Marion County Juvenile Detention Center

## Youth Handbook

**July 2019**

***WHy AM I here?***

The purpose of Detention is to provide you with a safe and secure environment while awaiting Court for alleged law violations or probation violations and for serving court ordered consequences.

Our hope for you is to take this time to make positive changes in your thinking and behavior.

***will my parents KNOW that I am in detention?***

* Staff informs your parents/legal guardian as soon as possible after your arrival.
* We will also give your parents information about our program and notify them of your initial court date and time.

***When will I have court?***

* You will have an initial court hearing usually the day after you come in, unless it is a weekend or holiday.

***WHAT NOW?***

* You start in Detention on ORIENTATION level – which means you are not in regular detention program until you are medically cleared, are behaving responsibly and safely, and have completed the Orientation Group.
* Staff will complete Orientation Group at approximately 8:00 am and 4:00 pm daily.
* Once you complete the Orientation Group you will be allowed into regular detention programs.
* If you are not medically cleared or are not behaving responsibly and/or safely at the time of the first available Orientation Group, you will be given an opportunity to participate the next group time.
* Orientation is to make sure you know the program rules, to learn the routines (how to move around the facility, what the schedule is, etc.) and the safety and behavior expectations.
* While in your room on Orientation, you need to study this handbook as staff will review the Orientation materials with you (and possibly other youth) during Orientation Group.
* At the end of the group, you will complete a written or verbal test with staff to show that you understand the information. Staff will also have you demonstrate certain things to ensure you know the way to complete them correctly.
* If you do not pass on the first try you will remain on Orientation until the next Orientation Group. Staff will work with you in between groups and you will go through the test again but once you go to a second Orientation Group you will be put in program with other youth.
* In some cases, you may be put on an Individual Program that will help you while in program.

***WHAT ARE THE PROGRAM VALUES IN DETENTION***

**SAFETY:** At this facility, safety is seen as the right of everyone – you, the other youth, the public, and the staff. You need to learn to act in a manner that is safe to others and to yourself. When you act in a way that is unsafe, staff will redirect you. To be safe means not being threatening, not being careless, not abusing property, not stealing, and being safe towards everyone including you. Safety is a primary concern while you are here and learning to live safely in the community is a primary goal. Many of the rules, expectations, and assignments relate to safety.

**ACCOUNTABILITY:** At this facility, you will be held responsible for your behavior. Learning to be accountable is a valuable skill. Being accountable involves three parts:

* **OWNING YOUR BEHAVIOR:**

Being able to describe your own behavior accurately, without denial, minimizing, or in any other way to avoid taking responsibility for what you do.

* **ACCEPTING THE CONSEQUENCES:**

Consequences can be both positive and negative. Positive consequences are rewards for doing the right thing. People usually are good at accepting positive consequences for behavior. When you receive negative consequences for violations of rules you show accountability by not arguing, blaming others, acting out, or otherwise attempting to avoid those consequences.

* **MAKING AMENDS:**

This involves looking at who was damaged by your actions and learning ways to make it right or "payback" the community or those individuals your behavior hurt. This may be things like apology letters, other accountability assignments, cleaning up damages, etc.

**SKILLS DEVELOPMENT:**

We will provide you with an opportunity to participate in group activities during your stay that are designed to help you in different areas of your life. You will be expected to participate to the best of your ability while you are assigned to these or other groups. The activities are designed to help YOU, so please take full advantage of the time you have in them.

**HELPFULNESS:**

The facility is your living space while you are here. You are expected to keep your room clean and neat. When you do not, you will be sent back to your room to complete the task. You will also be responsible at times to complete cleaning chores. You are expected to work alone or as part of a team to complete these chores well. You may also be asked to assist in groups or activities. These are all ways you can demonstrate your willingness to help others and yourself.

**MUTUAL RESPECT:**

It is an expectation that all people in the detention facility (staff, youth, visitors, etc) are to treat each other in a respectful manner.

