

The Colorado Department of Human Services Division of Youth Corrections: A Guide for Colorado Families

Presented by the Colorado Division of Youth Corrections, January 2015



The family is an integral part of the team working with youth involved in the Colorado Division of Youth Corrections. The Division strives to adequately honor family experience and culture, empower all family members, utilize family strengths, and instill hope for a safe and successful future.



COLORADO

Office of Children,
Youth & Families

Division of Youth Corrections

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MISSION AND VALUES


The mission of the Division of Youth Corrections (DYC) is to protect, restore and improve public safety through a continuum of services and programs that:

- Effectively supervise juvenile offenders;
- Promote offender accountability to victims and communities; and
- Build life skills and competencies of youth to become responsible citizens.

**Colorado Department of Human Services
Division of Youth Corrections**

5 Core Values Division Employees will <i>Speak and Act with</i> INTEGRITY <i>Treat Youth, Families and Each Other with</i> RESPECT <i>Demonstrate</i> TRUST <i>Reflect Personal</i> ACCOUNTABILITY <i>Pursue</i> EXCELLENCE	5 Key Strategies The Division will Provide THE RIGHT SERVICES AT THE RIGHT TIME <i>delivered by</i> QUALITY STAFF <i>using</i> PROVEN PRACTICES <i>in</i> SAFE ENVIRONMENTS <i>embracing</i> RESTORATIVE COMMUNITY JUSTICE PRINCIPLES
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Working with Colorado Communities to Achieve Justice
The mission of the Division of Youth Corrections is to protect, restore and improve public safety through a continuum of services and programs that effectively supervise juvenile offenders; promote offender accountability to victims and communities; and build skills and competencies of youth to become responsible citizens.

 **COLORADO**
Office of Children,
Youth & Families
Division of Youth Corrections

THE DYC'S COMMITMENT TO YOU

We Will:

- Communicate openly with you about your youth.
- Provide quality services to your family based on identified needs.
- Treat your family with dignity, respect and fairness.
- Continually assess how we can do things better to meet the needs of your family.
- Be truthful, honest, and courteous to your family at all times.
- Listen actively and share information in open, honest, and appropriate ways.
- Work with you to resolve any conflicts or concerns.
- Communicate your needs clearly.
- Respect your cultural preferences.
- Work from a strengths-based perspective.

LIST OF COMMON ACRONYMS

CASA – Court-Appointed Special Advocate

CBI – Colorado Bureau of Investigation

CCIC – Colorado Crime Information Center

CDHS – Colorado Department of Human Services

CJRA – Colorado Juvenile Risk Assessment

CM – Client Manager

CRS – Colorado Revised Statutes

DCP – Discrete Case Plan

DYC – Division of Youth Corrections

FERPA – Federal Education Rights and Privacy Act

GAL – Guardian Ad Litem

GED – General Education Diploma

HIPAA – Health Insurance Portability and Accountability Act

IEP – Individual Education Plan

MDT – Multi-Disciplinary Team

NCIC – National Crime Information Center

PBIS – Positive Behavior Interventions and Supports

PREA – Prison Rape Elimination Act

RCJ – Restorative Community Justice



INTRODUCTION

Dear Parent/Guardian:

Welcome to the Colorado Division of Youth Corrections (DYC). This handbook will serve as a guide and may answer many of your questions. As your youth enters the DYC, you may be experiencing a wide range of emotions. The DYC is here to assist and support your family. We recognize the importance of family connections, family voice and the partnership that will be developed during this time.

While with the DYC, youth will be provided safe environments in which they will learn skills that will encourage them to take accountability for their actions, as well as show care and respect for themselves and others. The DYC recognizes the importance of working together with your family, community, and professionals to meet your family's needs.

"Families have the potential to be the greatest source of positive change and support for youth in the juvenile justice system."

- The National Center on Education, Disability and Juvenile Justice & the PACER Center, Inc., 2002

The DYC uses Positive Behavior Interventions and Supports (PBIS), so while your youth is here, he/she will be recognized for desired and expected behaviors. We also have groups to teach new skills to help youth be successful and transition back to the community. Asking your youth to tell you about their new skills can be a great way to stay involved during their time with us.

Education is important at the DYC and school is year-round. Youth are able to work toward a high school diploma or a General Education Diploma (GED) and may be involved in a vocational program. Youth also have opportunities to receive religious, medical, counseling, mental health and psychiatric services. In addition, they may have the opportunity to participate in restorative justice projects/processes, which allow them to examine and work to repair the harm they may have caused as a result of their behavior.

We understand that this is a time of uncertainty; together we hope to make the best of this opportunity to partner with you to support your family. If, at any time, you have questions, we are here to help. Please let us know if we can do anything to support you and your family.

- The DYC Family Core Team

HOW TO USE THIS GUIDE

During your youth's stay at the DYC, you will be introduced to a lot of new information that may be overwhelming. This guidebook is designed to serve as a resource for parents, guardians and families of youth who are in the care of the DYC, in order to help make the process more manageable. In this guidebook, you will find information on:

- How you can be involved in your youth's treatment;
- Your rights and responsibilities, along with your youth's rights and responsibilities;
- What services and supports your youth will receive while at the DYC; and
- Resources to support you and your youth once they return to your care.

Throughout the guidebook, there will be places for you to write down important information or questions. We encourage you to bring this guidebook with you when you meet with us so we can help answer your questions. We have made every effort to ensure the information in this guide is the most current available. For updates, please check the DYC website at: www.colorado.gov/cdhs/dyc



The blue information boxes can help you easily find important information or highlight terms needing additional description.



The green tip boxes have helpful tips on how you can help support your youth during their stay.

Additionally, information relevant to detained youth is noted with the “D” symbol, while information relevant to committed youth is marked with a “C” symbol.



You are an important part of your youth's treatment and we look forward to working in partnership with you to return your youth back to the community.

IMPORTANT INFORMATION

Here is a place for you to record important information about your youth so that you have it readily available. You might consider using pencil to fill out this page or make a copy since some of the information may change during your youth's stay at the DYC.

My Youth	My youth's current facility & phone #:
	My youth's mailing address:
	School phone and fax #:
	Chaplain and phone #:
	Other:
	Other:
Important	Client Manager/Parole Officer:
Contacts	Phone #: Fax #: Email:
	Probation Officer:
	Phone #: Fax #: Email:
	Clinician/Counselor:
	Phone #: Fax #: Email:
	Case Worker:
	Phone #: Fax #: Email:
	Other:
	Other:
Court	Attorney:
Information	Phone #: Fax #: Email:
	Guardian ad Litem (GAL)
	Phone #: Fax #: Email:
	Judge: Division:
	Case #: Date of offense:
	Sentence date: Maximum sentence length:
	Upcoming court dates/times:
	Other:
	Other:

CHECKLIST OF ITEMS REGARDING YOUR YOUTH TO HAVE ON HAND

Use this checklist to prepare for meetings with your youth's lawyer, their pretrial supervision worker, caseworker, probation officer, or others in the juvenile justice system who will be working with your youth.

Vital Documents

- Birth certificate
- Social Security card
- State ID

Education

- Last school attended
- Special education/copy of IEP
- Copy of report cards/transcripts

Medical/Psychiatric History

- Immunizations
- Medical conditions
- Medications and dosages
- Allergies
- Mental health treatment providers

Health Insurance Information

- Medicaid
- Private insurance
- Important achievements

Substance Use History

- Drugs used (to your knowledge)
- Frequency of drug use and last date used
- Alcohol use
- Treatment received, place, type of treatment (inpatient/outpatient)

Youth's Strengths

- Interests (sports, music, arts, computers)
- Personality (outgoing, quiet, humorous)
- Jobs worked
- Favorite subjects in school
- Favorite activities
- Important people in their life
- Letters from supportive adults



NOTES

A series of horizontal blue lines for writing, with a vertical red margin line on the left side.

DYC CONTACTS

Director's Office.....303-866-7345

Regional Offices

Central Region.....303-866-6850

4120 South Julian Way, Denver, CO 80236

Northeast Region.....303-968-4389

3997 South Valley Drive, Ste 200, Longmont, CO 80504

Southern Region.....719-538-0204

321 South Tejon Street, Colorado Springs, CO 80903

Western Region.....970-241-4886

801 Grand Avenue, Grand Junction, CO 81501

State-operated Facilities

Adams Youth Services Center303-659-4450

1933 E. Bridge Street, Brighton, Colorado 80601



Gilliam Youth Services Center303-291-8951

2844 Downing Street, Denver, Colorado 8020



Grand Mesa Youth Services Center970-242-1521

360 28th Road, Grand Junction, Colorado 81501



Lookout Mountain Youth Services Center303-273-2600

2901 Ford Street, Golden, Colorado 80401



Marvin W. Foote Youth Services Center303-768-7529

13500 E. Fremont Place, Englewood, Colorado 80112



Mount View Youth Services Center303-987-4525

7862 W. Mansfield Parkway, Denver, Colorado 80235



Platte Valley Youth Services Center970-304-6220

2200 O Street, Greeley, Colorado 80631



Pueblo Youth Services Center719-546-4915/4940

1406 W. 17th Street, Pueblo, Colorado 81003



Spring Creek Youth Services Center719-390-2710

3190 E. Las Vegas Street, Colorado Springs, Colorado 80906



Zebulon Pike Youth Services Center719-329-6924

1427 W. Rio Grande Street, Colorado Springs, Colorado 80905



Contracted Facilities

Alternative Homes for Youth.....970-353-6010
1110 M Street, Greeley, CO 80631

Ariel Clinical Services.....970-245-1616
2938 N. Avenue Suite G, Grand Junction, CO 81504

CHINS UP719-327-2058
17 N. Farragut, Colorado Springs, CO 80909

Dale House 719-471-0642
7 W. Dale Street, Colorado Springs, CO 80903

DAYS.....303-302-3257
1240 W Bayaud Avenue, Denver, CO 80223

Devereux Cleo Wallace..... 303-466-7391
8405 Church Ranch Boulevard, Westminster, CO 80021

Gateway CPA (Commonworks)..... 970-245-6004
518 28 Road A-104, Grand Junction, CO 81051

Gateway Residential Program - Delta (Commonworks)..970-874-7749
3346 Ash Mesa Road, Delta, CO 81416

Gateway Residential (Commonworks).....970-245-0008
1020 Grand Avenue, Grand Junction, CO 81050

Griffith Centers for Children..... 719-327-2067
17 N. Farragut, Colorado Springs, CO 80909

Hand Up Homes for Youth.....970-255-8000
801 Coffman Road, Whitewater, CO 81527

Haven Corporation..... 719-590-4124
1155 Kelly Johnson Boulevard, Suite 111, Colorado Springs, CO 80920

