

YRTC-LINCOLN YOUTH HANDBOOK

***Youth Rehabilitation and Treatment Center
Lincoln***

1200 Radcliff Street Ste. B
Lincoln, Nebraska 68512
Phone (402) 471-0119

Helping Youth Live Better Lives

All YRTC-Lincoln 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 unless otherwise specified by the staff. If reading this manual is difficult for you, please ask for assistance.

YRTC-LINCOLN YOUTH HANDBOOK

Welcome,

We would like to personally welcome you to YRTC-Lincoln. This manual is yours to read and keep. It will help you to succeed while you are here at YRTC-Lincoln. 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 is 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 provide you the skills needed to return to the community after you complete the program successfully. Those tools will include a fresh way to think and act from a therapeutic perspective. Through the individualized program, you will learn new skills to address identified behaviors and how those new skills can be used on a daily basis.

The YRTC-Lincoln staff members will support you in this process. We believe in you and your ability to be successful now, and in the future.

YRTC-Lincoln Staff

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MISSION

To help youth live better lives through effective services affording youth the opportunity to become law-abiding and productive citizens.

WHAT YOUR YRTC-LINCOLNSTAY WILL LOOK LIKE:

At YRTC-Lincoln, you will be offered daily education, therapeutic groups, psychoeducation groups, recreation, and enhanced support from the staff. There will be structured time to do therapeutic assignments, daily hygiene, chores, and professional and family visits. YRTC-Lincoln staff need your help in developing your treatment goals and objectives. Your input for what you need, what works for you, and what you would like to achieve is important to us.

CLASSIFICATION:

Upon arrival, you will be classified to Echo or Foxtrot housing unit. The orientation process will include reviewing the handbook, facility expectations, staff introductions, and screening provided by members of the mental health and medical teams.

ACCOUNTABILITY

YRTC-Lincoln staff will work with you on both positive and negative consequences to behaviors and participation. You are also encouraged to help your peers by positively encouraging them to participate in their programming, as well. As a group, we want to create a positive and supportive community at the Lincoln Facility.

MEDICAL SERVICES:

During the orientation process, you will be assessed by a member of the medical team. You may initiate requests for health services on a day-to-day basis through the use of 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 for your convenience and privacy. The nurse checks these boxes on a regular basis and will see you in a timely manner. You will be provided prescription medications and over-the-counter medications based on the recommendations of the medical team.

Additional medical services will be coordinated by the medical team. On-call physician or emergency room may be used when necessary. Dental and Vision care will be coordinated by the medical team.

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MENTAL HEALTH DEPARTMENT SERVICES:

During the orientation process, a mental health therapist will meet with you. Any additional precautions will be put in place based on the mental health team recommendations. You will have the opportunity to attend therapeutic groups, individual therapy, and family therapy while at the Lincoln Facility. Additional mental health support will be provided if deemed necessary by the mental health team.

CLOTHING, PERSONAL HYGIENE PRODUCTS & PERSONAL PROPERTY:

YRTC-Lincoln will provide your clothing. You will be issued one set of clothing daily. The items include: pants, shirt, sweatshirt, socks, underwear, bra (if necessary), shoes, shower shoes, and cold weather wear when necessary. You will be responsible accounting for all items after showers/changing.

You will be given a toothbrush, toothpaste, soap, and a comb. You cannot have personal hygiene items that have alcohol as an ingredient. It is possible for you to earn additional hygiene items through the incentivized program.

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. If needed, arrangements will be made to accommodate haircuts.

FINGERNAILS:

You will be provided the necessary items to maintain an appropriate and safe nail length. The medical team will provide these items to you.

YOUTH ACCOUNTS:

Your account will be maintained at YRTC-K during your stay at the Lincoln Facility. You will not need access to money while at the Lincoln Facility.

FOOD SERVICE:

You will be provided breakfast, lunch, dinner, and snacks. Additional items will be approved by the Facility Administrator or designee. You will have the opportunity to earn additional items through the incentivized programming with

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the assistance of YRTC-Lincoln staff. Special diet accommodations are available and will be assessed by the religious programming provider and medical team.

