

ECHO GLEN CHILDREN'S CENTER Handbook



Washington State Department of
CHILDREN, YOUTH & FAMILIES

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OVERVIEW

This handbook provides general information about being a resident at Echo Glen Children's Center. After you go through the initial intake interviews, you will be assigned to a Living Unit where staff will go over expectations.

Our goal at Echo Glen is to help young people; male residents 12-18 years old, and female residents 12-25 years old, lead healthy lives by providing a safe, structured, and secure environment to learn new skills, develop positive habits, and disengage from the activities that brought you here. Staff will provide you with opportunities to better yourself, create positive experiences, and make the most of your time here.

Echo Glen Children's Center Contact Information

Phone: (425) 831-2500, TTD-425-831-2540

33010 99th Street
Snoqualmie, WA 98065

Security Managers and Supervisors

You will see the Security Team across campus. They will be in school, at meals, at recreation, in living units and special events. Security responds when there is an emergency, provides basic transport, and assists with individual movements and escorts.

RESIDENT OVERVIEW

Daily Living and Expectations

When you first arrive at Echo Glen, you may be experiencing many different emotions about being here. We want to get started right away by providing you with information that may ease some of your concerns and answer any questions you may have.

During your first day, you will be oriented to the program and instructed on some of the basic rules of the unit you are assigned. You will be given an opportunity to make a phone call to your parents, family, or guardians so that they know you are safe and how to contact you. You will be assigned a Case Manager.

Over the next few days, you will be seen by the Health Center, the Dental Clinic, as well as tested by Echo Glen School (Issaquah School District) so you are placed in the appropriate classes.

Give yourself some time to settle in, ask questions, and listen to the answers. We certainly understand when you are new, things can be overwhelming. We do not expect you to know everything right away.



Room Expectations

1. Door windows and other windows may not be covered from the inside.
2. Rooms must be cleaned daily. This includes sweeping, folding and organizing clothes, organizing personal items, and emptying your trash can. Rooms will be inspected and signed off daily by staff.
3. If you are in your room, the door will be locked. When you leave your room, the door must be shut and locked.
4. No room visiting or looking into other residents' rooms (do not lift other residents' window flaps-this will result in a consequence).
5. No writing or tagging is allowed in rooms or around the unit. Damage time and other consequences will be given for any violations.
6. Up to 10 appropriate posters and pictures are allowed on the designated wall space. Staff will determine what pictures are appropriate.
7. No objects may hang from ceiling/doorway.
8. Lights cannot be covered.
9. No talking in the zone. No talking out of your window or door to others in your zone. Doing this will result in a consequence.
10. You may be asked to change rooms at any given time. This is a part of residential living.
11. Items cannot be stored on the windowsill.
12. You must immediately come out of your room when the door is unlocked. If for some reason you cannot do so, you must let staff know so your door can be locked until you are ready to come out.
13. Staff conduct random room searches and random pat searches of residents. This is for everyone's safety to ensure restricted items and/or contraband are not on campus.

Zone Policy

- Zones are the areas in the living unit where resident rooms are located.
- Only one resident should be in your zone at a time.
- Zone passes are located at the edge of each zone that indicates if there is a resident in the zone.
- No talking while in the zone.
- Do not flip door flaps or look inside other residents' rooms. Doing so will result in a consequence.

Hygiene

As a part of residential living, residents are expected to keep their room clean and shower daily (showers are normally done in the morning before school). Maintaining a clean and organized room, as well as practicing good hygiene habits, are a part of treatment. We provide all necessary hygiene supplies and clothing. Hygiene items will be stored in your assigned hygiene box.

Bedtime

All residents need to be in their room, with their needs met, and door shut, by their assigned bedtime. If residents are late for bed, they will be given a consequence.

Residents will be offered a last head-call after 45 minutes in their room. During last head call, residents can use the restroom and ask staff to refill their water bottle. Residents are not allowed to step out of their zone unless their bathroom is outside of the zone. No phone calls or other requests will be honored after bedtime.

- Programming with no consequences 9:00 p.m.
- If you are on consequences, you will have an earlier bedtime depending on what behaviors you engaged in.

Bedroom Lights

- Lights go out at 10:00 p.m. unless you have a medical condition signed off by a physician.

Video Game Use

The rules for using video game consoles are as follows:

- No eating or drinking allowed while playing on the consoles.
- Video game sessions are 30 minutes at a time.
- Token economy privilege (video game sessions must be purchased through unit's token economy system).
- Residents on consequences are not allowed to play.
- No video game used during school hours for currently enrolled students.
- No rated R, Mature, NC-17 or unrated video games, movies, music, or television shows.
- The max units do not currently have video game consoles.

DVDs/DVD Players

If you break a DVD player, you are restricted from earning one for a period determined by your unit leadership.

Each resident is allowed to have 4 DVDs in their room while they have a DVD Player. These must be returned after DVD eligibility has ended. Max units are not eligible for DVD players.

Fire Alarm Drill - Daytime

Leave the building through the front door (or other stated area), line up by zone, and wait quietly for further instructions.

Fire Alarm Drill During Hours of Darkness

If you are on the floor, take a seat in the living room according to zones. Zone 1 starts under the TV, zones 2,3, and 4 go around the room clockwise. If you are locked in your room, bathroom or taking a shower when the alarm goes off, wait for staff to give you instructions. If staff don't get to you within ten seconds, knock every ten seconds to make sure they know where you are.

“Clear the Floor”

When you hear a staff call out “Clear the Floor”:

- Go directly to your room and stand by your door until you are let in - no questions. Asking questions during this time may result in consequences.
- During fights, the expectation is to go stand and remain at your door until door is opened.
- Sit quietly on your bed with your door closed.
- Remain quiet and do not knock or buzz up.
- Wait in your room until you are called out or your door is unlocked by staff.

