

RELEASE

You will be expected to be here at the scheduled time of your child's release.

You will need to bring your picture ID.

It will take some time after your arrival to get your child ready, so allow time for a short wait. Juveniles are required to clean their cells and mattresses. Average wait time is fifteen minutes.

STAFF

The staff at the detention center are well trained, conscientious professionals. They take pride in their job. They treat the detainees with respect and consideration, but expect them to follow the rules, as they themselves, follow the rules.

Occasionally situations arise that need special attention, please contact your child's probation officer or staff at the facility, and we will do our best to help, if it is within our power.

Apache County Juvenile Detention has a zero tolerance policy against threatening and intimidation. It is our number one priority to keep your child safe, secure, and free from harm while in our custody.

These rules are not all inclusive and are subject to change, and all exceptions to these rules must have prior approval of the Detention Manager, Apache County Juvenile Detention Center.

APACHE COUNTY JUVENILE DETENTION CENTER

50 West Cleveland
P.O. Box 100
St. Johns, AZ 85936
928-337-3405 928-337-7602

PARENTS

HANDBOOK

While your child is a detainee at the Apache County Juvenile Detention Center they will be subject to specific rules and regulations.

They attend school for five hours a day, Monday thru Friday, all year long. We do not have school on holidays, or Saturdays and Sundays, except under special circumstances.

We operate on a level system of four separate levels, for the detainees.

Your child's level is dependent upon their time in custody, their behavior and their attitude.

Level three (3) and four (4) are earned, not given to your child.

After the first 24-hours, detainees become level two (2). After seven (7) days, detainees are eligible for level three (3) review. Ten days after earning level three (3), detainees are eligible for level four (4) review. The higher the level, the more privileges your child receives.

PHONE CALLS

After the intake process, your child will be allowed a 5-minute initial phone call. Detainees are allowed to call only their parents or legal guardians. Phone calls to other family members have to be approved. (If you drop your child off, in person, to fulfill their detention, there will be no initial phone call.)

Weekly phone calls are done on Monday, Wednesday, or Friday P.M. Staff place the call. **We do not accept incoming calls.** Your child will be allowed calls according to their level.

Level 2 - 1-five minute call a week.
Level 3 - 2-ten minute calls a week
Level 4 - 3-ten minute calls a week.

VISITATION

Visitation is non-contact, and lasts 30-minutes. (One hour for those traveling from more than 50 miles away.)

You will need to call and schedule a time. We do not allow walk-ins.

Visitation is held on the following days and times.

Saturday and Sunday:

9:00, 9:30, 10:00, 10:30 A.M.

1:00, 1:30, 2:00, 2:30, 3:00, 3:30 P.M.

5:30, 6:00, 6:30, 7:00, 7:30 P.M.

Wednesday:

5:30, 6:00, 6:30, 7:00, 7:30 P.M.

Holidays are visitation days and will follow the hours listed for Saturdays and Sundays. Holiday visits do not count against the juveniles weekly allotted visits (determined by level).

If you schedule a visitation time and are late, you may still be allowed to visit, as long as it does not interfere with another scheduled visit.

Detainees are allowed visits according to their level.

Level 2 - 1 visit per week

Level 3 - 2 visits per week

Level 4 - 3 visits per week

Only immediate family members, over the age of 18, are allowed to visit. No siblings under the age of 18, no friends, or significant others.

All visitors will need to present a picture ID before visitation begins.

A NORMAL DAY

Detainees get up around 5:30 AM to shower and clean their cells.

Breakfast is served at approximately 7:00 AM.

Detainees clean the day room and intake areas.

School starts at approximately 08:30 AM.

Lunch is served at approximately 11:30 AM.

School begins again around 12:30 and continues until 15:00 PM.

Diner is served around 4:00 PM.

A snack is served around 7:00 PM.

Indoor/outdoor recreation is done as time allows.

Lights out and in their cells at 9:30 PM.

Detainees get on (1) hour of outside recreation time, dependant upon weather conditions. Detainees will not be allowed out during inclement weather.

