



## **OPERATIONS ORDER**

### **Peer to Peer Mentoring Program**

#### **Purpose and Scope**

The Youth Detention Facility (YDF) Peer to Peer Mentoring Program was developed to facilitate positive behavioral adjustment and change for residents housed at the YDF. The program provides an opportunity for personal growth for mentors and mentees.

This order outlines the program objectives; mentor selection process; mentor expectations, incentives and privileges; and reinforces staff supervision requirements.

#### **Affected Personnel**

All Youth Detention Facility employees

#### **Authority**

Administrative Directive

#### **Effective Date**

June 30, 2016

#### **I. Program Objectives**

- A. Orient new intakes on YDF rules, behavioral expectations, and available services.
- B. Encourage pro-social behavior.
- C. Teach and reinforce coping skills.
- D. Provide positive encouragement and support to residents during challenging times.
- E. Increase resident investment in the YDF behavior motivation program.

#### **II. Mentor Selection Process**

The mentor selection process is designed to replicate a competitive employment opportunity. Prospective mentors must:

- A. Submit a written application, which includes securing endorsements from school staff, mental health staff, and/or unit staff.
- B. Participate in an oral panel interview.
- C. Successfully complete a leadership training curricula.

#### **III. Mentor Expectations**

- A. Maintain appropriate relationships with peers and staff at all times.
- B. Model desired behavior by adhering to all YDF rules and exceeding behavioral expectations.
- C. Provide emotional support and encouragement to residents during crises or other challenging times.

- D. Assist in conflict resolution and intervene only under the direction of, or with permission from, probation staff.
- E. Participate in mentor activities, training and forums as required.
- F. Notify probation staff immediately if the mentee expresses any intent to harm him/herself or others, or reports any criminal activity occurring within the facility.
- G. Disclose mentor/mentee communications upon request from probation staff.
- H. Serve as lead workers within their housing unit.

**IV. Confidentiality**

- A. There shall be no confidentiality or expectation of privacy between the mentor and the mentee as it relates to disclosure to probation staff.
- B. Mentors are expected to cooperate with probation staff if questioned about any communication occurring within the mentoring relationship.

**V. Mentor Supervision**

- A. Mentors shall be supervised in accordance with the YDF Supervision of Residents Policy and Procedure.
- B. Staff must be mindful of potential manipulation by mentors, especially those classified S-1 and/or facing a prison commitment.

**VI. Mentor Incentives/Privileges**

- A. Incentives/privileges for mentors within the units shall be equivalent to those received by other residents with leadership status (e.g. bed time, commissary).
  - 1. Housing unit staff shall not provide additional incentives or privileges to mentors in their unit.
  - 2. Incentives or privileges, such as outside food or special events, will be coordinated by programming unit staff and shall occur away from the units and other residents.
- B. Mentors are eligible to receive a reference letter from the Deputy Probation Officer assigned to the Programming Unit detailing their achievements, individual growth and commitment to serve others through the mentor program. The letter will be approved and signed by the Programming Unit Supervisor and the original reference letter shall be placed in the resident's YDF file. The reference letter should be considered by probation staff when preparing an adjustment summary for the Court.

**VII. Unit Assignment**

Mentor unit assignment shall be at the discretion of the Programming Unit Supervisor, Watch Commander, and Classification Officer and based upon the needs of the facility.

**Attachments**

[Peer Mentor Application](#)


[Mentor Ground Rules](#)

[Peer to Peer Mentoring Program Procedural Guidelines](#)

**Amends/Replaces**

New

**Approved By** \_\_\_\_\_

  
Lee Seale, Chief Probation Officer

**Date** 5/25/2016