

SUNRISE Community Facility Handbook



Washington State Department of
CHILDREN, YOUTH & FAMILIES

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OVERVIEW

Sunrise Community Facility Contact Information

Phone: (509) 754-3121

1421 East Division
Ephrata, WA 98823

PROGRAM INTRODUCTION

Sunrise Community Facility is one of eight Juvenile Rehabilitation (JR) community facilities. Sunrise is committed to fostering a warm and caring environment. Sunrise provides educational and vocational training, and treatment services to help you successfully transition back into the community.



Visitation

Visitation is scheduled. Visitors must call the facility before the visit. **Visitation is available on weekends for two-hour time periods:**

11:00 a.m. – 1:00 p.m.

1:00 p.m. – 3:00 p.m.

3:00 p.m. – 5:00p.m.

Weekday visits may be available under special circumstances and must be approved by a supervisor. Those who are on sanctions are not eligible for visitation.

Up to two adult family members may visit at one time. Children must be approved by a supervisor. All visitors are searched when entering and exiting the Sunrise. Visitors may bring food to share with if it is purchased or unopened goods from a grocery store.

Program Intake

You will go through an intake process. This includes meeting with staff for room assignments, inventory belongings, touring the facility, and reviewing program rules and expectations).

SAFETY

To ensure safety for all, the following is not tolerated in the program:

- Substance Use (Alcohol, Illicit Drugs, THC Products, Nicotine Products, Synthetic Drugs).
- Assault.
- Bullying/Intimidation (Physical, Mental, Cyber).
- Gang Activity (Dress, Signing, Tagging, Glorifying).
- PREA Violations (Sexual Harassment, Assault).
- Introduction or creation of weapons.

Safety Wellness Checks

Safety wellness checks are conducted up to five times per hour every hour. Wellness checks help make sure that everyone is present and not in danger. If a resident appears to be sleeping, staff will check on that individual. If a residents skin is not visible and they cannot confirm breathing, staff will take additional measures to confirm they are well.

Free of Sexual Abuse

Sunrise is committed to protecting the 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. As part of a Youth's orientation, they will receive a safety guide on sexual abuse and harassment. **Sunrise staff will educate you on:**

- Right to be free from sexual abuse and sexual harassment.
- Ways young people can protect themselves.
- How young people can report incidents.
- Right to be free from retaliation for reporting sexual abuse or sexual harassment.
- The zero-tolerance policy at Sunrise and in JR.
- The response procedures to sexual abuse and sexual harassment.

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

- Tell their counselor, supervisor, teacher, nurse, or any staff at Sunrise they feel comfortable speaking with.
- Tell someone they trust.
- Call the END HARM Hotline at 1 (866) 363-4276.
- Fill out a youth complaint form and turn it in.
- Call the 24-hour Victim Services Hotline 1-888-560-6027.
- You can call the PREA hotline and or the "End Harm" at any time on any phone without fear of consequences

Privacy

All youth and young people have a right to shower, perform bodily functions, and change clothing in privacy. The only exception to this is in an emergency safety situation. For example, if you fall in the shower and need medical assistance. You must be fully dressed when moving from the bathroom or shower back to their bedroom. You may not walk to your room wrapped in a towel.

To maintain privacy, it is important for you to stand in front of your closet when changing or dressing in your room. When staff are checking on young people, they will knock first and wait for a response. This is when you should inform staff that you are changing clothes. They will not come in.

Staff will only enter your room if there is a safety or security issue. Opposite gender staff will announce themselves prior to entering the hallway. On graveyard shifts, staff will not knock first.

During sleeping hours, you are required to be fully clothed in pajamas (t-shirt or tank top and shorts or sweats).

Youth Voice

At Sunrise, you will learn how to share your voice and opinions in an effective way. You are encouraged to share feedback and participate in program planning and discussion groups. You can give your opinions, comments, and feedback during meetings or with feedback forms.



TREATMENT AND PROGRAMMING

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

Integrated Treatment Model

- 1. Motivation and Engagement:** You will stay motivated to be in treatment and engaged in the process.
- 2. Enhancing Capabilities (Gaining Skills):** You will gain skills through groups and one-on-one counseling to help you manage your relationships, school and work and life events.
- 3. Skill Generalization:** You will be able to use the skills you have learned in many different settings. This is done through role-play practice and exposure to new places and situations (public school, job in community, new friends).
- 4. Structuring the Environment:** Creating a place where you feel comfortable learning and using new skills. We will help to create a space that will teach you how to structure your own environment for both short-term and long-term success.
- 5. Motivate and Engage Treatment Providers:** It is important that managers motivate and engage the counseling staff and provide you with the best treatment they can.

Treatment Services

Sunrise Community Facility has a Substance Use (SUD) treatment specialist. They provide treatment for one day a week. This is for residents that are identified through an assessment or self-refer are eligible for treatment.