Touch Policy

The touch policy has been established to keep everyone in the unit and on campus safe. Breaking the touch policy is a serious matter. If residents witness any inappropriate touching in the unit or at school, they must let staff know immediately. **See below:**

1. Residents are allowed to give appropriate handshakes and “high fives”. Secret handshakes are not allowed. Residents cannot touch anywhere else.
2. Brief supportive side hugs in front of staff are okay with permission from both staff and the other residents.
3. No kissing or hair braiding.
4. Unintentional contact may occur during recreational activities.

Visitors

Your Safety and Campus Safety Are Important.

Echo Glen uses a body scanner to help ensure no unauthorized items or contraband are introduced to the campus. The body scanner also promotes trauma-informed care by minimizing the need for strip searches. The Body Scanner is used when there is reasonable suspicion of contraband possession or as part of the periodic screening process following participation in certain programs. All visitors will go through the body scanner as well.

Visitation Hours

Regular Scheduled Visits

Visits will be scheduled by unit staff.

1. Visits for the following weekend need to be arranged by Thursday at 5 p.m.
2. Visits are scheduled on a first come, first serve basis.
3. Each unit has designated visitation times on Saturdays and Sundays.
4. Visitors must be documented as approved contacts in the DCYF system to be approved to visit.
5. All visitors attending regular scheduled visits must be 18 years of age or older.
6. All visitors must be approved prior to the scheduled visit. Security supervisor or designee permission is required to approve additional visitors who are not on the list at the time of a visit.
7. There is a maximum of four visitors allowed at a time during regular schedule visits.

Special Visits

Special visits can be arranged when: a visit has visitors under the age of 18; the visit must occur outside the designated unit visitation time; the resident is currently on maximum security; or for special occasions.

1. Appropriate documentation of the visit, including Living Unit Manager approval, must be provided to the family engagement team a minimum of five days prior to the visit occurring.
2. There is a maximum of eight visitors allowed at a time during a special visit.
3. Minors must be accompanied by an adult.
4. Adult visitors will be held accountable for the behavior of children who accompany them.
5. Residents are eligible for two special visits a month.
6. Residents that are parents will be allowed to see their child or children through a special visit and are eligible for weekly visits with their child or children when staffing permits.

Expectations

General Requirements:

- Residents are allowed to have up to four visitors during their visit.
- Visitors will wear clothing that is not revealing in nature (exposing chest area, undergarments, stomach, midriff or back) and appropriate for the visiting environment. Shorts, dresses and skirts must reach the top of the kneecap when standing. Hoods will not be worn during visitation.
- Modification to clothing after screening process may result in a termination of the visit.
- A brief hug and kiss are permitted at the beginning and conclusion of the visit.
- During the visit, physical contact is not allowed. Some contact is approved if it is the resident's child.
- While seated at the table, hands must be on or above the tabletop.
- Conversations should remain quiet, without harsh language or swearing, encouraging pleasant and caring interaction.
- Furnishings will be used for their intended use.
- There will be no exchange of items during visitation. Pre-approval is required for residents to give something to visitors and will occur outside of the visitation room and under staff supervision.
- Visitors using the restroom during visits will be subject to the search process before re-entering the visit.
- The Superintendent or designee may establish additional requirements for the visitors.
- Additional guidelines will be posted and communicated with visitors bringing small children to visits.
 - Birth certificate or legal documentation is required to confirm relationship between the parent and child.
 - If the resident is a minor, the child must be accompanied by a guardian or a custodial parent.

If there are concerns around your visits, Echo Glen will escalate issues to the proper authorities.

Conduct

General Requirements

The following is not allowed at Echo Glen:

- Criminal activity.
- Staff, Contractors, Volunteers and Visitors that appear to be under the influence.
- Disturbance behavior or creation of emergency situations within the facility.
- Threatens the health and safety of anyone.
- May result in the damage to the facility premises or equipment.
- Disrespectful or inappropriate towards staff, educators, contractors, volunteers or visitors.

Mail

You may receive mail from family, friends, and treatment contacts. Any confidential or legal mail may be opened with staff. You can send and receive mail from immediate family members at another juvenile or adult institution. Your counselor must work with the counselor at that institution and get the superintendent's approval.

You must give all outgoing letters to your staff in an unsealed envelope so that they can be screened before being sent. You may not send or receive mail that is:

- Sexually explicit.
- Gang-related.
- Containing criminal content.

You may not send or receive letters from detention centers or JR staff. All outgoing letters must have a full address and a full return address. Those that do not will be returned to you. All outgoing mail is stamped "mailed at a juvenile facility," so it may not be accepted at another facility. We will provide you with envelopes and paper.

You must give mail to your assigned Case Manager for approval and signature to send. Here's an example of an envelope. You can ask staff for assistance if you need help completing this.

YOUR NAME ECHO GLEN CHILDREN'S CENTER 33010 SE 99TH STREET SNOQUALMIE, WA 98065	NAME OF PERSON SENDING LETTER TO THEIR STREET ADDRESS THEIR CITY, STATE AND ZIP CODE
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Letters are checked for contraband, inappropriate content, and money. Any money received from family will be placed in your account. If there is contraband or inappropriate content in a letter, it will be returned to the sender. If the mail item tests positive for contraband, a copy of the mail item will be forwarded to the resident. A letter will then be sent to the sender and resident describing what the mail item tested positive for. The sender may be unable to write to you in the future.