Respecting someone comes down to a choice. Ask yourself: "What would my relationship be like if I decided to behave respectfully towards this person compared to what my relationship would be like if I decided not to behave respectfully towards them?"

WHAT ARE THE RULES?

The Rules of the Marion County Juvenile Detention Center are based on the Program Values.

Rules and expectations apply in education and all groups.

1. **I will follow staff directions.** **Staff on duty has the final say.**

I will wait for staff to respond to my request without “staff shopping.”

1. **I will behave in a polite and respectful manner.**

*Violent, sexual, racial or other demeaning comments or gestures are not allowed.*

1. **I will respect everyone’s privacy and physical space.**

I will stay within approved boundaries and will move only with Staff permission.

I will keep my hands to myself and maintain at least an arm’s length from others

I will not make room noise or attempt to talk or give non-verbal to others outside my room.

I will not touch any doors, latches, or windows without staff permission.

1. **I will take care of the items issued or approved for me to have.**

I will return all items given to me in the same condition I received them in, except for disposable items, like toothpaste and deodorant packets. I will turn in all used packaging for a new item. I will not borrow, give, or trade any items issued.

I will report any damage immediately.

I will keep my room neat at all times. See room flag for picture.

I can be charged with restitution for any damages I cause.

1. **I will maintain appropriate conversations at all times.**

I will not discuss my crimes or “war story” while in detention.

I will not curse or use obscene gestures or terms at any time. I will self-correct when I do. The words Riot or Escape will not be tolerated in either written or verbal forms at any time.

1. **I will use the room buzzer for emergency purposes only.**

Emergencies include medical issues, problem with roommate or thoughts of self harm.

I will use my **room flag** to alert Staff when I need a non-emergency item. Repeated misuse of room flag will result in consequences.

I will always try to get non-emergency items during routine room request times.

1. **I will follow all rules.**

I will be a role model to my peers by following all the detention rules and expectations.

Violations of laws while in detention may be reported to law enforcement and I may receive additional charges

1. **I will remain gang-neutral.**

Detention is neutral territory to all gang issues.

Gang behavior is not tolerated at any time written (letters, tagging, etc.), non-verbal (hand signs, “mean mugging”, “posting", staring, etc.), or verbal (words, noises, whistling, etc.)

1. **I will be on silence unless otherwise directed, and will raise my hand shoulder high.**

I will wait to be called on by staff before speaking.

1. **I will remain safe and encourage others to be safe.**

I will not engage in behaviors that affect the safety or security of me, others, or the facility.

ARE THERE OTHER THINGS I NEED TO KNOW?

WHILE IN MY ROOM

* I will close my door upon entering or leaving my room, unless otherwise told by staff.
* I will leave my shoes/sandals outside my room at all times.
* Room Flag Use
* I will place my room flag in my window while using the restroom. Males will stand with back facing door when using the restroom
* I can use my room flag for non-emergency requests, but will try to wait for room requests to get wanted items.
* The room flag has lots of reminders so I will read it and know it.
* I will keep my clothing on during the day, except for showers and searches.
* I will keep a minimum of my t-shirt and sweatpants on while sleeping
* I will not stand on bunk or sink/toilet.
* I am expected to get up when the lights are turned on in the morning.
* When staff is opening my door I am expected follow staff directions as to where to stand or sit.
* I will not cover my windows, camera, intercom, lights, or my head with anything. The only exception is my room flag in the window while I use the restroom.
* I may use my blanket during the day to stay warm. I will not cover my head and neck area and I will respond to staff direction to uncover momentarily should staff have a concern over my behavior. I may sleep during the day as long as I am able to respond to staff directions and I straighten my bed after use. Staff will try to keep me out of my room as much as possible so I should limit sleeping to overnight.
* Blankets need to be folded up and put under my pillow or part of made bed when not in use or when exiting rooms.
* Hygiene packets are to be exchanged for new packets at hygiene times.
* I will make sure I only have items I am allowed to have in my room. If I forget to remove something I will inform staff.
* I can draw on my chalkboard but understand that anything gang-related must be erased prior to leaving my room. I may leave appropriate drawings and writing on the chalkboard. Failure to follow this rule can result in losing chalk.

