

# Resident Handbook



*“Our lives are not determined by what happens to us but by how we react to what happens, not by what life brings to us, but by the attitude we bring to life. A positive attitude causes a chain reaction of positive thoughts, events and outcomes. It is a catalyst, a spark that creates extraordinary results.” - Anonymous*

**THIS FACILITY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, GENDER, GENDER IDENTITY OR EXPRESSION, SEXUAL ORIENTATION, AGE, DISABILITY, RELIGION, OR NATIONAL ORIGIN**

**THIS FACILITY HAS ZERO-TOLERANCE FOR ASSAULT, SEXUAL ABUSE, AND HARRASSMENT**



## THE RULES - THERE IS ONLY ONE

**Respect yourself, peers, staff, the facility and its property.**

Your stay in detention can be a learning experience. If you obey the rules and staff your time here will be less restricted. If you choose to disobey, argue and complain, you will not earn privileges.

If you choose not to obey the rules, you will receive a correction. Corrections will be covered later in this handbook, but it is important to remember that most corrections are designed to give you an opportunity to think and to learn.



Your behavior is monitored and documented daily by staff. A Deputy Juvenile Officer in detention will provide a summary of these behaviors, positive and negative, to the Judge and your Juvenile Officer. This report will give everyone an idea of what strengths and weaknesses you have.

## USEFUL INFORMATION

- Remember detention is a safe place where no one gets hurt or, hurts others so if you learn of a situation in which others are planning to hurt someone else, inform staff **IMMEDIATELY!** \*\*
- If you know of an escape plan, inform staff **IMMEDIATELY!** \*\*

These two are very important. If you do not inform staff, you could be considered as being involved in an escape or assault. Detention is a very safe place to be, you are expected to help keep it that way.

- If someone is acting up, do not get involved, remain quiet and stay seated.
- Find something productive to do. Being bored only leads to problems. Try reading.
- Be **QUIET** in your room and stay away from the door. The intercom is for staff to listen and to ensure all residents are okay. It is also used by staff to let the residents know what is going on. Therefore, it is very important to be quiet in

your room unless you have an emergency. IF there is an emergency, you may press the intercom button to talk with staff.

- If you have a problem, ask to speak to staff privately.
- If you are on prescription medication a Juvenile Officer that is on duty will dispense these to you. Pay attention to what you're being given and let the Juvenile Officer know if you do not believe the medication is correct.

## HOW THINGS WORK ☀ WHAT IS EXPECTED

*Everyone in detention participates in the same point system. You earn points for meeting expectations (which means doing what you are supposed to and following the rules) and not earn points if you fail to meet expectations. The more points you earn, the more privileges you can earn and buy with those points.*

### EXPECTATIONS:

- Each resident is expected to exercise good hygiene practices: wash your body (all over) and hair during shower, brush teeth morning and night, wash your hands before meals and after using the restroom, etc. You will be provided with your hygiene products and a clean set of clothing and given 15 minutes to shower before bed each day.
- You are expected to leave the showers/bathrooms as clean as you found them. When you exit the shower, please bring your trash to discard in the dayroom, your dirty clothes, towel, and any other items that you took into the shower. Staff will inspect the showers between residents and residents are expected to clean up any messes they have made.
- Residents are expected to turn their dirty clothes right-side-out and hold them up for staff inspection while counting them into the dirty laundry basket. Boys will have 8 items, girls will have 9.
- Each morning and afternoon after quiet time residents are expected to wake up, tuck their white shirt in their pants, straighten their rooms and make their beds. Once instructed to wake up, residents are expected to sit on their bed or stand in their room until staff calls them into the dayroom.
- Residents are expected to keep their rooms neat and clean. This means your toilet is flushed, the room is neat with nothing in your window and the bed must be made as shown in the model room, (one blanket should be tucked in on all sides and the other blanket folded neatly). You will still meet expectations if you are under ONE of your blankets, however, when you leave your room your bed must be made properly. Residents are only allowed 2 books in their rooms at any time. Residents are expected to sweep and mop bedrooms on the weekend.

