

Governor's Adolescent Leadership Academy
at the
Kenneth "Honey" Rubenstein Juvenile Center

Cadet Handbook



"A true leader has the confidence to stand alone, the courage to make tough decisions, and the compassion to listen to the needs of others. He does not set out to be a leader, but becomes one by the quality of his actions and the integrity of his intent.

In the end, LEADERS ARE MUCH LIKE EAGLES.....THEY DON'T FLOCK, YOU FIND THEM ONE AT A TIME!!"

Welcome to the Kenneth “Honey” Rubenstein Juvenile Center. This could be a very exciting time in your life, as we are confident in your desire and ability to begin making positive changes for your future. Staff will do what they can to help you through this process, but ultimately you will have to make the changes. You will be treated as a responsible, mature young man, therefore we will expect you to act as such.

There will be many opportunities available to you while at the Rubenstein Center including counseling, furthering your education, learning vocational skills, providing community service, gaining employment and various special activities. We hope you take advantage of these opportunities and use this time to learn and grow so that you may have a successful future upon release.

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Introduction

How can this handbook be helpful to me?

This Handbook will be available to all Rubenstein Center Cadets. We hope that it will help you in regards to day to day living at the Rubenstein Center.

Information in this handbook is very important. If there is anything in this handbook that is difficult to understand, please do not hesitate to ask a staff person and make us aware of any concerns you may have. You will also be required to sign an acknowledgement form indicating that you have received this Handbook.

It is our goal while you reside at the Rubenstein Center to make it a most productive and life changing period of your life. For more information on our program, please see a member of your Treatment Team as well as read the Unit Manual located at the officer's station in your living units.



Information about the facility:

You are currently at:

Rubenstein Center
141 Forestry Camp Rd
Davis, WV 26260
Phone: (304) 259-5241

“If you want your life to be a magnificent story, then begin by realizing that you are the author and every day you have the opportunity to write a new page.”

-Mark Houlahax

What is the Rubenstein Center/GALA?

Rubenstein Center is a minimum security male juvenile correctional facility located in Davis, West Virginia. The Rubenstein Center houses youthful male offenders between the ages of fifteen and twenty-one, who have been adjudicated or are judged delinquent by the state courts. The period of confinement averages around 7 to 8 months but can be longer if program goals are not attained. Housed within the Rubenstein Center is the Governor's Adolescent Leadership Academy, which you will be participating in. This Academy takes the positive concepts of military regimentation and leadership and combines them with counseling, work programs and community service to help you improve your decision making, behavior management, self-discipline and respect for yourself and others.

The Rubenstein Center, in combination with peer group interaction counseling, operates under a Unit Management philosophy. This philosophy mandates teamwork from all areas of the facility, as well as from you, in order to meet both of our needs and goals. The Rubenstein Center currently is comprised of three cottages. All cottages are supervised by a Unit Manager and a Unit Team made up of one Case Manager, one Correctional Counselor II, one Correctional Counselor I and a Correctional Officer who is referred to as a Group Leader. Masters Level Therapists and Recreation Staff are also available to all cottages. Other officers are also performing their duties to provide security and to see that the policies and procedures of the facility are carried out, as well as to maintain Cadet conduct.

Cadets are placed in groups of fourteen with the primary emphasis on care and concern for others as well as themselves. Hopefully this concept will promote responsibility for your actions as well as rebuilding your life with acceptable goals and behavior.

Visits/Phones/Mail:

Will I be able to have visitors at the Rubenstein Center?



While you are a Cadet of this facility, you are entitled to both personal and professional visitation. Rubenstein Center will request your Probation Officer's input of all visitors. Also, Central Office will do a background check on requested visitors. However, the Superintendent makes the final decision on who visits. Per Superintendents approval, friends may visit Cadets on Phase 5 one day in a 30 day period (on-campus only). Refer to OP 510, 5.10-00. All visitors must have positive identification. You will not be denied visits unless you are demonstrating threatening or out of control behavior during visitation periods, or if your visitation is deemed a security risk. All visits must be scheduled prior to visiting. Visitation occurs on weekends and most holidays. Visits may occur at other times with prior approval. The hours of visitation are from 10:00 am to 3:00 pm. Professional visits such as lawyers and Probations Officers can be anytime and will not be supervised unless requested by your visitor. Rubenstein Center is very unique in that, as a privilege, it extends to each Cadet the opportunity to earn off-campus visitation in designated areas of the local community. Off campus visitation will occur on the same dates and times as regular visitation. The qualifications required for all off-campus visitations are as follows:

1. A Cadet must be at the Rubenstein Center a **minimum of 45 days and be on Phase IV**. Appropriate behavior and no disciplinary action are required for this privilege. Cadets must meet all educational, vocational and treatment goals. Off-campus visitation is every other weekend and Cadets must have at least one on-campus visit with the person they are going off campus with before the off campus visit occurs.
2. **Only** immediate family or legal guardians are allowed to participate in off-campus visits and must sign in at the facility prior to visit. This includes parents, siblings, grandparents or Cadet's child. Special consideration is reserved for the Superintendent or designee on all visitation matters.
3. **Cadets may NOT change their clothing or wear additional clothing items while on off campus visits.**

Any visitor bringing or under suspicion of bringing contraband or articles that are strictly prohibited, which includes tobacco products, into this facility will be subject to prosecution and visitation may be terminated. They may also lose all future visitation privileges. Any type of loud or disruptive behavior during visits or attempts to circumvent facility rules will cause a visit to be terminated and may restrict future visits. Any violation of an off-campus rule will result in the cadet losing off-campus visitation privileges indefinitely while at the Rubenstein Center. Furthermore, the family member responsible may also lose visitation privileges at least temporarily.



May I make phone calls at Rubenstein Center?

Phone calls are permitted, providing behavior is appropriate and noted progress in program is evident. On a weekly basis, you can make one free 15 minute call to your **immediate family**. You are also allowed one incoming 5 minute call per week. Collect calls are also allowed at designated times, but only if behavior allows and privilege is not misused. If you would like to make a legal call, you must fill out a request form and place it in the appropriate folder for your Treatment Staff. (Please see pages 6-7 for phone call times)



How does incoming and outgoing mail operate at the Rubenstein Center?

While at the Rubenstein Center, you will be provided constant access to writing materials. You will be able to send personal mail without limitation. Rubenstein Center will provide you with ten free stamps per month. Postage for legal correspondence, to include Judges, prosecutors, attorneys, probation officers, Supreme Court advocates, or victim advocacy will be provided by facility. You may also receive stamps from family members or purchase them from your account. You will not be allowed to send contest entries, order forms, magazines, etc. There will be no correspondence permitted either to or from other placements and/or correctional facilities without consent of Superintendent and from directors of said facilities. Incoming mail will be distributed at approximate 3:30 pm daily and may not be read or censored unless there is a substantial reason to believe it to be a security risk. Your mail will be opened in your presence and scanned for contraband. You may not keep the envelopes, but you can write down the return address if needed. Outgoing mail must be turned in to an Officer by 9:00 pm and sealed in that Officer's presence with his/her initials on the letter seal. If a family member wishes to send you a package, that person is to call a member of your treatment team for approval BEFORE mailing it. Packages will only be approved every thirty days.

Rubenstein Center
Approximate Daily Schedule (Monday - Friday)