Hilltop Residential Youth Services..... 970-245-3952
1405 Wellington Avenue, Grand Junction, CO 81501

Hilltop Robert A. Brown Center..... 970-252-0161
3325 N. Townsend Avenue, Montrose, CO 81401

Jefferson Hills - Aurora..... 303-745-1281
1290 S Potomac Street, Aurora, CO 80012

Job Corps (Collbran)..... 970-487-3567
57608 Highway 330, Collbran, CO 81624

Kids Crossing.....719-632-4569
1440 E. Fountain Boulevard, Colorado Springs, CO

Maple Star.....303-564-2595
2250 S. Oneida Street, Suite 100, Denver, CO 80224

Mesa County Community Corrections & Work Release.....970-244-1800
640 South Avenue, Grand Junction, CO 81501

Mountain Crest.....970-207-4800
4601 Corbett Drive, Fort Collins, CO 80528

Reflections for Youth.....970-217-6646
1000 S. Lincoln Avenue, Suite 190, Loveland, CO 80537

Rite of Passage - DeNier.....970-375-2781
720 Turner Drive, Durango, CO 81301

Rite of Passage - Betty H. Marler.....720-963-5020
7862 Mansfield Parkway, Denver, CO 80235

Rite of Passage - Q-House.....303-567-4968
8810 Chicago Creek Road, Idaho Springs, CO 80452

Rite of Passage - Ridge View..... 303-766-3000
28101 E Quincy Avenue, Watkins, CO 80137

Southern Peaks..... 719-276-7567
700 Four Mile Parkway, Canon City, CO 81212

Summit Treatment Services.....303-717-1765
100 Logan Street, Sterling, CO 80751

Synergy..... 303-781-7875
3738 W. Princeton Circle, Denver, CO 80236

Third Way: Lincoln, Lowry, Pontiac & York; Teen Mothers...303-780-9191
P.O. Box 61385, Denver, CO 80206

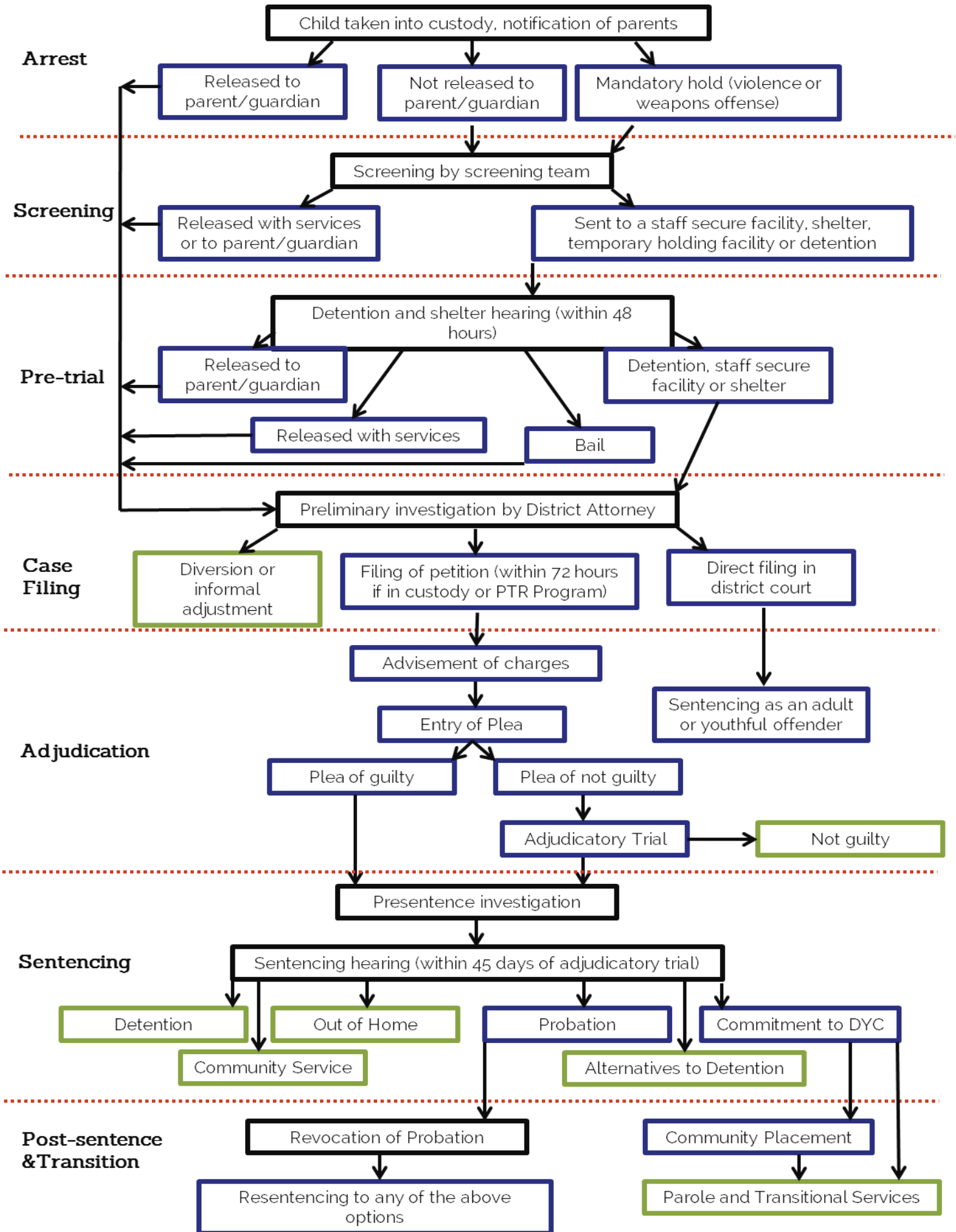
Turning Point – Mathews.....970-221-0999
614 S. Mathews Street, Ft. Collins, CO 80524

Turning Point- Prospect.....970-221-0999
640 W. Prospect, Ft. Collins, CO 80521

Youthtrack - Work & Learn.....303-321-0380
1508 Fillmore Street, Denver, CO 80206

Youthtrack - San Luis Valley.....303-321-0380
1317 17th Street, Alamosa, CO 81101

HOW THE SYSTEM WORKS





WHO'S WHO IN THE COURT

When you report to the courtroom, you will likely notice there are many other people present. Unlike television, court appearances are seldom done in a closed courtroom. Other attorneys and professionals in the human services or criminal justice fields are frequently present, as well as other youth and families with court involvement. Unless a case is determined to be sensitive in nature or your youth needs special accommodations, you will probably be sharing the courtroom with other people. Knowing this ahead of time can help you be prepared and help you prepare your youth.

District Attorney: is the lawyer in charge of prosecuting the case. They will review the evidence and determine if there is probable cause to proceed with the case in court. The district attorney acts on behalf of “The People of Colorado.” They may offer your youth a plea agreement to settle the case. If the case is taken to trial, the district attorney will attempt to prove that your youth committed the offense in question.

Defense Counsel: is the lawyer who is in the courtroom to represent those facing criminal charges. A juvenile defense attorney represents the youth, regardless of who is paying for the attorney’s services. Information exchanged between the youth and defense attorney is confidential (attorney-client privilege) and is off-limits to everyone else.

Magistrate/Judge: is an impartial mediator between the district attorney and your youth. It is their responsibility to consider the arguments for and against your youth’s case and determine guilt or innocence. If your youth is found guilty, the judge will impose a sentence.

Court Clerk: is an employee of the court who maintains a record of all court proceedings and administers oaths when testimony occurs.

Court Security Officers: are uniformed local law enforcement personnel who assist the judge or magistrate in maintaining order in the courtroom.

Guardian Ad Litem: is an attorney appointed by the court to advocate for the interest of youth who have been accused of crimes. They are also used in cases where youth have been abused, neglected or are in contentious custody disputes.

Pre-trial Release Case Manager: is responsible for the supervision of youth while they are on bond. They may require the attendance of regular meetings, submission to random drug and alcohol testing, and electronic monitoring. Pre-trial case managers will report on the youth’s compliance to the court. Doing well on pre-trial supervision may positively influence sentences, while non-compliance may result in bond being revoked, a warrant being issued or jail.

DETENTION AND COMMITMENT

D Detention

When a youth is initially arrested, an assessment is completed to determine if the youth can be safely supervised in the community, or if they require secure detention (see the definition below). If it is determined that a youth can be safely supervised in the community, they are provided services and community supervision while waiting for court hearings and the disposition of their case.

Youth are generally detained in a secure facility for one of two reasons:

- (1) for secure placement pending a court hearing; or
- (2) to serve a court-ordered detention sentence of up to 45 days. The length of stay in a detention facility is determined by the court system.

C Commitment

The District Court has two sentencing options when committing juveniles to the DYC. These options include:

Non-mandatory sentences, which allow the DYC to bring youth before the juvenile parole board when they have completed treatment; and

Mandatory sentences, where youth are required to remain in residential placement for a minimum of one year. Violent and repeat offenders also receive mandatory sentences of no less than one year. Aggravated juvenile offenders can be sentenced to up to seven years.

The length of stay in a facility is determined by a combination of factors: The length of commitment to the DYC that is imposed by the court, the nature of the offense, the progress your youth makes in treatment, and the release plan for your youth. While your youth is in placement, you will be part of the team that works together to decide on length of stay and release plans. The Parole Board or Community Review Board will ultimately determine if your youth can return home or if s/he will go to a community placement..

"Families are the compass that guides us. They are the inspiration to reach great heights, and our comfort when we occasionally falter."

- Brad Henry

ASSESSMENT

All newly committed youth will spend time in a DYC assessment center. There are two assessment centers located in the state: Front Range Assessment Services located in Denver and Western Region Assessment Services located in Grand Junction. During the assessment process, your youth will participate in a variety of assessments or tests to determine his/her treatment and placement needs.

There are three security levels of placement:

- **Community**, or placement in a non-secure facility, provides care of a youth in a community setting.
- **Staff Secure** placement is one in which security is provided by staff rather than physical barriers such as fences. These types of facilities provide 24 hour direct supervision of youth.
- **Secure Placement** facilities provide care of a youth in a physically restrictive environment. A youth may be placed in a secure facility if the assessments determine the immediate safety of the youth or the protection of the community requires physical restriction. This type of facility has a fence and youth are supervised 100% of the time for safety and progress in treatment.

Once youth arrive at an assessment center, they will complete:

- Fingerprinting
- A medical screening
- A dental check-up
- A clinical evaluation (including legal, family and social history, a drug and alcohol assessment, and review of past legal and treatment documents)
- The Colorado Juvenile Risk Assessment (CJRA), which helps in identifying specific areas of focus during commitment to reduce risk and lower the chances of reoffending
- The Measure of Academic Progress (MAP) which is an educational assessment
- Vocational interest tests

After the assessments are complete, a Multidisciplinary Team (MDT) meeting is set. The MDT meeting will occur within thirty days of your youth's arrival to a DYC assessment center. At this MDT meeting, recommendations will be made about treatment and placement. The MDT includes you, professionals on your youth's team, your youth, your youth's Client Manager, and anyone else you identify for support.

