

Introduction

You are either here because you are accused of a crime that would carry a jail sentence if committed by an adult or your court has determined that it is in your best interest or society's best interest to place you in a secure facility. This book will outline very clearly the routines, expectations and rules for you. It will also tell you what the consequences are for infractions of these. You will be responsible for understanding the rules and expectations and the consequences that come with breaking them. **You will also be responsible for maintaining the copy of this handbook that is to remain in your room.** Remember that it is your power of choice that will determine if your stay here is a positive one. All residents are expected to follow the rules of the facility. However, each individual person will have a specific treatment plan with goals that need to be addressed. This is based on each individual resident's abilities, needs and mental capacity. It is best to focus on yourself and your individual needs, and not to worry about other residents.

Thanks to the following residents for helping to update this rulebook:

J Wellman
J St John
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Resident Handbook

Revised 01/2016

Legal Rights

Under state laws (WV Code Chapter §49-5-16a and § 49-5e-3), you are provided with certain legal rights. These are not to be confused with privileges – that which you earn but is not guaranteed you by law. Below are listed basic rights that are promised you.

1. No resident will be punished by unnecessary physical force, corporal punishment, deprivation of nutritious meals, and deprivation of family visits or imposition of solitary confinement.
2. No resident will be denied the right to participate in physical exercise each day.
3. Except for sleeping hours, no resident will be locked down alone in a room unless he/she is not amenable to reasonable direction and control.
4. Each resident will be provided with clean institutional clothing and basic hygiene items at no cost; Items not prescribed by a medical doctor shall be at the expense of the juvenile.
5. Each resident will have daily access to showers and bathroom breaks, as well as other hygiene needs.
6. Each resident will have access to mail and telephone calls as outlined in Division Policy 509.00.
7. No resident will be discriminated against based on race, religion, national origin, gender, or physical handicap.
8. Facility staff will do everything within their power to provide a safe environment in order to protect residents from personal abuse, personal injury, disease, property damage, and harassment.
9. Each resident will be provided the opportunity to receive visitors so long as visitation does not impede the operation and security of the facility.
10. Each resident will have immediate access to medical and dental care as needed.
11. Each resident will be provided the opportunity to attend school and receive an education. This includes teaching, educational material and books as prescribed by the policies of the West Virginia Department of Education – Office of Institutional Education.
12. Each resident will have access to religious materials and services.
13. Each resident will be afforded a grievance process that includes an appeal mechanism.

Resident Handbook Agreement

I have received and reviewed the Resident Handbook with staff. In receiving this Resident Handbook, I understand what is expected of me during my stay at this facility. I will also follow all Facility Rules to the best of my ability during my stay.

I, _____, have read/had read to me the above rights and received/reviewed with staff a copy of the Resident Handbook on this date _____.

(Juvenile's Signature)

I, _____ do hereby affirm that Resident, _____ has been provided with a copy of the Resident Handbook.

(Staff's Signature)

Date _____

Facility Programming

While you are here, you will have access to various programming elements. The more you take advantage of these, the more positive you can make your time here and the more you can help us to help you. Remember, no one can help you unless you are willing to help yourself. Below are listed just some of the services that will be available to you.

1. Medical Services
2. Mental Health Services
3. Substance Abuse Assessments and Counseling
4. Group meetings
5. Voluntary Religious Services
6. Recreational Participation
7. Educational Services

Commitment Resident Programming

All commitment residents will be required to:

- Complete at least 20 hours of community service prior to completing the program.
- Reach at least a Phase 4
- Participate in education daily if no GED, TASC or High School Diploma is obtained.
- Participate in therapeutic groups conducted at this facility
- Participate in recreational groups conducted at this facility
- Participate in Therapeutic Counseling with therapist at least weekly
- Participate in Family Therapy with therapist at least weekly a month prior to release
- Participate in Educational Groups provided at this facility

This list is NOT an all-inclusive list of things that need to be completed prior to completion of this program. Your program will be suited to your individual needs as well.

Educational Programming

While you are here in the Chick Buckbee facility, you are expected to attend school and continue earning credits that are recognized by the state of West Virginia. Education is a valuable asset in the outside world – so valuable that we make this a **mandatory** part of our program. **The educational staff members have the same authority to implement consequences for poor behavior and choices.** If you choose not to participate in the educational program, appropriate measures will be taken and consequences for your choices implemented. If you refuse to go to school you will be required to stay in your room, losing your bedding until 3:15 pm. If you continue to refuse to go to school or you are continuously getting removed from school due to your behaviors you may be placed on a behavior plan.

Meals and Food Program

While you are staying at our facility, you will be provided with three meals a day and one snack. When you are out to court, you will have a meal provided for you on the road. Other than these approved instances, you will

be expected to eat when the meals are served. If you refuse to go to the chow hall meals will not be brought to you and you will lose points for that time frame. The rules and expectations of the meals are listed below.

1. Residents will be provided the opportunity to say grace prior to the meal. This is a voluntary activity. You will not be forced to participate in this but you will not be allowed to interfere with this or disrupt this activity.
2. Upon entering the dining area, residents are expected to line up on the brown tile starting behind the medical door until called to the serving window. When called to the serving window, residents go to the window, get their tray, food and utensils, and go to their table.
3. There will be no taking of food from other residents or trading or sharing food. Refer to offenses and sanctions on this.
4. Complaints, and rude comments to dietary staffs will be considered disrespect and residents can be written up for such. Remember, be thankful for what you are getting as there are people who go without every day and appreciate what the dietary staff does for you day in and day out. Thank you's and compliments are always welcome.
5. During the meal, you will be allowed to converse with the residents at your table. Using low voices and keeping the noise level within reason will be expected. You are not to talk to anyone that is not sitting at your table without permission from staff. If you drop or notice something on the floor please stop and pick it up or ask for cleaning supplies to clean it.
6. At the end of the meal, an officer will collect all the utensils. No resident will leave the dining area until all utensils are accounted for.
7. At the end of the meal, residents will be expected to clean their tables. Again, we will not demean you by doing for you what you can do for yourself. Residents should take turns each day at wiping the table down thoroughly and passing on the wash bowl.
8. No leaning on wall or propping feet on wall!!! Residents should be lined up at brown tiles.
9. While sitting at your table your feet are to remain flat on the floor. **DO NOT** put feet on table bars or sit on your feet.

West Virginia Department of Education Office of Child Nutrition

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs on the basis of race, color, national origin, sex religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Clothing and Hygiene Items Provided to you

You will not have access to outside items like shampoo and toothpaste other than what is purchased from commissary. These and other personal items will be provided to you by the facility. **It is expensive to provide these items. If you waste them or abuse them, you may go without.** Nicer items are provided in the Commissary. If you would like scented shampoos and soap etc., then make your point card important and make those items important on Wednesdays. You will only be allowed to keep one of any hygiene product in your room. Extra items that are not using must be given to staff to put in your personals. The following standard items will be provided to you.

1. Toothbrush
2. Toothpaste
3. Comb or pick
4. Soap Antibacterial
5. Deodorant
6. Soap dish
7. Shampoo

You will wear clothing and shoes from the facility. There are signs posted in each of the units explaining what to wear and when to wear it. Please refer to this before you are to go to another area. You may wear a t-shirt and sweatpants in the unit during Unit Time/Free Time. **If you will be leaving the unit for any reason, you will be expected to change into full uniform.** While you sleep you are required to at least wear boxers. Males must keep their faces clean shaven. If you choose not to do this you will be on Total Loss of Free time, which is explained later on in this rule book. Shaving days are on Monday and Thursday before going to school in the mornings, unless you shave the night before and it has been documented as such. All residents will be supervised while they shave by DJS Staff.

The following items will be issued you.

1. Crocs
2. Socks (2 pair)
3. 3 T-shirts-two for gym and one for unit
4. Pants
5. Polo shirt-for school and visits (committed to DJS Residents)
6. 1-Sweatshirt 1-Sweatpant
7. Underclothing gender specific
8. Blue Shorts
9. Plastic Cup
10. Chap Stick
11. Deck of Playing Cards
12. Folder and notebook
13. Bar of Soap

You are expected to take care of the clothing issued to you. If you intentionally damage your uniforms, you may lose them or be required to pay for them.