- It is understood that no resident *wants* to be here, however, it is an expectation that residents: maintain a positive attitude, be polite to staff and others, cooperate, be a positive influence, and follow ALL directions.
- Residents are expected to attend school each day and have a positive attitude about learning. School work may be done in the group or individually (determined by the teacher), either way, residents are expected to do work and follow the rules and directives of the teaching staff. You will learn the classroom rules in the next section.
- Residents are expected to be respectful to staff, guests, peers, property, and self. This means residents are expected to: follow all staff directives, listen and participate in groups or learning activities; be polite, kind and considerate; not cause damage or deface property; and not cause harm by word or deed.
- Residents are expected to keep your business your business. Do not engage in conversation with other residents about personal matters. Conversations about your phone calls or visits, case, hearings, placements, etc. as well as attempting to exchange any personal information is strictly prohibited. If you are talking and staff can't hear you, it will be assumed that you are discussing things you shouldn't and there will be consequences.

Residents following these expectations can expect to earn points each day.

While you are in detention you are able to earn up to 30 points each day. These points can be used to buy the following privileges. Some of these are one time purchases such as: cards, board games, and an extra mattress. Other items you must purchase every time such as: deodorant, toothpaste, toothbrush, soap/body wash, shampoo, conditioner, etc. All of these items and food items during food visits, must be pre-approved by the Superintendent or Assistant Superintendent and provided by your parents.

In Room		Additional Items		During Visits ONLY	
Personal Drawing	25	Deodorant	50	Candy Bar	500
Cards	200	Toothpaste	75	Soda	500
Photo x2	300	Toothbrush	75	Food Visit	1,000
1 Puzzle	400	Soap or Body Wash	75		
1 Magazine	550	Shampoo	75		
1 Poster	700	Conditioner	75		
Extra Mattress	1,200	Board Games	100		
		Pick the Movie	1,000		

Residents that have reached point levels are also eligible for the below privileges. These are not items that need to be purchased, once you have reached the stated point level these privileges are available to you. Please notify staff if you intend to exercise one of these privileges so that they can verify your points.

<b>Visits/Phone Calls/Extras</b>	<b>Points</b>
N/C visit w/approved family member	500
Extra 5 min. added to call w/parent	500
One 30 min. visit w/parent per week	700
Additional 10 min. added to call w/parent per week	700
One 10 min. call w/approved family member	1,000
Stay out w/both groups or stay out extra time	1,000

Any privilege, whether purchased with points or earned through accumulative points, may be removed if your behavior does not warrant having a privilege. If you lose a privilege, you will have to earn the privilege back through positive behavior and/or point accumulation.

## CLASSROOM RULES

1. Always give 100% to your schoolwork. No staring into space, looking around at other residents, or any behavior that distracts you or others from working.
2. Raise your hand before you speak.
3. Conversations with other residents are NOT allowed. Direct all comments and questions to teachers and staff only. Comments and questions should be about YOUR work and not the work of other residents.
4. NO Complaining about the facility, staff, rules, etc.
5. Do not misuse pens, books, folders, etc. This means no marking on your body, books, or newspapers.
6. Do not say “shut up” or speak harshly to other residents. Body language should be positive, i.e. no sighs, rolling eyes, or anything that shows frustration with others. WORRY ABOUT YOURSELF!!!
7. Do not discuss mutual friends, activities, or any personal information with other residents. Do not discuss court dates, rulings, or when you might leave the facility.
8. Do not sag your pants or untuck your shirt. Do not lay your head on your desk.
9. Respect for others is essential. Any actions deemed disrespectful by teachers or staff will have consequences!

Following these rules will keep you from receiving consequences that include:

- A. Loss of points.
- B. Loss of gym time during school or other fun school activities.
- C. 30 minutes in the visiting room with nothing to do but think about behavior and 30 minutes to write a thinking report before coming back to the classroom.
- D. Satellite school; do school work alone outside of the classroom; no participation in fun school activities.
- E. In-school suspension; sit outside of the classroom with nothing to do but think. School work will be made up in the evening, and regular scheduled evening activities will be suspended until work is complete.
- F. Complete removal from school until an AI can be assessed.