While your youth is participating in the assessment process, they will attend school an average of twenty-five hours per week. Courses taught include math, science, life skills, social studies and language arts. The goal of the education program is to prepare youth to return to public school. In that effort, we strive to keep class size to fifteen or less in order to provide more individualized attention to each student.

Your youth will also attend pre-treatment groups, during which s/he will participate with facilitators and peers.

WHO'S WHO IN THE NYC

- C** **Client Manager:** Serves as the case manager and MDT facilitator during commitment to the NYC.
- C** **Parole Officer:** Provides supervision and case management during the period of parole (your youth's Client Manager will also be his/her parole officer).
- C** **Client Manager Supervisor:** Provides direct oversight and supervision to the Client Manager.
- D** **Regional Director:** Provides direct oversight and supervision to the Client Manager Supervisors and all other regional staff and operations.
- C** **Behavioral Health Specialist:** Provides treatment services to your family while in residential care at a state operated facility.
- D** **Medical Staff:** Provides medical and health education services to your youth.
- C** **Therapist/Clinician:** Provides treatment services to your family while in residential care at a contract facility.
- C** **Assessment Specialist:** Completes the clinical assessment.
- C** **Education Assessment Specialist:** Completes the educational assessment.
- D** **Educational Staff:** Provides academic instruction.
- C** **Clinical Director:** Provides oversight to the treatment programming while your youth is in residential care.
- D** **Facility Director:** Provides oversight and direction to all facility operations.



FAMILY INFORMATION

D

C

FAMILY/GUARDIAN INVOLVEMENT

No one knows your family like you do. You're the expert and your voice is extremely important throughout this process. Approved family members are encouraged to take part in all aspects of their youth's involvement with the DYC, from the initial assessment process through return to the community. You may be involved in family therapy, treatment team meetings, educational planning meetings, special events and other activities that allow you to take part in decisions about your youth. Here are some suggestions of things you can do to be involved with your youth's care:



Visits, phone calls and mail are common forms of contact. Each facility will be able to orient you to their visitation, mail and phone call procedures. **For more information about DYC policies on visitation, phone calls and mail, see pages 25-26 of this guide.**

How to Advocate for your Youth

- ❑ Be organized. Create a file for all the legal papers related to your youth's case, and put them in different categories so you can find everything quickly and easily when you need them. Some of the documents might be court reports, letters, assessments, receipts from payments you make, police reports, and the checklist that you'll find in the Appendix section of this guide.
- ❑ Ask to read and request copies of all reports about your youth and your youth's case. You may not always be able get a copy of a report, but it never hurts to ask!
- ❑ Write everything down. Write down information from meetings and telephone conversations with your youth's lawyer, Probation Officer, Client Manager and other juvenile justice system staff. Include the time and date, who you spoke to (and their title), and future meetings or phone calls.
- ❑ Attend all meetings and court hearings and always arrive on time. Your presence matters very much in this process. If job or family obligations prevent you from attending a court date or meeting, ask if it can be rescheduled. If not, call or write a letter in advance to explain why you cannot attend and that you want to be involved in your youth's case.
- ❑ Help others to understand your youth. Write down information about your youth that will help the NYC understand him/her better. If your youth has a disability, be sure to include information about the disability, how your youth processes information, how your youth reacts in certain situations, and what help or accommodations your youth needs. See Appendix for a checklist of helpful information to include.
- ❑ Speak up in meetings to share information about your youth's needs, even if you feel uncomfortable or intimidated. If you feel staff will not listen to you, you can contact his or her supervisor.
- ❑ Always be respectful. No matter how strongly you feel about your youth's situation or the people working with him/her, remain respectful when you speak. It's understandable that you'd be emotional – most people with whom you'll be working will understand and will be right there by your side.
- ❑ Be prepared. When getting ready to attend a meeting or court hearing, write a list of questions or concerns you want to have addressed and bring that list with you.
- ❑ If your youth is in special education, make sure your youth's IEP (Individual Education Plan) follows him/her.



D **C** CONFIDENTIALITY

The NYC is committed to protecting your family's privacy and to securing your personal information.

D **C** SAFETY AND WELLBEING

Abuse and Neglect

The NYC staff are required by law to report any suspicion of abuse or neglect. If you suspect abuse or neglect of any youth within a facility, notify the Facility Director or your NYC contact.

PREA

The Prison Rape Elimination Act (PREA) is a law passed by Congress in 2003 to protect people in prison from sexual abuse.

- The NYC has a ZERO tolerance for sexual abuse, assault, and misconduct. Incidents are rare because the NYC has a comprehensive plan in place to ensure physical and psychological safety. Your youth will receive training on how to protect against sexual abuse, how to report incidents or suspicions of sexual abuse, what happens after they report it and the consequences if they or others commit sexual abuse. *If your youth tells you sexual abuse is happening, or if you suspect sexual abuse, report it to staff immediately.*
- If a youth has been abused or witnessed abuse by a resident or staff member, they are encouraged to report the abuse to staff. If they are not comfortable with reporting the abuse to staff, the NYC encourages them to fill out a grievance form, write a letter to the administration, request to see the Chaplain or talk to a Client Manager, parent, or trusted adult.
- Any report of sexual abuse will be investigated and subject to disciplinary action or criminal prosecution based on the findings.

Youth have the right to be free from abuse and misconduct, and the right to be free from retaliation for reporting abuse or misconduct. The NYC will support and ensure your youth's safety.



GRIEVANCE PROCESS

You and your youth have the right to file a complaint, called a grievance, anonymously and without fear of repercussion.

- Youth are encouraged to talk to a staff member or ask to speak to a supervisor about their concern since the majority of complaints may be quickly resolved informally. Staff is available to your youth to listen to their concerns or complaints.
- Your youth may also anonymously fill out a grievance form, located in easily accessible areas in each facility. Once the grievance is written, your youth should place it in the locked grievance box located on each living unit. If they prefer, your youth can choose to write the grievance on blank paper and put it in the grievance box.
- All grievances will be investigated and a grievance officer will notify your youth in writing within three days, excluding weekends and holidays, of the decision. If the decision is in favor of the youth, the program will make sure appropriate action is taken to remedy the situation, taking into consideration suggestions from your youth. If your youth is unsatisfied with the decision, there are a number of steps he/she may take for further review.
- If you have a grievance, we encourage you to speak with the Facility Supervisor, your youth's assigned clinician, or the Assistant Director or Director of the facility. If you are dissatisfied with their response, please don't hesitate to ask them who you may contact for further review of your grievance.





YOUTH RIGHTS

Your youth will be informed of his/her rights and responsibilities during the intake/ orientation process. Solutions for complaints of a violation of any right will be heard through the residents' grievance procedure. *The rights listed below will not be denied for punitive reasons.*

Youth Have the Right:

- To not be discriminated against because of race, national origin, language, color, creed, gender, sexual orientation, disability, economic status, age, or political affiliation.
- To be treated respectfully, impartially and fairly.
- To be informed of the rules, procedures and schedules of the facility within 24 hours of placement into the facility.
- To not be subjected to corporal punishment, harassment, mental or physical abuse, personal injury, intimidation, property damage, threats, harm, assault, humiliation or interference with the normal bodily functions of eating, sleeping or using the bathroom.
- To practice their faith and to participate in religious services and religious counseling on a voluntary basis, subject only to the limitations necessary to maintain order and security.
- To meet voting requirements and vote if 18 years of age or older.
- To reasonable access to information available through the media and to reasonable access to the general public through the media, subject only to the limitations necessary to maintain facility order and security.
- To not be compelled to participate in uncompensated work assignments unless the work is related to facility housekeeping, maintenance of the facility, personal hygiene needs, restorative community justice programs or the work is part of an approved vocational training program.
- To participate in facility programs, subject to state and local laws concerning education or other relevant, governing requirements.
- To full, fair, and equal opportunity to participate in educational and/or vocational programs.
- To review his/her case file while in an institution or community. A guardian and his/her attorney may, upon request, review the case file. The resident, if 18 years of age, must give his/her written approval for a review of the case file by the parents or guardians.
- To freedom of expression, as long as it does not interfere with the rights of others or the safety and security of the facility.
- To due process in disciplinary proceedings.
- To equal access to programs and services..
- To a minimum of one hour of daily exercise involving large muscle activity. Daily structured leisure time opportunities will also be available to alleviate boredom and to provide opportunities for positive interaction with others.

The NYC will take all reasonable steps to meet the diverse needs of all juveniles and provide an environment in which all individuals are treated with respect and dignity, regardless of sexual orientation, gender identity or expression, or other protected categories.

D **C** FAMILY/GUARDIAN RIGHTS

You are an integral part of the team working with your youth. We strive to honor your family experience and culture, empower you as a family member, utilize your family's strengths and instill hope for a safe and successful future.

You Have the Right:

- To know that you and your youth will not be discriminated against because of race, national origin, language, color, creed, gender, sexual orientation, disability, economic status, age, or political affiliation.
- To know that your youth will be treated as an individual.
- To expect the DYC to provide a safe, secure, and clean environment for your youth.
- Not to be judged, blamed or labeled.
- To be heard and actively advocate on behalf of your youth.
- To be informed about matters related to your youth's well-being.
- To request to review content of your youth's records.
- To communicate with your youth, including visitation, telephone, and mail.
- To be treated in a professional, courteous, and respectful manner.
- To meaningful participation in your youth's transition-planning — from intake through parole, and eventual discharge.



DURING PLACEMENT

D **C** INTAKE PROCESS

When your youth is admitted to the DYC, they will complete an intake process, a medical and mental health screening as well as a classification and risk assessment. A complete search of your youth and their possessions will be completed. Facility staff will provide your youth with clean clothing and personal hygiene articles and he/she will be assigned to a living unit. Finally, staff will ask for basic personal information in order to create mail, phone and visiting lists.

Personal Property

When your youth is admitted to a facility, staff will inventory their personal property, store it in a safe and secure place until your youth's release, and provide a list of all property to be held by the facility to your youth (along with putting a copy of the list in their permanent case file).

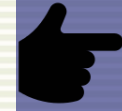
Some privately-operated programs allow youth to keep some items of clothing or personal items for their use while in the facility. Check with the facility for their specific policy. Hazardous items may be disposed of, given to a family member or turned over to the police depending on what they are.