Linens and Room Expectations

You will be expected to keep up with your linen issue and use it for its intended purpose. Clean towels and washcloths will be issued daily – **you must turn one in to get one**. The following bedding will be issued you.

1. Bottom sheet
2. Top Sheet
3. Pillow with pillow case
4. Towels and washcloths
5. Two blankets

Each morning you will be expected to get up, make your bed up –

- Beds will have 6” collars.
- Pillow will be placed at the head of bed with the opening pillowcase facing the room door

In your room, you may have one Bible (or book of your religious faith), one reading book (soft cover) but phase 5 residents may have hardback books in their room, legal correspondence, one deck of playing cards. If you have purchased a photo album from Commissary you may have that album full of pictures, but if you do not have a photo album you can only have 5 pictures in your room. You may also keep a list of addresses in your notebook if you have not purchased an address book from commissary. Every resident will be allowed to have a copy of the rule book in their room to refer to. **Regular pencils are allowed in your room but must be accounted for @ 8:00 am, 2:45 pm, and at your scheduled bedtime.** To receive a new pencil your old one MUST be returned to the Unit Staff. The metal piece to the pencil must be on the pencil to obtain another one as well. Certain choices will result in consequences that will temporarily eliminate your privilege to having these items.

You are expected to take care of your room and property. When you are assigned to your room, inspect it for damage and graffiti and alert an officer to any found so that you are not held responsible for it.

When officers inspect your room, they will look for the following things.

1. Tampering or damage of intercom.
2. Peeling or scraping of any paint on walls, ceilings and fixtures
3. Gang related materials, Violent materials, Nudity, Drug Related Vulgar Language or any other offensive materials will not be placed on chalkboard or on walls of your room
 - 1st chance—wash it off
 - 2nd chance –Lose Points
 - 3rd chance—Write up w/ consequences
4. Anything smeared on walls, ceilings, floors, windows or panes.
5. Damage to any linen
6. Damage to windows
7. Hidden items in commode or sink and any contraband
8. There will be NO covering of the lights, vents or windows in your rooms.
9. On weekends and non-school days room light can remain off until 11:15 am

Allowed in Room Phase 4

- One Bible or Religious book and one soft covered book.
- Letters and personal photo album (until this becomes a fire hazard, determined by Unit Staff)
- Address List, excluding those of other residents
- Legal information until it becomes a fire hazard, determined by Unit Staff
- Resident Handbook
- One Deck of Playing Cards
- One of any hygiene products, unused products must be stored in personals
- One pair of clothing

Allowed in Room Phase 5

- One Bible or Religious book and one soft covered book or hard covered book
- Letters and personal photo album (until this becomes a fire hazard, determined by Unit Staff)
- Address List, excluding those of other residents
- Legal information until it becomes a fire hazard, determined by Unit Staff
- Resident Handbook
- One Deck of Playing Cards
- One of any hygiene products, unused products must be stored in personals
- One pair of clothing
- Commissary food items are permitted in rooms but only one of each item
- MP3 Player if purchased from Commissary

If you are caught misusing, trading, or destroying any of the items allowed in your room they will be confiscated and you will lose the privilege of having these items in your room for your stay here.



Medical Services

While in our facility, you will be cared for appropriately in order to keep you in good health. We have well-trained medical staff on board and all staff are trained in CPR and First Aide. Trust us to make appropriate, as-needed decisions. You will have an initial health screening upon intake. We will ask you questions about your health history. It is to your benefit to be as honest as possible here so that you can help us help you. We will also utilize other sources including your parents or legal guardians for information in order to better serve you. It may be determined that you need a physical exam. If so, the following things are included in this.

1. General health history and systems check
2. Vision Screening
3. Hearing Screening
4. Dental Screening
5. Tuberculosis test
6. Mental Health Screening
7. STD testing including HIV testing is available.

You may receive treatment for any chronic or acute problems discovered during your exam or referrals may be made to other health providers. When referrals for additional medical care are made by our health care provider, or another agency, a determination will be made as to the need for immediate follow-up or referral after your discharge from this facility.

Your health screening and/or physical will determine if a prescribed medication treatment plan is developed for you. If it is, you will be expected to follow the treatment plan prescribed for you. Your refusal to comply may result in the loss of privileges.

Sick Call will be held at least once a day. Medical staff will hand out sick call cards in the mornings during breakfast to residents who need them. Residents should fill them out and turn them back into the nurse during lunch. It is important that you make it clear what your ailment is. Sick call begins at Snack Time in the evenings. If the medical staff does not find you to be sick, then you are not excused from school.

Other important things to know about sick call:

- All in-house medical services are provided by Prime Care Medical Of West Virginia, Inc.
- All nurse sick calls will be completed at Snack Time every evening.
- All residents can obtain a Nurse Sick Call sheet from a nurse at med pass every morning and every evening. These sheets are not to be kept in the units and are to be given **ONLY** to the medical staff.
- If med pass is over before you have your Nurse sick call sheet completed then you must keep this sheet until next med pass.
- If medical does not have a nurse sick call sheet for the resident (that requests to be seen) then that resident needs to fill out a sick call slip and they will be seen at next sick call.
- **School is not to be interrupted by any resident for medicine or a medical need except for an emergency.**

Mental Health Services

The following mental health services are available to residents at the CBJC.

1. **Screening and intake evaluation** – Based on information you provide during your admission and information obtained from other sources, you may be referred for a mental health or behavioral health assessment. During this assessment, you will have an opportunity to request services. Services may be offered even through you do not request them. Services will be provided if you agree to accept them or request them.
2. **Supportive counseling and treatment** – These services may be offered or requested as a result of information obtained during the intake evaluation. After your intake is complete, you will be assigned to a counselor who will speak with you at least weekly. In addition you may make a request to speak with the Case Manager or a counselor. You must complete the necessary form which will be available in your unit. Once the form is given to the requested person, it will be responded to in a reasonable amount of time. **Only emergencies will be responded to immediately.** Our treatment staff has several other duties and this tool is to help them balance their time. Following your intake you will be issued a journal for treatment purposes, a folder to keep group items and letters from home in, and a deck of cards to help pass your free time.
3. **PSIMED Corrections Therapist** – A licensed therapist is available for group sessions and individual sessions. **These sessions will be part of your treatment program and you are expected to participate. If not it will be reported to the courts.**
4. **Psychological Evaluations** – Psychological evaluations are provided on an as needed basis. Sometimes, your court will ask to have you evaluated.
5. **Psychiatric exams and medication therapy** – These services are usually provided as a continuation of pre-existing conditions or service plans.
6. **Crisis Interventions** – This service is available on an as needed basis.
7. **Substance Abuse services** – Assessments, individual counseling, group counseling, and referral and education services are available through this program.
8. **Group counseling**- These services are offered throughout the week during scheduled times. **All residents are expected to participate in group sessions unless they are not amenable to verbal direction. Failure to attend or participate will result in contact to the courts and could potentially result in loss of free time**

Religious Services - We will offer you the opportunity to participate in religious services. We utilize community volunteers to provide these services. When religious services are offered, it is **not** mandatory to participate. If you do not wish to go to church, the officers will decide if you will be allowed in the unit dayroom area or if you will have to have your quiet, reflective time for meditation or prayer in your room. If you choose to participate, it will be an expectation that you are respectful to the volunteers and not disruptive to the services. It is your right to recognize whatever god or higher power you choose to. **We may not be able to offer services for every religious choice due to lack of those churches in the area, but you are welcome to use the quiet time during religious services to read which ever religion you choose and pray as you see fit.**

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Recreational Activities - You will get the opportunity to participate in a variety of indoor and outdoor activities. We will try to offer you a variety of sports, passive recreation (board games, cards, etc.) team building activities, and access to the outside yard with weather permitting. You will also have a chance to earn points for commissary based on your phase and behavior during activities. **Any disruptive behaviors during recreation activities and/or groups you will be asked to leave and you will receive consequences for your negative behaviors.**

Phone Calls - There are opportunities to make phone calls during the week depending upon your Phase Level.