WHAT AM I PROVIDED IN MY ROOM?

* Mattress with Cover
* Pillow with Case
* Toilet paper
* Cup
* Sanitary napkins as appropriate
* Toothbrush
* Toothpaste
* Comb
* Deodorant gel packet
* Stress ball
* Rule Packet
* Room Flag
* Flexible Pen or Pencil (may be substituted for crayon/s)
* Journal
* Books (checked out from library)
* Chalk

Any of these items may be removed based on safety/security concerns or misbehavior or misuse

If hygiene items are removed you will have access to hygiene items at least twice per day.

OUTSIDE OF MY ROOM

* When moving, I will keep my hands visible and down at my sides.
* I will announce myself when moving onto Bravo or Sierra Unit - "Stepping On Unit"
* I will STOP if walking towards staff that cannot see me and announce myself to staff before moving again - "Towards Staff"
* I will maintain at least an arms-length distance from others while moving.
* Only one youth will move on the stairs at a time.
* I will hold onto the stair railing while moving up or down the stairs and will take one stair at a time at a slow pace. Youth upstairs need to wait to the side of the stairs until other youth reach the bottom of the stairs.
* Lotion can be offered after showers and applied to face, hands, and arms before returning to room.

ITEMS I HAVE OUTSIDE MY ROOM

* Extra pair of socks
* Extra pair of underwear
* Laundry Bag
* Shoes and Slippers

AT ALL TIMES

* I will refer to staff as “sir,” “ma’am,” or “staff” unless given permission by that staff member to call them by their name.
* I will immediately notify Staff if I am injured or ill

***When do I eat?***

You will receive three meals each day and snacks throughout the day. All of your meals will be prepared by the kitchen or detention staff and served to you by detention staff or other youth who will be supervised by staff.

If you have a complaint regarding the quality of food, you may submit a letter in writing to the detention manager or assistant supervisors.

If you believe you have been treated unfairly for whatever reason related to food services, you may complete a grievance in the same manner you do for other issues in the facility.

***cAN I WRITE LETTERS?***

* You will receive mail on the day that it arrives.
  + There is no mail delivery on weekends and holidays.
* You will get an opportunity to send out three letters a week. We mail for free
  + One letter at a time is sent Mondays, Wednesdays, and Fridays.
* You have access to paper and writing utensils in your room so you may write letters while in rooms and during offered leisure or free times.
  + If you are restricted from writing utensils you will be offered opportunities to write letters outside of your room
* Letters must be addressed correctly.
  + Your first and last name in the upper left corner on front the envelope.
  + Full name, address, and zip code of person it is going to in the center of the envelope
* You can write attorney and government agencies. Those will be mailed daily and not counted against your three letters.