You can attend both individual and group therapy for drug and alcohol treatment. A certified chemical dependency counselor provides screening, assessment, and weekly group sessions. You can access Intensive Outpatient Treatment at Renew in Moses Lake with a referral. Staff conduct random tests as part of your treatment. Failure to complete testing will be considered refusal. This could result in your removal from Sunrise.

General Program Expectations

You will use the skills learned in DBT groups during your stay at Sunrise. You are expected to practice what you have learned to deal with issues in daily interactions.

These expectations were created to support programming and safety for residents, staff, and the community. At Sunrise, there is a basic expectation of integrity, honesty, respect, acceptance, compliance, and appropriate language.

Education

COLUMBIA BASIN TECHNICAL SCHOOL

Residents 16 - 18 years old and currently enrolled in High School can participate in occupational programs.

Programs include:

- Cosmetology.
- Automotive Technology.
- Video Game Programming.
- Construction.
- Culinary Arts.

HIGH SCHOOL DIPLOMA

Residents can earn their High School Diploma. Residents can participate in intense credit retrieval. This program is through the online Graduation Alliance program and Ephrata School District.

COLLEGE

Residents that already have a High School Diploma or GED can participate in college through Big Bend Community College.

TRADE CERTIFICATIONS

Through Big Bend Community College, Residents can earn certifications in:

- Welding.
- Automotive technology.
- Manufacturing.
- Aviation maintenance.

Employment

You can look for a job in the community. You can work or look for a job outside of programming time. This includes educational programming or mandated treatment programs. You can work with staff to plan transportation schedules to go to work.

You must sign an Employment Agreement form with your employer and the Sunrise administrator or supervisor after getting a job. This form outlines the rules and conditions while working. You will review this form with your case manager prior to starting a job.

Staff review behavior, goals, and level of community access for community-based programs. This assessment will be completed before starting of any community-based placement.

Restitution

Policy encourages 25% of earnings from any employment, to automatically go toward paying restitution and fines. Counselors will work with you to establish this payment plan.



PROGRAMMING POLICIES

Sunrise has policies to make sure you have a safe environment to focus on treatment and goals. These policies explain rules, expectations, and consequences for not meeting expectations or for breaking rules.

The following program policies that impact you. You will review each of these with staff during their orientation.

1. Residential Disciplinary Standards.
2. Release of Information.
3. Release to My Employer.
4. Use of Tobacco products.
5. Escape Policy.
6. Narcotics, Firearms, Intoxicants and Search Law.
7. R-rated movies, Video Games and Gang affiliation.
8. Youth Complaint and Legal Assistance.
9. Legal Correspondence Notice.
10. Communication Notice.
11. Use of Internet and Electronic Devices Agreement.
12. Agreement to Participate in Treatment.
13. Rights to Participate in or Decline Religious Activities.
14. Rules Regarding Energy Drinks.

Basic Rules

Below is a general overview of the basic rules and procedures you need to know:

- No pets.
- No chasing or harassing wildlife, including snakes, ground hogs, bunnies, etc.
- Keep dirty laundry in laundry basket and wash every week – you are responsible for your own laundry.
- No locks on bedroom doors or blocking door entrance/exit.
- No coverings of any kind on any bedroom door window.

- No covers, including blankets, over closets.
- No more than 1 person in the bathroom at any given time.
- Bedroom furniture may not obstruct staff vision while you are sleeping, including placement of dressers, or televisions.
- Sign out each time you leave the facility and have staff initial; the sign community access sheet is in the duty station.
- Sign in upon your return to the facility and have staff initial.
- No tattooing, piercing or other forms of disfigurement.
- All Youth are expected to eat meals together at the table and remain in the dining area until staff excuse everyone.
- No smoking, vaping, or chewing tobacco.
- Report any broken item or damage to staff immediately.
- Ask staff for permission before going outside.
- All residents are to remain inside at dusk.
- No swearing or derogatory gestures.
- No instigation, inciting or becoming involved in staff/resident interactions.
- You must be under direct staff supervision a minimum of 12 hours every day – please ask about the 12-Hour Rule.
- No communicating with gang signs, tagging any property (personal or state), or using gang activity glorifying speech.

Sick Status

If you stay home from work, treatment appointment, or school due to illness, you must remain in your room.

- All meals are served and eaten in your room.
- No phone calls except to parent/guardian, and or “End Harm” and “PREA hotline”.

Mail Policy

- Staff open all incoming mail for contraband and negotiable items.
- Staff review outgoing mail and initial the envelope prior to sealing contents.
- The Sunrise Admin Assistant stamps and mails only reasonable amounts of personal mail daily.
- All money goes through your Sunrise Community Facility Resident Account. This includes wages from work and gifts from family/others.