Phase I & II Outgoing Calls

Sunday-----15 Minute Call between 10:00 am and 6:00 pm

Phase III Outgoing Calls

Sunday-----15 Minute Call between 10:00 am and 9:00 pm

Wednesday-----15 Minute Call between 6:00 pm and 9:00 pm

Phase IV Outgoing Calls

Sunday-----15 Minute Call between 10:00 am and 9:30 pm

Monday-----15 Minute Call between 6:00 pm and 9:30 pm

Wednesday-----10 Minute Call between 6:00 pm and 9:30 pm

Phase V All calls will either be incoming or outgoing

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Incoming calls will be as follows:

Phase 4 Incoming Calls

Thursday-----15 Minute Call between 6:00 PM and 9:30 PM

Phase 5 Incoming or Outgoing Calls

Monday-----15 Minute Call between 4:00 PM and 10:00 PM

Tuesday-----15 Minute Call between 4:00 PM and 10:00 PM

Wednesday-----15 Minute Call between 4:00 PM and 10:00 PM

Thursday-----15 Minute Call between 4:00 PM and 10:00 PM

Friday-----15 Minute Call between 4:00 PM and 10:00 PM

Saturday/Sunday-----15 Minute Call between 10:00 AM and 10:00 PM

One fifteen minute **FREE** call will be allowed on the two major holidays being **Thanksgiving** and **Christmas**. Family Emergency phone calls will be given once it is verified that it is an emergency.

You may call your lawyer, PO, or DHHR worker once a week and speak for up to **10 minutes**. If you call and they do not answer you or are not in the office then you are **REQUIRED** to leave a message. This will count as your one legal call for the week that is required by law. The following schedule will be adhered to for legal calls:

A Unit-----Mondays

B Unit-----Tuesdays

C Unit-----Tuesdays

While you may contact your attorney once weekly at our expense, calls to other professionals must be done at your expense or by calling collect. However, if any of your professional contacts call in at any time, we will allow you to take the call. If you wish to call your lawyer more than that, you have to use your phone card or call collect. However, this depends on scheduling and staff availability to do so.

“Anytime” phone cards are available on commissary and must be purchased with your accrued points. These may be used to make phone calls according to the time of phone calls for the appropriate phase level.

Mail - You have the right to send mail and receive mail without censorship or prior reading. If your PO/Attorney or court says that you cannot write to someone, then that will be enforced. Staff will inspect mail for contraband and security breaches. If there is no treatment staff available that day then it will be picked up as soon as a treatment staff is available. Incoming mail is given M-F in the evenings. The facility provides you with ten stamps a month to send out mail. If you are caught abusing your mail privileges or writing to someone that you are not allowed to, then you will have your stamps suspended. Residents are not allowed to write former residents nor are you allowed to write **family members** of other residents. Residents are not allowed to have contact with residents at other facilities or placements unless it has been approved by the Case Manager or Facility Director. **Do not** give or receive personal addresses and phone numbers of other residents. This policy includes **NO** passing notes to other residents in this facility. Any violation of these rules will result in disciplinary action.

Visitation – While you are a resident of this facility, you are entitled to both personal and professional visitation. You will not be denied visits unless you are demonstrating threatening or out of control behavior or an emergency at the facility. Assigned days for visitation are Saturday, Sundays and holidays from 10:00 a.m. - 3:00 p.m. However, the number of visits that you are allowed weekly depend on what phase you are currently on. All requests for visitation must be made in advance. Personal visits must be made by 3:30 p.m. on Friday afternoons. Any person who wishes to visit you must pass a criminal background check. While it is our policy to allow immediate family members to visit, extended family and friends must have prior approval in order to visit you while you are being held at this facility. All personal visits will be supervised. Professional visits will not be supervised or monitored unless your visitor requests it or there is a need for our presence. All of your visitors will be searched prior to visiting by the use of a hand-held scanning device and may be subject to a clothed body search. Any visitor violating a visitation rule may be banned from future visits. Any visitor bringing contraband into this facility will be subject to prosecution. No person under the age of eighteen, excluding lawful spouses, shall be permitted to visit a juvenile in this facility unless accompanied by a parent or legal guardian. All visitors 16 year of age and older must have positive picture identification. Social Security cards cannot be used as a form of identification and must have had a criminal background check completed and approved. Personal visits are limited to 30 minutes in duration but can be approved for longer by the Case Manager or Facility Director. Phase V residents will be allowed a one day 1 hour visit a week on a Saturday and Sunday. After the visit, residents will be strip searched before returning to their units. Video Conference Visits can also be set up by the Case Manager during the week from the hours of 3:15 pm and 5:00 pm. The visitor needs to call the DJS Facility that is closest to them and request this visit. Then that DJS Facility will contact this facility and let us know when the visit is to be held. These visits will be granted based on your behavior at the time of the visit and will be for 30 minutes.

Consequences

Each person in this world is responsible for their choices.

Each situation that you encounter inside this facility, and outside of this facility, you have a choice on how you will handle it and your choice will determine the consequences, positive or negative, that you encounter. Below are the sanctions that may be used by staff (Officers, Counselors, Education, Medical, PSY Med, Laundry, Kitchen, Office Assistants, Maintenance, etc.) when you make a choice to not follow the rules. **Failure to comply with rules can result in further write-ups and further sanctions. Remember that your behavior here will help your judge and all parties involved determine appropriate placements including release. It is in your best interest to act appropriately here.**

Corrective Learning Unit – When you are kicked out of school, you will be placed in the cafeteria or in the video conference room in the back of class. Your expectations will be to be quiet, no communication with other residents, be safe, and do your schoolwork by yourself.

Point Loss- You have point sheets. You can lose points for inappropriate behavior. These can be warnings that you are not making good decisions. The better you handle this consequence and change up your behavior, the more likely you are to not have more severe consequences. These points are used to determine your Phase Levels.

Essays – These may be added to any sanction. Staff will ask you to write an essay about your choices, other possible choices you could have made that would have had a better result, the responsibility you have in the situation, etc. When assigned an essay, staff will give you a topic, expected length of the essay, and due date and time. If you fail to comply with this, you may receive other consequences.

Segregated Housing – Prior to a hearing you may be placed in your room depending on the severity of the violation, Court Ordered Segregation, Medical Isolation, Out of Control Behavior and Protective Custody.

Time-Out Periods—must be approved by the Shift Supervisor and cannot last more than 4 hours unless approved by the Facility Director. These are to be started in the Units but if your behavior continues to escalate you will be moved to Holding.

Loss of Free Time—No other residents will be in your assigned area. You will not be allowed any library books or magazines in your possession unless being used for school. You must remain in the area assigned by the Unit Staff while in Units.

Loss of all Privileges---Will include everything in loss of free time. You will lose the privilege of collect phone calls. No Commissary. If you have purchased items from commissary before being placed on LOAP those items will be confiscated and placed in your personal property bags. You will be issued hygiene supplies by the facility. When you are removed from LOAP you will receive your commissary items back. Recreation will be one (1) hour per day and you will only be allowed to walk, run or exercise the large muscle groups(walking, running, push-ups, sit-ups or jumping jacks) Recreation **WILL NOT** include basketball, ping pong or any outside games. You will not take part in any special activities planned in the facility. Early bedtime will be 1 hour prior to your Phase bedtime. When you are in the dayroom it will be at the discretion of the staff as to where you will sit.

Behavior Plans---A resident can be placed on a behavior plan at any time that the Security or Treatment Staff feel that it is warranted. These Behavior Plans will be reviewed and updated as needed but at least every seven days. A copy of this Behavior Plan will be given to you and one will be posted outside of your room door. How long you are on this Behavior Plan will be determined by your behaviors. You will have the opportunity to discuss issues that you have with your plan. We will also appreciate any suggestions that you have on things that work for you or things that don't. Behavior Plans will also be put into place for you when you come off of Administrative Segregation in order to help integrate you back into general population.

Failure to abide by these conditions or directions will result in further sanctions

***** The Director, Lieutenant, Sergeant, and Case Manager may use discretion with Consequences as grey areas may arise. *****

General Expectations

Residents are not allowed in each other rooms.

**Crocs and Tennis Shoes are to be left beside the door inside of your room.
(unless you are on Room Confinement or Administrative Segregation)**

No Running in the living units.

One chair per resident.