Clothing and Hygiene Items

Youth will be provided with basic toiletry and personal hygiene items. They will also be provided bedding, sheets and towels. Your youth will have access to laundry facilities or their laundry will be washed by staff or an outside contractor. Some facilities will provide all clothing, including undergarments. At some privately operated programs, your youth may be permitted to wear personal clothing. You may be asked to provide the necessary clothing or shoes if your youth is in need of clothing. Programs may have access to donated clothing.

Contraband

Contraband is any item or article that has not been officially issued, purchased or approved, including items that can be used as a weapon, for the purposes of escape or bodily harm, or that present a safety and security concern in the facility. Visitors found with contraband in their possession or found exchanging contraband with a youth will be denied visitation privileges. If there is probable cause to believe that contraband is in the possession of a visitor, admission to the facility will be denied. If illegal contraband is found in the possession of a visitor, local law enforcement will be contacted.



Items considered to be **contraband** include but are not limited to:

- Items that can be used as or are designed to be weapons
- Glass or similar breakable materials
- Firearms or any object that shoots a projectile, ammunition
- Knives, razor blades
- Explosives/ fireworks
- Any drug not approved for use by medical staff, all illegal/illicit drugs & drug paraphernalia, alcohol, inhalants, aerosol cans, air fresheners,
- Tattoo-making equipment
- Tobacco products, artificial tobacco products, lighters & matches
- Cash, checks, credit cards & money orders
- Pornographic materials
- Spices of any kind

Other items may be considered contraband at the discretion of facility administration.



DAILY SCHEDULE

Your youth's day will be plenty busy while they are in placement. Although facility schedules vary, the following is an example of a typical week for a youth in the care of the NYC:



- The start of a typical day is between 6 and 7 a.m.
- Meals in the dining hall occur three times per day with at least one snack.
- School is provided throughout the week for five hours each day (summer schedules may vary).
- Supervised recreational activities are part of your youth's daily routine for a minimum of one hour per day. Time is also set aside for daily hygiene.
- Throughout the week, there are various educational, skills-based or therapy groups.
- If your youth has been committed to NYC, individual and/or family counseling sessions will occur as well.
- Finally, there is time each week for phone calls, visits and structured leisure activities including games, tournaments, letter writing, current events, and, at some facilities, art or music activities.
- Lights out is usually at 8:30 p.m. and 9:00 p.m., depending on privilege level and the unique daily schedule of the facility or program.

Example Weekly Schedule

<i>Sunday</i>	<i>Monday - Friday</i>	<i>Saturday</i>
8:30 - Breakfast	7:00 - Breakfast	8:30 - Breakfast
Free time/visits	School	Free time/visits
12:00 - Lunch	11:30 - Lunch	12:00 - Lunch
Spiritual services	School	Recreation
Recreation	Recreation	Free time/visits
5:30 - Dinner	5:30 - Dinner	5:30 - Dinner
Free time/Groups	Groups	Free time/Groups
8:30 - Bedtime	8:30 - Bedtime	9:00 - Bedtime

*Note, your youth's specific schedule will vary by facility. This is intended to be used as an example only.



VISITATION



All youth have the ability to visit with their legal guardians, immediate family members, and others as approved by their MDT. We encourage youth to maintain contact with family and other positive individuals in their lives. The facility will allow visits with approved family members. Youth can earn more frequent visits so *please check with the facility for their specific rules*. Please note, however, that your youth has the right to refuse to participate in visits.

To make an appointment for a visit with your youth, call the facility number listed in the “Contact Information” section of this handbook.

Professional Visits

In addition to family visits, your youth is allowed special visits with their attorney(s) or counselors/agents/workers who are assigned to supervise or to deliver services.



Writing to your youth can be a great way to stay in contact and they love to get mail. Sometimes, however, it is difficult to know what to write about. Here are some tips for writing to your youth:

- Write about your week. Things that sound typical to you can help your youth feel like they are a part of your day.
- Write your life story and send a page or two a week.
- Ask your youth to write their life story from their perspective.
- Send a list of questions your youth can answer in return letters.
- Have members of your household write a paragraph to your youth.
- Keep a daily journal. Add to it as things come up that you would like to share with your youth and then send it once a week.



MAIL

Postage is provided for the mailing of a maximum of two letters per week. Additional postage is provided for legal correspondence.



Letters must be sealed and addressed with only the sender’s name and address and the name and address of the person receiving the mail. Letters and packages are inspected to determine if they pose any safety concerns or contain contraband. Mail will be read in the presence of your youth and may be withheld, censored or rejected at that time. If mail is rejected, it may be returned to sender or placed with your youth’s personal property.

Your youth is permitted to send sealed, uninspected letters to courts, attorneys, Division of Youth Corrections' administrative officials, the administrator of the grievance system and the Juvenile Parole Board.

D C PHONE CALLS

Upon admission to a DYC facility, your youth may make two telephone calls: one to his/her parents or legal guardians, foster parents or custodians and one to an attorney or legal representative.



- Your youth will be able to make or receive routine local and collect long distance calls to parents, legal guardians, foster parents or custodians during established hours at a minimum of two times per month.
- Like visitation privileges, some facilities permit youth to earn or make additional phone calls; check with your facility about their specific rules.
- Your youth may receive calls from court workers, social workers, law enforcement officials, probation officers and lawyers at any time, unless they are presently posing a safety risk to themselves or others.
- Your youth may telephone an attorney on an agency phone at any reasonable time, as often as the attorney agrees is necessary, and will accept charges if the calls are long distance. For calls with an attorney, the facility will allow for a reasonable amount of privacy and no time limits will be placed on the calls.



Typically, phone calls are scheduled and time-limited. During the week, you may want to jot down things you want to tell them so they feel involved with the family (what siblings are doing, exciting family events or achievements, etc.). Use this time to check in with your youth. Make sure to leave enough time to hear about how they are doing. If possible, try to end calls on a positive note!

D C MEALS/NUTRITION



Three meals are provided each day as well as at least one snack. The Food Services unit will accommodate special diets including therapeutic diets (e.g., a diabetic diet or one designed to treat high blood pressure) and special-preference diets (e.g., those dictated by religious beliefs or a vegetarian diet), as well as diets to accommodate allergies. If youth require a special diet, they must inform the Medical Care Provider within 24 hours of admission.

CLIENT/CASE MANAGEMENT

- Each youth **committed** to the DYC has a *Client Manager* who fulfills primary case management responsibilities for your youth while they are with us. Your youth's Client Manager will be able to answer most of the questions you have about your youth, their placement, and their treatment.



Each committed youth will also have a *Behavioral Health Specialist* or treatment provider, a facility staff person who oversees his/her case management and treatment within a specific facility. They will be able to answer your questions about your youth's care and treatment, educational program, and adjustment within the facility.

Your youth's Client Manager and Behavioral Health Specialist or treatment provider welcome and encourage your involvement. They are the best source of information and a good place to begin if you have any concerns or complaints.



Case management for **detained youth** (youth who are placed in a DYC facility for usually only a brief period of time) is more complicated.

- The best source of help or information regarding your youth and their case depends on their unique situation and the particular issue for which you are seeking help.
- The person to contact may be a probation officer, a Department of Human Services caseworker, a Senate Bill 94 staff person or a Facility Supervisor.

If you are unsure about who to call, start with the general number for the facility (called "Control") and explain what you need. They will help direct your call.

PROGRAM SERVICES



PBIS



Positive Behavioral Intervention and Supports (PBIS) is a strengths-based, skill building framework for teaching and positively reinforcing behavioral expectations. It is used throughout the country in many school and facility settings. PBIS is based on research and shows evidence of improving safety and academic performance, decreasing problem behavior, and establishing a positive facility culture.

PBIS is used at all state-operated facilities and throughout all aspects of your youth's daily activities. While it varies in specifics from facility to facility, the framework and principles it is based on are the same everywhere. Each DYC facility has clearly-defined expectations for how youth should behave in different settings. Staff will teach these expectations to the youth, and staff will positively recognize youth who follow the expectations. If you would like further information about PBIS, please consult with the staff at the facility where your youth is placed.





Services and Programs

Services and programs may include:

- Social development
- Trauma treatment
- Drug/alcohol intervention and treatment
- Individual, group and family counseling
- Offense-specific treatment
- Psychological/psychiatric services
- Academic and vocational education
- Recreation
- Medical and dental care
- Spiritual, life and pastoral care
- Community re-entry services
- Victim awareness and empathy education

Family services: Family therapy is offered through the professional mental health counselor in each facility. Goals may include planning for returning home, parenting skills, conflict resolution, or building stronger relationships among family members.

Individual Counseling: Your youth will be assigned a mental health provider who they will regularly meet with in a one-on-one setting.

Group services: Groups are offered on a regular basis. Your youth will be assigned to groups based on his/her individual needs.

Therapeutic Services

The NYC believes that everyone has the right to be treated with respect and dignity. Many of the youth walk through our doors having had traumatic experiences in their lives. Services are provided to attend to individual needs including physical, mental, emotional and spiritual needs.



DYC Detention Facilities: Staff at the detention facility will be made aware of the mental health needs of your youth. All youth receive behavioral health screening. In addition, NYC contracts with community mental health centers in each detention facility and youth have access to a professional mental health counselor to meet their individual needs and to assist in helping them feel safe.



DYC Commitment Facilities: The NYC has a system in place to provide therapeutic and mental health services to committed youth. A thorough assessment will be completed with each youth when they enter the NYC system. Services will then be provided based on the results and individual needs of each youth. We embrace a strengths-based approach and look forward to working with you and learning about your family.



Recreation Opportunities

Your youth will be provided an opportunity for recreation and exercise on a daily basis. A minimum of one hour of physical activity is offered daily. Most programs have both indoor and outdoor space.



If your youth is involved in a sport, this is a wonderful opportunity to support them. Go to the games, cheer on their team, support their initiative!

Activities may include basketball, football, volleyball, soccer, the use of exercise equipment and aerobic workouts. Some programs give youth an opportunity to bicycle, play intramural sports, participate in tournaments, use community recreation facilities, and more.

Check with your youth's facility for opportunities, and encourage your youth to develop healthy habits.



RESTORATIVE COMMUNITY JUSTICE

Restorative Community Justice (RCJ) is a process that involves all individuals (to the extent possible) involved in a specific wrongdoing. The goal is to identify and address harms, needs and obligations in order to make things as right as possible.

In RCJ:

- ⇒ We believe a crime violates people and relationships between people.
- ⇒ Victims, offenders and community members are involved in several types of restorative processes.
- ⇒ Restorative processes help an individual become accountable for wrongdoing by understanding the impact, and focusing on healing the harm caused. Accountability also involves understanding the impact of the harmful action and repairing it as best as possible.
- ⇒ RCJ Processes focus on identifying needs and responsibilities that come from the impact of harm.