Phone Calls

Family contact is important. You may place calls to and receive calls from immediate family members and the mother/father of your child if you have one. Anyone else must be approved by your counselor. You may not call restricted contacts. Calls are received during the living unit's calling hours by staff.

You may place three outgoing 12 minute calls every week. You are expected to be off the phone call within that timeframe. At 12 minutes the phone will cut off. You may not receive incoming phone calls.

If you reside in Zone 1 and 3 you will be given 1 outgoing call on Monday, 1 outgoing call on Wednesday, and 1 outgoing call on Friday. If you reside in Zone 2 and 4 you will be given 1 outgoing call on Tuesday, 1 outgoing call on Thursday, and 1 outgoing call on Saturday. If you are on consequences, your outgoing phone calls will be made through living unit managers, JR counselors, or your case manager. If you are off program, your call that day will be missed. You will not be pulled out of your room to make a phone call.

You can increase your phone calls through the unit reinforcement economy. You may have monitored phone calls if you are calling people not on your phone list, having concerning conversations, or three way calling. If you are not on consequences you are eligible to buy three additional phone calls each week from the unit reinforcement store.

Phone Contact

Approved Phone Contact:

- Guardians
- Grandparents
- Siblings
- Aunts and uncles
- Baby Mothers/Fathers
- Accredited mentors

Non-Approved Phone Contact:

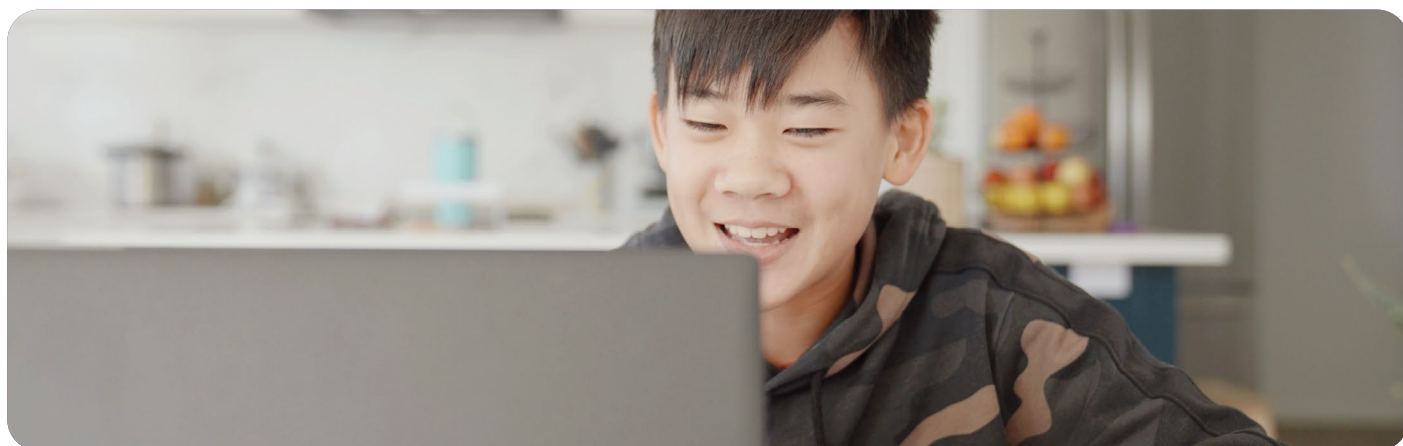
- Cousins
- Peers
- Non-accredited mentors
- Girlfriends/Boyfriends
- Friends

Living Unit Phone Numbers

Phone calls are limited in time and number to ensure everyone has an opportunity to make calls. Please follow staff directives when you are on the phone. If the floor is cleared, get off the telephone immediately and head to your room. We will make every effort to get you back on the phone if you still have time left.

Zoom/Video Call

Some units allow two Zoom calls a month for good behavior. This does not include Future Plan Meetings or group home meetings. Zoom calls go through your case manager only. Zoom calls will only be with your parents/guardians and your children (if you have any).



Personal Property

Residents may keep the following items in their rooms while at Echo Glen.

Clothing and Linen

ITEM	QUANTITY	DESCRIPTION
Pairs of Pants (1 Khaki)	4	
Pair of Uniform Shorts	2	
Sweatshirts	2	
Khaki Jacket	1	
Uniform Polos	4	
Beanie (seasonal)	1	
Rain Jacket	1	
T-Shirts	4	
Underwear	7	
Socks	7	
Sweatpants (only to be worn in unit/room)	2	
Long underwear tops and bottoms (seasonal)	1	
Clear plastic water bottle	1	
Pair of state-issued gym shoes	2	Purchased shoes will replace state-issued
Pair of shower slides	1	

Miscellaneous

ITEM	QUANTITY	DESCRIPTION
Hygiene products that can fit in a caddy	1	

Per Unit, Program or Programs

ITEM	QUANTITY	DESCRIPTION
Plastic Totes	2	
TV/DVD Player	1	If allowed by the program
Movies	Max 5	
Snack Bin		Must fit into one tote
Paperwork, letters	10	
Personal Legal Documents		
Cards/Games/Hobby Materials		Must fit into one tote
Musical Instrument	1	If allowed by the program
Garbage Bin	1	
Posters/Photos as approved by the Living Unit Manager	10	
Clothing associated with group membership		i.e., ANEW, Unkitawa, etc.
Items approved by the Living Unit Manager		This will be kept in a log on your door and by your Living Unit Manager