No propping feet up on other chairs or tables.

Residents will not sit or lay on tables.

Residents are to be appropriately and fully dressed.

Beds will be made and kept neat at all times.

Crocs are to be worn at all times while outside of your bedroom unless you are going to the gym or outside rec.

No Horseplaying will be permitted.

Keep hands to yourself at all times.

No touching other residents or staff.

No sagging of pants.

When out of bedrooms unless taking a shower you are required to be on the carpet area.

Must request permission to leave carpet area.

Must request permission to go to your room.

T.V. is controlled by the unit officers and at no time are you permitted to change the channel.

Telephone will be dialed by the unit officer.

When leaving the unit the entire unit is to be in a single file line with hands behind your back. No talking during transitions to and from where you are going.

While transitioning from one area to another there will be No stopping to chat with other resident and/or staff members without permission.

Keep Hands to yourself.

While in your room you are required to be reasonably quiet. Setting off the intercom due to yelling, talking loud is not permitted.

No rocking or leaning back on the chairs. All 4 chair legs are to remain on the floor.

Be respectful to yourself, other residents and staff.

No Gambling of any kind.

No profanity is to be used.

All reasonable directions given by staff are to be followed if written down or not.

Any violations of the above expectations can and will have consequences. The first step will be loss of points and then other disciplinary actions will follow if the behavior continues.

Category I Offenses

Offense

1.1 Escape – Leaving or attempting to leave the facility or the custody of any staff member of the Division; or not coming back from an off-grounds furlough at the assigned time.

1.2 Inciting Riot/Participating in Riot- Organizing, coordinating or forcing (or being organized or coordinated into) participation in unauthorized activities that might substantially hurt others, damage property, or create a major disturbance.

1.3 Assault – Physical attempt or substantial threat to harm others. A resident may not intentionally cause physical harm to another person, to include poisoning.

1.4 Arson – A resident may not start a fire.

1.5 Causing an Explosion – A resident cannot cause an explosion or make anything explode.

1.6 Sexual Acts – A resident may not engage in sexual acts or with another person or intentional touching of any breasts, buttocks and/or genitalia of another person even if that person has consented. A resident may not request such acts, or hire another person to perform these acts.

1.7 Possession, Manufacturing or use of Controlled Substances – Possessing or using any unauthorized substance or drug paraphernalia, including controlled substance or intoxicants and/or medications that have been hoarded, not prescribed for the resident, or used in a manner not consistent with the prescription or direction of the medical staff. This includes the failure to provide a sample within two (2) hours for testing.

1.8 Intentional Damaging or Alteration of Property (\$500 or more)-Destroying, damaging, altering or changing anything that is owned by the state or by another person.

1.9 Possession or Manufacture of a Weapon – Possessing an item or items that have been made or adapted for use as a weapon and may cause injury or bodily harm.

1.10 Tampering with Security or Fire Device –A resident may not remove, destroy, change, damage, or make inoperable any locking, security or fire device including, but not limited to, a door, window, equipment, furniture, fire extinguisher, fire sprinkler, vehicle or any other security/fire device at any time.

Category II Offenses

Category II offenses carry consequences from early bed time to Phase Drop. They are considered very serious and can affect future placement or release.

Offense
2.1 Attempting to Circumvent Institutional Count- A resident may not be absent from any count without prior knowledge and approval by authorized staff. A resident may not hide, remain silent during name count, cause confusion or error at or during any count; leave the area assigned without the approval of authorized staff; leave assigned room; living unit; class; meeting; event; appointment or visit without the approval of institution of authorized staff
2.2 Tampering with Food or Drink: A resident may not put unsanitary items or substances in any food or drink item before, during or after preparation that could be consumed by another person.
2.3 Making a False Report or Statement: A resident may not say or write something that is not true which causes harm, distress or injury to another person.
2.4 Counterfeiting or Forgery – A resident may not make, change, fake or possess any document so that it appears as if it were made, signed, initialed or stamped by someone else, or at a different time.
2.5 Contraband – Any item not issued or allowed by the facility to include items altered from their original state. This also includes any tobacco products and the failure to provide a sample for nicotine testing or a positive result for nicotine.
2.6 Contempt – No residents shall shout, act rudely, speak persistently out of turn or otherwise disrupt proceedings at any disciplinary hearing.
2.7 Threats – Bullying. Saying or doing something to scare another person into thinking person and/or property may be harmed.
2.8 Fighting – A mutual physical conflict between two or more residents. A resident may not engage in any physical contact with another resident to cause harm or inflict injury.
2.9 Insubordination – A resident may not disregard or delay lawful instruction given by a staff member for any reason, including refusal to move to required location.
2.10 Fraudulent Representation – Changing the physical, facial, or vocal features without the knowledge or permission of staff in order to conceal or mislead staff as to the resident’s identity.
2.11 Gambling – A resident may not bet or wager in anyway, at anytime with another person for anything.
2.12 Disruptive Conduct – A resident may not act in a way that causes disruption by using foul language, loud talking or making of loud noises, making obscene gestures or similar conduct. No resident shall obstruct any person from performing their duties, nor shall a resident interfere with normal or free movement of any person.
2.13 Intentional Damage or Alteration of Property under Five Hundred Dollars (\$500) – Destroying, damaging, altering or changing anything that is owned by the state or by another person which is valued at

less than five hundred dollars (\$500.00). This includes destruction of identification devices such as ID Badges, ID Wristbands, etc.
2.14 Unauthorized Possession or Transfer of Property – A resident may not give, sell, lend, receive, take, buy, borrow, barter, or trade any item with another person.
2.15 Misuse of Correspondence – Sending mail or other items from individuals with whom a resident is not permitted to correspond.
2.16 Mutilation/Disfigurement of Yourself or Others – A resident may not cause or allow injury or allow injury or damage to one’s self or another person. Residents may not injure, tattoo, cut, pierce, mutilate, remove, discolor or disfigure any part of their bodies or the body of another person.
2.17 Disrespect – A resident may not use name-calling, profanity, yelling, or any disrespectful act toward another person. A resident may not show disrespect to any person doing business for or visiting the facility.
2.18 Gang Related Activities – Any attempt to organize, create, or participate in gang related activity.
2.19 Solicitation or Manipulation of Staff – 1) Pitting staff against each other; 2) Diverting staff attention to cover a facility violation; 3) Coercing or attempting to force staff, volunteers, contractors, or visitors to introduce contraband or engage in other infractions; 4) Attempting to buy anything from or sell to staff, volunteers, contractors, or visitors.
2.20 Resident Handbook Rule Violations – Violations of resident handbook rules that have been approved by the Facility Director/Superintendent that meet the definition of a Category II offense.
2.21 Unauthorized Presence: Being in an unauthorized area or leaving an assigned area without staff permission.
2.22 Unauthorized Physical Contact/Exposure: Holding hands, kissing, rubbing or massaging; a female resident may not expose her breasts nor any resident expose his/her genitals or buttocks.

Notification of Charges and the Hearings Process

If you are charged with a Category I or Category II offense, the following procedures and rights apply.

1. You will be notified of the charges by a shift supervisor who was not involved with the incident.
 - a. You have the right to have 24 hours to prepare a case. You may waive this right if you wish. If you are written up on a Category 1 violent Offense, you may be placed on Segregation (secured in your room). You have the right to a hearing within seven days of the charges.
 - b. You have the right to ask for a staff advocate in order to help you prepare a case. The staff advocate will help you prepare for the hearing in terms of gathering evidence and possibly watching video of the account. The staff advocate is someone who is not involved with the incident. The staff advocate will advise you through the course of the hearing based on the evidence against you, the evidence you have for your case and so forth. Sometimes, the best advice a staff advocate may be able to give you is to be respectful and accept the consequence. Staff may decline to be your advocate based on inability to attend hearing or lack of time. In such cases, they will help you find someone else to be your staff advocate.
2. If you waive the right to a hearing, you are pleading guilty and the hearing officer will handle things and present you with your consequence.

Appeal Process

You have the right to appeal charges of a Category I or Cat II Hearing that you did not plead guilty too. You have the right to appeal Sanctions even if you have plead guilty to a Category I or II. You have 15 days to appeal findings of a Hearing Officer.