Your Name

Marion County Juvenile Detention

3030 Center Street NE

Salem, OR 97301

Person you are mailing letter to

Address

City, State, ZIP Code

***cAN I HAVE PHONE CALLS?***

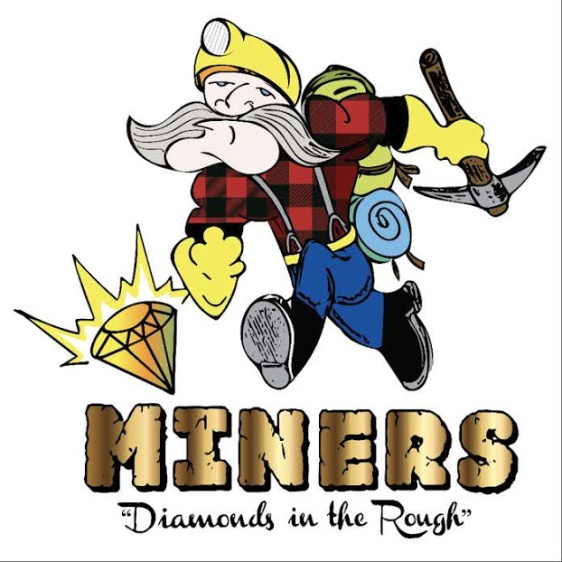
* You may have phone calls with those on your approved contacts list only. Your assigned Probation Officers will approve contacts so questions on this need to be sent to the PO.
* Calls are based on last name.
  + A through M – Monday and Thursday
  + N through Z – Tuesday and Friday
  + All Call – Weekends and Holidays
* Weekday Call Ins occur between 7 a.m. and 9 a.m. (approved visitors can call in on scheduled day)
* Weekday Calls occur after dinner and before 9 p.m.
* Weekend and Holiday Calls occur after breakfast and before 9 p.m.
* Length of Phone calls is typically 5 minutes, but based on number of calls requested, this may be extended at staff discretion
* Special arrangements (days/times) may be requested to your PO and approved by Detention Supervisors
* Phone Calls may be shortened or cancelled based on safety and security needs of the facility and in accordance with policy.

***cAN I HAVE VISITS?***

* You may have visits with those on your approved contacts list. Your assigned Probation Officers will approve contacts so questions on this need to be sent to the PO.
* Visits are based on last name.
  + A through M – Tuesday and Friday
  + N through Z – Monday and Thursday
  + All Visits – Weekends and Holidays
* Weekday Visits are between 5:45 p.m. and 7:45 p.m.
* Weekend Visits are between 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m.
* Length of Visits is 25 minutes, but based on number of visits requested and space available, families may request at the time of visit for an additional 25 minutes slot.
* Visits are to be scheduled in advance on the day of visit on a first come/first serve basis
* Please do not ask staff if you have a visit. Staff will notify you when your visitors arrive for your scheduled visit.
* Visits may be shortened or cancelled based on safety and security needs of the facility and in accordance with policy.

***Do I ATTEND SCHOOL?***

* Once you are off Orientation, the expectation and requirement is that you attend school.
* Our school is called “Mill Creek Academy” and is operated by Willamette ESD. Our mascot is the Miners and our motto is “Diamonds in the Rough.”
* You will typically attend two classes in a classroom and two classes in the computer lab.
* All detention rules apply regarding safety and security but education also has specific classroom rules that you are expected to follow.
* School starts at 9:30 a.m. and ends at 4:35 p.m. (including PE) you will have school breaks and lunch during that time.
* You will be able to complete class work that will be recommended for credit retrieval at your home school.



***Do I get to exercise?***

* You will be given the opportunity to participate in exercise for a minimum of 60 minutes each day.
* On school days, 30 minutes of exercise is PE through the school program. Refusal to attend PE is the same as refusing school and you will also not be able to be recommended for credit retrieval for that class.
* You will be expected to participate to the best of your ability.
* If you have a physical limitation or injury, please discuss this with a member of the medical staff. If medical staff deems it necessary, your exercise program will be modified.

What if I have medical needs?

* When you first arrived at the facility, the medical staff gave you an examination and got as much medical history about you as possible.
* Please notify staff or medical staff immediately, if you become sick, injured, require medical attention or are taking a prescribed medication that you did not inform them of when you arrived.
* We have licensed medical staff available to respond to all of your medical needs.
* We will do nurse requests at least twice a day and the medical staff are often on living units for additional questions.

What if I have MENTAL HEALTH needs?

* You will be seen by a Mental Health counselor after you arrive and will be assigned a counselor during your time in the facility.
* We will do counselor requests at least twice a day. These are your only opportunities to do this so it is important to remember that you take advantage of this. The counselor will see you as soon as they are available.
* If you feel that you cannot remain safe or feel like hurting yourself, you can request to speak to a mental health counselor or staff at any time.

### *What will I be doing while I am HERE?*

* Once off Orientation status you start into regular detention programs.
* You will be participating in various education programs, discussion groups, skills building groups, exercise, and free time activities.
* You may also participate in groups with community volunteers and in chores.