## OPPORTUNITIES TO THINK AND LEARN - CORRECTIONS

### Point Fine

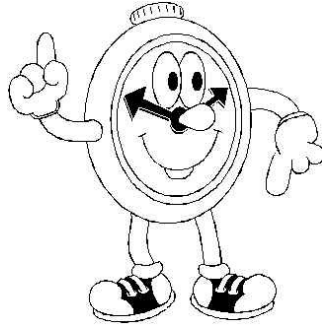
Not awarding the full amount of points for an activity is a form of correction.

### 5-Minute Timeouts



- Response for inappropriate behavior.
- Staff will direct the resident where to take a 5-Minute time out.
- Resident will go to the visiting room or sit at the desk in the dayroom and read the Resident Handbook again.
- When the Resident Handbook has been read they will then do a 5-minute Think Sheet.
- If resident answers the questions correctly, they rejoin the group.
- If resident fails to answer correctly, staff will show them in the Resident Handbook what rule they broke and the resident will read that section again.
- When the additional 5-minutes is completed the resident will do another 5-minute Think Sheet.
- If resident answers correctly, they rejoin the group. If not, they receive a 30-30.

## 30 - 30 Timeouts



- Earned for failure to comply with a 5-Minute timeout, for inappropriate behavior during school, for inappropriate behavior while the resident is in their room, and for serious violations of detention rules.
- When staff directs a resident to take a 30-30, the resident must be escorted to their room and all items, including the mattress and pillow, removed. If the resident is already in their room when they receive a 30-30, all items are removed.
- The first 30 minutes is spent in a sterile/empty room thinking about what happened and why. The time doesn't start counting until the resident is calm.
- The second 30 minutes is spent in the dayroom, classroom, or visiting room completing a Thinking Report about what happened and why. If a resident is unable to complete the Thinking Report in 30 minutes a staff person will check regularly to offer assistance and the resident works until they are done.
- Before the resident rejoins the group, staff reviews the Thinking Report with the resident in a teaching style.

### Staff Discretion

- Staff may institute a correction after repeated corrections for the same behavior doesn't work.
- Staff instituted corrections include requiring a resident to stay in their room (grounded) and lose an activity or privileges (for example: losing cafeteria privilege, resident eats in their room instead.)

### Administrative Interventions

- Earned if a resident is not responding to the regular timeout/thinking method, if the resident behaves in gang-like manner, is dangerous, or violent.
- Once a request for an administrative intervention is made by a staff person the resident will remain on no contact separation with other residents until the Detention Superintendent, or their designee, completes a plan.
- The plan will be discussed with the resident and is designed to provide consequences and services in such a way that the resident can move forward and re-enter the regular program



## **OTHER IMPORTANT INFORMATION**

**Behavior:** Your behavior, both positive and negative, is recorded by staff on your shift behavior log and any behavior problems during school is recorded on the back of your point sheet. Staff also report your behavior in shift notes so that your Juvenile Officer, the Judge, and others have an idea of what your behavior is in detention. Staff also prepare a report of your behavior in detention to give to the court during your adjudication hearing. You will get a chance to see your point sheet every day.

**Counseling:** The staff members on duty are generally available to speak with you 1:1 (one on one) at your request, but you may have to wait. The counselor is normally available during the week. If you wish to speak with the counselor, put your request on the request sheet.

**Day Room Lockers:** Each resident has a locker in the dayroom to store personal hygiene items. The locker number will always be the same as your room number. You will not be allowed to store medications, food, papers, and writing utensils in your locker. You are responsible for closing your locker after you complete your hygiene routine in the morning and evening. You also must account for your toothbrush, toothpaste, deodorant, soap, and comb. (See grooming supplies).