- A. The first level appeal will go directly to the Facility Superintendent or Designee and must be submitted in writing. A written decision on a resident's appeal must be issued within 10 days. A second level (Cat I ONLY) appeal may then be submitted to the Director of the Division of Juvenile Services or Designee. The time frames established for the first level appeal will also apply to the second.

If you waive your right to an appeal, it must be in writing.

Grievance Process

Grievances are for when your **civil rights** have been violated (refer to page 1). You have to use this process responsibly. If you misuse it – it lowers your trust level. It makes it more difficult for you to have real violations recognized. Grievances are not for when you are angry with an officer over a consequence you have received or to express your anger of the day. It is to be used when your civil rights have been violated. For instance – you have the right to not be abused. If a staff member were to walk up and slap you, you have a legitimate claim for a grievance. If you have to be restrained because you are getting ready to punch someone else – you do not have claim to a grievance. If you are denied a hearing on a category I offense or you are locked down for no reason whatsoever, you have a claim. If you are given a consequence for your actions – you do not have a claim for a grievance.

Grievances need to be specific. You need to tell us exactly what happened and how it violated your civil rights. You need to be 100% honest in the grievance. Let us know what you did – even if it was wrong. Let us know what you are wanting from the situation. If you need help writing a grievance, ask for it. We will help you.

If you can resolve a situation informally – that is without a grievance – try it. Ask to have a mediated discussion with the staff member –that means with a third person to mediate between the two of you. Be respectful. Give yourself a cooling off period if you need it. The more calm you are in this process, the more you can help yourself and help us help you. If you can't resolve the situation informally – that is okay. Continue to be respectful, write a grievance stating the issue at hand and the specifics of your case. Turn it into the grievance box in the cafeteria. The director/designee will check the box every morning Monday through Friday. Allow up to 72 hours for your grievance to be addressed. If it is not addressed in said time, please ask to speak with Mrs. Spaid.

Grievance Forms may also be used to report PREA Incidents. Fill out the form with the details of what happened and then place it in the PREA Box located in the chow hall. This box is only accessible to Central Office staff and will be checked at least every 14 days.

****Please note that your grievances and appeals should have a solid basis. If you are abusing these processes, you lose credibility. Then when something really does happen, it will be harder to take you seriously. Please do not try to use these processes to get out of being accountable for poor choices and actions. Think things through. If someone has really denied you of your rights or wrongly accused you, we want to hear about it. Please note that even in such instances, you should remain calm and respectful, ask for the appropriate form or to speak to the appropriate person.**

Complaint Forms

Complaint forms are to be used when a violation of your Civil Rights is not an issue. These will be filled out and placed in the grievance box in the dayroom. These forms are to be used for laundry issues, food issues, staff issues or any other complaint that you would have. These will be given to Mrs. Spaid from the grievance box and she will give them to whomever needs to address the complaint. Please allow at least 72 hours for a response to these complaints.

Resident Handbook

Revised 01/2016

***** This is only a guide to help orientate residents to living here at CBJC. This CAN NOT possibly cover every individual situation. Staff reserves the right to write up residents on any behavior that they find unacceptable and or inappropriate. Residents have the right to appeal such decisions and or write a grievance if they feel that their legal rights have been violated. You as a resident are more likely to gain respect and be heard when you act appropriate. If you are written up, follow the direction of the staff. Calmly ask to speak with someone next in the chain of command if you feel that the write-up isn't fair. You may also ask for a grievance. Appropriately state your case. If you choose to act up and be inappropriate, you will probably be written up on other charges. Think before you act.**

PHASE SYSTEM

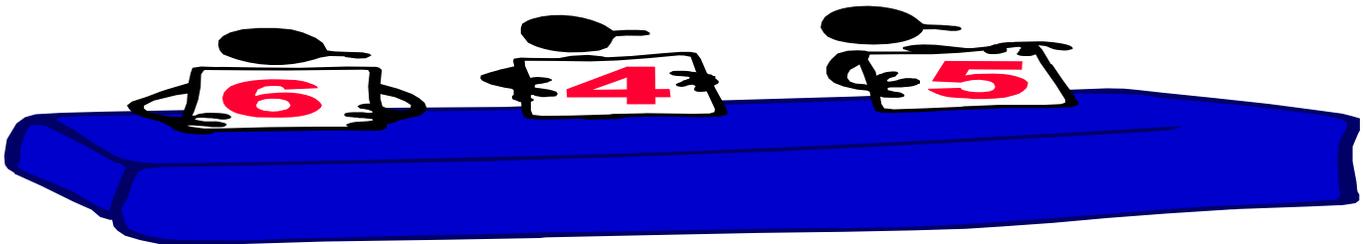
Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
15 min. Outgoing phone call only on Sunday 10:00 am-8:00 pm	15 min. Outgoing call on Sunday 10:00 am-8:30 pm	15 min Outgoing call on Sunday 10:00 am-9:00 pm Wednesday 6:00-pm-9:00 pm	15 min Outgoing Sunday 10:00 am-9:30 pm, Outgoing 15 minute Monday, Wednesday; Incoming 15 Min call Thursday 6:00-9:30	15 minute Incoming or Outgoing call Sunday- Saturday 10:00 am-10:00 pm Weekdays 4:00 pm-10:00-pm
Can watch movie on the weekend if available	Can watch movie on the weekend if available	Allowed movie on the weekend if available	Allowed movie on the weekend if available	Allowed movie on the weekend if available
Regular Bedtime @ 8:30 p.m.	Regular Bedtime @ 9:00 p.m.	Regular Bedtime @ 9:30 p.m.	Regular Bedtime @ 10:00 p.m.	Regular Bedtime @ 10:30 p.m. Can stay up until 10:45 if staff permits
No hardback books allowed in room	No hardback books allowed in room	No hardback books allowed in room	No hardback books allowed in room	One hardback book allowed in room
No X Box privileges	No X Box privileges	X Box Saturday/Sunday ONLY	All X Box privileges	All X Box privileges
Allowed visits one day each week either Saturday or Sunday	Allowed visits one day each week either Saturday or Sunday	Allowed visits one day each week either Saturday or Sunday	Allowed visits two days each week Saturday or Sunday	Allowed visits two days each week, and one (1) hour visit each week Saturday and Sunday
Takes a minimum, 80 pts average and 1 week to advance from phase 1 to phase 2 DETENTION and COMMITMENT	Takes a minimum, 80 pts average each week for 2 weeks to advance from phase 2 to phase 3 Phase will be dropped if min pts not earned DETENTION Minimum 80 pts 1 week from Phase 2-3	Takes a minimum, an average of 80 pts each week for 3 weeks to advance from phase 3 to phase 4. Phase will be dropped if min pts not earned DETENTION Minimum 80 pts 1 week from Phase 3-4	Takes a minimum, an average of 82 pts each week for 4 weeks to advance from phase 4 to phase 5. Phase will be dropped if min pts not earned DETENTION Minimum 82 pts 2 weeks from Phase 4-5 and you must pass test	<u>Highest level, best behavior is expected.</u> Must maintain 84 pt average each week. This will be for COMMITMENT and DETENTION
No Commissary Hygiene supplies will be given by facility staff	No Commissary Hygiene supplies will be given by facility staff	Only hygiene items allowed from commissary NO FOOD ITEMS Allowed	Allowed Commissary NO MP3 PLAYER Allowed 1 anytime phone cards off of commissary 1 of each food item allowed in their room	Allowed all Commissary privileges to include 1 week purchase of MP3 Player and 2 anytime phone cards, 2 of each food item in their room