CAN I EARN ACTIVITIES/THiNGS?

* Once you are off Orientation status you are in the regular daily detention program.
* Daily program starts at wake-up (7:00 a.m. on weekdays and 8:00 a.m. on weekends and holidays) and ends at 8:00 p.m.
* If you exceed program expectations you will be able to attend Late Night Group from 8:00 p.m. to 9:00 p.m. This may occasionally be later on weekend nights if staffing allows.
* Late Night Group is free leisure time on the unit with peers and is more social and fun based activities, such as games and additional recreational things. This is also a time that you have more choices in the activities you wish to do.
* To earn late night you have to go beyond meeting the minimum expectations of the program, such as not requiring redirection from staff throughout the day, owning behavior and making amends, showing extra effort in all activities, demonstrating good social skills and having a positive attitude. This includes not having any issues while in rooms (room noise, talking through vents, or communicating with peers through window)
* You have an opportunity to earn late night every day as we start over the next day.
* You may also earn off unit incentives based on meeting expectations throughout the day. An example of this is eating meal on Alpha Unit with extra activity instead of eating on living unit without extra activity. The ability to do these off unit incentives can be affected by other things such as safety/security issue or staff availability.

WHAT are Program Expectations?

* Rules – how well you observe basic rules independently without staff prompts
* Accountability – accepting consequences without negative responses, owning your own behaviors and correcting them in a positive manner
* Effort – working hard in all tasks and activities
* Social Skills – positive relationships, manners, and actions
* Groups and Programs – attending and participating in groups
* Appropriate behavior overnight.
* Room Clean and Contraband Free
* Hygiene Completed and Timely

CAN I EARN EXTRA iNCENTIVES?

* Earning Late Night Group and off-unit activities are the main incentives for youth during their stay in detention.
* Most youth don’t stay in detention for more than a few days and most are out within two weeks.
* However, some youth stay longer due to waiting on court to complete, finding appropriate placement, or other issues.
* Youth that are here longer than 28 days may petition for extra incentives based on long term stay and on-going appropriate behavior.
  + Petitions will be reviewed by a panel of facility staff taking into account daily behavior over the prior two weeks, any consequences received during this period, and the operational ability to meet the request for increased incentives.
  + Increased incentives examples are: additional calls or visits; later bedtime; extra items in room; extra shower, deluxe hygiene products etc.
  + Incentives are individual requests so youth can request things that may motivate them to continue to good behavior they have demonstrated to that point.
  + Any extra incentives are suspended should youth fall to meet program expectations or for other disciplinary issues.
  + Suspension of extra incentives is a minimum of 7 days. Youth may submit a new petition at that time for consideration, just like the initial process.

WHAT ABOUT CONSEQUENCES FOR NEGATIVE BEHAVIORS?

* No off unit activity during regular program
* Failure to earn incentive time
* Assignments
* Cleaning
  + Amends for Damages (erasing tagging, painting, etc.)
* Individual Space on Unit
  + Sitting at separate table during activities
* Time Out
  + Out of scheduled activity for short period of time
* Roomlock
  + Any staff directed placement in room for misbehavior
  + Length of Roomlock is based on the incident
* Individual Program

WHAT ARE INDIVIDUAL PROGRAMS?

* If you are struggling with facility rules or are in need of staff assistance to help you to be successful in detention, you may be placed on an **Individual Program or IP**.
* The programs are based on the issues that resulted in the need for help or any needs you may have to be more successful.
* A supervisor and staff will develop the IP for and with you.
* The goal of an IP is to create opportunities for you to assist you in learning skills to continue in activities or to regain incentives lost because of negative behaviors.

WHAT IF I DON’T LIKE A CONSEQUENCE OR THINK I AM BEING TREATED UNFAIRLY?