Personal Items

ITEM	QUANTITY	DESCRIPTION
Pillow	1	Commissary
Blankets	3	Commissary
Deodorant	1	
Books	5	
Chapstick	1	
Headphones/Radio	1	Commissary
Wave Cap/Bonnet(to be worn in room)	1	
Pick/Comb	1	
White Sheet/Pillowcase*	1	
Towels/unit discretion*	3	
Washcloth/unit discretion*	1	
Makeup Bag (7x10x4 sized bag with makeup)**	1	
Body Lotion/face lotion**	1	
Body Spray (non-aerosol, no alcohol)**	1	

*Unavailable in Mental Health units, **Gender responsive items will be allowed for female identifying youth

School Materials

ITEM	QUANTITY	DESCRIPTION
Clear Backpack	1	
Textbook/School/Treatment Materials		
Composition Books (Black/White)	2	
Laptop/Secure Book	1	
Pencils/Pens (Bic pens only)	2	
Envelopes	3	

Religious Items

The following must be approved by the Case Manager and Living Unit Manager:

- Religious text
- Prayer Rug
- Prayer Beads
- Rosary
- Medicine Bag
- Prayer Shawl
- Religious Headcover - Kufi, yarmulke, etc.

Approved hobby items will be limited to the following:

- Coloring books or activity books
- Writing journals
- Colored pencils, crayons, or washable markers
- Playing cards
- Scrapbook/material-total 10 pieces=one hobby items*
- Plastic fidgets
- Nerf ball and hoop*

* Unavailable in Mental Health units.

Approved hygiene items will be kept in the secured boxes at the hygiene stations.

- Commissary will issue shampoo, conditioner, bodywash, lotion, toothpaste, toothbrush, and deodorant.
- Other hygiene items may be purchased through the unit store.

Residents will be provided with a clear plastic bin to contain sealed snacks.

- Food and trash must be cleaned out daily.
- When the snack bin is full, no additional snacks may be saved in the resident's room.

Items not allowed include but are not limited to:

- Personal Clothing.
- Jewelry (other than approved wedding ring).
- Sunglasses.
- Flags.
- Metal water bottles.
- Sharpies, markers, etc.
- Noise cancelling or full ear-covered headphones.
- Items not approved by a counselor and Living Unit Manager.

Items may be restricted by individual programs or allow for additional items according to treatment progress. Room inventory is maintained by case managers and any additional or restricted items must be authorized and placed on the standard property list and posted. Items will be confiscated and may be stored or destroyed if not allowed.

Room searches will be conducted randomly and routinely. Staff will respect the items in your room while searching. After your room is searched, it will not look the same as you left it.

In Unit Dress Code

- Residents must wear clothing that fits them appropriately.
- Only state-issued clothing may be worn.
- Residents may not layer their clothing.

- If a resident is wearing clothes that are too big, they will be given clothes that are their size.
- No hats, beanies, caps, hairnets, headwraps, headbands, bonnets or any other head covering outside rooms.
- No jewelry is permitted to be worn on the floor (necklaces, rings, earrings, bracelets, piercings etc.).
- No hooded sweatshirts.
- No sagging pants below the waist or layering clothing (except for wearing one hoodless sweater on top of a shirt during colder months).
- Residents in orange need to wear universal orange suits with no white clothing other than socks and underwear.

Outside Unit Dress Code

IF A RESIDENT IS CAUGHT OUT OF DRESS CODE, THEY WILL BE SENT BACK TO THE UNIT TO CHANGE.

- Residents must be in Khaki uniforms every time they leave their living unit except for the following activities where sweatpants are acceptable:
 - After school hours gym and fitness center.
 - After school hours prescheduled recreation games.
 - Working in the K9 department.
 - Participating in Physical Therapy appointments.
- No jewelry (Rosaries, necklaces, dog tags, rings, earrings, bracelets, piercings etc.).
- No layering permitted.
- Shoes only, no slides.
- Clothing should fit properly (not too tight, not too baggy). Pants must be worn up around the waist and not sag.
- Beanies will be allowed weather permitting.
- Residents in orange need to wear universal orange attire.

Same standards as uniforms apply.

School and Visitation Dress Code

IF A RESIDENT IS CAUGHT OUT OF DRESS CODE, THEY WILL BE SENT DOWN FROM SCHOOL TO CHANGE.

- No hats, beanies, caps, hairnets, headwraps, headbands, bonnets or any other head covering.
- No jewelry (Rosaries, necklaces, dog tags, rings, earrings, bracelets, piercings etc.).
- No hooded sweatshirts.
- Sweatshirts may be worn over polo shirts or t-shirts, but sweatshirts cannot come off.
- No other layering permitted.
- Khakis only. No shorts under khakis, undergarments must be covered.
- Shoes only, no slides.
- Clothing should fit property not too tight, not too baggy. Pants must be worn up around the waist and not sag.
- Residents in orange need to wear universal orange suits.

Same standards as uniforms apply.



Movements

Movement Within the Unit

You are required to raise your hand and ask for movements around the cottage. This applies when you are outside and participating in activities. Moving from place to place without permission is considered a security violation. Staff will assume that any unannounced or unauthorized movement is purposeful and respond accordingly.

Please raise your hand, wait to be called on, and ask to move. Staff must give permission before you move. This is for our safety, your safety, and the safety of other residents.

The following areas of the unit require movement permission:

- Zones.
- Bedroom ("room call").
- Bathroom ("head call").
- Shower.
- Laundry room ("mudroom").
- Staff desk.
- Kitchen.
- Dining room.
- Group room.
- Living room.
- Movement to approach staff.

Residents are expected to be seated at tables, seated in a chair in the day area, at their assigned seat, or in their zone chair and get movement from staff before moving.

The area inside the striped line around the staff desk is completely off limits to residents. Residents may not grab things off the desk, lean over the line and onto the desk, or step inside the line at any time.