How the Phase System Works

- Treatment staff will explain Phase System during intake.
- Detention residents start at phase two when they enter the facility unless they have been moved from another facility due to behavior or were on security at a previous facility. These residents will start out at a phase 1. After 72 hours, transfers may resume the phase they were at from a previous facility if no violations occur in the first 72 hours. However, this is also at the discretion of the Case Manager and/or Director. If you left this facility on bad terms and return from another facility where you have done well, it will be our choice to allow you to keep the new phase at this facility.
- If you are transferred to our facility as a Commitment Resident you will begin as a Phase 2 and earn your phases as stated above.
- If your Phase is lost due to a sanction you will be reevaluated on Wednesday of the week that you would regain your Phase Level. For example, if you lose your phase 4 on a Monday then you would not be reevaluated until the Wednesday of the forth week for a Phase 5.
- Points will be awarded at each check point. You must obtain an average of 80-84 points per week for the amount of time specified above to advance a Phase Level
- Phase reviews will be done on a weekly basis. Staff will meet on Wednesdays of each week to evaluate each resident and their points earned throughout the week. If warranted a resident will maintain, advance or drop a phase(s) on Wednesday after it has been discussed with the resident. Reviews are based upon points earned throughout the week. You must earn an average of 80-84 points per week. If this is not done then your phase will automatically drop and you will be required to maintain the required points for the amount of weeks specified above.
- Residents who try to lie about what phase they are on or manipulate the point sheets in ANY way in order to gain privileges or get away with something will forfeit their points for that day. If a resident chooses to place vulgar pictures or words on their point sheet then they forfeit their points for the entire day. Residents will be required to sign their point sheet at the end of the 7:00-3:00 shift with their Unit Staff and then again prior to going to bed with the evening Unit Staff. All signed point sheets will be turned into the Case Manager or designee that evening when the final laundry pick up is being made. These can be placed under the office door of the Case Manager.
- If a resident is placed on Loss of Privileges, you will still earn your points; however, you will not be able to purchase anything from Commissary until your privileges are reinstated. If a resident is on Segregation on a commissary day, they will not be allowed to partake in commissary.
- If a resident is on Segregation that has been approved by Central Office, the resident will not earn points. The resident will not be able to earn points until they are off of Segregation. A point sheet

will be filled out for treatment staff to determine behaviors of this resident while on Segregation. Once coming off of Segregation the resident will be reevaluated by the clinical team.

- Residents will be responsible for their point sheets and getting them signed at checkpoints. When the residents are in sweatpants the point sheets will remain in their rooms but when they are in uniform the points sheets will remain with them.
- PHASE 5 Incentives:
 1. Will be permitted hygiene items sent in by family members
 2. Plastic cups can be used in the dayroom during dayroom time at snacks and all meals
 3. On weekends all Phase 5 Residents will be permitted one hour in the gym together as long as the security of the facility is not jeopardized.
 4. Phase 5 Residents will be permitted to sleep in on weekends and non-school days until 11:15 without losing points for that time frame.



Each resident will be scored weekly to determine their phase eligibility

In regards to the use of the MP3 players, they are only to be used in your unit, the dayroom when you have dayroom time, in the gym during recreation and outside during outside recreation. You are taking responsibility for the MP3 player once you take it from commissary. You will be expected to return the MP3 player in the same condition or you will be charged with the Category II offense of Destruction of Property <\$500. These MP3 players are a privilege and are property of the State of West Virginia. The MP3 players will be checked weekly for improper content by the treatment staff and any found will result in Disciplinary Action for the individual that the MP3 player was signed out too. Use is for one week only, as a rule. This can be extended to a second week with the purchase from commissary if no other resident is requesting the MP3 player. This allows all Phase V residents a chance to use the MP3 player as well as encourage you to use your points for other needs that you may have. **Commissary is a privilege.** We have the right to restrict the items that you choose from commissary.

AS A REMINDER, YOU MAY NOT SHARE COMMISSARY. THIS INCLUDES USE OF THE MP3 PLAYERS. ANYONE SHARING COMMISSARY WILL BE WRITTEN UP ON A CATEGORY II 2.14 UNAUTHORIZED POSSESSION OR TRANSFER OF PROPERTY. ANOTHER REMINDER IS: IT IS THE RESPONSIBILITY OF THE RESIDENT TO MAINTAIN THEIR POINT SHEET AND KEEP IT IN THEIR POSSESSION. POINT SHEETS FOUND ON THE FLOOR OR LEFT LYING AROUND WILL BE THROWN AWAY AND ANOTHER WILL NOT BE ISSUED. IF YOU LOSE OR MISPLACE YOUR POINT SHEET, YOU WILL NOT BE ISSUED ANOTHER POINT SHEET. IF IT IS DETERMINED THAT YOU ARE FORGING YOUR POINT SHEET YOU WILL LOSE YOUR POINTS FOR THE DAY AND COULD LOSE COMMISSARY FOR A PERIOD OF TIME.

*** If you make good choices, they can be rewarded with positive write-ups, verbal praises, positive recommendations in court, and just feeling good about yourself. Remember, you decide how your stay here will go.

Chick Buckbee Juvenile Center Fire Drill/Evacuation Procedures What to do in case of a fire

If you see any fire or smoke in the building, or if the fire or smoke alarm sounds you should:

1. Remain calm and do not panic.
2. Do not try to fight or control the fire.
3. Listen for any instructions from staff. Do exactly as you are told
4. If smoke is thick, GET DOWN and crawl along the floor to the closest exit.
5. Residents will leave the building by using the route indicated on the map closest to your location. These are posted throughout the facility.
6. 6. Residents will exit outside the building, but are not permitted outside of the fenced area. Residents will go to the far side of the fence.
7. Residents leaving the showers should use a towel to cover themselves. **DO NOT ATTEMPT TO DRESS WHILE FIRE DRILL IS IN PROGRESS.**
8. Residents should not attempt to take personal belongings with them.
9. Residents should not attempt to dress but if easy access to shoes or pants, carry them with you and or wrap a blanket around yourself.

Unexpected fire drills will be conducted to make sure everyone knows what to do in case of a fire.

Laundry Schedule

- Clean clothes are given out daily. It is your responsibility to turn in dirty clothing to receive clean clothing.
- Clean sheets are given out weekly.
- Clean blankets are given out once a month.
- Dirty laundry is picked up after showers in the evening.
- All residents will sign that they have received all clothing at lunchtime

Clothing and Uniformity

Residents will be fully clothed at all times. All requests for new clothing or other problems concerning residents' state issued clothes must be submitted to the Sergeant or designee.

Residents are permitted to have one (1) pair of personal tennis shoes in their possession. You may wear your tennis shoes to outside recreation or to the gym. (**With the exception of REAP**). New facility shoes will be issued if the current pair is damaged or does not fit appropriately. Coats will be provided to wear during inclement weather. Residents are not to trade, borrow, or lend clothing at any time.

DRESS CODE

ALL Residents

Gym & Outside Recreation

Gray T-Shirt

Gray T-Shirts are to be tucked in during Transition to and from the Gym or Outside Rec

Blue Shorts or Grey Sweat Pants

Grey Sweat Shirt (optional)

Boxers

Socks

Tennis Shoes

No other items are to be worn with the above list....

Absolutely **NO Sagging** of Shorts or Sweat Pants **No Hands** in Shorts or
Pants

**Any violation of the above dress code will result in a CAT II write up
for insubordination**

ALL shirts must be tucked in when out of the units with the exception of outside recreation or gym time
After showers blue shorts are permitted to be worn **ONLY** in the units

DRESS CODE

School, Religious Services, Visits and Special Groups

Committed to DJS Residents: Blue Polo

Detention Residents: Green T-Shirt

Shirts are to be tucked in at all times

Khaki Pants

Boxers

Socks

Crocs

Cuff pants up if they are too long....DO NOT tuck into your socks...

Sweat shirts may be worn **UNDER** the polo or t-shirt

No other items are to be worn with the above list....

If you become too cold or hot please inform staff and we may be able to adjust the climate.

Absolutely **NO Sagging** of pants and **No Hands** in pants

DRESS CODE

After School, Weekends & Holidays

Blue T-Shirt **Committed to DJS**
Green T-Shirt **Detention Residents**

Khaki Pants

Sweat Shirt (Optional) to be **worn under** the T-Shirt

Boxers

Socks

Crocs

Cuff pants up if they are too long....**DO NOT** tuck into your socks...

Sweatshirts may be worn **UNDER** the t-shirt

No other items are to be worn with the above list....