**Personal File:** Each resident has a personal file for keeping court papers, books, school projects, unfinished letters, etc. in the control room. You may access these items by asking staff.

**Grooming Supplies (a.k.a. toiletries):** Each resident is provided with a toothbrush, toothpaste, soap, comb or pick, deodorant, and shower shoes. These items are to be stored in your dayroom locker. If you lose one of these items, report it immediately. Also, before you throw an item away, show it to staff and ask them politely to replace the item. Throw the item away in front of staff as they hand you the new item. If you purchase toiletry items with your points, these will go in your locker as well. Your personal hygiene is your responsibility. If you are not keeping yourself clean you may lose points. Lotion is available for use, in the bathroom during regular hygiene periods.

**Grievance Procedures:** If you have been subjected to sexual assault, sexual abuse or sexual harassment notify staff or fill out a grievance form immediately. Otherwise, discuss your grievances with a staff person to make every effort to resolve your issue informally. If your attempts to handle a situation informally have not been successful, you may file a grievance at any reasonable time. Politely ask a staff member for a grievance form. After filling out the grievance form put it in an envelope, seal it, and then put it in the wooden box that is in the dayroom. The grievance form is not to be used as a threat. **Do not** discuss the matter with other residents. The grievance will be reviewed by the Superintendent of Detention on the next working day.

**Gym:** If you are physically able, you will participate in physical training on a daily basis. You are expected to participate fully and place your best effort forward. If you are stalling or not trying to do the activities, you will be told to take five minutes out or you will be asked to go back to your room for the remainder of gym. On the way to the gym (walking) you are expected to be in a single file line and you are not to talk. You are also to look straight ahead only.

**Haircuts:** You need to ask if any staff members are currently cutting hair. Parental permission should be given before haircuts. Parents or guardians may make alternative arrangements to have hair cut or braided while in detention.

**Intercom:** Each room is furnished with an intercom. The call-in button is for **emergencies only**. An emergency means you need immediate assistance or you have accidentally taken a forbidden item inside your room (such as dayroom shoes or you have too many pieces of paper in your room). If you call in for any other reasons, you will be warned your first time but after that staff will start taking points and you will do a 30/30. The questions that are not emergencies are to be asked when staff members do room checks (approximately every 15 minutes).

**Letters/Notes:** All letters/notes **MUST** go through staff. You must have a residential mail form filled out by parents/custodian to have permission to send or receive mail from people other than parents/custodian. The facility will provide postage for 2 letters per week. Your parents/custodian need to provide any additional postage for you to use. All mail is searched for contraband and protected information before it is sent or delivered.

**Library:** You are encouraged to select books from the dayroom bookshelves. Books are checked in and out. When checking a book out you need to remove the place keeper from your library slot and place it where the book is taken from. When returning a book back to the shelf, place it back where the place keeper is and remove the place keeper to use for your next book selection. The books are arranged on the shelves in alphabetical order by last name of author so please put your book(s) back where it goes. Once you are done with a book, be sure to bring it out with you the next opportunity. You may have no more than 2 books in your room at a time (including religious material). If you disrespect the books in any way you will lose points and may lose privilege of having books in your room.

**Meals:** Breakfast is served first thing in the morning. Lunch is usually served around 12:00PM. Dinner is served between 5:00PM and 5:15PM. All times are subject to change. In the cafeteria, you may only talk to residents at your own table. Residents must sit where plates are placed and once seated, you may not get up without permission. Once seated, you may not get up without permission. Table manners are expected. Before the group is excused, all sporks must be accounted for in the cafeteria. **DO NOT THROW THE SPORKS INTO THE TRASH!**



**Medical Needs:** If you have a medical need, you may see the nurse. To see the nurse, write “nurse” on the request sheet or ask a staff member to fill out a request slip for you. All prescription medication must be provided by your parent/custodian and will only be given as prescribed or ordered by the doctor. Staff cannot dispense over-the-counter medication (i.e. Tylenol, Ibuprofen, etc.) without a medication form filled out by parents/custodian.