It begins with **RELATIONSHIP** and the recognition that when a crime or conflict occurs it does harm to relationships.

Next it requires that we practice **RESPECT** for all people.

Restorative justice demands that we take **RESPONSIBILITY** for our own actions.

When harm is done we work to **REPAIR** that harm to the greatest extent possible.

So in the end **REINTEGRATION** can occur and we can all move forward having learned and grown from the experience.

We will work with your youth to help him/her understand and use these principles and practices for successful transition back to their community. Family members may also have opportunities to be involved in restorative justice practices.



VICTIM SERVICES

Crime Victim Rights in Colorado

The purpose of the Victim Rights Act (VRA) is to ensure that victims of VRA crimes are afforded their rights. There are specific types of crimes, identified by law, where victims impacted by these crimes have different rights. This includes the right to be heard at specific stages in the criminal justice process and to be informed of and present at critical stages.

We provide a variety of services and information to victims of VRA crimes that include:

- Victim Notification (VNOT) program enrollment
- Critical Stage notification
- Options for various RCJ opportunities
- Answer questions related to restitution, juvenile justice, and victim's rights
- Referrals for additional support services
- Aid in applying for Crime Victim Compensation funds
- Aid in preparation of a Crime Victim Input Form

We work with victims of crime, youth in our care, family members, and community members to help repair the impact of harmful behaviors.

Victim Notification

Colorado law provides VRA crime victims the right to be informed about offender supervision. Victim notification is provided to crime victims of youth in our care. However, we do not share any information about treatment, health or education.

Crimes Committed While at the DYC

If your youth breaks the law while in our care, he/she can be charged and receive an additional sentence. This can result in increased supervision time, conditions and restitution orders. If your youth, while in our care, is charged with a crime identified under the Victim's Rights Act, additional notification to any new victims will occur. In these situations, there may be an opportunity to participate in restorative justice (repair the harm).

Restitution

Restitution is an order of the court by which offenders are held accountable for the financial losses they caused to the victims of their crimes. Once your youth has been sentenced and the court has ordered the amount to be paid as restitution, this will be included as part of the youth's case plan.

Protection Orders

A protection order is also known a 'restraining' order, a 'civil protective', an 'injunction', or a 'no contact' order. Courts issue a protection order, telling one person (the restrained person) to stay away from and not hurt, threaten, or communicate with another person. This order can be temporary, or permanent. A court specifies what the restrained person can and cannot do. There may not be any contact between any identified people in a protection order. This includes any form of communication between people acting on behalf of those involved. Absolutely no contact can occur while the protection order is active. Violation of a protection order can result in additional criminal charges.

EDUCATIONAL SERVICES

The DYC provides educational services to all youth in custody. The Colorado Department of Education (CDE) state standards are met by all education programs and all teachers and principals are licensed.



D Detention

While youth are in a detention facility, the responsibility to educate belongs to the local school district in which the facility is located. The typical length of stay in detention is brief, with an overall average of 15 days. General education and special education services are provided for all youth in detention facilities and meet CDE requirements.

C Commitment

The DYC has six facilities providing educational services to committed youth. Educational services are also provided at all facilities the DYC contracts with. The educational programs are designed to meet the complex needs of a diverse student population.

- Students are required to attend academic, vocational or work experience programming each day specific to their individual needs.
- The DYC educational programs are varied and comprehensive, with a focus on supporting youth to return to high school, earn a diploma or GED, or gain vocational/technical skills.



After a brief assessment phase (typically 30-40 days), you will be offered opportunities to meet with teachers and be a partner in your student's educational process. This is a good opportunity to be involved with your student and their educational goals. If you wish to meet with your student's teachers, ask your client manager to arrange an appointment.

If your child has a current Individualized Education Plan (IEP), the DYC will honor that IEP and use it according to CDE guidelines so your student continues to receive identified services.

- A graduation plan is designed for all students who have not graduated or obtained a GED. Students who have already graduated have the opportunity to gain vocational and/or work experience. Special education services are provided for youth who qualify.
- As part of the educational services offered, the NYC will contact your youth's previous schools to get high school credits if they are over 14.
- If you have copies of transcripts or access to your youth's transcripts, please notify the Client Manager. This can help speed up the placement process for your youth.
- Credits earned in placement are transferable to all Colorado high schools and count toward graduation requirements.
- English as a Second Language (ESL) and English Language Learners (ELL) will have access to translation services for education and formal meetings.



Keep your child's transcripts in an easily accessible place. Ask your child to bring their homework to your visits. Stay in touch with the teachers. If your child is struggling, encourage them to ask for help.



HEALTH SERVICES



All NYC facilities have medical personnel who address medical needs. If your youth needs medical attention, he/she should notify staff and will be seen in a timely manner. All staff are trained to aid and support in the event of a medical emergency. Medical information is kept confidential between youth and medical staff and follows all confidentiality regulations such as the Health Insurance Portability and Accountability Act (HIPAA).

Your youth can see a medical care provider...

- Anytime they feel sick or if they have an injury;
- If they have questions or concerns about their health or health issues, including mental health and dental needs;
- For medication concerns; or
- If staff encourages a youth to see a medical care provider.



SPIRITUAL SERVICES

We respect the spiritual needs of your family. We honor your youth's right to choice and practice. Non-denominational religious programming is held weekly. Some facilities support spiritual needs through partnering with faith-based community agencies and organizations.



- Your youth can work with facility staff and his/her Client Manager for ideas that support meeting their spiritual needs.
- Your youth has the right to contact a religious representative as part of the professional call list and during non-structured program hours.

PAROLE/AFTERCARE/DISCHARGE

C PROCESS

Your youth will have a *minimum of six months on parole*. Parole begins when your youth has completed their residential stay or when their commitment time expires. This is a time to support transition and make sure that you and your youth have the skills and resources to be successful at home and in the community. Your youth's Client Manager will be their Parole Officer during their parole period.

Pre-Parole Transition Meeting: Before parole starts, your family will participate in transition meetings. These meetings help identify what you may need and ensure services are in place to support your family as your youth transitions onto parole.

Parole hearing: Your youth will have a parole hearing. You are encouraged to attend this hearing to support your youth. You will have an opportunity to speak with the Parole Board directly. You may let the Parole Board know your recommendations and thoughts about your youth transitioning onto parole including changes you have seen and any needs you might have.



If you are concerned about not being allowed to give your youth gifts for special occasions, e.g., holidays, birthdays, etc., start a savings account for them and put whatever money you would have spent into the account for their needs as they transition back into the community.

Family Support Services: The NYC offers many services to support your family during this time on parole. These services include therapeutic services, mentoring, life skills training, pro-social activities and tracking. You will be involved in deciding what services will be provided to support your family.

Parole Plan: While on parole, your youth will have a parole plan that will outline the services that will be provided. This parole plan will also have the guidelines and requirements for parole. You may be involved in developing this plan for your youth. This plan will include specific conditions that need to be followed. If any of these parole conditions are violated, your youth may be revoked from parole and could be returned to a state facility. Your Client Manager will ensure you have a copy of this parole plan.

We look forward to your involvement in this transition process. Our goal is to work together to support your family's long term success.



C RECORDS

Every committed youth will have a file that is generated and maintained by the Client Manager. This is known as the "master file". All youth will also have a medical file that is maintained by the medical department at each facility.

All information about your youth is kept confidential and safeguarded from unauthorized use and disclosure.

After your youth is discharged (released from the facility and completed parole) the master file and medical file are sent to Closed Records for storage. Information contained in the master file (education, treatment, assessment, parole, etc.) is maintained by Closed Records for *five years* after the date of discharge. Medical information is kept until the youth turns 28 years old. After the files have reached their storage limit they are destroyed.

How Confidential Information Can Be Released

Release of information from the youth or his/her family:

If your youth is 18 years of age or older they may sign a release of information for their own records. If they are not 18 years of age their parent/legal guardian may sign for records. To obtain a release of information, you may contact your Client Manager or by calling Closed Records at (303) 987-4614.

Completed releases may be submitted to:

Closed Records
3900 South Carr Street
Denver, CO 80235
(303) 987-4617 (fax)

Requests for Information by law enforcement:

Certain information can be released to law enforcement agencies by request or court order without consent from your youth. This includes:

- Basic commitment information, including where they were placed.
- Type of facility they were placed in.
- Critical incidents during their commitment.
- Court information including charges and sentencing information.
- This will not include education, medical, mental health or substance abuse treatment information.

How Long Does it Take to Get My Records? Is There A Cost?

Generally speaking, the turn-around time for records is one to two weeks. Please allow time to receive your records. If it is an urgent matter, please contact Closed Records. There is no cost for records.



NOTES

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APPENDIX

DEFINITION OF TERMS

Adjudication/Adjudicatory: The judicial hearing wherein guilt or innocence is determined either by the youth's admission or by trial.

Adult: A person eighteen (18) years of age or over, except when the court's jurisdiction continues past the eighteenth birthday, in which case the term "youth" shall still apply.

Advisement: A court procedure formally advising the accused of certain statutory and constitutional rights. The advisement is delivered during the first appearance in court.

Advisement of Rights: 1) A court procedure formally advising a person of certain statutory and constitutional rights. Such advisement must be given at the first appearance in court. 2) A set of warnings which must be given to a person upon arrest (see Miranda Warning).

Allege: To assert to be true without proving.

Appearance: The formal proceeding by which an offender presents him/herself to the jurisdiction of the court.

Apprehend: To arrest, take into custody, or seize a person on a criminal charge.

Arraignment: A court hearing where the accused is brought before the court to plead to the criminal charge in the indictment or information. The accused is advised of the charges pending against him/her, as well as his/her constitutional rights to have a lawyer and a trial.

Bail: (see Bond) Security, in the form of money or property, deposited with the court to ensure the appearance of the accused at a specific future time and place.

Bail Bond: An obligation signed by the accused with sureties to secure his/her presence in court.

Bench Warrant: Process issued by the court itself, or "from the bench," for the apprehension or arrest of a person.

Bond: A type of security required by the court before an offender is released from custody. An accused may be released on their own promise (personal recognizance), by having a licensed bondsman post an agreement to pay a certain amount (bond), by personally depositing money in cash (bail), or by encumbering property (property bond). The court may allow the amount of bail posted in cash to be a percentage of the total amount of bail set; however, in the event of default, the entire amount of bail set is forfeited and becomes due to the state.

Change of venue: The removal of a suit begun in one county or district, to another, for trial, or from one court to another in the same county or district.

Colorado Children's Code: Title 19, Colorado revised statute. This code sets forth the definitions, jurisdiction, procedures, and powers in juvenile cases.

Complaint and Summons: The formal charge, which initiates a criminal proceeding in a court. It must contain the name of the defendant, the offense, and statute number, and direct the defendant to appear before a specified court at a given date, time and location.

