



Sunrise Community Facility

# Program Handbook

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Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

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**Sunrise Community Facility**  
1421 East Division Avenue  
Ephrata, WA 98823  
(509) 754-3121

## Overview

This handbook provides an overview of the Sunrise Community Facility program, information about many exciting opportunities, and our expectations while you reside here. As you review this material, we hope you find Sunrise to be a great place to accomplish your desired goals as you complete your time with Juvenile Rehabilitation (JR). If you have any questions, please do not hesitate to have your case manager reach out to any of the below Sunrise staff or counselors.

Mathieu Guettinger, Community Facility Administrator  
Francisco Quintana-Razo, Community Facility Supervisor

Francisca Valdez, Administrative Assistant  
James Webb, JR Residential Counselor  
Jessica Carlson, JR Residential Counselor  
Raul Fernandez, JR Residential Counselor  
Barbara Kapalo, JR Counselor Assistant  
Alesha Judkins, JR Counselor Assistant  
Carlos Sandoval-Larios, JR Counselor Assistant  
Aaron Corsi, JR Counselor Assistant  
Wilson Holman, JR Security Officer  
Lisa Bergman, JR Security Officer  
Ryan Fisk, JR Security Officer  
Anna Vela, JR Security Officer

Phone: (509) 754-3121

## Program Introduction

Sunrise is one of eight state-operated community facilities for JR youth and houses up to 14 residents. Sunrise is committed to fostering a warm and caring environment so that you feel safe in making big changes. Sunrise also provides education, vocational training, and treatment services to help you successfully transition back into the community.

As part of our mission to strengthen youth, Sunrise Community Facility collaborates with the Columbia Basin Job Corps, Open Doors through Big Bend Community College, and Columbia Basin Technical School to provide education and vocational skills training. Through these programs, you can obtain the skills needed for independence, employment, and continuing education. All youth at Sunrise are either enrolled in these programs, have graduated from a program, are employed, or continuing their education through Big Bend Community College.

At Sunrise, we believe it is essential to provide youth with the education and skills needed to maintain a career with a steady income once released and back in the community. We believe these things should be the focus for your long-term future, and our goal is to help you gain certification in your trade before releasing from JR. To further set you up for success, we will also provide Dialectical Behavior Therapy skills and weekly one-on-one counseling where you'll develop a plan to address targeted behaviors.

Congratulations on entering the Sunrise program! The program is an excellent opportunity to achieve your educational and career goals and we are here to assist you.

## Program Orientation

Upon arrival, each resident will go through an orientation process. Orientation includes meeting with staff for room assignment, taking inventory of your belongings, touring the facility, introducing you to residents and other staff, and reviewing basic program rules and expectations.

### Safety

At Sunrise, we want you to be not only safe, but also feel safe. You need to know that your privacy matters, and we do not tolerate any physical or emotional intimidation by peers or staff. Staff do not physically restrain residents. Staff consider and respect your privacy. Staff want to hear your concerns, and if at any time you do not feel safe in the program or our local community, please inform staff immediately. We will discuss the issue with you and help to identify some solutions to remedy the situation.

### Your Right to an Abuse-Free Environment

Sunrise 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 we will investigate every report of abuse or harassment. As part of your orientation, you will receive a safety guide on sexual abuse and harassment, and Sunrise staff will educate you on:

- Your right to be free from sexual abuse and sexual harassment
- Ways you can protect yourself
- How you can report incidents
- Your 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 your counselor, a supervisor, teacher, nurse, or any staff at Sunrise 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
- Call the 24-hour Victim Services Hotline 1-888-560-6027

### Privacy

All residents have a right to shower, perform bodily functions, and change clothing in privacy. The only exceptions to this are emergency safety situations (for example, if you fell in the shower and needed medical assistance). To maintain your privacy, we recommend changing clothes in the bathrooms. Residents must be fully dressed when moving from the bathroom/shower back to their bedroom (for example, you may not walk to your room wrapped in a towel).

You may also change in your room. We recommend standing in front of your closet when changing or dressing in your bedroom.

When staff are checking on residents, 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 only enter your room in this instance if there is a safety or security issue.

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

## Your Voice and Opinions Matter

At Sunrise, we will teach you how to get your voice and opinions heard effectively. We welcome your feedback and provide opportunities for you to participate in program planning and discussion groups. We will also provide opportunities to give your opinions, comments, and feedback directly (in group or meetings) and indirectly (through feedback forms).