EDUCATIONAL PROGRAM:

You will be expected to attend school on a daily basis. This will be part of the incentivized program. Your education will be individualized to meet your needs and will stem from the curriculum you were working on at YRTC-K. You will be provided the necessary items to complete your coursework.

If you have graduated from high school, accommodations will be made to continue your structured programming.

RECREATION:

YRTC-Lincoln 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. The recreational program includes access to the gymnasium and outdoor recreation area. You will have the opportunity for both individual and group recreation.

RELIGIOUS PROGRAMS:

You are encouraged to participate in religious services and activities at YRTC-L. We have contracted religious services to provide for both group and individual needs at the youth's request.

FURLOUGHS:

Furloughs will be considered on an individual basis. The treatment team and YRTC-Lincoln staff will assist in these decisions. All furloughs will be approved by the Facility Administrator.

VISITATION:

Family/guardian visitation is an important part of your stay. Visitation will be arranged by YRTC-Lincoln staff and the treatment team. All visits will be planned on an individual basis to provide you, and those visiting, to accommodate schedules. You will have access to the visitation area to meet with visitors, including the professionals working with you.

All personal visitors will be asked to leave personal belongings in a locker and will be searched prior to entering visitation. All youth staying at YRTC-Lincoln will be searched leaving the visitation area. Visitors are not allowed to bring in any items to the visitation area. There will be no layered clothing, coats, hats (other

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than for religious purposes), etc. allowed in the visitation area. Youth staying at YRTC-Lincoln will have any items taken to visitation approved by a Behavioral Technician Lead, Supervisor, or Facility Administrator. Violations of our visitation policy could result in suspended or terminated visits.

MAIL:

You will have the opportunity to send two free letters per week. Mail sent to professionals (attorneys, judge, probation, etc.) will also be free, uncensored, and do not count toward your free letters. YRTC-Lincoln staff will check incoming and outgoing mail to ensure facility safety and security. Mail will be opened for you and outgoing mail will be sealed and sent by staff. Staff reserve the right to determine if correspondence is appropriate and will take your individual needs into consideration. If it is determined that any personal mail is detrimental to your programming, YRTC-Lincoln could suspend or terminate mail to and from senders/receivers.

PHONE CALLS:

You will be provided two free 10 minute phone call to your parent or legal guardian daily. All professional phone calls are free. For other phone calls, we will utilize the NCIC system for outgoing calls. There will be no personal incoming calls to you. Utilizing the collect phone for additional personal calls will be based on your incentivized program. The Facility Administrator can suspend or terminate telephone numbers on all of the telephones. Three way calling is prohibited.

You will have free access to the Abuse and Neglect Hotline on the collect phone. The number will be posted for your convenience.

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 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. Youth safety is always our number one priority.

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WEATHER EMERGENCIES:

During severe weather such as a tornado, YRTC-Lincoln weather emergency procedures will be activated. Youth rooms in YRTC-Lincoln buildings are used for shelter. You will be escorted by staff to the assigned room to wait until the weather concern is over. Remain calm, follow staff directives and cooperate. Staff will train you as to the procedures to follow.

CHEMICAL EDUCATION:

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.

The three cleaning supplies utilized are “HDQ”, “Glass Cleaner” and “Household Cleaner”. **Directions for use:** for HDQ and Glass Cleaner, spray 6-8 inches from the surface that needs cleaned, then wipe the surface till it is dry. Do not breathe spray or mist and use only in a well-ventilated area. “It is a violation of Federal law to use this product in a manner inconsistent with its labeling.” **Directions for use:** for Household Cleaner sprinkle freely, work up a foam and let it stand a minute or two and then rinse.