4:45 am Kitchen Crew wake-up call - Restroom call - Prepare for bunk area inspection - Report to Kitchen
 6:00 am Cadet wake-up call - Formal Count (Cadets standing at bunks/rooms) - Pledge of Allegiance, Restroom Call
 6:10 am A1, A2 & B1 report to Dining Hall - Med Call @ Pill Pass Room
 B2, C1 & C2 prepare for bunk area inspection
 6:35 am A1, A2 & B1 report to Cottage - restroom call - prepare for bunk area inspection
 B2, C1 & C2 report to Dining Hall - Med Call @ Pill Pass Room
 7:00 am B2, C1 & C2 report to Cottage - restroom call, chores for all units
 7:30 am Cadet Physical Training (PT) - stretching & morning exercise
 7:55 am Cadet Hygiene - Dress for Program
 8:05 am Cadet Uniform Inspection
 8:10 am All Cadets report to School and/or Designated Work Crews
 11:15 am A1, A2 & B1 Cadets report to Dining Hall - Med Call @ Pill Pass Room
 11:45 am A1, A2 & B1 Cadets report to Cottage - Restroom call
 11:55 am A1, A2 & B1 Cadets report to School and/or Designated Work Crews
 12:00 pm B2, C1 & C2 Cadets report to Dining Hall - Med Call @ Pill Pass Room
 12:30 pm B2, C1 & C2 Cadets report to Cottage - Restroom Call
 12:45 pm B2, C1 & C2 Cadets report to School and/or Designated Work Crews
 2:55 pm Formal Count (Outside of school)
 3:00 pm Nurse Sick Call - Quiet Time - Individual Counseling - Groups - PO & Attorney Collect Calls - Mail Call
 4:15 pm A1, A2 & B1 report to Dining Hall - Med Call @ Pill Pass Room
 B2, C1 & C2 meet with Counselors - Collect Calls - Homework, etc...
 4:45 pm A1, A2 & B1 report to Cottage - restroom call - meet with Counselors - Collect Calls - Homework, etc...
 B2, C1 & C2 report to Dining Hall - Med Call @ Pill Pass Room
 5:15 pm B2, C1 & C2 report to Cottage - restroom call

A Cottage		B Cottage		C Cottage	
5:00 pm	Recreation	5:00 pm	Incoming/Outgoing Calls - Collect Calls - TV	5:15 pm	Incoming/Outgoing Calls - Collect Calls - TV
6:15 pm	Showers - Cottage Cleaning - Clean Showers	5:00 pm	Individual - Groups & Peer Counseling	5:15 pm	Individual - Groups & Peer Counseling
7 - 9 pm	Incoming/Outgoing Calls - Collect Calls - TV -Snack Call	6:00 pm	Recreation	6:00 pm	Recreation
7 - 9 pm	Individual - Groups & Peer Counseling	7:15 pm	Showers - Cottage Cleaning - Clean Showers	7:15 pm	Showers - Cottage Cleaning - Clean Showers
9:00 pm	Med Call	8:00 pm	Incoming/Outgoing Calls - Collect Calls - TV-Snack Call	8:00 pm	Incoming/Outgoing Calls- Collect Calls, Counseling
9:00 pm	EBT - Collect Phones Turned Off	8:00 pm	Individual - Groups & Peer Counseling	9:00 pm	Snack Call-Collect Phones Turned Off
10:00 pm	PH 1 - 4 Cadets on Bunks	9:10 pm	Med Call	9:10 pm	Med Call
10:45 pm	PH 5 Cadets on Bunks	9:00 pm	EBT - Collect Phones Turned Off	10:45 pm	PH 5 Cadets in Rooms
11:00 pm	Shift Change	10:00 pm	PH 1 - 4 Cadets on Bunks		
		10:45 pm	PH 5 Cadets on Bunks		
		11:00 pm	Shift Change		

Rubenstein Center
Approximate Weekend & Holiday Schedule

4:45 am Kitchen Crew wake-up call - Restroom call - Prepare for bunk area inspection - Report to Kitchen
6:00 am Cadet wake-up call - Formal Count (Cadets standing at bunks/rooms) - Pledge of Allegiance
6:10 am A1, A2 & B1 report to Dining Hall - Med Call @ Pill Pass Room
6:35 am A1, A2 & B1 report to Cottage - Restroom Call
B2, C1 & C2 report to Dining Hall - Med Call @ Pill Pass Room
7:00 am B2, C1 & C2 report to Cottage - Restroom Call—Chores for All Units
7:20 am Free time on Unit
9:00 am Cottage cleaning - Prepare for bunk area inspection, Free weekly outgoing phone calls start
9:45 am Cottage Inspection - Individual & Group Counseling - Letter writing - Collects, etc...
10:00 am On and Off Campus Visitation begins
11:00 am A1, A2 & B1 report to Dining Hall - Med Call @ Pill Pass Room (Cadets on visitation go to Second Lunch)
11:30 am A1, A2 & B1 report to Cottage - Restroom Call
12:00 pm On Campus Visitation closed for lunch (from 12:00 pm until 12:45 pm)
A1, A2 & B1 Recreation
B2, C1, C2 & Cadets on visitation report to Dining Hall - Med Call @ Pill Pass Room
12:30 pm B2, C1, C2 & Cadets on visitation report to Cottage - Restroom call - Counseling - Collects - TV, etc...
12:40 pm Cadets on Visitation report to Visitation Room
12:45 pm Visitation resumes
2:00 pm A1, A2 & B1 report to Cottage - Restroom call - Counseling - Collects - TV, etc...
A1, A2 & B1 Recreation
3:00 pm Visitation ends - Cadets on visitation searched and report to Cottages
3:15 pm Formal Count (Cadets standing at bunks/rooms or lined up in Gym)
3:20 pm Nurse Sick Call
Individual and Group Counseling - Mail Call
4:00 pm B2, C1 & C2 report to Cottage - Restroom call - Counseling - Collects - TV, etc...
C1 & C2 Recreation, Free weekly outgoing phone calls end for all cottages.
4:15 pm A1, A2 & B1 report to Dining Hall - Med Call @ Pill Pass Room
B2, C1 & C2 Counseling, Collects, TV, etc...
4:45 pm A1, A2 & B1 report to Cottage - Restroom call - Counseling, Collects, Homework, etc...
B2, C1 & C2 report to Dining Hall - Med Call @ Pill Pass Room
5:15 pm B2, C1 & C2 report to Cottage - Restroom call