Movement Outside of the Unit

You will always be accompanied by staff when on the walkways. These staff will radio security to inform them of the movement to a specific location. There is no running on the walkway unless you are given permission. You are not allowed to communicate with other residents on the walkway.

Before moving on the walkway, you are expected to:

- Check that you are wearing the appropriate clothing. Residents are not allowed to have any items on their person while on walkways. Make sure you aren't wearing any jewelry before you leave the cottage (religious rosaries cannot be worn outside of your room).
- Line up as directed by staff.
- If you are in an orange suit, you must remain at the end of the line.
- Bring voice level to 0 or 1, based off staff directive (residents are usually permitted to talk on the walkway).
- Wait until directed by staff to begin walking.

When you are moving on the walkway with other residents, you are expected to:

- Stay in the group.
- Residents in orange must be in the back of the group close to staff.
- Residents must walk in front of the last staff.
- Do not toss balls or bounce balls.
- Do not yell, use hand signals or communicate with any other unit on the walkway.
- Move to **the right** at any time security or other vehicles are driving by you on the walkway.
- Follow staff directions.
- No eating or drinking on walkways.
- Residents' hands are not to be in their pants.

PERSONAL WELLNESS

Individual and Group Counseling

You will be assigned a counselor within the first week of your arrival. This person will help you develop your individualized program and will assist in your treatment goals.

We incorporate Dialectical Behavioral Therapy (DBT) as part of JR's Integrated Treatment Model (ITM). Below is a general outline and description of the core components. Your counselor can discuss these further with you when you meet.

The Five Functions of Treatment:

1. **Motivation and Engagement** – How can we motivate you to want to be in treatment and keep you engaged in the process?
2. **Enhancing Capabilities (Skill Acquisition)** – You will gain skills through to help you manage your relationships, school, work, and life events.
3. **Skill Generalization** – We help to ensure you can use the skills you have learned in many settings.
4. **Structuring the Environment** – We will help to create a place where you feel comfortable learning and using new skills. We will help to create a place that promotes your success both short-term and long-term.
5. **Motivate and Engage Treatment Providers** – Staff are motivate and engage on the treatment model and provide you with the best treatment.

Individual treatment involves:

- Your counselor working with you and your family to identify your treatment plan.
- Receiving individual counseling with your assigned counselor to set goals and a path to meeting them.
- Completing Diary Cards to track your thoughts or behaviors and treatment targets each day.
- Behavior Chain Analysis (BCA): Working with staff to help figure out how and why you do what you do, especially things that get in the way of your goals.

- **Skills and treatment groups that help you learn how to:**
 - Focus your attention.
 - Deal with emotions.
 - Handle tough situations without making them worse.
 - Take care of and improve relationships.
 - Solve problems.
 - Figure out your values and how to follow them.
- **Family programs:**
 - Counselors contact your family each month to discuss your progress and get input.
 - Make weekly phone calls to family.
 - Family visits (scheduled by staff).

Treatment Program

Our programs focus on individualized treatment for each resident's needs. What this means is that each resident is on their own individual program. Your program/treatment will be worked on by you and your case manager, with help from the rest of the staff team and other campus resources. You should always be aware of what you are working on in treatment. Each week you will have a counseling session with your case manager to discuss your specific treatment. You will also be participating in treatment groups on a daily and weekly basis.

When residents first enter your assigned Unit, they will be on Orientation Phase. If you are maximum security due to your crime, sentence length, or detention behavior, you will not be allowed to leave the unit for a specific amount of time. Through treatment and demonstrating safe behavior you can earn ability to have more access to campus.

What are Reinforcements?

You will hear staff and residents around the unit use the word “reinforcements” frequently. Reinforcements are items you’ll be able to earn or things you’ll be able to do around the cottage, when staff observes you doing the right thing, using skills on your shaping plan, or going above and beyond in the unit. This could be using your skills, staying out of fights when presented

with one, disengaging from unsafe behavior, or cleaning your zone bathroom. Your staff team wants to be able to reinforce you for engaging in positive behavior. You will be able to purchase items from the unit store with the reinforcements you earn. Most unit stores have food items and other items to purchase.

What is a CUE and Why Do We Do It?

In addition to “reinforce,” you’re likely to hear the word “cue” being used around your cottage. When a staff “cue” you, they are making you aware of something you are doing incorrectly or asking you to do something, whether that is sit down, move to the day area, or to stop talking about something. Even on a good day you will probably be cued a couple of times. It’s important to try not to take it personally and comply with the staff directive to keep everyone safe.

Common (but not all) Cues and why we use them:

CUE: Sit down/don’t stand.

WHY: Multiple residents standing makes it difficult for staff to observe the floor and keep it safe.

CUE: Don’t walk around.

WHY: Multiple residents walking around makes it difficult for staff to observe the floor and keep it safe.

CUE: Ask for movement.

WHY: Staff need to be able to monitor who is where in the unit effectively to keep everyone safe.

CUE: Ask for movement BEFORE moving.

WHY: Moving before asking defeats the purpose of asking, and you may be more discouraged when told, “no” if already doing it.

CUE: Wait for staff acknowledgement when asking for movement.

WHY: Staff must nod, or say yes, so that they know where you are in the unit in relation to others.

CUE: Stop Horseplay.

WHY: Horseplay can lead to fights, accidents, and PREA allegations.

CUE: Watch your language.

WHY: We should speak respectfully to others and not create a hostile environment, for others, in the unit.

CUE: Stop gang/disrespectful talk.

WHY: While we acknowledge that some residents are gang affiliated, gang talk creates an unsafe environment for everyone.

CUE: No war stories.

WHY: Unless in a programming group where it is allowed, or in a therapeutic setting, discussing these topics doesn't help anyone.