* If you believe that the consequence was not appropriate for your behavior or if you feel that in any way you have been treated unfairly, you may fill out a **grievance form**.
* Simply ask a staff for a grievance form. Staff will provide you with a writing utensil and space to complete the grievance form and envelope as soon as possible, with the only exception being if you are behaving in an unsafe manner at the time.
* You may ask a staff member to assist you in completing the grievance, if you cannot complete it on your own. Once completed, you will seal the envelope and give it to staff.
* IF you don’t feel comfortable asking for a grievance form you can also submit a letter to a supervisor – make sure you have your name on it and turn it in to staff who turn in all letters to supervisors. You can also ask to talk to a supervisor or speak to a supervisor when they are on the living unit.
* You will be contacted within three working days by a supervisor to review your grievance.
* You will receive a written response to your grievance within ten working days of the date of your grievance.
* If you are not satisfied with the response, you may forward the grievance to the Deputy Director.

WHAT IF I THINK I AM BEING ABUSED?

* While you are in Marion County Juvenile Department care and custody, it is important to us that you remain safe and free from all types of abuse. MCJD staff works very hard to help youth change their behavior. Most of the youth in MCJD or community placements are working hard to change their behavior, too. We want to help all youth become successful in an environment that is safe.
* If you are sexually assaulted or abused or know of someone that has been sexually assaulted or abused, you need to report it as soon as possible. Remember, abuse can be emotional, physical, or sexual.
* Tell a staff member immediately if someone tries to isolate you, singles you out, gives you anything special, wants to trade or loan an item, or offers you protection.
* Reporting can be hard to do but it will make sure that you or others are safe from more harm. It also means that the person who caused the harm may not harm you or others any more.
* You can also talk to one of the following people about what happened:
  + Staff that you trust
  + Your Probation Officer
  + Your Counselor
  + Your parents or other adult
  + Or you can also fill out an Alleged Abuse/Grievance reporting form (the Alleged Abuse report is on the back of the grievance form which you learned about in this handbook in the last question).
* It is very important that you report these things to a staff member or adult you trust.
* If the staff member or adult you trust doesn’t take you seriously or does not believe you, tell another staff, or ask for an Alleged Abuse/Grievance form.
* Although the person who assaulted or abused you may threaten to harm you and you may be scared, make sure you report sexual assault OR abuse to a staff member immediately.
* The longer you wait to report the sexual assault or abuse, the more power you give the person. All reports will be investigated and turned over to the police as required by law.
* If medical assistance is necessary make sure that you ask for the nurse immediately.
* If you are sexually assaulted or abused the police will want to obtain evidence:
  + Do Not Shower
  + Do Not Brush your teeth
  + Do not use the restroom
  + Do not change your clothes
* Remember all reports are confidential.

WHAT WILL HAPPEN IF I ASSAULT OR ABUSE SOMEONE ELSE?

* We will investigate the assault or abuse and seek criminal charges. If you are found guilty you will likely face more time in custody, on probation, and could be placed in a correctional facility or other residential facility depending on your age and the charges. If you have trouble controlling your actions, ask for help from an adult; seek help so that you don’t harm anyone.
* Oregon law increases the legal consequences for a person who intentionally or knowingly causes physical injury to another who they know is a staff member in a detention facility.

***WHAT WILL HAPPEN IF I MAKE A FALSE REPORT?***

* MCJD staff takes reports of abuse very seriously. If you choose to make a false report of abuse against anyone, it will be discovered. Anyone making a false report will be held accountable. This includes loss of privileges and possibly new criminal charges.
* Our goal is to provide the safest programs possible. Being honest in what you say and do is a big part of staying safe.

***CAN STAFF RESTRAIN ME?***

* Again, our goal is to provide the safest programs possible. We hope that in all situations youth will make good choices and remain in control of their emotions and behaviors to prevent the need for staff having to physically intervene.
* In some cases, it may be necessary for staff to assist youth that are not in control of their emotions and behaviors to ensure the youth is safe, others are safe and that the facility itself remains a safe environment. Staff is also responsible to make sure you remain in custody until the Court directs otherwise.
* Staff will make every reasonable effort to talk to youth in crisis, offer support, set reasonable limits and give alternatives before considering the use of force in all situations, except for when there is an immediate risk to the youth or others that does not allow staff to take these earlier steps.
* The use of force by staff is the last thing MCJD staff wants to do and hope that you will allow us to help you when you are in a crisis through earlier options and staying safe.