PRECAUTIONARY STATEMENTS:

HDQ, Glass Cleaner, and Household Cleaner causes moderate eye irritation. Avoid contact with eyes, skin or clothing. Wash thoroughly with soap and water after handling. Avoid contact with foods. **First Aid:** If in Eyes: Hold eye open and rinse slowly and gently with water for 15-20 minutes. Remove contact lenses, if present, after the first 5 minutes, then continue rinsing eye. If on Skin or Clothing: Take off contaminated clothing. Rinse skin immediately with plenty of water for 15-20 minutes. If ingested, drink lots of water to dilute chemical. It may cause loose stools. If needed, staff can call the poison control center or nurse/doctor for treatment advice.

COMMUNICATION WITH STAFF:

All YRTC-Lincoln staff are available to you. If there is a specific staff member you would like to speak with, please notify the staff working with you or fill out a

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request form. Requests to speak with the Facility Administrator will be forwarded by the staff via email or your written request. The Facility Administrator will prioritize the requests and be in contact with you at the earliest convenience.

YRTC-LINCOLN EXPECTATIONS:

You will be asked to follow basic facility expectations. Not following the expectations could result in Minor or Major Violations as well as other disciplinary interventions. It will also impact your incentive based program.

During your stay there are basic expectations. The staff will assist you in learning the expectations but below is a list to refer to:

- Appropriate language at all times
- Sitting properly in chairs, no laying or sitting on the floor or tables
- Shoes worn at all times outside of your room, no shoes in room
- Shower shoes utilized for showers
- All clothing worn appropriately
- Stay on carpeted area unless given staff permission otherwise
- Items behind desk are off limits and staff will provide you items you ask for
- Staff will operate televisions, gaming system, and remotes
- Appropriate use of bathroom time (10 min shower)
- No physical contact with peers, including grooming/hygiene
- Room tidy every time you exit your room (blankets folded, desk clear of clutter, cubby used for books, toilet flushed, no food)
- Attend all programming
- Follow your independent program and encourage others to do, respectfully
- Respect gym equipment (feet off equipment unless necessary for activity)
- No borrowing, lending, trading. Ask staff for the items you need
- Walk single file in hallways during movement, voices off
- Complete chores assigned in the provided time

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Below is the expectation for your room when you tidy up for the day and prepare for room checks.



PHYSICAL CONTACT POLICY/PROCEDURE:

Youth and staff are to maintain appropriate boundaries at all times. Personal physical contact is prohibited. Staff will remind you of appropriate boundaries so you are aware of what is and what is not acceptable.

If you attempt to assault any other youth or staff, you are subject to the disciplinary process. Depending on the seriousness of the assault, you could be subject to prosecution by the Lancaster County Attorney. All assaults are reviewed by the law enforcement to determine if they will be prosecuted.

If you feel physically threatened by any youth, staff, other professionals, etc., you should immediately communicate the information to staff. It is the job of staff to protect you. 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.**

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

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You have the right to report any and all abuse or neglect that has happened to you or someone else. The phones in the housing units should be utilized for these calls and will be accessible to you.

**The toll-free hotline number to report abuse is:
1-800-652-1999**

Another way to report abuse is through YRTC-Lincoln grievance system. We have a grievance system to handle your allegation or violations of your rights (grievances). 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 forms. You can also report abuse using the facility grievance system if you feel comfortable doing so. The grievance system is a choice that is always available for you if you do not feel comfortable talking with a staff member directly. If you report abuse, YRTC-Lincoln will conduct an investigation of the situation. **THE KEY TO YOUR SAFETY IS COMMUNICATION.**

MINOR AND MAJOR VIOLATIONS:

Class I Violation:

- Violations of Regulations
- Disobeying a Direct Order
- Violation of Sanctions
- Violation of Visitation Rules
- Violation of No Touch Policy
- Violation of Safety Plan

Class I Violation – Target Behavior:

- Destruction of Property \$0-\$100

Class II Violation:

- Disruption of Authorized Duties
- Destruction of Property \$100-\$500
- Possess/Receiving Unauthorized Items/Theft/Bribery
- Violation of Safety Plan (subsequent)
- Gambling/ Promoting Gambling
- Unauthorized Areas
- Selling, Loaning or Giving Items Away

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Class II Violation – Target Behavior:

- Verbal Aggression
- Property Destruction \$100-\$500
- Physical Aggression
- Self-Injurious Behavior
- Refusal

Staff will fill out the Minor Violation Report and an appropriate consequence will be assigned. 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 juvenile, 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+
- Threatening Language and Gestures
- Assault
 - Youth Assault
 - Staff Assault
 - Fighting
- Escape/Attempted Escape
- Sexual Activities
 - Assault
 - Abuse/Sexual Touching
 - Harassment
 - False Reporting

Chapter 6 - CODE OF OFFENSES

6-001 Applicability. The provisions of this rule shall apply to the Youth Rehabilitation and Treatment Centers and all other juvenile correctional institutions operated by the Department of Health and Human Services.

6-002 Departmental Policy. All youth who are housed within a juvenile correctional institution under the Department's supervision, or who under any circumstances are in the custody of or under the supervision of the Department as a disposition for an adjudication of delinquency shall be subject to the provisions of the Code of Offenses. Any breach of the Code of Offenses may

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result in appropriate disciplinary action. No conduct of a youth constitutes an offense unless it is defined as such in the Code of Offenses.

6-003 Notice of Offense. It shall be the duty of the Facility Administrator of the facility 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.

6-004 Standard of Proof Required. 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.

6-04.01 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 your room 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. In any disciplinary hearing where the liability of the accused youth is based upon the conduct of another person, it will be no defense that the other person has been found free of guilt, has been determined guilty of a different offense, has been discharged from employment, or has been otherwise restricted from access to the facility.

6-004.02 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.

6004.03 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 youth charged as a result of the discovery of such contraband shall have the burden of coming forward with evidence to rebut the presumption.

The following offenses have been separated into Major violations and Minor violations.

6-005 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

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

1. Murder/Manslaughter. The killing of another person.
2. Mutinous Actions. Mutiny, inciting to riot, insurrection, taking of hostages, and/or arson in any part of the institution, or any work assignment, or within the extended limits of the facility.
3. Assault/Fighting. Assault on another person which causes pain or bodily injury, threatened assault, fighting with another person resulting in serious bodily injury, or sexual assault.
4. Possession or Manufacture of Weapons. Possession or manufacture of any weapon or article to be used as a weapon.
5. Escape. Escape from any part of the facility, from any work assignment, or any extended limits of the facility. Failure to remain within the extended limits of confinement or to return within the time prescribed to a facility.
6. Attempted Escape. Attempted escape from any part of the facility, from any work assignment, or any extended limits of the facility. Failure to remain within the extended limits of confinement or to return within the time prescribed to a facility.
7. Work Stoppage/Work Strike. Encouraging other youth to refuse to work or participate in designated programs, or preventing other youth from working, or participating in designated programs.
8. Refusal to Submit to a Search. Refusal to submit to a search of person, clothing, property, or living quarters when ordered by authorized personnel; flight to avoid search; or interference with such a search.
9. Drug or Intoxicant Abuse. Use, possession, manufacture, or sale of drugs, narcotics or medication not prescribed by facility 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.
10. Escape Paraphernalia. Possession, manufacture, or use of escape paraphernalia.
11. 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.