CUE: Take a step back from the desk (Candy Cane Lane).

WHY: The staff desk and area behind the striped line is entirely off limits to residents and contains sensitive information.

Treatment and Structured Groups

You will be expected to participate in several treatment groups while residing in Echo Glen. Some groups are ongoing, while others last for 10-12 weeks. Active participation in these groups earns you additional privileges in the cottage.

Orientation Phase

During the Orientation phase you will be working with your case manager to develop goals and what commitments you have while at Echo Glen. You will be issued an Orientation sign off sheet to work on until a more specific shaping and reinforcement sign off can be created with your case manager. During this phase, you will be on unit restriction for at least 72 hours. You will need to meet with each member of the staff team to share your goals and commitments.

Programming Phase

This phase means you are participating in your treatment program. This includes attending groups and participating in counseling sessions that often involve assignments/homework, and attending school as required. It also means you are learning and practicing new skills and achieving goals. As you generalize skills and meet your goals, new ones will be determined by you and your case manager. In this phase you will be assigned various treatment assignments based on your level of treatment needs.

Parole Revokes

This program is assigned to specific residents who have failed to follow their parole agreements and have been sentenced to serve up to 30 days.

1. Parole revoke residents will initially be placed on tables or zone chairs where they will complete treatment assignments. The staff team and parole counselor will determine the assignments issued.
2. Upon completion and approval of all assignments, along with demonstrating good unit behavior, the parole revoke resident may return to programming at 8:30 p.m. bedtime.
3. Staff will determine if and which treatment groups the parole revoke will attend.



Consequences

“Consequences” are outcomes that happen when you exhibit unsafe or prohibited behavior. In addition to having an earlier bedtime, you may be asked to complete behavioral assignments. We ask that when you are on this temporary consequence, you work towards learning why you were placed there and what you can do more skillfully next time to prevent it in the future. Staff will work with you on these assignments. During this time, residents cannot earn DVD, use gaming console, leave the unit, and make phone calls (unless it is the resident’s phone call day). Although you will be able to earn tickets on consequences you are not allowed to purchase anything until after.

Early Bed

A consequence given to residents who break one of the rules listed below. An Early Bed is for the day assigned.

Minor

A minor is a consequence given to residents who break one of the rules listed below. A minor is for 3 days. Assignments will be given to you during this phase to work on at the dining room tables.

Major

A major is a consequence given to residents who break one of the rules listed below. This will be for 5 days. Assignments will be given to residents during this to work on at the dining room tables. If the resident reaches 5 days on the major, has not received all staff signatures or continues to display unsafe behaviors, they will remain on the major. Staff and the residents will partner to see what additional resources can help guide the residents in having safe behaviors.

Unit Consequence Guidelines

Early Bed

- Late to Bed/Stalling
- Not Cleaning Your Room or Showering
- Skipping School/Getting Sent Back to Unit

Minor

- Dress code violation.
- Refusing to program, attend groups and activities.
- Causing property damage under \$25.
- Victimizing peers or staff.
- Zone misconduct.
- Not following directives.
- Passing notes, trading, lending, borrowing.

Major

- Abusive, derogatory, inappropriate language, or racial slurs.
- Tattooing.
- Encouraging others to break the rules.
- Verbal threat with or without posturing.
- Out of bounds/door flaps.
- Gang behavior/gang talk.
- Being physically restrained by staff or security.
- Being moved to the Quiet Room (disturbance that leads to CI or QR).
- Stealing.
- Property damage over \$25.
- Possession of contraband.
- Behavior resulting in Code or Clear the Floor.
- Not following directives (safety and security).
- Escape (Awol) or escape talk/planning.
- Assault/fighting (follow Apl/Fpl Grid).
- Sexual contact (consensual or non-consensual).
- Inciting a riot.
- Any behavior that violates the safety and security of campus.

The amount of room time, tables, and/or zone chairs you receive depends on how soon you demonstrate safe behavior and move towards taking responsibility for your behavior. Some behaviors can result in legal charges, assigned seats, orange suit, stripped room or transfer to another unit. Consequences can be increased if a resident continues to engage in unsafe behavior.

SPECIAL PROGRAMMING

Suicide/Self Harm Concerns

We want to keep all residents safe. Our hope is that if you have suicidal ideations or self-harm thoughts that you will come to staff so that we can work on this together. We also ask that if your peers make statements about harming themselves, you will alert staff. If you have self-harm concerns staff will work with you and a consultant to create a plan to keep you safe. During this process that may mean having less items in their rooms and having specific treatment assignments to help keep you safe. When on elevated suicide precaution levels (SPL 1, SPL 2, or SPL 3) you will be on unit restriction and not allowed to leave the unit. Your bedtime will be 8:30 p.m.

Assigned Seat

You can expect to be placed on an assigned seat in the day room if you repeatedly violate rules, if you are in an orange suit, and/or if you need to be closely monitored due to unsafe behaviors (as examples). Residents on assigned seats will not be allowed to complete a detail assignment.

Zone Chair

Major Incidents resulting in zone chair are marked with an * on Unit Consequence Guidelines sheet

You can expect to be placed in a “Zone Chair” if you are involved in a major incident anywhere while incarcerated. While on zone chair, depending on the behavior you engaged in, you may be asked not to talk to peers unless you are in a structured/treatment group. You cannot leave the zone, must ask for a head call, and are not allowed movement from the chair unless authorized by staff (even room calls). You must also complete treatment work and/or any work assigned by your staff to show a commitment to safety. Depending on the severity of your behavior, you may be required to rec in the back of the zone, as well.