Detainees get inside recreation time dependant upon their level, availability of staff, and their attitude/behavior.

Level 2 - 1 to 1 ½ hour

Level 3 - 1 ½ to 2 hours

Level 4 - 2 to 4 hours or more as available.

During inside recreation, juveniles are allowed to write letters, play games, do puzzles, and after attaining the higher levels, learn some crafts if they choose to do so.

We have had a lot of detainees learn to crochet. They have made everything from blankets to teddy bears.

Detainees are allowed to have books in their cells to read (one to two dependant upon level). We do not allow books to be brought in for them unless they are appropriate and you wish to donate them to the facility. No magazines are allowed.

Detainees are allowed to watch television during inside recreation time. No R rated programs are allowed, or programs of an inappropriate nature.

Level 4's get a movie on Saturday night, and Level 3's and 4's watch a movie on Sunday night. All detainees get to watch a movie on holidays if one is shown. Movies are brought in by staff members on a voluntary basis.

RELIGIOUS

If your child requests to speak with a member of the clergy, one will be called, according to your child s religious preference.

Detainees are allowed to have religious books in their cells to read and study. Religious books do not count as their books allowed according to their level.

Rosaries are not allowed to be kept in their cell, because of security issues. But detainees may have them placed in their personal property and ask for them when needed.

MAIL

Juveniles are allowed to receive mail from family and friends. Mail is opened and checked for contraband in front of the detainee. Detention staff may scan the mail, but not read it. Mail must have a return address on it. Address your letters to your child as shown below.

Name of Detainee

P.O. Box 100

St. Johns, AZ 85936

We will post 3 letters a week for detainees, you will need to send stamps if your child wants to send out more mail.

MEDICAL

If your child has any prescribed medication, you need to send it with them at time of intake, or bring it in. It needs to be in the original bottle and will be issued according to what is written as the doctors instructions. Any changes need to be documented by your physician and brought in or FAXed to the facility. Our FAX number is 928-337-7603.

You will receive a call after intake so we can get medical information from you. If you do not have a phone where we can reach you, please call the facility at 337-3405 or 337-7602.

We have a registered nurse and doctor on call.

We have sick call Monday through Friday, 1100 to 1200. Control room staff will fill out a sick call request for detainees who wish to be seen by the nurse.

If your child requires emergency medical care, it will be provided. You will be advised of any other medical or dental issues that may arise.

COUNSELORS

Apache County Juvenile Detention Center contracts with Little Colorado Behavioral Health Center for 24-hour crisis counseling. If detainees need to speak with a counselor for a crisis situation, one will be called.

We also have a counselor contracted through the facility available ten hours a week to provide counseling service to juveniles in our custody.

RULES

While in detention, your child will be expected to follow some basic rules. Some of them are listed below:

- No swearing, cursing, or inappropriate language.
- Keep their hands to themselves, they do not touch anyone else.
- Treat others with respect. (Staff and other detainees.)
- No threatening or intimidating, no calling of names.
- No horse play, fighting.
- No sharing of food.
- Walk with their hands behind their back.
- Ask staff before getting up from the table, or leaving their seat.
- No vulgarity of any kind.
- Sit on their bed when staff opens the door to their cell.
- Shower every day.
- Keep their area clean.
- Don't argue with staff, do as they are told, when told to do it.
- Actively participate in school.
- Follow the rules that the teacher has in place.
- No whistling.
- No yelling, screaming, banging on windows and doors.
- Wear their detention clothing as directed. Pants will be worn properly, no sagging, shirts will be tucked in, and pants will be rolled into a cuff to prevent walking on them.
- No waste, or destruction of county property.
- Juveniles will not lie to staff.

Detainees may be issued a disciplinary action if they choose not to follow the rules. Each disciplinary action extends their review date for level advancement by three days. Two actions in a week results in a level drop, three in a month result in a level drop. Sanctions for disciplinary actions may go from a warning; to loss of inside recreation for a specified number of days; to loss of level. Detainees have the right to appeal disciplinary actions thru a three step process.

Detainees are given a copy of the rules to read at intake.

