grievance regarding an allegation of sexual abuse.

Processing - A juvenile is not required to use any informal grievance process, or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse. A juvenile who alleges sexual abuse may submit a grievance without submitting it to a staff member who is the subject of the complaint, and such a grievance is not referred to a staff member who is the subject of the complaint. A final decision on the merits of any portion of a grievance alleging sexual abuse shall be issued within 90 days of the initial filing of the grievance. Computation of the 90-days does not include time in preparing any administrative appeals and an extension of time to respond, of up to 70 days, may be utilized, if the normal time period of response is insufficient to make an appropriate decision. The juvenile will be notified in writing of any such extension and provided a date by which a decision will be made. At any level of the administrative process, including the final level, if the juvenile does not receive a response with the time allotted for reply, including any properly noticed extension, the juvenile may consider the absence of a response to be a denial at that level.

Third-Party assistance and filing – Third parties, including fellow juveniles, staff members, family members, attorneys, and outside advocates, shall be permitted assist juveniles in filing request for administrative remedies relation to allegation of sexual abuse, and shall also be permitted to file such request on behalf of juveniles. If a third party, other than a parent or legal guardian, files such a request on behalf of a juvenile, the facility may require as a condition of processing the request that the alleged victim agree to have the request filed on their behalf and may also require the alleged victim to personally pursue any subsequent steps in the administrative remedy process. If the juvenile declines to have the request processed on their behalf, the juvenile's decision shall be documented.

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Emergency Grievances - Juveniles shall be allowed to file an emergency grievance to staff if the juvenile alleges, they are at substantial risk of imminent sexual abuse”. The policy continues by stating that if a juvenile is subject to a substantial risk of imminent sexual abuse, the YRTC at which the juvenile is placed shall take immediate action to protect the juvenile. Upon receiving an emergency grievance, staff will immediately contact the Youth Security Supervisor (YSS) on shift so that immediate action may be taken. An initial response within 48 hours shall be provided to the juvenile, and a final decision will be provided within 5 calendar days, which shall indicate whether the juvenile is in substantial risk of imminent sexual abuse and the action taken in response to the emergency report.

Filing in Bad Faith - If it is determined that a juvenile filed a grievance in bad faith, the Compliance Specialist will work with the juvenile’s treatment team to determine the appropriate consequences.

RESTRAINT USE:

Your emotional and physical safety is always the number one concern. Because of this, in certain emergencies, YRTC-H staff may be required to intervene and restrain you. These situations only occur as a last resort but may happen when you are trying to harm yourself, harm others, escape, or damage property.

Restraints are used only when necessary and are never used as a punishment at YRTC-H.

You are not to become physically involved in an incident where a youth is out of control. You are not to physically restrain any YRTC-H youth, which is always the responsibility of YRTC-H staff.

If you are pregnant, under no circumstances will any restraint be used on the abdomen, waist or chest.

If you ever have a question about an incident you were involved in or witnessed, always communicate your concern to staff.

CAMPUS MOVEMENT:

You will always travel on and off the YRTC-H campus with at least two YRTC-H staff members. During travel on the YRTC-H campus, always use the sidewalks unless directed to do otherwise by the staff. Always move in an orderly, quiet fashion and do not communicate verbally or nonverbally with other youth groups. Do not run on the YRTC-H campus other than during recreation or physical education classes.

OFF-CAMPUS MOVEMENT:

You will be under YRTC-H staff supervision at all times when you are off the campus other than off-campus visits with your family/guardians. When off-campus, always be orderly and polite. If you have concerns communicate to the YRTC-H staff supervising you.

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ESCAPE:

You will remain within the institutional perimeter under the supervision of YRTC-H staff at all times.

Any escape during your YRTC-H stay may result in prosecution by the Adams County Attorney. A filing of Felony Escape from Detention as described in Nebraska State Statutes, 28-912, 1995 cumulative supplement may result in a Class IV felony being filed with a penalty of up to 5 years in prison and up to a \$10,000 fine. If force of any nature is used during the escape, a Class III Felony can be filed with a penalty of 1 to 20 years in prison and up to \$25,000 fine.

If you aid or abet an escape, you could be subject to a criminal prosecution and at a minimum you will face the YRTC-H disciplinary process.

Never withhold information if you think a group member is thinking of escape.

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YRTC-H'S CUSTOMARY DAILY YOUTH SCHEDULE IS:

Unit A Monday

0620 (After Debrief)	Wake Up Routine and Self-Care Make your bed, ensure your room is organized and clean	
0630 - 0650	Breakfast	
0655 - 0715	Medication Pass with YSS present / Circle Up and Goal Sheets	
0720 - 0740	Brush Teeth / Hygiene	
0745 - 1125	School	
1125 - 1155	Lunch	
1155 - 1225	Circle-up / Feedback (Unit)	
1205 - 1225		
1225 - 1437	School	
1440 - 1525	Group	
1530 - 1540	Recreational Leisure	
1545 - 1630		
1635 - 1655	Large Muscle Recreation in Chapel	
1700 - 1745		
1750 - 1810	Supper	
1815 - 1900	JJ Ministries or Staff-Led Activity	
1900 - 1945	Daily Details / Snack Box / TV / Begin Showers	Showers / Phone Calls with YSS Present
1950 - 2000		
2000 - 2030	Cubby Time / Showers End	
2030 - 2100	Medication Pass with YSS present / Circle Up and Goal Sheets	
2100	All Youth in Rooms	
2130	Lights Out / Bedtime	

***YOUTH REHABILITATION & TREATMENT
CENTER – HASTINGS***

4200 W 2ND STREET
Hastings, Nebraska 68901
Phone (402) 462-1971

Helping Youth Live Better Lives

YOUTH HANDBOOK

Upon signing this page, you are acknowledging your understanding of its content and the rules for accepted facility youth expectations outlined on page 23.

Youth Signature _____ Date: _____

Staff Signature _____ Date: _____

Created April 2021

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S\Youth Handbook 3/18/25