**Mental Health Needs:** All youth will be seen by the Clinical Services Coordinator (CSC) or their designee within 48 hours of admission. If you have an on-going mental health need, you may request to see the CSC, again. To see the CSC, write “CSC” or counselor on the request sheet. A personal counselor can make arrangements to have sessions with you on a case by case basis.

**Movie Rules:** On weekends and holidays, you will be allowed to watch a movie. This is a privilege, so take it seriously. These are the movie rules you are expected to know and follow:

- You must raise your hand to ask permission to use the restroom or get a drink.
- You must keep your eyes on the movie and not look around the room.
- You must stay awake and not fall asleep.
- You must not touch your neighbors.
- You must not talk or say comments out loud about the movie.
- Do not laugh at inappropriate times or at inappropriate topics.

**Nail Clipping:** Upon admission and during your stay in detention, you will not be allowed to keep finger nails at excessive length. Therefore you must clip them until the staff member on duty approves the length. This needs to be done at shower time in the evening.

**Phone Calls:** You can have ONE 10 minute phone call per day to your parent/custodian. If your parents are separated, you may have two phone calls per day, one to each parent. Additional time with parents/custodians and additional phone calls are available once you earn enough points. You may only speak with your parents/custodians. Conversations with anyone other than your parents/custodian such as your brothers, sisters, friends, aunts, uncles, etc. are NOT allowed (even just to say hello or hear their voice!). If you speak to someone who you are not approved to speak with, your current phone call will be terminated. If someone is on the phone with which you know you are not allowed to talk to, you need to inform staff immediately and hang up on that individual. Phone call times for parents/custodians are:

Incoming/Outgoing Calls: 3:30PM to 9:00PM everyday

We make every attempt to contact your parents between 7:30 p.m. and 9:00 p.m. Do not continually ask staff whether we have attempted to call them yet. The only reason you will not speak with your parent/custodian is if we left a message for them and they did not call back or there was no answer. Long distance phone calls can be made. You may request a call to be made to persons such as your attorney and D.Y.S. worker. Attorneys and D.Y.S. workers may contact you by phone at any reasonable time throughout the day. Such requests should be put on the request sheet in the morning before school. A call can be made to the Child Abuse or Neglect hotline to report any abuse or neglect at any time upon your request.



**Requests:** You may request personal items and phone calls to your D.Y.S. worker, attorney or juvenile officer; to see the nurse, counselor or the Superintendent or Assistant Superintendent, etc. These requests should be made by using the request sheet provided by staff. When you make a request, you write your request next to your room number on the request sheet. You will only be allowed to make requests in the morning before school so planning is important.

**Risk Levels:** When you are admitted, you are automatically placed on a risk level. There are three risk levels. If staff members feel you are at risk to hurt yourself, you will be placed on one of the three levels.

- |                   |   |
|-------------------|---|
| Risk Level One:   | You will have a room and body search twice daily. You will not be able to shave on Saturdays. You will be required to wear prevention garments while in your room. You will be assigned special bedding. You will speak to the counselor and a staff member daily. You must remain in a holding room. |
| Risk Level Two:   | You will have your room and body search once a day. You will not be able to shave on Saturdays. You CAN have two regular blankets, no sheets or pillow cases. You will speak to the counselor daily. You must remain in a holding room.   |
| Risk Level Three: | You will not be able to shave on Saturdays. You CAN have sheets. You will speak to the counselor every other day. You must remain in a room with a camera.  |

**Room:** You must get permission each time before taking any item to your room. This includes court papers, personal letters, or anything that requires staff approval for

use in your room. Just because you are allowed to have an item in the dayroom or classroom does not mean you are allowed to have it in your room. Pens, pencils, and blank paper will never be allowed in your room. Keeping food, stickers from fruit, or keeping trash or containers from food is not permitted. Newspaper cartoons, ads or articles are NEVER to be taken out of the classroom. You may not keep more than two books in your room, including your own and the Bible (if you choose). In addition to the books, you may have no more than five (5) pieces of paper/cardboard items (i.e., pamphlets, greeting cards, photographs, etc.) in your room. Court papers need to be given to staff to place in your personal folder after you finish reading them. If you accidentally take something into your room let staff know the next time they come around for a room check. If you are found with items not allowed in your room, you will receive at least a 25 point fine and room time. Misuse of any items taken in your room may result in the loss of that privilege.

