

Marion County Juvenile Detention Center Parent Handbook October 2010

WHAT IS DETENTION?

The basic purpose of the Detention Center is to provide youth with a safe and secure environment while awaiting Court for alleged law violations or probation violations, and for serving court ordered consequences. It is also our goal to help youth make positive changes in their thinking and behavior.

The goal of Detention staff is to provide a safe and secure environment, as well as to provide opportunities for youth in our care to develop positive skills to assist them in their lives.

WHEN WILL STAFF NOTIFY ME THAT MY CHILD IS IN DETENTION?

Detention Center staff will inform parents/legal guardian as soon as possible after a youth's arrival. Once staff notify you, it is important to provide any contact information and medical concerns. At this time, Detention staff will inform you of the Probation Officer assigned to your child's case or they will give you information on how to contact an Intake Probation Officer assigned to your child's case.

WHAT DO I DO IF MY CHILD HAS MEDICAL ISSUES?

The facility has medical/nursing staff on site that will screen and provide for medical issues while youth are in custody. If your child has medications, which they did not have upon admission, please bring those medications to the facility in the original packaging to deliver them to the medical/nursing staff.

WHEN WILL MY CHILD HAVE COURT?

Youth will have a Court Hearing within the first two judicial days (days Court is in session) of being admitted into the facility. The assigned Probation Officer/Intake P.O. will have more information related to Court and its processes.

CAN I SEE MY CHILD WHEN ADMITTED INTO THE FACILITY?

Yes, you may have one pre-Court visit with your child at any time, following the initial intake processing of the youth by Detention staff. This visit is 30 minutes and only parents/legal guardians or those pre-approved by the assigned Probation Officer may visit.

WHEN CAN I VISIT MY CHILD AFTER COURT?

Visitation occurs daily at the following times:

Weekends and Holidays: 9:30 am – 7:00 pm

Weekdays: 6:00 pm – 7:00 pm

The youth's assigned Probation Officer will approve all visitors for your child.

Approved visitors (up to 3 at one time) may visit your child once each day if you choose to arrange a visit. You must call the day of the visit to arrange a time. If no visitation openings are available, you will be able to schedule a visit for the following day.

Visit length is dependant on the youth's current privilege level. The higher your child's level the longer the visit:

Level 0 and 1 = 25 minutes Level 2 and 3 = 55 minutes

We have four non-contact visiting rooms available and one contact visiting room. The youth's assigned Probation Officer may approve supervised contact visits.

If you are not able to visit during the above visitation times, due to special circumstances, please contact your child's assigned Probation Officer to discuss possible solutions.

Approved visitors may call the following to arrange visitation the day of the requested visit:

(503) 566-2958 Monday–Friday 8:00 a.m. to 5:00 p.m.

(503) 588-5321 7 days a Week 8:00 a.m. to 6:00 p.m.

You may also come to the facility to arrange visitations in person. We will attempt to provide visitations as space allows.

MAY I WRITE LETTERS TO MY CHILD OR RECEIVE MAIL FROM THEM?

Youth may receive letters through the U.S. Mail. We do not accept hand delivered letters or notes. Letters should not include any items other than paper and one photograph. Photographs must be on photo paper or printer paper. We will not permit "Polaroid"-type photos. Photographs can be of family members only. Photographs cannot depict any illegal or questionable behavior. All photographs are subject to approval of management and if disapproved, placed in the youth's property until the youth's release.

Address mail as follows:

**-Youth's Name-
Marion County Juvenile Detention
2970 Center Street NE
Salem, OR 97301**

You must include a return address and do not draw or write anything else on the envelope. Youth will receive mail on the day that it arrives. However, there is no mail delivery on weekends and holidays. Youth will get an opportunity to write three letters a week. We mail letters on Mondays, Wednesdays, and Fridays. We provide envelopes and stamps to the youth.

MAY MY CHILD MAKE OR RECEIVE TELEPHONE CALLS?

Your child's assigned Probation Officer approves out-going phone calls. Please contact the Probation Officer to seek approval on the phone list. We do not accept incoming calls. We offer daily opportunities to call collect on the Securus phone system. It may take up to 72 hours to set up the pin number and approved callers in the phone system. Parents must accept the collect charges for these phone calls and some phones have blocks on these types of calls. You may pick up a brochure at Detention regarding options through Securus in setting up phone calls.

WHAT DOES MY CHILD GET TO EAT WHILE IN DETENTION?

Youth will receive three meals each day and a snack every evening. Our contracted food service provider prepares all meals and meets Federal School Lunch Program guidelines. Youth with food allergies or other dietary restrictions will receive alternative meals to meet those needs.

DOES MY CHILD RECEIVE EXERCISE?

We provide exercise opportunity each day. This includes physical conditioning drills as well as recreational games. Youth participate to the best of their ability. If your child has a physical limitation or injury, please discuss this with a member of the medical/nursing staff. If medical staff deems it necessary, they modify youth exercise programs to meet any concerns.

DOES MY CHILD RECEIVE EDUCATION WHILE IN DETENTION?

Youth are eligible for educational programming once they complete the orientation process. Education is on a 220-day year round schedule provided through Salem-Keizer School District. Youth are provided 5 ½ hours of education daily. They access Salem-Keizer Online as well as traditional classroom setting programs. Youth may earn credit and may earn a traditional high school diploma while in the program. Youth with G.E.D. will attend educational services as they may receive services. Youth that have a high school diploma are not eligible for educational services, so they receive alternative activities during school periods.