* Scheduled times for Free weekly outgoing phone calls will exclude meal and recreation times.

On Saturdays, Movies will be played for Phase V Cadets from 6:00 pm to 8:00 pm
On Sundays, Church service will be at 6:00 pm
All Hygiene Must Be Done Before 10:00 pm

Daily Schedule:



What do we do during the day here?

Most Cadets will participate in academic and vocational school. Cadets that complete their GED or high school credits are at times assigned to work crews, such as on grounds maintenance, laundry, or cleaning the building. We also have a paid off-campus work program for Cadets that have achieved Phase 5 and have completed their GED or High School diploma. Examples of these off-campus paid crews are City of Thomas and Blackwater Falls State Park. In order to qualify for off-campus work or for the on-grounds maintenance all Cadets must complete a specified time working in food preparations.

What do we do in the evenings?



After the daily program Cadets are given some leisure time, where they can watch T.V., read books or socialize. Recreational activities are provided every evening with Cadets being able to participate in indoor and outdoor activities as permitted by weather. Evenings are also an opportunity for Cadets to participate in treatment programs, such as peer groups, substance abuse, anger management and other specialized programs. A specific time is set aside for “Quiet Time”. This time is to be used for individual group counseling, group meetings, studying, reading and other quiet activities. The TV is not to be on, but walkman’s may be listened to providing the volume is low. Telephone calls may not be made or received during this time. At times, some Cadets may participate in community service programs during the evenings.

What do we do on the weekends?

Weekends are a special time at Rubenstein Center as Cadets are allowed to participate in visitation with their families. For those Cadets that do not receive visitors, recreational and leisure time activities, treatment programs, religious services and community services details are provided.

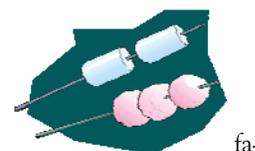
Do I have to go to bed at a certain time?

Your bedtime will be between 9:00 pm and 10:45 pm, depending on your phase and/or restriction.

Sanitation:

Do I have to make my bed while I am here?

At the beginning of each day, you will make your bed with specific folds and details that are required by facility expectations. You will be instructed as to how to complete these requirement by fellow group members as well as staff. Daily inspections of your bed can be made at any time to ensure that your bed meets expectations of the facility.



How do you determine who cleans the living units and the rest of the facility?



These tasks are assigned on a rotating basis with each Cadet taking part in morning and evening cleanup. Individual areas for cleaning are assigned to Cadets by the Group Leader or the Officer on the unit. Some cleaning jobs are routine appointments for certain Cadets and are part of their program. At times, extra work details are created and all Cadets will take part in these duties. Work details are viewed by staff as a very important segment of program and Cadets should view them as the same.

What are the expectations regarding cleanliness of the facility?

It is your responsibility to show good care and concern towards the cleanliness of the facility and to take initiative in seeing that areas of need are attended to. Cadets will keep their areas clean and neat as well as assist fellow Cadets in cleaning the living units, dayroom, hallway and other areas of the facility as needed. Bathrooms and shower areas will be cleaned daily.