## Treatment and Programming

At Sunrise, we incorporate both Dialectical Behavioral Therapy (DBT) as 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.

### The Five Functions of Integrated Treatment Model

1. Motivation and Engagement of Clients
  - How can we motivate you to want to be in treatment and keep you engaged in the process?
2. Enhancing Capabilities of the Client (Skill Acquisition)
  - You will gain skills through acquisition groups and one-on-one counseling to help you manage your relationships, school and work, and life events.
3. Skill Generalization
  - We help ensure you can use the skills you have learned in various contexts or settings. We do this through role-play practice and exposure to new places and situations (i.e., public school, a job in the community, new friends, etc.).
4. Structuring the Environment
  - We will help to create a place where you feel comfortable learning and using new skills. We will help create an atmosphere that promotes your success and teaches you how to structure your environment for short-term and long-term success.
5. Motivate and Engage Treatment Providers
  - This area is for managers to motivate and engage the counseling staff to stay focused on the ITM model and provide you the best treatment guidance they can.

## Treatment Services Provided by Outside Agencies

### Drug and Alcohol Outpatient or Intensive Outpatient Services

Residents needing outpatient drug and alcohol services attend individual and group therapy at Prevention and Recovery Center (PARC) in Moses Lake. A certified chemical dependency counselor provides screening, assessment, weekly or bi-weekly group sessions, intensive outpatient and one-on-one counseling for residents. Treatment is a high priority. We expect you to maintain compliance with all aspects of treatment programming. Staff conduct random breathalyzer and urinalysis tests as part of your treatment at Sunrise.

**Grant Mental Healthcare Services**

Specialized treatment providers in the community are available to serve your mental health needs while at Sunrise. This includes assessment, individual and group therapy, medication management, and other mental health services you may need.

**Programming Opportunities**

**Job Corps, Open Doors, Work, School and Day Program**

All residents are required to have full-time work or a school program. Upon arrival, we will determine whether you will work or go to school by linking your personal goals with your treatment needs. You will meet with your assigned counselor and the school teacher to assess the best program for you.

The day program is for residents who have not yet started Job Corps, Open Doors, CB Tech, full-time work, or school. The purpose of a structured day program is to provide opportunities to develop a work ethic through completing details, job applications, and treatment assignments.

Day Program Schedule	
6 – 6:30 a.m.	Wake up and breakfast
6:30 – 7 a.m.	Room care, hygiene, morning details
7:15 – 7:30 a.m.	Leave for Job Corps, Open Doors, school, or employment readiness
8 – 11 a.m.	Morning trade or education session
11 – 12 p.m.	Lunch (varies depending on trade/education)
12 – 3 p.m.	Afternoon trade or education session
3 – 5 p.m.	Return from Job Corps, dinner and evening details
5 – 6 p.m.	Mindfulness Activity, Daily Goals Group
6 – 9:30 p.m.	Evening programming (counseling, groups, outings)

Note: Times may change to meet other programming needs.

**General Sunrise Program Expectations**

Our goal is for you to use the skills learned in CBT/DBT groups during your stay at Sunrise. We expect you to practice what you have learned and skillfully deal with issues as they arise in your daily interactions, both during your stay and after your release.

These expectations are designed to facilitate your daily programming needs and ensure the safety and security of residents, staff, and the community. At Sunrise, there is a basic expectation of integrity, honesty, respect, acceptance, compliance, and appropriate language. These guidelines support Sunrise’s treatment philosophy and are an integral part of your continued success.

While at Sunrise, you will attend the Job Corps program or the Open Doors program through Big Bend Community College and Columbia Basin Technical Skills Center. We work closely with staff in all three locations, and Sunrise staff is always on-site to assist you with any issues or concerns that come up.

It is important to maintain appropriate boundaries and healthy relationships at all times so that Sunrise, Job Corps, or community members do not question your actions. Please remember you are a resident at Sunrise and have unique circumstances to any relationships you form.

### Restitution and Court Fines

JR Policy requires 50% of your earning from any employment, including Job Corps, automatically go toward paying restitution and fines. Your counselor will work with you to establish this payment plan.