CAN I BRING ANYTHING TO MY CHILD WHILE AT DETENTION?

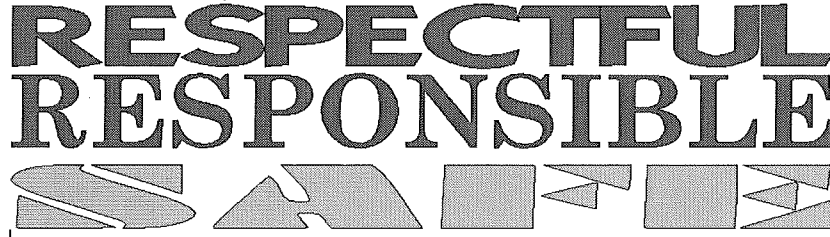
You may bring youth medications, special dental or vision items to the facility. Youth receive meals, clothing, and hygiene items from the facility. You may donate lightly used, age appropriate, soft-cover books to the facility for your child and others to add to our library.

WHAT HAPPENS IF MY CHILD REQUIRES MEDICAL OR COUNSELING SERVICES?

The Detention Center has licensed medical/nursing staff available to respond to youth medical needs. We also have mental health counselors that youth may request to meet with. When youth first arrive at the facility, medical/nursing staff completes a screening and get as clear of a medical history about your child as possible. Youth have two routine opportunities a day to see a medical staff or a counselor. Youth will also receive services in emergencies.

WHAT ARE THE RULES FOR THE YOUTH?

While in detention, youth will need to learn and follow rules and expectations. All Expectations and Rules center on just three things. Those three Basic Expectations are:



WHAT IS THE LEVEL SYSTEM?

We have a level system that determines the level of privileges a youth receives on a daily basis. Youth earn or lose points based on how well they follow the facility expectations and rules. The number of shifts they have positive behaviors will determine if they move up the level system. If they fail to meet expectations or do not follow rules, they will move down the level system. Youth can earn/not earn up to ½ point per day.

WHAT ARE THE PRIVILEGES OF THE LEVELS?

	Level 0	Level 1	Level 2	Level 3
Current Points	0.00 – 1.75	2.00 – 3.25	3.50 – 4.50	4.75 – 5.00
Bed Time	2030	2100	2130	2200
Visits (time permissible)	15 minutes	20 minutes	30 minutes	45 minutes
Phone Calls	Regular Outgoing	Regular Outgoing	Regular Outgoing	One Free Local 10-minute call on Weekends
Showers	1 daily	1 daily	1 daily	Optional Extra Shower AM
Room Items	<ul style="list-style-type: none"> • 1 reading book • 1 religious text 	<ul style="list-style-type: none"> • 2 books and/or religious texts • 1 personal letter (up to 3 pages) 	<ul style="list-style-type: none"> • 2 books and/or religious texts • 1 personal letter (up to 3 pages) • 1 family picture 	<ul style="list-style-type: none"> • 2 books and/or religious texts • 1 personal letter (up to 3 pages) • 2 family pictures

NOTE: Management staff must approve family pictures, prior to having them in youth's room.

WHAT HAPPENS IF MY CHILD DOES NOT FOLLOW THE RULES?

When youth go through Orientation, they receive a handbook to learn the expectations and rules. They complete a test to ensure they have retained the information and sign an agreement to follow the expectations and rules. If they have difficulty completing the testing, staff assists to ensure they are aware of the expectations and rules.

We immediately address behaviors and provide the youth with opportunities to be accountable for the problem behavior as well as to develop a plan to prevent further issues. We believe that warnings are not necessary when youth clearly know what the expectations of them are.

If youth are unclear, we strive to have them pick the right time to ask staff about facility expectations and to gain understanding.

On occasion, when we are doing something new, or that we know may be unfamiliar, staff will go over expectations to ensure youth will follow those guidelines.

We strive to have youth meet expectations of being respectful, responsible, and safe. We provide incentives and privileges to those that routinely demonstrate this and follow the other facility rules.

On occasion, we need to handle behaviors that are counter to those expectations and we focus on the individual youth and the circumstances when addressing the behaviors and providing consequences for not meeting expectations or not following rules. Our desire is to affect the thinking behind the behavior and attempting either to decrease the behavior or to develop skills to give the youth better options when faced with similar issues in the future.

Consequences may include:

- Natural consequences, such as having a youth make their bed if they failed to do so;
- Written or verbal assignments to address the problem issue;
- Short periods of time in their rooms to process the incident followed by discussion with staff on how to be more successful
- Longer durations in room given unsafe or continuing behaviors
- Individualized programs to help address recurring problems or to assist the youth in being more successful
- In some cases, we may do a referral to law enforcement if youth damage property, etc.

WHERE DO I GO TO VISIT OR PICK UP MY CHILD?

We are located at **2970 Center Street NE** in Salem.

During normal business hours, Monday – Friday 8:00 am – 5:00 pm you will come through the front entry door, security and to the receptionist desk.

Afterhours, weekends, and holidays, please come to the side entrance near the police vehicle entrance.



Contact Information:

Main Detention Number (24 hours):

Receptionist (M-F 8:00 am – 5:00 pm):

Michael Miller, Detention Manager:

Erica Archer, Assistant Supervisor:

Melanie Prentice, Assistant Supervisor:

Fax:

(503)588-5321

(503)566-2958

(503)584-4839 mmiller@co.marion.or.us

(503)584-4820 earcher@co.marion.or.us

(503)576-4657 mprentice@co.marion.or.us

(503)585-4938