Hygiene:

Will I be provided hygiene products and what is exactly expected in regards to my appearance?

Your appearance is a very important factor while at the Rubenstein Center, as well as after your release. All Cadets are expected to perform their personal hygiene at the designated times, which includes showering once a day. You are expected to wash your hands before all meals and brush your teeth after meals. Rubenstein Center will furnish soap, shampoo, deodorant, towel, toothbrush, toothpaste, comb, pick, etc. Abuse or misuse of any item will result in that item being removed from your possession. Cadets will be given the opportunity to purchase their own hygiene items (different from state issued) mentioned later in this handbook in the commissary section. Cadets will receive a hair cut approximately once a month. Your hair is to be washed daily and kept in a neat appearance. All Cadets are required to shave daily. Beards, goatees and/or mustaches are not permitted. You are expected to have your boots shined and your clothes ironed. Shoe polish, iron & ironing board are provided to you on your unit.

When can I take a shower?

Depending on your unit schedule, shower times will occur every evening. On Weekends, Showers may be allowed once during the day after Recreation, as approved by the Officer on the Unit, and once in the evening during normal shower times. Individual showers will be no longer than 5 minutes in duration.

Clothing / Laundry:

What clothes and shoes will I wear here?

The clothing and shoes you will be issued to wear will consist of 8 pr undershorts, 3 pr scrub pants, 7 polo and 7 group shirts of various colors which indicate the peer group you are placed in, 5 pr of trousers, 1 tie, 1 white shirt, 1 blazer, 1 belt, 6 gym shorts, 9 pr socks, 1 sweat shirt, a pr of flip flops and a pr of work boots. You will also be issued a warm up suit to be worn during PT and on other assigned occasions. During the winter months you will be issued 1 winter coat, 2 pr long sleeve underwear, long underwear, 1 toboggan and 1 pair of gloves. **CLOTHING DESTROYED, SOLD, OR OTHERWISE LOST WILL BE PAID FOR BY THE CADET.**



Can I wear any of my own clothes or shoes?

Personal gym shoes can be requested for recreational and leisure activities only. Personal boots can be requested if you are assigned to a permanent work crew outside the facility. Personal socks, boxer shorts, gym shorts or sweatpants will be considered if the proper attitude and behavior are demonstrated. All other personal property will be stored in the Personal Property Storage Room located in the Administration building.

When do my clothes / blankets / sheets go to laundry?

Sunday- welding, building construction, auto mechanics and work crew clothes from all units are to be placed in the laundry cart at dinner. Cadets will pick up clean work clothes Monday morning at breakfast. *Note this clothing may be exchanged daily Monday- all clothes from units A1, A2.

Tuesday- all clothes from units B1, B2.

Wednesday- all clothes from units C1, C2.

Thursday- Sheets every week, Blankets 1st Thursday & Mattress covers 3rd Thursday of each month.

Friday- Towels, wash clothes and gym shorts.

GALA Suits are washed twice a month on the 2nd and 4th Friday per schedule.

Cadets will take their dirty laundry to the Laundry Hallway and place in the laundry cart at Breakfast on the scheduled day. Cadets will pick up their clean laundry after dinner that evening. The laundry carts will be kept in the Laundry closet unless being utilized at shower time.

A laundry schedule is placed in each cottage at the beginning of each month. If there are any changes to the schedule, a new one will be placed on the units at the time of the change.

Cadet Living Areas:

Where do I keep my clothes and shoes?

State issued clothing as well as personal articles of clothing are to be stored in your dresser and bunk drawers. Combination locks are issued to secure these items properly and Cadets are responsible to keep locks secured at all times as well as keep their combination confidential. Work boots, shoes and flops will be stored in a storage room upon entry of the living unit. Belts, when not being worn, must be secured in your locked dresser drawer.



How do I make my bed?

- Beds will have hospital corners (45 degrees).
- Beds will have 6 inch collars.
- Pillow will be placed at the head of bed with the opening of pillowcase facing the rear of the living units.
- On Sheet Day, blanket (s) will be folded neatly and placed under the pillow at the head of the bed.