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12. Demanding Payment for Protection. Demanding or receiving anything from another person in exchange for protecting another person from the youth population; demanding, or receiving anything in exchange for not informing on another person, or threatening to inform on another person.
13. Bribery. Offering to sell, give, or loan any item or to perform any service for the benefit of any person in exchange for that person's deviation from assigned authorized duties or institutional rules.
14. Drug Paraphernalia. Possession, or manufacture of needles, syringes, or any other drug or narcotic paraphernalia.
15. Sexual Activities. Engaging in or pressuring others to engage in sexual activities.
16. 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.
17. Forgery. Forging, or altering official papers or documents. Signing another youth's name or number.
18. 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.
19. Improper Use of Transportation. Operation of a motor vehicle without authorization from the Department authorities; the operation of a company-owned, job-related vehicle for any purpose other than work; or transportation in any vehicle for any purpose other than work; or transportation in any vehicle without prior authority from Department administrators.
20. Law Violations. Violation of any law, statute, or ordinance of any city, county, state, or federal government; or failure to promptly notify Department authorities of any contact with law enforcement officials.
21. Medication Abuse. Use or possession of authorized medication contrary to prescription or unauthorized possession of non-prescription medication.
22. Mutilation of Self or Others. Intentionally piercing, branding, marking, tattooing, or cutting any portion of one's body or another's body or causing injury to one's self.
23. Violation of Sanctions. Violation of restrictions or sanctions as imposed by a Disciplinary Committee of the Institution or Department.

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24. Possession of Official Government Money without Authorization. Possession of official government money without authorization, or in excess of the amount authorized by the Facility Administrator.
25. Tattoo Activities. Performing tattoo services, maintaining tattoo paraphernalia, or receiving a tattoo.
26. Disruption of Authorized Duties. Hindering any employee or youth in the performance of his/her 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.
27. Violation of Regulations. Failure to adhere to any written or posted order or regulation of the institution or a program of the Department.
28. Gang-related Behavior. Use of gestures, language, or other conduct which promotes or indicates gang affiliation.
29. Unauthorized Areas. Being in or reporting to any area without proper authorization, loitering, or failure to report to a work assignment, program assignment, or other designated area without permission.
30. Possessing or Receiving Unauthorized Articles. Possessing or receiving unauthorized articles from another person without the approval of the Facility Administrator. Any item which has not been issued to a youth, purchased by him/her through proper institutional channels, or otherwise specifically approved for his/her possession by the facility administration is an unauthorized article.
31. Violation of Any Signed Program Agreement. Violation of any term or condition of any signed program agreement.
32. Conduct with a Visitor in Violation of Regulations. 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.
33. Disobeying a Direct Order. Disobeying any direct verbal or written order from any employee, or refusing immediately to comply with such a direct order.
34. Theft. Taking of property from another person or from the State with the intent to deprive the owner of the property's use; or the unauthorized possession of stolen property.
35. Gambling or Promoting Gambling. Promoting gambling; or possessing gambling devices or records; or betting on the outcome of a future event such as a game of skill or chance.

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36. Improper Handling of Funds. Failure to turn over all incoming monies to the Department's accountant or designee for processing; the cashing of payroll checks; the diversion of incoming monies; or the making of unauthorized deductions from payroll checks.
37. Failure to work. Failure to work as directed by an institutional staff member or agent of the State.
38. 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).
38. 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.
40. Swearing, Cursing, or Use of Abusive Language or Gestures. Swearing, cursing, or use of abusive gestures or language directed to another person.
41. 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.
42. Violation of Mail or Telephone Regulations. Violation of procedures set out in Rule 3, or any institutional regulations governing use of the mails and telephone which have been posted or otherwise published to the youth population.

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. YRTC-Lincoln Administrator / designated staff will contact YRTC-Lincoln contracted attorney 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 determined by the Facility Administrator or designee. Body cavity searches will be conducted by medical personnel only. You are subject to a drug/alcohol urinalysis at any time.

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GRIEVANCES:

You may file a grievance for a YRTC-Lincoln procedure, policy or action you think is violating your rights. 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 living unit. Grievance boxes are not for complaints. You can ask other youth and / or staff to help you in completing the form. A Grievance Committee member or member of the Compliance team will talk with you about your grievance and then make a recommendation on possible ways to resolve your grievance. The 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 which will be submitted to the OJS Administrator (Office of Juvenile Services). You have ten days from the time you receive the Facility Administrator's decision to file the step 2 grievance. You will receive a receipt from the OJS Administrator once your grievance is received in the mail. The OJS Administrator will answer your grievance within 15 working days.