Contempt of Court: The punishable act of showing disrespect for the authority of dignity of a court.

Deferred Disposition/Prosecution, Deferred Sentence: Some defendants are granted a deferred prosecution, which means that the judge and district attorney permit the accused person to delay going to trial for a period of time, usually one year. During this period, the accused is supervised by a probation officer. If the person complies with all the requirements of the deferred prosecution, the charges may be dismissed. A defendant who pleads guilty to a crime may be given a deferred sentence, which means that the judge does not impose a sentence immediately but continues the case up to two years, placing the defendant under the Probation Department's supervision. If the defendant complies with all of the requirements, the charges against him/her will be dismissed.

Delinquency Petition: A petition charging a youth with a violation of the penal statute or municipal ordinances.

Delinquent: A youth, ten years of age or older, who violates any Federal or State Law, except State Traffic and Game and Fish Law, or any lawful order of the court made under the Colorado Children's Code.

Detention: Placing the youth in a facility designed for minors. This is a secure facility designed to be a non-punitive facility and located as close to the minor's home as possible.

Detention Hearing: A judicial hearing held within 48 hours (excluding weekends and court holidays) after a youth is taken into Temporary Custody to determine whether continued detention is necessary.

Dispositional Hearing: A judicial hearing at which time information is presented and reviewed along with recommendations for disposition. The conclusion is the court's official disposition order (i.e. probation, commitment, etc.).

District Attorney: A lawyer elected or appointed in a specified district to serve as the chief or administrative prosecutor for the State in criminal cases.

Diversions: District Attorney Juvenile Diversion programs manage juveniles who have been granted a pre-file diversion, informal adjustment or deferred adjudication. By successfully completing diversion, the juvenile is able to avoid an adjudication being entered on his/her record for the presenting offense.

Expungment: The legal process whereby a youth's juvenile court record can be sealed upon request three (3) years after unconditional release from probation or ten years upon release from the Department of Human Services or parole.

Guardian Ad Litem (ad li'tem): A person appointed by a court to look after the interests of a youth in litigation.

Guardianship: The duty and authority vested in a person or agency by court action to make major decisions affecting a youth, which may include: consent of marriage, military enlistment, medical or surgical treatment, adoption when parental rights have been terminated, or representation of a youth in legal actions.

Habeas Corpus: An order of the court to bring a person before the court to show cause as to why that person is being deprived of his/her liberty.

Incarceration: Imprisoned in a lockup/holding facility, jail, juvenile detention center, juvenile correctional facility, or prison.

Indictment: An accusation in writing found and presented by a grand jury, charging that a person therein named has done some act, or been guilty of some omission that by law is a crime.

Informal Adjustment: A type of disposition used primarily for first time offenders, which does not involve a court hearing. If the youth admits the facts of the allegation (with parental consent), the youth may be supervised for a period of time without being adjudicated.

Jurisdiction: The legal power to hear and decide cases; the territorial limits of such power.

Juvenile Court: The Division of the district court or, in Denver, the separate court, which exercises original jurisdiction over youth and subject matter set forth in the Colorado Children's Code.

Miranda Warning: Four statements which must be made to a suspect under interrogation before any evidence or confession elicited from that person can be admitted as evidence in court: 1. The person's right to remain silent, 2. Anything the person says may and will be used against him in a court. 3. The person's right to have the assistance of an attorney, and 4. The person's right to have an attorney appointed if he/she couldn't afford one.

Mittimus: An order of court directing the sheriff to transport a defendant to a specific place to serve a sentence of imprisonment.

Municipal Court: Courts whose territorial authority is confined to the city or community.

National Crime Information Center: (NCIC) A national computer system with information relative to any active warrants on individuals.

Nolo Contendere (no'lo kno-ten'de-re): A pleading usually used by defendants in criminal cases, which literally means, "I will not contest it," and is treated as a guilty plea when it comes for sentencing.

Ordinance: A law passed by a city or town lawmaking body.

Petition: A formal application in writing made to the court, requesting judicial action concerning some matter.

Plea: The defendant's formal response to criminal charges. If a defendant stands silent/mute, the judge will enter a plea of not guilty for the defendant. Examples are: guilty, not guilty, nolo contendere, not guilty by reason of insanity.

Plea Bargaining: A compromise reached by the prosecution and defense after negotiation resulting in a plea of guilty or nolo contender to a charge or one of the charges, or to a lesser charge, dismissal of remaining charges, elimination of the trial, and the possibility of a lesser sentence.

Preliminary Hearing: A discretionary hearing to determine if there is probable cause to believe that the facts alleged in the petition bring the youth/defendant within the court's jurisdiction.

Pre-Sentence Investigation: Social diagnostic study, which is a report to the judge to help him/her determine an appropriate sentence.

Probable Cause: A legal term meaning that there is sufficient reason or belief to detain or cause a petition to be filed. This is based on a legal examination of the facts.

Probation: A sentence alternative to incarceration, whereby an adjudicated juvenile may be released under certain conditions and under the supervision of a probation officer for a specified time. In some cases, a short detention sentence or "work release" program is combined with the probation.

Probationer: Convicted law violator allowed to remain in free society while under a probation officer's supervision, in lieu of serving a detention sentence or being committed to the Division of Youth Corrections.

Prosecution: The procedure by which a person is charged and tried for a criminal offense. Also, the charging, as opposed to the defending, side of a criminal case.

Public Defender: An attorney, or system of attorneys, funded by the state, to represent indigent persons in criminal or juvenile cases.

Recidivism: The return to criminal activity after completion of a sentence following an earlier conviction. A statistical measure of "failure" of offenders previously convicted of a crime.

Revocation: A court order rescinding or withdrawing a previous court order. When a person on probation has violated one or more of the terms or conditions of probation, a petition to revoke probation or modify the terms and conditions may be filed with the court. If the allegations are proven, the judge may modify the terms of probation or revoke probation and exercise any of the dispositional alternatives, including commitment to the Division of Youth Corrections.

Youth on parole following a DYC commitment may have their parole revoked if the conditions of parole are violated. In these situations, the youth may be returned to a state operated facility.

Risk Assessment Scale: A tool to assist in predicting continued criminal activity. The primary factors considered are; criminal history, stability, substance abuse and employment.

Summons: A notice requiring a person to appear in court on a specific day at a specific time. The summons is returned to the court to reflect that the person was served with it.

Venue: The particular county, city or geographical area in which a court with jurisdiction may hear and determine a case.

Verdict: The decision the jury or judge makes at the conclusion of trial as to the accused guilt or innocence.

Warrant: An order of the court authorizing either the arrest of a specific person or the search of a specific place for the seizure of specific items named in the order.

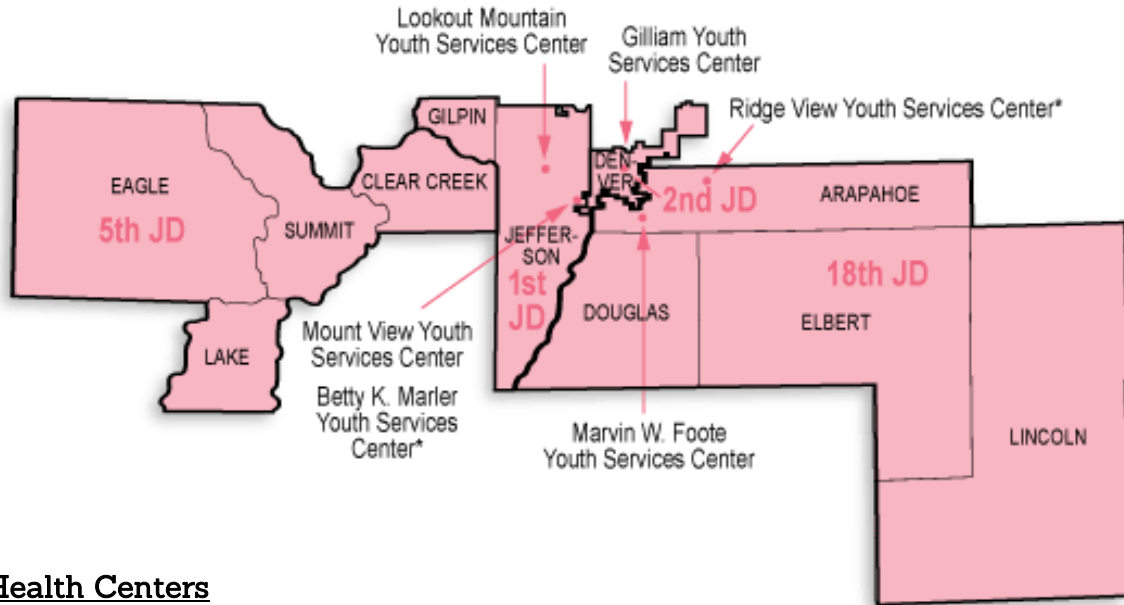


COMMUNITY RESOURCES & SUPPORTS FOR FAMILIES

Statewide Resources

Affordable Counseling Connection.....	303-295-3326
Alanon/Alateen.....	303-321-8788
Alcoholics Anonymous.....	303-322-4440
Asian Pacific Development Center, Aurora.....	303-923-2920
Crisis.....	303-393-0304
Colorado African Organization.....	303-953-7060
Colorado Anti-Violence Project.....	888-557-4441
Crisis.....	303-852-5094
Colorado Mental Health Crisis Hotline.....	844-493-TALK (8255)
Families First.....	303-745-0327
Crisis.....	877-695-7996
Crisis.....	800-244-5736
Family Resource Center Association.....	303-388-1001
Family Tree, Inc., Legal Advocacy Program.....	303-271-6559
Crisis.....	303-420-6752
Federation of Families for Children’s Mental Health.....	888-569-7500
Foundations Family Counseling.....	303-393-0085
Grandparents Resource Center.....	303-980-5707
Health and Human Services Database.....	211
Marriage and Family Clinic.....	720-648-8285
Mile High United Way.....	866-760-6489
Nurse-Family Partnership.....	303-327-4240
Office of the Child’s Representative (OCR).....	303-860-1517
Suicide Depression Hotline.....	303-860-1200
Teen Hotline (Mon-Fri 5-10 pm).....	719-564-5566
Youth Support Line.....	303-894-9000
Volunteers of America Southwest Safehouse.....	970-259-5443
Statewide Senate Bill 94 Coordinator.....	303-866-7334
Statewide Crisis Support Line.....	844.493.TALK