Bedroom and Living Area

- No R-rated movies and no M-rated video games. Games rated “T” are at staff discretion.
- No Insensitive or offensive room decorations.
- No gambling, trading, borrowing, or loaning.
- Bedroom areas are small and can get crowded. Limit personal possessions to necessities.
 - Sunrise is not responsible for your belongings.
 - Do not have valuable or irreplaceable items.
 - All personal items must be inventoried.
- No open flames, lighters, or any other behavior to ignite or start a fire. Residents will be held accountable for destructing or possible destruction of Sunrise property.
- Details are completed throughout the day. Everyone will have details assigned to them. Details change every Sunday, and general details are on Sunday mornings.
- Music (see Music Policy).
 - Keep volume at reasonable levels.
 - Keep the equipment in your own room.
 - Cameras, smart phones, internet, tablets, or phone access are not allowed.
 - Music that contains swearing, glorifies violence, criminal acts or anti-social behavior is not allowed.
- Everyone has assigned details.

COMPLAINT PROCEDURES

If you have a complaint about treatment at Sunrise, you should discuss the issue with the person. Staff can coach you through this process.

If you feel your rights are still being violated or you are being treated unfairly, you can fill out a Youth Complaint Form located on the resident bulletin board in the resident hallway. You can talk with the program supervisor or administrator if you need help with the form. Fill out the complaint form and give it to the program administrator or supervisor and/or place it in the locked Complaint/PREA box next to the laundry room. The complaint box is checked regularly, and the supervisor or administrator will meet with you within seven days of submitting a complaint.

LEGAL SERVICES

Staff will not provide legal advice. You can contact your attorney at any time. If you do not have an attorney, but would like to seek legal assistance, they can consult the bulletin board in front of the duty station. There are Legal Assistance Request Forms located there. Team Child is currently the legal counsel for young people. You can contact them anytime at (877) 295-2714 or (206) 322-2444 x 101. Calls to Attorneys do not count toward daily-allotted phone calls. You can talk or ask questions to your case manager, program supervisor, or program administrator.



FIRE AND EMERGENCY PROCEDURES

FIRE DRILLS

The fire alarm is a loud and continuous blast. Exit the building by the shortest and safest route. Everyone will Meet on the basketball court in the backyard for a headcount. Please review the fire escape map.

ACTUAL FIRE

Sound alarm (note alarm locations on fire escape map). Notify staff and/or call 911 immediately. Exit the building utilizing the shortest and safest route. Save life over any property.

EMERGENCY SITUATIONS

Notify staff or call 911 immediately. Remain calm and cooperate with the proper authorities. Help only if you are sure, it will help the situation. At Sunrise, our first consideration in any emergency is protecting and saving of lives.

PROGRAM LEVELS AND PRIVILEGES

Sunrise has a level system – Orientation, Contemplation, Preparation and Transition. Below is an explanation of the expectations and privileges you can earn.

Orientation Level

This level is for new residents.

Residents on this level will be introduced to the diary card, rules, CIPs, visiting, community violations, authorized leaves, and supporting one another as a group. During intake, each resident will receive their checklist that must be completed to move to a higher level. Residents are eligible for the next level, if they complete their checklist with positive feedback after 30 days.

Orientation Privileges

If you are at Orientation level, you can:

- Get visits from family members only.
- Make one phone call per day to family.
- Make a one-time shopping and money request for items you need.
- Only use the Contemplation/Orientation Level TV room.
- Listen to radio, MP3, or CD player in your room only.
- Not get CIPs.

Contemplation Level

This level is for residents that did not meet the requirements to move to another level after their first 30 days. This level may also be demoted from a higher level, if a resident is not meeting basic expectations of the higher level or progressing in their treatment. Residents can be eligible for the next level after 30 days, if complete their checklist to be promoted. Demoted residents can be reviewed after two weeks.

Contemplation Privileges

If you are at Contemplation level, you can:

- Get visits from family members only.
- Make one phone call per day to family only.
- Listen to radio, MP3 or CD player in room only.
- Use the Contemplation/Orientation level TV room only.
- Not get a CIPs.
- Not Shop. You will only get essentials.

Preparation Level

Residents in this group successfully completed orientation and are making good progress on treatment goals.

Preparation Privileges

If you are at Preparation level, you can:

- Get visits from family members.
- Get visitation from others if approved with 24-hour notice.
- Be eligible for authorized leave.
- Be eligible for employment.
- Be eligible for self-transport to and from work and treatment services.
- Get Family CIPs – up to six hours weekly with counselor approval.
- Make two phone calls per day to family and approved others.
- Make money requests and shop for the second week of the month.
- You can use the Preparation/Transition Level TV room.
- Listen to radio, MP3, or CD player in room only.

Transition Level

Residents in this group are committed to meeting their goals and practicing the skills for reentry into the community.