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.

RESTRAINT USE:

Your emotional and physical safety is always the number one concern. Because of this, in certain emergency situations, YRTC-Lincoln 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. You are not to become physically involved in an incident where a youth is out of control. Physical interventions are the always the responsibility of YRTC-Lincoln staff. If you ever have a question about an incident you were involved in or witnessed, always communicate your concern to staff.

YOUTH MOVEMENT:

You will be in the observation of staff during movement throughout the building. During movement, always travel single file to the right side of the hall. Always move in an orderly quiet fashion and do not communicate verbally or nonverbally

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with other youth groups. Do not run in the facility other than during recreation or physical education classes.

When off-campus, always be orderly and polite. If you have concerns communicate to the staff supervising you.

LINCOLN FACILITY CUSTOMARY DAILY YOUTH SCHEDULE IS:

Monday-Friday (Echo Schedule):

- 0700-0800 – Medication/Breakfast/Morning Hygiene and Bedroom Maintenance
- 0800-0845 – 1st Period
- 0850-0935 – 2nd Period
- 0940-1025 – 3rd Period
- 1030-1115 – 4th Period
- 1115-1145 – Lunch/Free Time
- 1150-1235 – 5th Period
- 1240-1325 – 6th Period
- 1330-1400 – Free Time/Change of Shift/Library Time
- 1400-1500 – Free Time (Thursday's - MRT 1430-1500)
- 1500-1600 – Activity Specialist Planned Activity (Wednesday's Cooking Class)
- 1600-1700 – Group Therapy
- 1700-1800 – Dinner/Recreation/Religious
- 1800-1900 – Shower/ Homework Interval (School, Case-Plan, Therapy Assignments)
- 1900-2000 – Detail/Assigned Life-skills & Conflict Management Worksheets
- 2000-2100 – Facility Snack and Incentives/Free Time

Saturday (Echo Schedule):

- 0700-0800 – Medication/Breakfast/Room Maintenance/Free-Time (On Pod)
- 0800-0900 – Free Time (Off Pod)
- 0900-1000 – Activity Specialist Planned Activity
- 1000-1100 – Free Time (On Pod)
- 1100-1200 – Lunch/Recreation
- 1200-1300 – Assigned Life-skills & Conflict Management Worksheets
- 1300-1400 – Activity Specialist Planned Activity
- 1400-1500 – Approved Movie in Life Skills
- 1500-1600 – Approved Movie in Life Skills
- 1600-1700 – Free Time (Off Pod)/Library Time
- 1700-1800 – Dinner/Recreation/Religious
- 1800-1900 – Activity Specialist Planned Activity/Shower
- 1900-2000 – Detail/Free Time
- 2000-2100 – Facility Snack and Incentives/Free Time

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Sunday (Echo Schedule):

- 0700-0800 – Medication/Breakfast/Room Maintenance/Free-Time (On Pod)
- 0800-0900 – Activity Specialist Planned Activity
- 0900-1000 – Free Time (Off Pod)
- 1000-1100 – Free Time (On Pod)
- 1100-1200 – Lunch/Recreation/R2/Backyard
- 1200-1300 – Activity Specialist Planned Activity
- 1300-1400 – Recreation
- 1400-1500 – Assigned Life-skills & Conflict Management Worksheets
- 1500-1600 – Free Time (Off Pod)/Library Time
- 1600-1700 – Approved Movie in Life Skills
- 1700-1800 – Dinner/ Approved Movie in Life Skills
- 1800-1900 – Recreation
- 1900-2000 – Detail/Shower/Free Time
- 2000-2100 – Facility Snack and Incentives/Free Time

Monday-Friday (Foxtrot Schedule):