Central Region



Mental Health Centers

Arapahoe/Douglas Mental Health Network.....	303 730-8858
Counties Served: Arapahoe, Douglas	
Aurora Mental Health Center.....	303-617-2300
Counties served: City of Aurora, parts of Arapahoe	
Centennial Mental Health Center.....	970-522-4549
Counties Served: Cheyenne, Elbert, Kit Carson, Lincoln, Logan, Morgan, Phillips, Sedgwick, Washington, Yuma	
Mind Springs Health.....	970-945-2583
Counties served: Eagle, Garfield, Grand, Jackson, Mesa, Moffat, Pitkin, Rio Blanco, Routt, Summit	
Jefferson Center for Mental Health.....	303-425-0300
Counties served: Clear Creek, Gilpin, Jefferson	
Mental Health Center of Denver.....	303-504-1250
Counties served: Denver	
West Central Mental Health Center.....	719-275-2351
Counties served: Chaffee, Custer, Fremont, Lake	

Senate Bill 94 Contacts

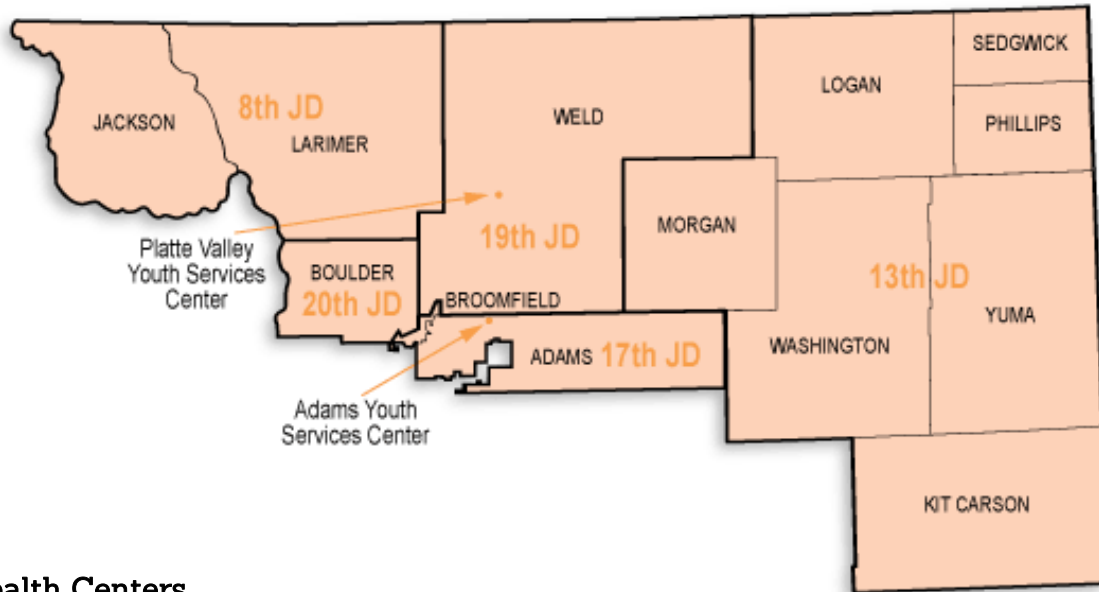
- 1st Judicial District: 11011 W. 6th Ave, Suite 120, Lakewood, CO 80215; 720-497-7799; On Call Screeners: 720-497-7770 or page 303-826-5009
- 2nd Judicial District: 2844 Downing Street, Denver, CO 80205; 303-291-8933; On Call Screeners: 303-510-8159
- 5th Judicial District: 955 Chambers Avenue, PO Box 216, Eagle, CO 81631; 970-328-7741 X414; On Call Screeners: 720-497-7770 or page 303-826-5009
- 18th Judicial District: 6551 S Revere Parkway, Suite 275, Centennial, CO 80111; 303-792-3777; Cell: 303-591-3977; On Call Screeners: 303-855-9701

Other Resources

Alpine Legal Services, Inc.....	970-945-8858
Counties Served: Eagle, Garfield, Pitkin	
Alternatives to Family Violence.....	303-428-9611
Crisis.....	303-289-4441
Crisis.....	720-297-4129
Counties Served: Adams, Arapahoe, Boulder, Broomfield, Denver, Jefferson	
CASA of Jefferson/Gilpin Counties.....	303-271-6535
Counties Served: Gilpin, Jefferson	
Catholic Charities, Immigration Services.....	303-742-0823
Counties Served: Denver	
Clear Creek County Advocates.....	303-679-2426
Crisis.....	303-569-3126
TTY/TDD.....	303-679-2393
Counties Served: Clear Creek	
Colorado Legal Services.....	800-395-2465
Counties Served: Chaffee, Custer, El Paso, Fremont, Lincoln, Park, Teller	
Community Alcohol & Drug Rehabilitation.....	303-295-2521
Counties Served: Jefferson	
Denver Center for Crime Victims.....	303-860-0660
Crisis.....	303-894-8000
TTY/TDD.....	303-860-9555
Counties Served: Denver	
Denver Indian Family Resource Center.....	303-871-8035
Counties Served: Denver	
Denver Indian Health and Family Services, Inc.....	303-953-6600
Counties Served: Denver	
Family Advocacy, Care, Education, Support (FACES).....	720-570-9333
Communities Served: Denver	
Family Tree Counseling & Education Program.....	303-462-1060
Crisis.....	303-420-6752
Counties Served: Jefferson	
Healing from the Heart.....	303-733-1176
Counties Served: Adams, Alamosa, Denver	
Integrative Therapy Solutions.....	720-285-6437/720-285-6438
Counties Served: Adams, Arapahoe, Broomfield, Denver, Douglas, Jefferson	
Jefferson County Mediation.....	303-271-5060
Counties Served: Jefferson	
RESPONSE: Help for Survivors of Domestic Violence and Sexual Assault.....	970-920-5357
Crisis.....	970-925-7233
Counties Served: Eagle, Garfield, Pitkin	

Servicios De La Raza.....	303-458-5851
Crisis.....	303-953-5930
Counties Served: Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, Jefferson	
Wellness Foundation.....	888-602-6226
Counties Served: Adams, Cheyenne, Kit Carson, Lincoln	
WINGS Foundation, Inc.....	800-373-8671
Counties Served: Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, Elbert, El Paso, Gilpin, Jefferson, Lincoln, Teller	

Northeast Region



Mental Health Centers

Centennial Mental Health Center.....	970-522-4549
Counties Served: Cheyenne, Elbert, Kit Carson, Lincoln, Logan, Morgan, Phillips, Sedgwick, Washington, Yuma	
Mind Springs Health.....	970-945-2583
Counties served: Eagle, Garfield, Grand, Jackson, Mesa, Moffat, Pitkin, Rio Blanco, Routt, Summit	
Community Reach Center.....	303-853-3500
Counties served: Adams	
Mental Health Partners.....	303-413-6263
Counties served: Boulder, Broomfield	
North Range Behavioral Health.....	970-347-2120
Counties served: Weld	
Touchstone Health Partners.....	970-494-9870
Counties served: Larimer	

Senate Bill 94 Contacts

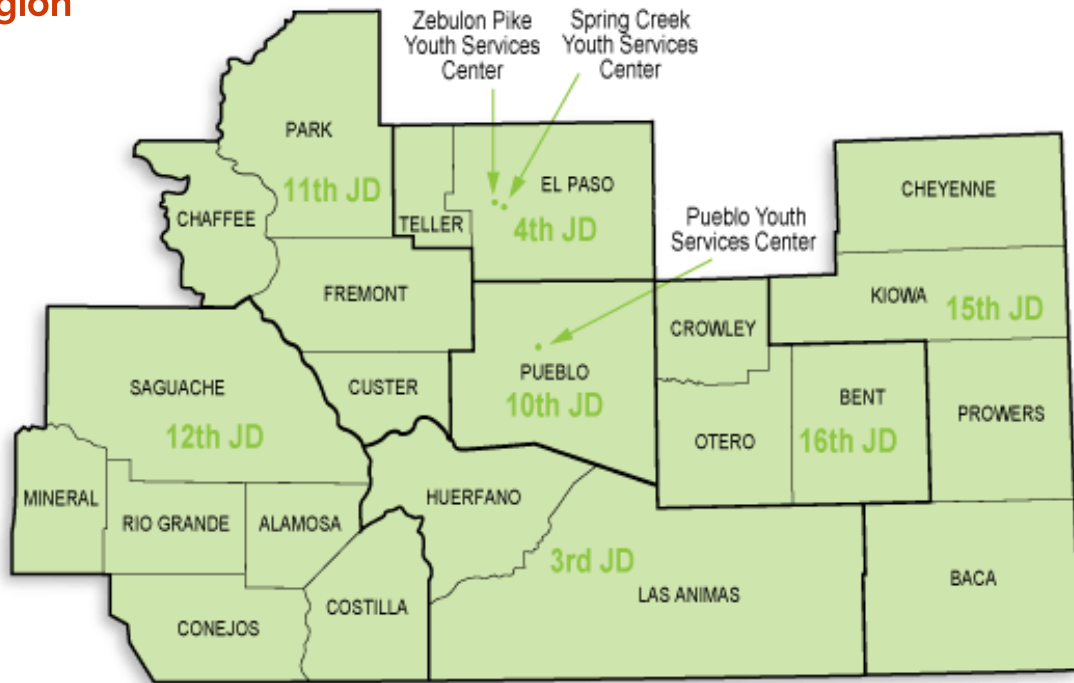
- 8th Judicial District: 125 South Howes, 10th Floor, Suite 1094, Ft. Collins, CO 80521; 970-482-8888; Cell: 970-308-0887; On Call Screeners: HUB 970-498-6991

- 13th Judicial District: PO Box 943, Sterling, CO 80751; 970-522-6599; On Call Screeners: 970-580-5320
- 17th Judicial District: 8461 Delaware Street, Thornton, CO 80260; 720-292-2820 X656; Cell: 303-990-1622; On Call Screeners: LINK-303-912-0819
- 19th Judicial District: 2835 W. 10th Street, Greeley, CO 80634; 970-351-5472; Cell 970-397-0174; On Call Screeners: 970-397-0161
- 20th Judicial District: Boulder County IMPACT, 3460 Broadway, Boulder, CO 80304; 303-441-4969; On Call Screeners: 303-441-3978