You must be quiet in your room. We have speakers in each room and need to be able to hear what is going on.

On Saturdays you get the opportunity to sweep and mop your room. Sweep the contents and flush them down the toilet. The mop bucket must prop the door open while you mop. On Saturday you will also exchange dirty blankets and sheets for clean. When directed, bring these items out of your room, separate them and count them into the dirty clothing basket. Clean sheets and blankets will be given to you to make your bed. You are expected to use all bedding items.

**Shower/Clothing:** You are required to shower, shampoo your hair, wash your body, and change your clothing everyday. Standard issue for clothing is a t-shirt, underwear, shoes, socks, blue pants and a blue shirt. Girls receive a bra. Your white t-shirt **MUST BE TUCKED IN AT ALL TIMES!** Do not wear your clothing inside out. Do not sag your pants. If the clothing does not fit or is torn, notify staff immediately. You must report this problem to staff on duty during shower time. In addition, you must be able to account for every item of clothing and bedding you are supposed to have. Girls are given 9 items of clothing and boys are given 8 items of clothing. During winter months you may also be issued a sweatshirt that will be washed 1 time weekly.

You will get a maximum of 15 minutes to shower. This is enough time to get your hair washed, body washed and dressed fully. You will be warned if you start to take too long. You may only shave on Saturdays by placing a shave request on the request sheet Friday night or Saturday morning. If you forget, you will **NOT** be allowed to shave. If you are on any risk level you will not be allowed to shave.

**Sleeping:** You may remove your orange sweatshirt and blue shirt to sleep, but must keep your socks on. The room lights remain on dim all night to provide staff ample light to check on you without opening your door. You must not sleep with your head covered.

**Structure Hour/Group Rules:** On weekday evenings and when school is not in session, you will participate in an activity known as structure hour or group. A staff member or

counselor is designated to teach or discuss a topic they feel you will gain valuable knowledge from.

These are the structure hour/group rules that you will be expected to follow:

- You must raise your hand to ask questions.
- You must not speak out of turn or out loud unless you raise your hand.
- You must raise your hand to ask permission to use the restroom or to get a drink.
- When a staff member or another resident is speaking or giving a presentation, you must pay attention and not look around the room, play with your papers, etc.
- You must give your best effort.
- Keep your feet on the floor and sit appropriately.
- Keep your eyes on your own work.

**Toilet Paper:** Toilet paper is used for restroom purposes only. If you make items with your toilet paper, use it for spitballs, or waste it in any way, you will be placed on toilet paper restriction, which means the toilet paper will be moved to the hallway and you will have to use the intercom to have your door opened to get it. Remember when you use the restroom to place the white bathroom card in your window. Also remember to take it down when you are finished using the bathroom. Always remember to keep your toilet flushed.

**Visits:** You can have a 15 minute visit with your parent/custodian four times per week on scheduled visiting days. Residents that are from out of county will be given one 1 hour visit or two 30 minute visits per week. Once you earn enough points you may request to visit with an approved family member other than your parent/custodian or you may request extra time for you visit with your parent/custodian. Do not receive items or give anything to your visitor without permission from staff on duty. If your visitor brings you something for you to use during your stay, it should have your name on it and must be given to staff. Staff is not responsible for taking time to put names on these items. Friends will not be allowed to visit. Staff reserves the right to end a visit at any time if the visitor or juvenile becomes loud, angry, and/or physical.

Visiting Days and Hours by Appointment:

Sunday, Monday, Wednesday and Saturday from 3:15p.m. to 4:55p.m.