Absolutely **NO Sagging** of pants and **No Hands** in pants

**Any violation of the above dress code will result in a CAT II write up
for insubordination**

REAP Residents

Residents participating in the REAP Program will follow the guidelines described below:

- **Must remain on a Phase 5**
- **Must have High School Diploma or GED**
- **Will turn in a weekly timesheet to the Case Manager or Designee no later than Saturday evening.**
- **If found to be in violation of any posted procedure rules or handbook rules your job will be suspended until reviewed by the Case Manager, Sergeant and Facility Director.**
- **The resident will be expected to stay busy at all times. If he can not find something to do then something will be found for him.**
- **REAP Residents are to be an example to others by showing excellent behaviors. This is a privilege and can be suspended at any time for any reason.**
- **Once a resident is approved to be on the REAP Program he may obtain an MP3 Player from CC I Self. This will be the MP3 Player that they will be responsible for.**

**J.M. “Chick” Buckbee Juvenile Center
Allowable Items List**

Residents are only authorized to have in their possession those items listed below and approved by the Facility Director and, when applicable, in conjunction with their Phase Level. Quantities cannot exceed those listed below.

<u>ITEM</u>	<u>LIMIT</u>	<u>RESTRICTIONS</u>
<u>Bedding/Linen</u>		
Blanket	2	State issued only
Mattress	1	State issued only
Pillow	1	State issued only
Pillow Case	1	State issued only
Sheets	2	State issued only (1 set; not 2 sets)
Towels	1	State issued only
Wash cloths	1	State issued only
<u>Clothing</u>		
Tennis Shoes	1	State issued or personal/kept in room (unless on Room Confinement or Administrative Segregation)
Crocs	1	State issued only/kept in room (unless on Room Confinement or Administrative Segregation)
Resident uniform shirt	1	State issued only
Resident uniform pants	1	State issued only
Gym shorts	1	State issued only
Socks	2	State issued only
Sweatshirts	1	State issued only
Sweatpants	1	State issued only
T-shirts	2	State issued only
Boxers	1	State issued only

Electronics

MP3 Player	1	State issued only (Phase 5 Only)
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Hygiene

Bar soap	2	State issued only
Body lotion	1	State issued only
Comb/brush/pick	1	State issued only
Conditioner	1	State issued only
Deodorant	1	State issued only
Shampoo	1	State issued only
Shave cream/gel	1	State issued only
Soap dish	1	State issued only
Toothbrush	1	State issued only
Toothpaste	1	State issued only
Chapstick	1	State issued only

Medical

Prescription Glasses	1	State issued only
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Miscellaneous

Playing Cards	1	State issued only
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Reading/Writing/Legal Materials

Greeting Cards/Letters	Unlimited until a fire hazard TBD by staff	
Legal Material	Unlimited until a fire hazard TBD by Staff	
Bible or religious scripture	1	
Rubber pencil	1	
Library book	1	soft cover/hardcover phase 5
Folder	2	
Composition Book	2	
Address list/book	1	Book purchased off of Commissary
Picture Album	1	Purchased off of Commissary

Body, Room and K-9 Searches

- Clothed body searches may be conducted by staff unannounced to search for contraband.
- Room inspections are done daily to check beds and cleaning of your room is being completed. However, room searches are to be done weekly at minimum but can be conducted at any time staff feels it is necessary.
- The K-9 unit comes in to search the facility unannounced. During this time, they search every room in this facility and they do have the right to search every person/resident.

Tips – Chick Buckbee is not supposed to be a “fun” place. You are here due to your own poor decision making. Despite, all of that, Chick Buckbee can be as good as you make it. If you keep a good attitude, participate in the expected activities, respect the staff and follow directions, and keep an open mind, then your days here will go by fast and you will reap the benefits of good behavior. If you choose to do the opposite – that is have a bad attitude, be defiant and don’t follow any directions, etc. then your days here will be long and probably miserable. Also, your behavior here goes to court. We are required to submit a report on your behavior for each court hearing after your initial one. This will reflect write-ups, school performance, attitude, behavior, participation in group and individual counseling sessions. The Case Manager is responsible for reporting to the courts, attorneys and probation officers about your progress and will inform them of your behavior on an as needed basis in addition to the written report that she provides. **Think before you act.**

Conclusion – Each and every resident here has the power of choice. You decide how you will handle each situation that you encounter. You have complete control over your actions and words. Remember this during your stay. Also, remember that there is a difference between rights – that which is guaranteed you by law – and privileges – those extra things you may earn. Bad choices will never deprive you of your rights. You may lose privileges due to bad choices in which case you can only blame yourself.

To the World – You may be one person but to one person, you may be the world.

Just because someone doesn’t love and support you the way you want them to, doesn’t mean that they don’t love and support you with everything they have.

With Great Power comes Great Responsibility.

There’s always going to be people that hurt you so what you have to do is keep on trusting and just be more careful about who you trust next time.

No man or woman is worth your tears and the one who is, won’t make you cry!! 😊

A true friend is someone who reaches for your hand and touches your heart. 😊



Reduction/Education/Safety/Planning/Elimination/Compliance/Treatment

West Virginia Division of Juvenile Services PREA Juvenile Offender Orientation for Newly Admitted Juvenile Residents

Introduction: The Division of Juvenile Services (DJS) is committed to your safety and the safety of staff. You have the right to serve your sentence with dignity and free from sexual abuse, sexual harassment, and retaliation. The DJS has zero tolerance regarding sexual abuse and sexual harassment within its facilities. This means we DO NOT tolerate any level of sexual harassment, misconduct, or assault in the facilities. EVERY effort will be made to prevent sexual abuse and harassment from occurring, EVERY allegation will be investigated, EVERY perpetrator punished, and EVERY victim offered services.

There is a federal law against sexual assault inside correctional systems called the Prison Rape Elimination Act (PREA). This law covers male and female individuals incarcerated in any type of correctional facility, as well as offenders on community supervision. This law also covers any form of sexual relationship between staff and offenders, even if they both consent to the relationship. We also have laws against custodial sexual misconduct. This is when a staff member becomes sexually involved with an offender. All of these types of offenses are felonies and any allegation shown to be true will be referred to law enforcement for prosecution.

When you first arrive here, you may want to find comfort and want to develop relationships with others. All of this is normal, but there are a variety of relationships that might be harmful. Most staff are here to help you and most offenders want to do their time, like you, without feeling pressure from other offenders. Not all offenders will try to sexually abuse or sexually harass you. We will work with you to do everything we can to ensure you remain safe.

What is sexual abuse?: There are two categories of sexual abuse – juvenile offender and juvenile offender or staff and juvenile offender. In either of these cases, it is not your fault if you were sexually abused or sexually harassed. These definitions are outlined in your orientation with your PREA Counselor. If after you read through it and have any other questions, you can ask any staff member for assistance.

During you stay at a DJS facility, consensual sexual relationships are prohibited. Consensual sexual relationships between juvenile offenders are against policy. Offenders who engage in these relationships will be charged with a major infraction with appropriate sanctions. Even though these types

of relationships may be something that is desired by both people, they present medical and psychological issues which compromise your safety and the safety of other offenders and staff. The spread of sexually transmitted diseases, jealousy between participants and from other offenders, fear of homosexuality and other issues make consensual sex a threat to everyone's safety.

Prevention: How to prevent sexual abuse / harassment – Pay attention to where you are, situations that make you feel uncomfortable, special attention that someone may be giving you, who you tell private information to, accepting loans, offers of protection and do not let manners get in the way of keeping yourself safe. Everyone is vulnerable in these kinds of situations but they are less likely to happen if you follow some of the common sense rules outlined in the Resident PREA PowerPoint/guide.

Staff are trained to look for behaviors of offenders which may indicate that some form of sexual abuse. / sexual harassment may be occurring or offenders who are at risk for sexual victimization. Some of these include: Changes in routine, mood or behavior, to include eating, hygiene, and sleeping habits; avoiding staff members or staying too close to staff; staying out of the dining hall, yard or shower areas; irritability or mood swings; requesting housing changes; one offender getting lots of attention from other offenders, particular a younger or weaker offender; never having canteen items; and suicide attempts or threats.