Other Resources

A Kid's Place: Weld County CASA Program.....	970-353-5970
Counties Served: Weld	
ADAM's Community Mental Health Center, Victim Counseling Program.....	303-853-3500
Counties Served: Adams, Broomfield	
Alternatives to Family Violence.....	303-428-9611
Crisis.....	303-289-4441
Crisis.....	720-297-4129
Counties Served: Adams, Arapahoe, Boulder, Broomfield, Denver, Jefferson	
Child Advocacy Resource and Education (CARE).....	970-356-6751
Counties Served: Weld	
Children and Youth Resources.....	303-651-8580
Counties Served: Boulder	
Colorado West Mental Health.....	970-723-0055
Crisis.....	970-723-4242
Counties Served: Jackson	
Healing from the Heart.....	303-733-1176
Counties Served: Adams, Alamosa, Denver	
Integrative Therapy Solutions.....	720-285-6437/720-285-6438
Counties Served: Adams, Arapahoe, Broomfield, Denver, Douglas, Jefferson	
Lutheran Family Services of Colorado – Fort Collins Office.....	970-232-1163
Counties Served: Larimer	
Servicios De La Raza.....	303-458-5851
Crisis.....	303-953-5930
Counties Served: Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, Jefferson	
Wellness Foundation.....	888-602-6226
Counties Served: Adams, Cheyenne, Kit Carson, Lincoln	
WINGS Foundation, Inc.....	800-373-8671
Counties Served: Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, Elbert, El Paso, Gilpin, Jefferson, Lincoln, Teller	

Southern Region



Mental Health

AspenPointe.....	719-572-6330
Counties Served: El Paso, Park, Teller	
Centennial Mental Health Center.....	970-522-4549
Counties Served: Cheyenne, Elbert, Kit Carson, Lincoln, Logan, Morgan, Phillips, Sedgwick, Washington, Yuma	
San Luis Valley Comprehensive Community Mental Health Center.....	719-589-3671
Counties served: Alamosa, Conejos, Costilla, Mineral, Rio Grande, Sagauche	
Southeast Mental Health Services.....	719-384-5446
Counties served: Baca, Bent, Crowley, Kiowa, Otero, Prowers	
Spanish Peaks Mental Health Center.....	719-545-2746
Counties served: Huerfano, Las Animas, Pueblo	
West Central Mental Health Center.....	719-275-2351
Counties served: Chaffee, Custer, Fremont, Lake	

Senate Bill 94 Contacts

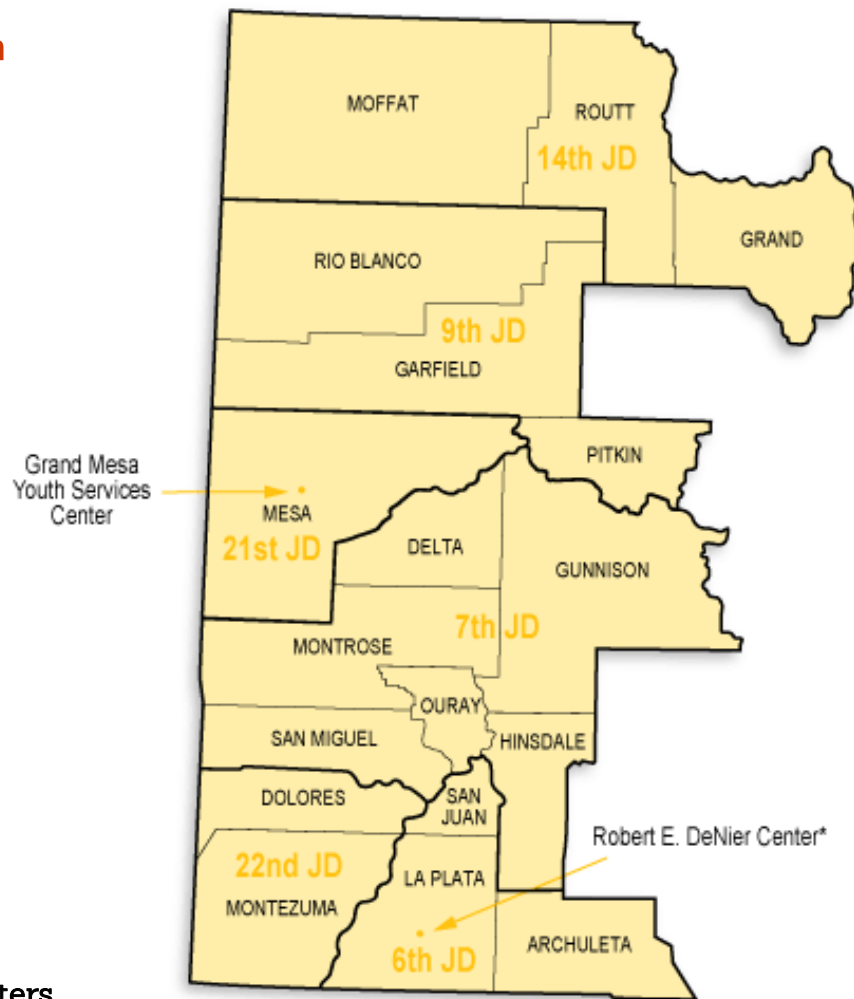
- 3rd Judicial District: 200 E. 1st St, Room 303, Trinidad, CO 81082; 719-846-3428; Cell: 719-680-1403; On Call Screeners: Huerfano 719-738-1044 & Las Animas 719-846-2211
- 4th Judicial District: 2340 Robinson Street, Colorado Springs, CO 80904; 719-389-0994; Cell 719-339-0098; On Call Screeners: 719-492-9111 or 719-635-9100
- 10th Judicial District: 1120 Court Street, Pueblo, CO 81003; 719-253-5606
- 11th Judicial District: 136 Justice Center Rd., Room 104, Canon City, CO 81212; 719-244-6703; On Call Screeners: Mission Possible
- 12th Judicial District: 12th Judicial District Probation, 702 Fourth Street, Alamosa, CO 81101; 719-589-7583; On Call Screeners: 719-588-8886

- 15th Judicial District: 301 S. Main, Suite 110, Lamar, CO 81052; 719-336-8318; On Call Screeners: Angel 719-688-0208 or Byron 719-688-3269, Nights, Weekends, Holidays: 800-511-5446
- 16th Judicial District: 13 W. Third St., Room 201, LaJunta, CO 81050; 719-384-0483; On Call Screeners: Don 719-384-0483, 719-980-0438 or Kelly 970-219-2192, 719-384-0438

Other Resources

10th Judicial District Probation Department; Victim Services Unit.....	719-253-5600
Counties Served: Pueblo	
Arkansas Valley Resource Center, Inc.....	719-384-7764
TTY/TDD.....	719-384-1938
Counties Served: Bent, Crowley, Otero	
Asian Pacific Development Center, Colorado Springs Office.....	719-459-3947
Counties Served: El Paso	
CASA of the Pikes Peak Region.....	719-447-9898
Counties Served: El Paso, Teller	
Centro de la Familia.....	719-227-9170
Crisis.....	719-375-9424
Counties Served: El Paso, Pueblo, Teller	
Colorado Legal Services.....	800-395-2465
Counties Served: Chaffee, Custer, El Paso, Fremont, Lincoln, Park, Teller	
Court Care for the Pikes Peak Region.....	719-448-7747
Counties Served: El Paso	
Finding Our Voices.....	719-636-5065
Counties Served: El Paso	
Healing from the Heart.....	303-733-1176
Counties Served: Adams, Alamosa, Denver	
Open Arms Victim Advocacy.....	719-232-8527
Counties Served: Denver, El Paso, Pueblo, Teller	
Rocky Mountain Behavioral Health.....	719-275-7650
Crisis.....	719-429-3784
Counties Served: Fremont	
Tu Casa, Inc.....	719-589-2465
Counties Served: Alamosa, Conejos, Costilla, Mineral, Saguache	
Wellness Foundation.....	888-602-6226
Counties Served: Adams, Cheyenne, Kit Carson, Lincoln	
WINGS Foundation, Inc.....	800-373-8671
Counties Served: Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, Elbert, El Paso, Gilpin, Jefferson, Lincoln, Teller	

Western Region



Mental Health Centers

Axis Health Systems.....	970-259-2162
Counties Served: Archuleta, Dolores, La Plata, Montezuma, San Juan	
Mind Springs Health.....	970-945-2583
Counties served: Eagle, Garfield, Grand, Jackson, Mesa, Moffat, Pitkin, Rio Blanco, Routt, Summit	
Midwestern Colorado Mental Health Center.....	970-252-3200
Counties served: Delta, Gunnison, Hinsdale, Montrose, Ouray, San Miguel	

Senate Bill 94 Contacts

- 6th Judicial District: 6th Judicial Courts, 1060 E. 2nd Ave., #107, Durango, CO 81301; 970-385-6172; Call Screeners: Denier 970-375-2781
- 7th Judicial District: South 1st Street, Montrose, CO 81401; 970-244-0502 Cell: 970-765-5205; On Call Screeners: 970-901-6810
- 7th Judicial District (Ouray): San Miguel & Ouray County Juvenile, PO Box 1068, Telluride, CO 81435; 970-728-4463; On Call Screeners: 970-901-5268
- 7th Judicial District (Gunnison): 200 E. Virginia, Gunnison, CO 81230; 970-641-7902; On Call Screeners: 970-596-8990 or 970-596-5239
- 9th Judicial District: 136 E. 12th Street, Rifle, CO 81650; 970-625-3141; Cell: 970-618-7335; On Call Screeners: 970-618-8390

- 14th Judicial District: 308 Byers Street, Hot Sulphur Springs, CO 80451; 970-725-3055; Cell (970) 531-0231; On Call Screeners: 970-531-0231
- 21st Judicial District: Opportunity Center, 1129 Colorado Avenue, Grand Junction, CO 81501; 970-244-3818; On Call Screeners: Pager 970-248-5700, Brandi 640-9960, or Sandy 216-2515
- 22nd Judicial District: 22nd JD Probation, 601 N. Mildred, Suite 1, Cortez, CO 81321; 970-564-5023 On Call Screeners: Pager 970-382-4404 or Paul 799-3608

Other Resources

Alpine Legal Services, Inc.....	970-945-8858
Counties Served: Eagle, Garfield, Pitkin	
The Dolphin House Child Advocacy Center	970-240-8655
Counties Served: Delta, Gunnison, Hinsdale, Montrose, Ouray, San Miguel	
Hilltop - Tri-County Resource Center – Delta.....	970-249-2486
Crisis.....	970-874-4941
Counties Served: Delta, Montrose, Ouray, San Miguel	
Hilltop - Tri-County Resource Center – Montrose.....	970-252-7445
Crisis.....	970-626-3777
Counties Served: Delta, Montrose, Ouray, San Miguel	
Latimer House, Hilltop Community Resources.....	970-241-0324
Crisis.....	970-241-6704
Counties Served: Delta, Garfield, Mesa, Montrose	
Mesa County Partners.....	970-245-5555
Counties Served: Mesa	
RENEW, Inc.....	866-591-9737
Crisis.....	970-565-2100
Counties Served: Dolores, Montezuma	
RESPONSE: Help for Survivors of Domestic Violence and Sexual Assault.....	970-920-5357
Crisis.....	970-925-7233
Counties Served: Eagle, Garfield, Pitkin	

CONTRIBUTORS

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