Transition Privileges

If you are at Transition level, you can:

- Make phone calls to family and approved others.
- Get visits from family and approved others with 24-hour notice.
- Listen to the Radio, MP3, CDs, personal DVD or TV (no bigger than 24”) with headphones in room.
- Take your MP3 and headphones out of your room.
- Use the Preparation/Transition Level TV room.
- Get Family CIPs – up to 12 hours weekly with counselor approval.
- Get Independent CIPs including shopping – must have a minimum of 45 days without sanctions.

- Make Shopping and money requests for the first and third week of the month. Individual CIPs are highly encouraged for this purpose.
- Use protein powder, with doctor approval, if following a regular workout plan.
- Spend Mindfulness Hour outside or in weight room.
- Co-facilitate groups.

Daily Goals and Expectations

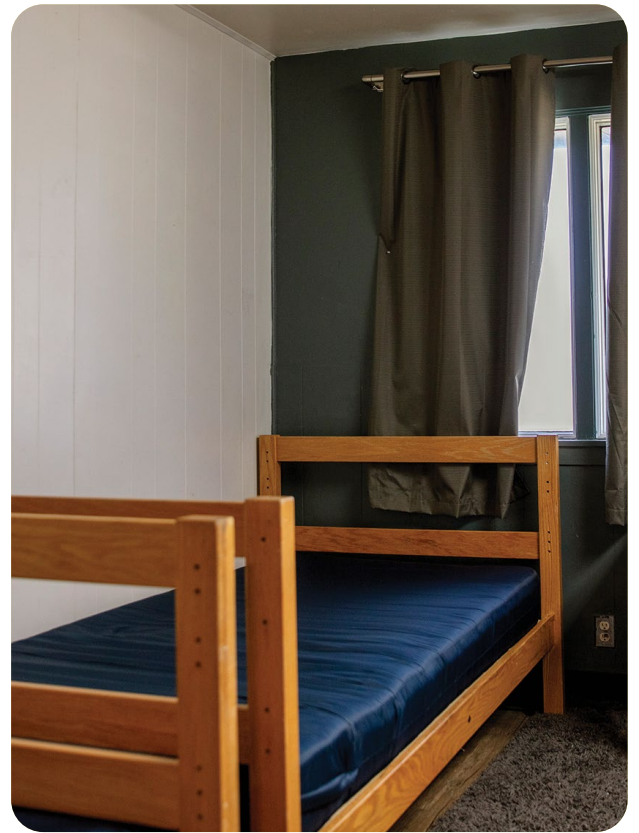
- Getting up on time and ready for the day.
- Completing details and cleaning room daily and on time.
- No foul language.
- No conversations regarding past drug use or glorifying drug use and gang related conversation.
- Remaining clean and sober.
- Taking medications as prescribed.
- Following community facility rules and meeting expectations.
- Abiding by posted phone hours and encouraging friends to use the student line and not the business line.
- Obtaining an official work schedule and writing them on the calendar every week.
- No gang-involved behavior.
- Attend treatment programming (work, school, treatment groups) as scheduled.
- Always remain in bounds and at approved location.
- Turn in all monies received to staff on duty and obtain receipts for all money purchases.
- Attend community support meetings weekly, if applicable.
- Actively engage in individual counseling sessions.
- Complete BCAs as assigned.
- Treat others with respect.
- Engage in behavior that is not seen as intimidating, threatening or aggressive.

SUNRISE PROGRAMMING SCHEDULE

Morning Schedule		Evening Schedule	
7:40 a.m.	Wake-Up	1:30 p.m. – 4:25 p.m.	Open Programming (TV, Video Games)
7:45 a.m. – 8:15 a.m.	Breakfast (Expectation is to be seated at the dining table)	4:30 p.m. – 5:00 p.m.	Dinner (Expectation is to be seated at the dining table) Group: Wed. and Sun. can run till 5:15 p.m.
8:15 a.m. – 8:30 a.m.	Details	5:00 p.m. – 5:30 p.m.	Details
8:30 a.m. – 9:30 a.m.	Hygiene Time	5:30 p.m. – 5:45 p.m.	Downtime
9:30 a.m. – 12:30 p.m.	School (Expectation is to be ON TIME in designated meeting area NO LATER than 9:30 a.m.)	5:45 p.m. – 9:00 p.m.	Open Programming/Outings (TV, Video Games) Levels P and T can continue watching tv, playing video games until their appropriate bedtime
12:30p.m. – 1:00 p.m.	Lunch (Expectation is to be seated at the dining table)	Bedtime Schedule	
1:00 p.m.	Details		
		8:00 p.m.	RI, TI, Tobacco Sanction
		9:00 p.m.	Orientation and Contemplation Levels
		10:00 p.m.	Preparation Level
		11:00 p.m.	Transition Level

You must take care of hygiene, medication, laundry, and other needs before your bedtime.





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.



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