### Vocational Opportunities

There are many exciting trade opportunities available to you through Job Corps. These include, but are not limited to the following:

- Carpentry
- Cement Masonry
- Facility Maintenance
- CISCO
- Painting
- Plastering

Trades available through Columbia Basin Technical Skills Center are as follows:

- Advanced Manufacturing
- Automated Manufacturing and Design
- Automotive Technology
- Construction
- Cosmetology
- Culinary Arts
- Digital Multimedia Design
- Entrepreneurship/Marketing
- Video Game Programming

Work-based learning opportunities are available through Job Corps, depending on your trade. You may also seek employment in the local community outside of the Job Corps schedule. You may not obtain employment that interferes with Job Corps. Residents will work closely with staff in developing transportation schedules for employment, primarily through public transportation using local bus routes.

After securing employment, you must sign an Employment Agreement form with your employer and the Sunrise administrator or supervisor. This form describes the core rules and conditions you need to be aware of while you are working. You and your case manager will review this form before starting your job.

Staff assess behavior, goals, and level of community access for placement in a community-based program. This assessment will be completed and reviewed before the start of any community-based placement.

## Community Engagement and Family Visitation

### Family Visitation

We encourage as much family and community support contact as reasonable during your stay at Sunrise. Sunrise considers family to be the main supporting adult in your life – usually the person you plan to live with upon release.

During your first 30 days, only immediate family can visit you at the group home (speak to the program administrator for exceptions to this rule). To visit, your family must first call ahead and talk with your counselor. After this, we will add them to your approved visitor list, and they can begin visiting during scheduled program visiting hours or by calling ahead to make arrangements. All children who are visiting Sunrise must be under the direct supervision of a parent or guardian at all times.

### Non-Family Visitors

After your first 30 days in the program, you are eligible to have non-family visitors. Your counselor must approve all non-family visitors before their arrival. This typically requires a minimum of 24-hour notice. All visitors that are under the age of 18 must have parental approval to visit the Sunrise campus. You can work with your counselor to arrange for non-family visitation.

### Visiting Hours

Visiting hours are on Saturday and Sunday from 11 a.m. to 5 p.m. You should always check with staff first before planning a visit. Visits outside of these hours are possible only if approved by staff, and all visitors must have prior approval. Any visitors under 18 must have written consent from a parent or legal guardian before any visit.

### Family Outings (Community Involvement Passes)

Once you have been in the program for 30 days and your parent/guardian has been out to meet with your counselor, you may be eligible to go on family outings. Family outings can last from 1-12 hours, depending on your level of engagement in treatment. All outings are required to be in the group home's general area and in a location that staff can access for community checks. You can meet with your counselor to arrange for family outings and to review guidelines for family outings.

Note: For a family member to pick you up and take you on an outing, they must be able to present staff with a current driver's license and a valid vehicle insurance card.

### Authorized Leave

Once you have completed 60% of your JR sentence, you are eligible for authorized leave. Authorized leave is based on your level of involvement in treatment, your parent/guardian's level of involvement in your treatment, your level of motivation and engagement in treatment, and your trust level in the program. You can meet with your counselor to review guidelines for authorized leave.

### Telephone Use

Your counselor will work with you to create a list of approved contacts. All incoming/scale calls are limited to 10 minutes. We want all youth to have equal access to phones, so it is important to be mindful of other's needs. If phones are in high demand, you may have to wait to make another call.

- All calls are documented in the phone call log.
- You may only receive from and make phone calls to people on your approved phone contact list.
- No calls may be transferred to a third party, another resident, or another phone number.

- Staff assist with placing all calls, including long-distance calls.

## Resident Funds

While at Sunrise, you may receive or earn money. Sunrise staff are the assigned custodians of all money received by youth. Staff will document and receipt all money, and place it in the youth's in-house account. Funds should not exceed \$300. Sunrise staff place any balance over \$300 into an individual bank savings account. Youth should immediately turn in all money to the staff on duty.

1. If you have restitution or court fees, 50% of your income goes toward paying that off.
2. When requesting money from your account, you need to submit a money request form to your assigned counselor on Monday of every week. Staff process money requests every Tuesday. Staff will not approve new money requests until the previous week's request is reconciled.
3. A valid receipt must accompany all money expenditures. Sign all your receipts and submit them with your money requests. These are kept in your residential account log maintained by Sunrise. Valid receipts must contain:
  - The date of purchase
  - The amount spent
  - The item purchased
  - The place of purchase
4. Staff keep all money requested in the safe until you are ready to spend it. While at Sunrise, you are not allowed to possess or have access to cash cards, charge cards, credit cards, retail charge accounts, or checking accounts.