***WHAT IF THERE IS AN EMERGENCY IN THE FACILITY?***

There are a couple of emergency situations that staff will prepare you for in your orientation.

Down Commands

* This is used when staff needs to have youth stay exactly where they are and make sure that everyone is safe and not involved in an incident going on.
* This might occur should two youth get into a loud verbal argument or physical fight.
* Staff will loudly say “DOWN” or “GET DOWN” at which time you should lay down on the floor with your stomach on the floor, legs spread apart and your hands over your eyes with your elbows pointing out and away from your body.
* You will stay this way until staff directs you to move.
* If you have a medical condition that would make it unsafe for you to do a down command, inform staff and they will demonstrate a modified down command for you.
* Failure to comply will result in consequences due to risk to safety and security.

Fire and Evacuations

* We may never know when or where a fire or other unsafe event happens, so you must be ready to respond and listen closely to staff directions in the event of an actual fire or evacuation or a DRILL.
* You are expected to follow all the rules of a line movement during real emergencies and drills.
* Staff will routinely complete drills with you so that you will know what to do in an actual emergency.
* If you are in your room when a drill or real emergency occurs, please try to remember to grab your sweatshirt and blanket to take with you in case we have to evacuate outdoors. This will help you be more comfortable outside in poor weather.
* Staff are here to help you in an emergency and by you following the rules it makes the situation safer for all.
* ***Failure to follow rules in an emergency or during a drill will result in consequences.***

Fire Sprinklers

* To keep you safe there is a sprinkler in every sleeping room that will automatically go off to protect you in case of a fire.
* The Fire Alarm will immediately activate which sends a message to the Fire Department.
* The sprinkler will continue to dump large quantities of cold and dirty water over you and the entire room until the Fire Department arrives and shuts it off.
* It may take a few moments for staff to get you out of the room but it will feel like a very long time and you and all of your property will be soaked.
* If you deliberately break or tamper with the sprinkler when there is no fire we will ask the police to charge you with a new crime and hold you accountable for the cost to replace the sprinkler, any detention property damaged, and for the Fire Department having to come.

***WHAT KIND OF ACTIVITIES WILL I BE INVOLVED IN WHILE HERE?***

* You will be involved in many activities while you are here. We want you to be actively involved in as many activities as possible to assist you in learning new skills, becoming a better student, being physically well and also to help you with emotional needs as well.

Groups

* Staff will provide many groups that are designed to help you learn new skills or to build upon strengths you already have. These groups are life skills that are shown to help people (not just youth) be more successful in doing positive and appropriate behaviors.
* Staff will also do other groups with you based on your specific needs and situations.
* We also have some other staff and volunteer groups that you may be attending. These include The SkillStreaming, Girls Circle, The Council, NA/Alateen, HIV/STD Prevention, Juvenile Justice Ministries, and others.
* You may also be involved in counseling groups. This is determined by the Mental Health staff.

***WHAT DOES A “NORMAL DAY” LOOK LIKE IN DETENTION?***

We try to stay on a schedule as much as possible, but many things go on that can cause us to ‘bump” the schedule sometimes.