Reporting and Investigations: What to do if you've been assaulted or if sexual misconduct has occurred. Offenders can participate in an investigation in many ways, including being the alleged victim, suspect, reporter, or witness. Reporting can be done several ways:

- a. If you have been assaulted or witness an assault you have several options for reporting a PREA complaint, which includes, but is not limited to:
 - i. PREA Counselor,
 - ii. Any staff member,
 - iii. PREA Compliance Manager,
 - iv. Request to see the nurse or counselor,
 - v. Locked PREA Box,
 - vi. Grievance Box,
 - vii. WV State Police

- viii. Child Abuse Hot Line (1-800-352-6513),
- ix. Division's Sexual Abuse toll-free hot-line (1-855-366-0015),
- x. DJS Website (<http://www.djs.wv.gov>),
- xi. Supreme Court Juvenile Justice Commission via United States Mail (pre-addressed envelopes provided with postage pre-paid)
- xii. Report to anyone you trust, including fellow residents, staff members, family members, attorneys, and outside advocates, shall be permitted to assist residents in filing requests for administrative remedies relating to allegations of sexual abuse, and shall also be permitted to file such requests on behalf of residents.
- xiii. Or See your Counselor to call the **DJS Hotline @ 1-855-366-0015; emailing at DJSPREACoordinator@wv.gov or visiting www.wvdjs.state.wv.us .**

If you are the victim, request immediate medical attention. Do not shower, brush your teeth, use the restroom or change your clothing. You may destroy valuable physical evidence.

DJS will ensure that an administrative or criminal investigation is completed on **ALL** allegations of sexual abuse and sexual harassment. Information gathered during the internal inquiry and investigation will be limited to those individuals on a need to know basis.

Retaliation against offenders who participate in PREA investigations can take many forms, including threats, harassment, infractions, loss of privileges, or asking others to harass or intimidate the offender. Retaliation by staff or other offenders due to reporting an allegation or participating in an investigation is prohibited and will also be investigated.

Those individuals who fail or refuse to cooperate (except victim) or those who otherwise takes action to obstruct an investigation, including providing false or misleading information may be subject to disciplinary actions. Making false allegations hurts the process and those offenders who have been victimized. Also lying during an investigation doesn't allow the investigators to get to the truth, minimizing our ability to hold people who have engaged in misconduct accountable or provide services to those who have been victimized.

What to expect: We will work with you to keep you safe. If the allegation is substantiated, we will keep you separated from the perpetrator throughout your stay, either by unit or facility separation.

All staff are required to report the allegation / incident to the superintendent, which will start the investigation process. This includes the medical and mental health providers

An investigation may include: a medical exam, a mental health referral and evidence collection. We will do our best to keep the information you report as confidential as we can while conducting the investigation. We expect the same of all juvenile offenders involved in the investigation (alleged victim, suspects and witnesses). We will also ensure that victims receive a referral to mental health services for treatment and counseling. It is common for victims of sexual abuse to have feelings of embarrassment, anger, guilt, panic, depression, and fear for several months or years after the incident. Other common reactions include loss of appetite, nausea or stomach aches, headaches, loss of memory and/or trouble concentrating and changes in sleep patterns. Seek medical support or support from a counselor or other staff person if you need help managing any of these or other reactions.

Summary:

Did you know?

- Sexual assault usually does not happen spontaneously.
- Sex assault is a deliberate action against the victim.
- Sexual assault has nothing to do with the victim's present or future sexual orientation.

We want this facility to be a safe environment for staff and juvenile offenders. Correctional staff are trained in what to do if you report a sexual threat or assault. Each report is taken seriously. We will make every attempt to protect sexual assault victims from further harm. We will do everything we can to make sure all sexual aggressors are prosecuted.

Remember, we have zero tolerance regarding sexual abuse / sexual harassment within our facilities. This means that we do not tolerate any level of sexual harassment, sexual misconduct, or sexual assault. Every effort will be made to prevent sexual abuse / harassment from occurring. Every allegation will be investigated. Every perpetrator prosecuted and every victim will be provided services.

PREA

Prison Rape Elimination Act

The WV Division of Juvenile Services

has zero tolerance for sexual abuse and sexual assault.

What is Sexual Assault?

Sexual assault is defined as “Any contact between the sex organ of one person and the sex organ, mouth or anus of another person or intrusion of any part of the body of the person, or of any object into the sex organ, mouth or anus of another person, by use of force.” The offender uses sex as a weapon to assault the body, the mind psyche and spirit.

Sexual assault affects everyone, either directly or through the experiences of those we care about. It can affect any male or female of any age, race, ethnic group, socioeconomic status, sexual orientation or disability.

No resident or staff member ever has the right to ask you for a sexual favor or to have sex with you. Even consensual sex is illegal in our facilities.

How to avoid rape...

The only way rape can be prevented is when a potential rapist chooses NOT to rape. However, you may avoid an attack by keeping the following safety guidelines in mind:

Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, TELL A STAFF MEMBER THAT YOU TRUST.

Don't be afraid to say “NO” or “STOP IT NOW.”

Walk and stand with confidence. Many rapists choose victims who look like they won't fight back or are emotionally weak.

Avoid talking about sex or being partially dressed. These things may be considered a come on, or make another resident believe that you have an interest in a sexual relationship.

Do not accept items or gifts from other residents. Placing yourself in debt to another resident can lead to the expectation of repaying the debt with sexual favors.

Avoid secluded areas. Position yourself in plain view of staff members. If you are being pressured for sex, report it to a staff person immediately.

What to do if you are assaulted...

Although an attacker may threaten to harm you, **REPORT THE ATTACK TO A STAFF MEMBER IMMEDIATELY!** The longer you wait to report the attack, the more power you give to the perpetrator.

If you wait it will be more difficult to obtain the evidence necessary for an investigation.

Request to see the nurse for immediate medical attention. You may have serious injuries that you are not aware of, and any sexual contact can expose you to sexually transmitted diseases.

Do not shower, brush your teeth, use the restroom or change your clothes. You may destroy important evidence.

If you have been assaulted or witness an assault, but you are unwilling to report it to DJS staff, you may

1. fill out a grievance form
2. write a note
3. request to see the nurse or counselor
4. you may use the Confidential PREA box that is **only** accessed by Central Office staff (checked every 14 days)
5. see your Counselor to call the **DJS Hotline @ 1-855-366-0015**

If you sexually assault another youth you should know...

You will be issued disciplinary action and an investigation will take place. The State Police will be notified.

You will face consequences from WV Division of Juvenile Services and you may face additional criminal charges. If you are found guilty, your time may be increased, you may face transfer to a more secure facility, and you could face life long reporting requirements after release. You may also face adult prison time.

Consider that unprotected sex increases your risk of HIV infection, along with exposing you to other sexually transmitted diseases.

If you have trouble controlling your actions, ask for help from your PREA Counselor, Treatment Staff or anyone you're comfortable with. Stay busy with positive activities like school, community service, letter writing or physical exercise.

WV Division of Juvenile Services

Did you know?.....

- ⇒ Rape and sexual assault happens to people of all ages.
- ⇒ Rape and sexual assault can happen to males and females
- ⇒ Sexual Assault is about power and violence. It is not about love.
- ⇒ Sexual assault has nothing to do with sexual orientation.
- ⇒ Victims and offenders may be either heterosexual or homosexual.
- ⇒ The fact that a victim of sexual assault became sexually aroused does not mean they were not raped or that they gave consent.. These are normal, involuntary reactions.
- ⇒ Any sexual contact between staff and youth is against the law.
- ⇒ It is common for survivors of sexual assault to have feelings of embarrassment, anger, guilt, panic, depression and fear even several months or years after an attack.

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Any effort to prevent a person from reporting an incident or retaliation by any staff or resident against any person reporting such activity will be dealt with through the disciplinary process.

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DJS PREA Hotline 1-855-366-0015

**West Virginia
Division of Juvenile Services**

1200 Quarrier Street, 2nd Floor
Charleston, WV 25301

Phone: (304) 558-9800
Toll Free: 1-800-368-2780
Fax: (304) 558-6032

Website: www.wvdjvs.state.wv.us

State of West Virginia

**DIVISION OF
JUVENILE SERVICES**

**PREA
Prison Rape Elimination Act**

**WHAT YOU
SHOULD KNOW
ABOUT SEXUAL
ABUSE AND
ASSAULT**

**A Division of
Department of Military
Affairs and Public Safety**

Resident Handbook



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Resident Handbook

Revised 01/2016