## Community Service

Community service is required at all JR community facilities. Community service fosters community involvement, helps you develop support networks, allows you to give back to the community, and practice social skills. Sunrise and Job Corps collaborate to provide community service opportunities. The expectation is that all community service takes place outside of the Sunrise facility. Staff authorize community service at the Sunrise facility only under special circumstances, and with the approval of the program administrator or supervisor.

All youth must participate in community service every month. If you complete six hours of community service in a month, staff will reward your extra effort (e.g., movie or dinner in the community). Failure to complete monthly community service hours results in some loss of privileges (e.g., no telephone, no outings, and no visits until complete).

Staff require youth who earn their Leadership to participate in a minimum of three hours of community service every month to remain on Leadership.

## Personal Wellness

Sunrise supports personal wellness and healthy lifestyles. We have a full-time cook who provides nutritious, balanced meals. Sunrise also provides some structure to encourage necessary levels of sleep and exercise. We have weights and a basketball court on-site, and Job Corps support recreation activities.

### Job Corps/Big Bend Community College Activities

The Job Corps and Open Doors programs offer opportunities to attend different sponsored activities. Attendance to these activities is not automatic or definite. Your behavior determines if you can participate in recreational activities. Note: If you have had a difficult interaction with staff before the outing, you may remain behind at Sunrise.

Examples of program obligations include:

- Cleaning your room daily.
  - You must pass room inspections the morning of a Job Corps activity to attend. If you do not pass the room inspection, you will receive a day of Community Restriction and spend the evening doing laundry and cleaning your room to staff expectations.
- Showering daily for personal hygiene.
- Completing detail on time.
- Abiding by the dress code.
- Being up on time in the morning.
- Signing out and ready to leave on time for Job Corps.
- Meeting behavioral expectations consistently.

Examples of sponsored activities:

- Job Corps Activities
  - Evening recreational activities (basketball, billiards, weight lifting)
  - Intramural sports
  - Movie outings
- Big Bend Activities
  - Movie nights at the Lee Theater
  - Dodgeball tournaments
  - Other offered ASB events

Note: All activities are subject to change based on behaviors and staffing availability.

### Ephrata Athletic Club

We have a full gym membership to the Ephrata Athletic Club. The gym offers a weight room, two cardio rooms, circuit training, and a racquetball/basketball court. The following rules are in place:

- Hours of use:
  - Monday – Thursday, 7:30 p.m. to 9:00 p.m.
  - Friday – Sunday, 10 a.m. – 9 p.m.
- No access to locker-room/sauna. There is a bathroom that you will be allowed to use.
- No Bluetooth speakers allowed at the gym.
- Maximum of six residents are allowed to go to the gym at one time.
- We expect you to spread throughout the gym and not congregate in one area unless playing basketball.

- You must sign a gym agreement and gym etiquette form before using the facility.

## Medical, Dental, and Mental Health Services

Medical, dental, and mental health services are available off-site at community agencies. When you arrive, we will make an appointment to meet our doctor and set up any needed medical plan. You will see the dentist for check-ups or any dental issues that arise.

Mental health services are available for individual counseling, therapy, and medication management. You will discuss your needs with your counselor upon arrival. Your medical, dental, and mental health needs are always confidential.

It can take up to several weeks to schedule appointments. Please do not wait to speak with staff if you feel you need to go to the doctor, dentist, psychiatrist, or a therapist. In the event of an emergency, staff will take you to the nearest hospital emergency room.

Vision screening and corrective lenses are available from our local provider. Your medical coupon covers some basic services, while other services cost extra. Please speak with your counselor for details.

You must receive a physician's prescription for non-prescription drugs, herbal supplements, remedies, or vitamins. Any costs not covered by your medical coupon or insurance are your responsibility unless approved by your counselor, the supervisor, or the administrator.

If you refuse medical or dental care, you need to sign a waiver releasing Sunrise from any responsibility. Taking your prescribed medication(s) is voluntary, though refusing your medication results in consultation with the supervisor or administrator.

## Bedroom Cleanliness

We have minimum standards for room cleanliness at Sunrise. It is important for yourself and your roommates that your dorm room is neat and orderly. Rooms should be clean before you leave the facility in the morning and kept tidy throughout the day. You are responsible for your possessions and bedroom area. The following are the basic expectations for room cleanliness:

- Bed is neatly made.
- Desk, dressers, and tables are neat and free of dust.
- Carpet is clean and vacuumed (vacuum weekly).
- Clean clothes are in your wardrobe/dresser, and dirty clothes are in the basket.
- Waste containers are emptied.