- 0700-0800 – Medication/Breakfast/Morning Hygiene and Bedroom Maintenance
- 0800-0845 – 1st Period
- 0850-0935 – 2nd Period
- 0940-1025 – 3rd Period
- 1030-1115 – 4th Period
- 1115-1145 – Lunch/Free Time
- 1150-1235 – 5th Period
- 1240-1325 – 6th Period
- 1330-1400 – Free Time/Change of Shift
- 1400-1500 – Free Time (Thursday's - MRT 1400-1430)
- 1500-1600 – Group Therapy
- 1600-1700 – Recreation/Religious
- 1700-1800 – Dinner/ Shower/ Homework Interval (School, Case-Plan, Therapy Assignments)
- 1800-1900 – Activity Specialist Planned Activity (Wednesday's Cooking Class)
- 1900-2000 – Detail/Assigned Life-skills & Conflict Management Worksheets
- 2000-2100 – Facility Snack and Incentives/Free Time

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Saturday (Foxtrot Schedule):

- 0700-0800 – Medication/Breakfast/Room Maintenance/Free-Time (On Pod)
- 0800-0900 – Activity Specialist Planned Activity
- 0900-1000 – Free Time (Off Pod)
- 1000-1100 – Free Time (On Pod)
- 1100-1200 – Lunch/Recreation/R2/Backyard
- 1200-1300 – Activity Specialist Planned Activity
- 1300-1400 – Recreation
- 1400-1500 – Assigned Life-skills & Conflict Management Worksheets
- 1500-1600 – Free Time (Off Pod)/Library Time
- 1600-1700 – Approved Movie in Life Skills
- 1700-1800 – Dinner/ Approved Movie in Life Skills/Religious
- 1800-1900 – Recreation
- 1900-2000 – Detail/Shower/Free Time
- 2000-2100 – Facility Snack and Incentives/Free Time

Sunday (Foxtrot Schedule):

- 0700-0800 – Medication/Breakfast/Room Maintenance/Free-Time (On Pod)
- 0800-0900 – Free Time (Off Pod)
- 0900-1000 – Activity Specialist Planned Activity
- 1000-1100 – Free Time (On Pod)
- 1100-1200 – Lunch/Recreation
- 1200-1300 – Assigned Life-skills & Conflict Management Worksheets
- 1300-1400 – Activity Specialist Planned Activity
- 1400-1500 – Approved Movie in Life Skills
- 1500-1600 – Approved Movie in Life Skills
- 1600-1700 – Free Time (Off Pod) /Library Time
- 1700-1800 – Dinner/Recreation/Religious
- 1800-1900 – Activity Specialist Planned Activity/Shower
- 1900-2000 – Detail/Free Time
- 2000-2100 – Facility Snack and Incentives/Free Time

YRTC-LINCOLN YOUTH HANDBOOK

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

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

Youth Signature _____ Date: _____

Staff Signature _____ Date: _____

Revised March 2022

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Extra Information for Female Youth

Under no circumstances shall any restraints on the abdomen, waist or chest be used on any pregnant prisoner or detainee.

A prisoner or detainee who is pregnant shall be permitted to have at least one support person of her choice accompany her to the delivery room and remain present during labor and recovery. Such support person or persons shall not be required to have visited the prisoner or detainee at any detention facility prior to serving as a support person, or be denied eligibility to serve as a support person solely on the basis of a prior criminal conviction or that such person is currently on probation, conditional release, parole, or post-release supervision.

If such prisoner or detainee's request for a support person or persons is denied, such denial shall be in writing within five calendar days after the correctional facility's receipt of the request and shall include a statement of the reasons for the denial.

The support person or persons shall be notified immediately after a prisoner or detainee goes into labor, or immediately after a caesarean section or termination is scheduled. If available, a doula, midwife, or other birthing support specialist may also assist during labor and delivery.

Any woman confined in a detention facility shall receive written notice in a language and manner understandable to her regarding the requirements of this section upon admission to such detention facility. A second notice shall be given to a prisoner or detainee at the time she is known to be pregnant. Administrators of detention facilities that house women shall publish notice of the requirements of this section in prominent locations where medical care is provided