Orange Suits

The orange suit program is assigned to residents who have presented an escape risk or are involved in aggressive behavior like fighting (APL/FPL). APL stands for Assault Protocol Level and FPL stands for the Fight Protocol Level. The APL/FPL protocol is at the end of this manual. Some residents are placed in orange due to being max security upon arrival. Residents on this program are required to wear orange suits. If you are in an orange suit you will not leave the unit unless you are escorted by staff to school or the Health Center.

Stripped Room

Concerning self-harm behaviors and suicide concerns, a designated suicide prevention specialist will decide what items will be removed from your room.

Concerning APL / FPL1 & FPL2, any additional items outside what is allowed in your room by staff will be inventoried, boxed up, and stored until returned by case manager.

Damage Time

If you have caused property damage, you will be assessed “damage time”. The number of hours you owe will be determined by the amount and severity of damage caused.

You will be required to complete one hour per day of Damage Time during the week and one hour per shift on the weekends. Damage time should be completed prior to other activities. Damage Time includes cleaning the unit.

It is your responsibility to come up with cleaning ideas, not staff's. Staff will sign your time in and out in our damage time logbook.

Violations and Hearing Process

Juvenile rehabilitation has established a clear and consistent process for responding to resident rule violations. This is a process that provides guidance about behavioral expectations for residents, a list of rules, and where they fall into the rule violation tiers. The tiers include serious violations, general violations and low-level violations. Each tier has possible responses to behavioral violations, including interventions and consequences. When a behavior is demonstrated by a resident that meets the rule violation standard, a violation hearing is requested and set up. At the hearing, you will be able to hear information about the violation and state your perspective on the violation.

CERD Extensions

When behaviors are found to have occurred, a CERD (current established release date) extension request may be submitted. Once the hearing process is complete and you are found in violation, a CERD extension request can be submitted to the JR Planning committee comprised of JR Administration to review the CERD extension request for up to 90 days. You will be notified that a CERD extension is being requested and justifications for why. You will then be notified of the decision.

Chapel Services

Non-denominational chapel services occur every Sunday. You have the right to attend these services unless you are currently on any level of consequences, pose a threat to the safety and security of the unit and/or institution (escape risk, assault risk), have recently been involved in behaviors that disrupted chapel services, or are on maximum security. If you are restricted from chapel services for any of these reasons, you may arrange to seek alternative religious services. Religious services will be met in alternative manner (in unit or individually).

Interpretative Services

If you do not speak English or are deaf, hard of hearing, or deaf/blind, you will be provided an interpreter. You and your family have the right to obtain your interpreter or designate someone to serve as your interpreter at your own expense. A private interpreter will replace a DCYF authorized interpreter. Family members cannot be designated to provide interpretive services.

Medical Services

- Nurses are available seven days per week.
- A physician is on campus two to three days per week.

Staff will contact the Health Center immediately if you have a serious medical concern. If you don't have a medical emergency but would like to be seen for a non-emergency issue, complete a health center request form (located on one of the unit walls) and place it in an envelope addressed to the Health Center. Give this to staff and it will be sent to the Health Center, and you will be placed on a prioritized list.

Behavioral Health Services

At Echo Glen accessing Psychology and Psychiatry services are easy and confidential. A psychiatrist is on campus four days per week, and Psychology Behavioral Health is on campus five days per week. You have a right to access confidential medical services and can request to speak privately to a nurse or doctor. Daily Sick Call is between 8-9 a.m. This is when you should tell staff you are feeling sick and would like to speak with a nurse. You can tell any staff member that you need to see a nurse, doctor, dentist or psychiatrist. You can also fill out a medical request slip, place it in a sealed envelope and ask staff to submit it to the health center. The form is confidential and asks what type of service you need.

Dental Services

Dental services are on campus three to four days per week, the dental clinic at Echo Glen Children's Center offers restorative and routine maintenance dental services. You can tell any staff member that you need to see a nurse, doctor, dentist or psychiatrist. You can also fill out a medical request slip, place it in a sealed envelope and ask staff to submit it to the health center. The form is confidential and asks what type of service you need.

PROGRAMS

Education

Echo Glen School is part of the Issaquah School District. You will be attending school throughout your stay, including summer school. If you are behind in your credits and are 16 years old by Sept. 1 of the school year, you may qualify for the work obtaining your GED. When you meet with the high school counselor, they will inform you if you are a candidate. If eligible for GED testing, it will be performed on campus in the GED Testing Center with an education team test proctor. For school to be a healthy place to learn, teachers need to keep their classrooms safe. If teachers feel it is appropriate, they may intervene with problem behaviors by using the following behavior interventions:

- **Call for a Personal Time Out (PTO):** During a PTO, you will work with an Echo staff (YES Team) to calm your mind and body and prepare to return to class in a better headspace.
- **Unit Send Downs:** Sending residents to the unit for therapeutic intervention with residential counselors. Residents who take responsibility and cooperate during may be allowed to return to school by security and school administration discretion.
- **Suspension:** You may be suspended from school if you are unsafe with your actions. The length of suspension is determined by school administration. The resident will be responsible for the following: sitting at tables during school hours, completing a Behavior chain analysis if the behavior was a target behavior, safety plan, and possibly completing a Correction/Overcorrection assignment.

Employment and Vocational Programs

Echo Glen offers a variety of career programs the following are just a few of the offerings for residents. FareStart Career Prep is a job training program focused on developing culinary, barista, and job skills for young people. Canine Connections is a program where residents train and prepare dogs for adoption. Residents participating in the program provide basic training and daily exercises for dogs. MyJOBS allow participants to explore different jobs, get job training, and receive counseling on how to secure and maintain employment. They will also participate in hands-

on or work-based learning. ANEW is a job training program focused on developing youth for the trades. A barbering and cosmetology program is also available.