\* You are responsible for your possessions and bedroom area.

We check bedrooms in the morning, during weekly detail generals, and at staff discretion.

## Bedtime and Lights Out

Bedtime and Lights Out Schedule		
Sunday – Thursday		
	Hygiene	Lights Out
Lapse In Judgment	8:30 p.m.	9 p.m.
Critical Thinking Error	8:30 p.m.	9 p.m.
Admin Review	7:30 p.m.	8 p.m.
First 30 days	9 p.m.	9:30 p.m.
Independent Programming	9:30 p.m.	10 p.m.
Friday, Saturday, and Holidays		
Lapse In Judgment	8:30 p.m.	9 p.m.
Critical Thinking Error	8:30 p.m.	9 p.m.
Admin Review	7:30 p.m.	8 p.m.
First 30 days	9:30 p.m.	10 p.m.
Independent Programming	10 p.m.	10:30 p.m.
Earned Bedtime	10:30 p.m.	11 p.m.
Earned Bedtime	11 p.m.	11:30 p.m.

**Weekend Wake Up:** 9:30 a.m. and all youth out of bed by 10 a.m.

## Treatment and Coaching

### Individual Counseling

Sunrise administration assigns counselors to youth before joining the facility. The counselor will be in regular contact with you at least 30 days before you arrive. This person will help you during the treatment process and communicate with your family and parole counselor. Your counselor will meet with you weekly for individual counseling.

The first priority in your individual counseling sessions will be to orient you to what treatment and counseling will look like, what you will discuss when you meet with your counselor, how often you will meet, and for how long. Your counselor will work to develop a therapeutic relationship with you and review limits of confidentiality (what will remain confidential and what will have to be reported or discussed with other staff). Together you will identify what areas you would like to work on or that your parents/guardian or staff would like you to work on.

You will also discuss what has worked well for you in the past and what has not, skills you have already, and skills you would like to learn. Alongside staff, you will identify both short- and long-term goals to work toward while at Sunrise and beyond. Your regular sessions will focus on finding target behaviors that you and your counselor agree are important for your growth. Chain analysis will also be used to help you and your counselor assess your behaviors and their functions so that you can work together to make changes.

## Diary Cards

Staff or your DBT group leader give you Diary Cards to use. You will work with staff and group leader to determine when you will complete diary cards. Completion of weekly diary cards for the month earns you one hour toward the community service reward.

## Treatment Groups

All residents participate in weekly treatment groups.

1. **DBT Group** – This group teaches ways to manage anger, emotions, and frustrations, and helps you develop effective interpersonal skills. There are four separate teaching modules, including mindfulness, interpersonal effectiveness, emotion regulation, and distress tolerance. These modules provide specific skills to practice in the program and in the community. Additionally, opportunities for role-play scenarios will help you practice and strengthen your skills in problem-solving.
2. **DBT Generalization Skills Group** – This group uses role-play scenarios to help you practice skills learned in acquisition group. The goal is for you to try to solve the issues described in the role-play.
3. **Alcohol and Narcotic Anonymous Group** – Sunrise encourages residents to attend AA or NA meetings in the community at least weekly.
4. **Resident Meetings** – Sunrise expects all residents to participate in these weekly house meetings. The supervisor will facilitate Resident Meetings and will take feedback from the meeting to the weekly staff meeting.

## Individualized Programming To Aid in Personal Growth Program Privileges

At Sunrise, we believe your growth should not be based on levels and standards that apply to everyone when your treatment differs depending on your circumstances, motivation, and shaping plan. This section of the manual explains our individualized programming, privileges, and the behavior expectations for maintaining them. You and your counselor will discuss what expectations look like and how to earn the many privileges available at Sunrise.

Sunrise has individualized programming, which means no level system. You will first get a diary card to log your daily behaviors and use of skills. During the first 30 days, you will talk with your counselor about what you want to work on to better yourself and discuss SMART goals. This will be the start of creating your target behaviors (the behaviors we want to see more of). Your counselor will then conduct a complete Behavior Chain Analysis (BCA) with you, discuss your DBT skill knowledge, and create SMART goals with you. Your counselor will work with Sunrise staff to create an individualized shaping (treatment) plan for you. The shaping plan consists of 1-3 skills that you will work toward, how you will

practice and track the skills, and how you will be reinforced when you are actively engaged in meeting your target behaviors. The back of your assigned diary card contains your weekly programming sheet. The programming sheet has your logged use of assigned skills in the milieu and the community and at school and work. You will choose your privileges/positive reinforcements based on where you are at in the shaping plan.