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHOOL DAY** | | **NON-SCHOOL DAY** | |
| 7:00 am | Wakeup | 8:00 am | Wakeup/Breakfast |
| 7:00 am | Morning Routines, Exercise, Showers, Breakfast | 9:00 am | Morning Routines |
| 9:00 am | School Starts\* | 10:00 am | Groups/Activities |
| 11:45 am | Lunch | 12:15 pm | Lunch |
| 1:15 pm | School Resumes | 1:00 pm | Room Requests |
| 3:30 pm | School Over\*/Mandatory PE | 2:00 pm | Leisure |
| 4:35 pm | Dinner Prep | 4:30 pm | Dinner Prep |
| 5:00 pm | Dinner | 5:00 pm | Dinner |
| 5:30 pm | Routines | 5:30 pm | Routines |
| 6:00 pm | Groups/Activities | 6:00 pm | Groups/Activities |
| 7:00 pm | Leisure | 7:00 pm | Leisure |
| 8:00 pm | End Of Program/Late Night Group | 8:00 pm | End Of Program/Late Night Group |
| 9:00 pm | Room Time/Lights Out | 9:00 pm | Room Time/Lights Out |

***WHAT IF I STILL HAVE QUESTIONS?***

* Talk to a staff member or supervisor. They can help you answer questions or find the answer to your questions or someone that can help you.
* If you are in your room and have a question, you can use your room flag to get staff’s attention.

**Phone Call/Visit/Letter Schedule**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sunday** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Saturday** |
| **Phone Call** | A-Z | A-M | N-Z | -- | A-M | N-Z | A-Z |
| **Visits** | A-Z | N-Z | A-M | -- | N-Z | A-M | A-Z |
| **Letters Sent** | -- | A-Z | -- | A-Z | -- | A-Z | -- |

**Program Expectations**

**Overnight (from 8:00 pm the prior night to wakeup day of scoring):**

Not Meeting = Disruptive, noise making, not following directions

Meeting = No Issues

**Room**

Not Meeting = Dirty or Messy Room/Contraband

Meeting = Clean Room/No Contraband

**Hygiene**

Not Meeting = Poor Hygiene/Untimely Routines

Meeting = Good Hygiene/Timely Routines

**Observance of Basic Rules**

Exceeding = Follows all Basic Rules. No redirections required

Meeting = Follow all Basic Rules, with minimal use of staff prompts

Not Meeting = Involved in behavior and/or violates a Basic Rule on several occasions and/or requires several staff interventions.

**Ownership, Acceptance of Consequences, and Amends**

Exceeding = Reports and takes ownership for own behavior. Accepts consequence and makes amends

Meeting = Takes ownership for behavior when addressed and complies with the consequences and amends making process.

Not Meeting = Utilizes thinking errors in taking ownership for behavior. Does not follow through on consequences in an appropriate fashion. Fails to make amends for behaviors.

**Effort/Commitment**

Exceeding = Shows extra effort in the approach they take in group or on an assignment.

Meeting = Does only what is required and/or shows no extra effort. Stays on task most of the time. On task at all times.

Not Meeting = Shows minimal or no effort.

**Social Skills**

Exceeding = Demonstrates a positive approach in interacting with others. Respectful of authority figures. Shows some leadership skills.

Meeting = Appropriate in interactions with staff and peers. Does what is expected, but shows no extra effort to assist in activities. Minor problems with manners/politeness.

Not Meeting = Inappropriate in conversations and inconsiderate of others feelings. Argumentative with peers. Consumes staff time inappropriately. Poor manners/impolite.

**Education and Programs**

Exceeding = Positive School Referral; attends all scheduled events

Meeting = Participated in School and other scheduled events without issue

Not Meeting = Negative School Referral; refusal of activities

**Reminders**



You will also be given a pair of sandals, a pair of shoes, an extra pair of underwear and socks. The sandals and shoes are to be kept outside of your room by your sleeping room door at all times while you are in your room. The extra socks and underwear should be placed into the net bag and left outside with sandals and shoes. Each morning clean laundry will be placed by your door so that you will have clean clothing after your shower.

**Males: Before exiting your room, tuck your shirt in.**

**Males/Females: before exiting your room, If wearing a sweatshirt, roll sleeves down and tuck t-shirt in.**

When you exit your room put on your sandals, then stand facing with back against the wall next to your door, and wait for staff to direct you.

**EXTRA STUFF TO DO**