There are employment opportunities on campus through the FareStart Career Prep Program via Café Success, a barista program where employees learn to make café beverages, take orders and serve customers. Ask your staff for more details on campus job opportunities.

TRANSITION AND FUTURE PLANNING

Adult Sentences

If you are serving an adult sentence, both Echo Glen and DOC rules apply to you. The assigned DOC classification counselor and will explain expectations.

Certain serious behaviors such as assaults on youth, assaults on staff, gang activity, introducing drugs, etc., may result in a DOC infraction. For these, you will participate in a hearing where incident reports are reviewed, and you have an opportunity to provide your perspective. If it is determined that you committed the infraction, your earned release date may be extended. Infractions can also affect where you are placed in the DOC if you return there.

It may be determined that transferring to DOC for the remainder of your adult sentence is more appropriate for the safety of Echo Glen. You may also decide you would rather serve your sentence at a DOC facility. Please let your counselor know if you have any questions.

The transfer process is below:

- Residents over the age of 17 posing a significant safety risk to Echo Glen can be referred for a Residential Review Board (RRB).
- The resident will be notified in writing of the scheduled RRB.
- At the RRB, the resident will have an assigned contract attorney.
- DCYF will have an assigned contracted attorney.
- Incident reports, videos, and other evidence is used during this board.
- A panel of three individuals outside of Echo Glen will serve as the board who will hear both sides and determine by a preponderance of evidence (more than 50%) whether the resident is or isn't a safety risk at Echo Glen.
- Behaviors that lead to RRBs are assaults, multi-resident fights, staff assaults, and other unsafe behaviors like repeated refusals to go to room or follow staff directives which compromise the staff's ability to effectively supervise residents, and destruction of property. If the resident is becoming too difficult to manage and is compromising the safety of the facility, an RRB can be requested.
- RRBs occur virtually, the resident is present, and DCYF will have staff witnesses who respond to or observe the behavioral incidents, per the documentation (Incident Reports).
- The resident and Echo Glen will be notified in writing the decision of the panel within a week or less following the RRB.



LAW ENFORCEMENT REFERRALS

We do not want you to receive an extended sentence, however, certain behaviors could result in a law enforcement referral, which could result in more time. Behaviors that could lead to more charges include, but are not limited to:

- Assaults on staff or youth.
- Destruction of state property.
- Possession of illegal substances (drugs or alcohol).
- Possession of cell phone.
- Possession of a weapon.
- Escapes.

PRIVACY

Your right to privacy is limited. All staff are required to keep you safe, and this requires frequent monitoring of individuals in their rooms or the bathroom. Each living unit has video cameras to watch activities in common areas. If you have certain concerns about your safety, you may be placed in a room with a video camera. You will be notified before placement.

LEGAL SERVICES

If you do not have an attorney but would like to seek legal assistance, TeamChild legal services are available to you at no charge. The telephone number and address to contact TeamChild is posted in your living unit wing. Staff can also provide you with this information.

TeamChild

1225 South Weller St, Suite 420
Seattle, WA 98144

(360) 322-2444

YOUTH COMPLAINTS

If you have a complaint, it's best that you try to solve it with the individual. If that doesn't work you can file a written complaint. Youth Complaint forms are in your unit. After filling out the form, place it in one of the complaint form boxes in your living unit or at the school. Do not give it to staff. Complaint forms are picked up daily. Your program manager or supervisor will review your complaint with you to determine the best possible outcome. If your complaint is not resolved, you may appeal it to the next level.

YOUR RIGHT TO AN ABUSE-FREE ENVIRONMENT

Echo Glen is committed to protecting your right to be safe from sexual abuse and sexual harassment. We have a zero-tolerance policy toward all forms of sexual abuse and sexual harassment. This means every report of abuse or harassment is investigated. PREA is a Federal Act focused on the protection of youth and adults in residential facilities, jails, and prisons from sexual assault and sexual harassment. Throughout your stay at Echo Glen Children's Center, you will receive information on the expectations of PREA, including brochures, classroom training, and talks with your staff.

Here is some information on PREA to help you understand rights and expectations:

- Sexual contact and sexual harassment between young people, even if perceived as consensual, is prohibited. There are consequences for violating this policy. In some cases, sexual contact may be a crime which we will refer to law enforcement.
- Sexual contact and sexual abuse between a staff, volunteer, or contractor and a young person is a crime.
- Sexual harassment between a staff, volunteer, or contractor and a young person is a serious policy violation.

We strongly urge you to report incidents or suspicions of sexual abuse and sexual harassment in the following ways:

- Tell your counselor, supervisor, teacher, nurse, or any staff at Echo Glen Children's Center you feel comfortable speaking with.
- Tell someone you trust.
- Call the END HARM Hotline at 1 (866) 363-4276.
- Fill out a youth complaint form and turn it in (the complaint box is checked daily).
- Call the 24-hour Victim Services Hotline 1 (888) 560-6027.
- Ask to call Human Response Network (360) 748-6601, Toll-Free 1 (800) 244-7414.

As a resident, there are some things you can do to minimize the risk of harassment or abuse, such as:

- Stay in view of a staff member when possible.
- Trust your gut! If a situation feels unsafe, it probably is.
- Do not accept favors, gifts, lend, and borrow.
- Tell someone if you feel unsafe.
- Tell the truth.





This handbook is not exhaustive, and guidelines change from time to time. It is important to recognize that staff will make the final interpretation of these guidelines.



Washington State Department of
CHILDREN, YOUTH & FAMILIES

www.dcyf.wa.gov

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