## Privilege Possibilities

- Music players (Bluetooth is okay. No camera and internet capabilities).
- Eligible to attend outings in the community based on behavior.
- Family visitations at Sunrise Community Facility.
- Family outings (Community Involvement Pass) are limited to your family or legal guardian only. You will be eligible after 30 days at Sunrise with behavior and community readiness. You will work with your counselor to determine an agenda and length of the outing. Your first CIP will take place in Ephrata only. After attending the first CIP with no issues, the next CIP can take place within Grant County.
- Authorized leave with your legal guardian after 60% of your sentence.
- Self-transport to and from school or work.
- TV, DVD, Stereo or game station in your room.
- Later bedtime.
- Ability to check out money for spending.
- In-person shopping trips with your counselor or online shopping.
- Treatment-related independent community passes during the last six months of your sentence.
- Use of the Sunrise Ephrata Athletic Club membership.
- Privilege room.
- Ability to gain employment after completion of GED, high school, or trade school programs.
- Extra phone calls to family and friends.
- Special movie nights on Friday or Saturday.
- Hand-held games such as game boys/Nintendo DS.
- Group trips to Wenatchee, Spokane, or Kennewick Mall (pending staff availability).
- Planned activities:
  - Movie theater, bowling, dinner at a restaurant, ice skating, sledding.
- Additional ideas are welcomed, presented to staff, and considered.

## Behavioral Expectations Your First 30 Days at Sunrise

- Complete diary card as assigned.
- Participate in all assigned treatment groups and get to know group expectations.
- Practice listening and participation skills.
- Attend weekly individual sessions with your counselor to discuss treatment needs, goals, and to work on your shaping plan:
  - Behavioral Chain Analysis (BCA).
  - SMART goals.
  - Privileges you want to work towards.
  - Skills to work on in your shaping plan.

- Setting and revising individual progress milestones for achievement and goals.
- Get to know program rules and ask questions when needed.
- Follow “Day Programming” expectations until you get your individualized program and start school:
  - Waking up on time, helping where needed or assigned house detail, working on treatment assignments, and staying constructive and active through the day.
- Work on creating your schedule, such as a morning routine, workout routine, etc.

## Behavioral Expectations for Maintaining Program and Privileges

Our goal is to help you build a life worth living while at Sunrise and in your future.

- All privileges are based on your behavior and progress in achieving your milestones as agreed upon with your counselor.
- Continual work on your diary card assigned by your counselor.
- Actively engage with your counselor during weekly sessions, treatment planning, goal setting, and problem-solving.
- Active participation in daily mindfulness and goals group after dinner.
- Active participation in weekly DBT group by completing assignments, answering questions, asking questions, active listening, being mindful, and being fully present.
- Know and follow basic program rules and expectations.
- Strengthen your leadership role by helping new residents learn rules and expectations, peer coaching, and stepping up when needed.
- Work on skillfully accepting cues, coaching, and feedback from all staff.

At this point, you should have an individualized program, which consists of working on your high school education, attending trade school, or employment. You will be fully participating in your program if you:

- Go to work as scheduled unless you have staff-approved circumstances.
- Arrive back in the program on time and without incident.
- Have no behavior problems while at work or school – follow instructions and accept feedback and direction from co-workers, supervisors, and teachers.
- Skillfully and effectively solve conflicts with peers either independently or by asking staff for assistance.
- Inform staff of your work/school schedule and any changes to it.
- Wake up on time by setting an alarm or letting staff know what time they should wake you.
- Complete four hours of community service each month if it is available.
- Practice good time management skills – complete details and homework assignments on time, without staff prompting or coaching.

If you are an independent, positive role model and group leader who is continually working on transitioning back into the community, you will be considered highly motivated and engaged in your treatment. The following highly motivated behaviors may earn you extra privileges:

- Actively participating in your work or school program.

- Accepting cues and feedback from staff without incident.
- Actively participating in treatment and skills groups.
- Role modeling independent and positive leadership to residents.
- Taking an active role during groups and meetings.
- Coaching residents (as needed) on skillful behavior and helping others continue to learn program rules and expectations.
- Actively working with your counselor on transition planning.
- Ability to disagree and get your opinion heard in an effective and skillful manner.
- Ability to effectively and skillfully resolve conflicts with peers.
- Taking a leadership role during groups and meetings – focused and on topic, helping others stay focused and on topic, and showing appropriate ways to make requests, disagree, and be heard.
- Submitting copies of your school/work schedule and communicating changes.
- Completing daily tasks independently – details, room, etc., and modeling good time management skills.
- Going the extra mile, helping when needed, etc.

## Program Policy

To ensure residents have a safe environment to focus on treatment issues and goals for reentry, Sunrise has many program policies. These policies explain rules, expectations, and consequences for not meeting expectations or for breaking the rules. The following program policies directly affect you. You will review each of these with staff during your orientation.

1. Residential Disciplinary Standards
2. Release of Information
3. Release to My Employer
4. Use of Tobacco products
5. Escape Policy
6. Narcotics, Fire Arms, 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. Space Information and Acknowledgement
15. Rules Regarding Energy Drinks

## Basic Rules and Procedures

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 the 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 the bedroom door window.
- No covers, including blankets, over closets.
- Bedroom furniture may not obstruct staff vision while you are sleeping, including placement of dressers, televisions, etc.
- Sign out each time you leave the facility and have staff initial. The sign out/in sheet is on the wall across from the duty station.
- Sign-in upon your return to the facility and have staff initial.
- No tattooing, piercing, or other forms of disfigurement
- All residents are expected to eat meals together and remain in the dining area until staff excuse everyone.
- No smoking or chewing tobacco.
- Report any broken item or damages to staff immediately. If you are responsible for the damage, staff will hold you accountable.
- Ask staff for permission before going outside.
- All residents are to remain inside at dusk.
- No swearing or derogatory gestures.
- You must be under direct staff supervision a minimum of 12 hours every day – please ask about the 12-hour rule.

**Sick Status:** If you stay home from Job Corps, work, or school due to illness, you must remain at the house, sleeping or relaxing in your room.

- All meals are served and eaten in your room.
- No phone calls except to parent/guardian.

## Additional Procedures

- Fire and emergency drills are practiced routinely and at various times of day. When you hear the extremely loud fire alarm:
  - Leave the building at once.
  - Gather on the basketball court in the backyard, where staff will do a headcount.
  - Listen and follow staff directions so that if a real emergency occurs, you will know what to do.
- Staff open all incoming mail for contraband and negotiable items.
- Staff review outgoing mail and initial the envelope before sealing contents.
- The Sunrise secretary 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.
- No R-rated movies and no M-rated video games (T-rated games are at staff discretion).
- Insensitive or offensive room decorations are not permitted.

- No gambling, trading, borrowing, or loaning.
- Bedroom areas are small and can get crowded – try to limit personal possessions to necessities.
  - Sunrise is not responsible for your belongings.
  - Please do not bring valuable or irreplaceable items.
  - All personal items must be inventoried.
- No open flames, lighters, or any other behavior to ignite or start a fire – you will be held accountable for destruction or possible destruction of Sunrise property.
- Music (see Music Policy):
  - Please keep volume at reasonable levels.
  - Please keep 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.
- No open flames in bedrooms, including candles and incense.
- Everyone has an assigned detail.
  - Details are done throughout the day.
  - Details change every Saturday.
  - Detail generals are on Saturday mornings.

## Complaint Services

If you have a complaint regarding your treatment at Sunrise, the first step is to discuss the issue with the person(s) you have the issue with. This requires effort to approach the situation appropriately – staff can coach you through this process. If you have done this and feel your rights are still being violated or that you are being treated unfairly, you can fill out a Youth Complaint Form located on the resident bulletin board in the resident hallway. If you need help understanding the form, talk with the program supervisor or administrator. Fill out the complaint form and give it to the program administrator or supervisor and 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 you with legal advice, but you can contact your attorney at any time. If you do not have an attorney but would like to seek legal assistance, you 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 JR youth. You can contact them anytime at (877) 295-2714 or (206) 322-2444 x 101. Calls to your attorney do not count toward your daily-allotted phone calls. If you have further questions, you can talk with 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. Meet on the basketball court in the backyard for a headcount. Please review the fire escape map attached to the back of this manual.

### Actual Fire

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

### Other/All Emergency Situations

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