Drawer Guidelines:

- Cadet's area and dresser shall be on the side of their bed, closest to the front of the living units.
- Drawers are to be assigned as follows:
 - Cadets occupying top bunk is assigned two top drawers.
 - Cadet occupying bottom bunk is assigned two bottom drawers.
 - Cadets are to share the middle drawer for GALA suits and work clothes.
 - *All personal items are to be stored in your bunk drawer.*
- All clothing is to be folded and rolled, then placed in the drawer in an orderly fashion.
- Belts are to be secured in dresser when not being worn.
- Letters are limited to ten in Cadet possession.
- Cadets are to clean behind their lockers once a week at a minimum.
- Store call items and/or electronic items are to be stored in bunk drawers.

*****AREAS THAT CONTAIN ONLY ONE CADET WILL STILL ONLY USE
THOSE AREAS OF THE DRAWERS ASSIGNED*****

Searches:

- All Cadet's and areas of the facility are subject to random searches by staff and/or the K9 Unit.
- You will be responsible for any unauthorized items found on your person or in your area.
- You are responsible for re-organizing your area after searches.
- Searches of your person include pat down and strip searches. These will be done by staff members of the same sex.
- When being searched by a K9 dog, you are to sit still and NOT touch the dog.



Cadet Appearance:



What does the Rubenstein Center expect of me in regards to my appearance?

- * Cadets of the Rubenstein Center are expected to present a clean, neat appearance at all times. Cadets will dress appropriately for the assignment they are given and their dress will be judged according to that assignment. Example: a Cadet painting will dress appropriately and differently than a Cadet in academic school.
- * Cadets are to shower each day. No more than twice daily unless approved due to exercise or special assignments. Showers will last no longer than five minutes.
- * Cadets are to brush their teeth after every meal.
- * Cadets are to comb their hair each day as many times as is necessary to keep it looking neat. Cadet hair will be cut to meet the following regulations while at Rubenstein Center:
 - Cadet's hair will be tapered in appearance on the sides and back of their head.
 - Hair will be cut no shorter than number 0 clipper head and no longer than the number 4.
- * Cadets are to be clean-shaven at all times.
- * All razors are to be secured at the officer's desk. Under no circumstances should a razor be stored in a cadet's possession.
- * Beards, goatees, and mustaches are prohibited. Sideburns are to be neatly trimmed and not extend below the middle of the ear.
- * Finger and Toe Nails are to be kept trimmed and not exceed past the finger tip.
- * Each Cadet will be issued state clothing for which he is responsible. Clothing destroyed, sold, or otherwise lost will be paid for by the Cadet.
- * When a Cadet leaves the living units, for work or shops, he will wear his state uniform. Shirts are to be tucked in pants, shoes fully laced and tied, and socks are to be worn. Pants / scrubs / shorts will be worn pulled up around the waist, no lower. Cadets are not to be sagging their pants or shorts.
- * During different occasions, Cadets may be instructed to wear their GALA warm-up suit or their formal uniform (shirt, tie & blazer).
- * Cadets will be provided state issued hygiene items. They may also purchase different brands through commissary.
- * Cadets are to be fully and appropriately dressed anytime they leave the living units area for school, shop, work, dining hall or off-campus appointments.
- * Pants legs are to be worn over the boot or shoes, not rolled up or tucked in.
- * Boots are to be shined and clothes are to be ironed.
- * Cadets are not permitted to wear sunglasses, armbands, headbands, "do rags", stocking caps, etc.
- * All Ball Caps are to be worn with the cap bills facing forward, and Ball Caps and Toboggans are not to be worn inside the facility.
- * Cadets are not permitted to wear necklaces, earrings or any other objects around their necks, or bracelets on wrists or ankles.
- * All clothing worn by Cadets must be in good repair, no holes, cuts, etc.
- * When a Cadet leaves the living units, shoes are to be fully laced and tied including straps or zippers if appropriate and socks worn.

Leadership Unit:

What is the Leadership Unit?

Every Cadet has an opportunity to earn their way up to the Leadership Unit. This Unit is for those who stand out as leaders and have demonstrated a desire to better themselves and their community.

What does it take to be eligible for the Leadership Unit?

Eligible Cadets- To be eligible to advance to the Leadership Unit a Cadet will 1) maintain a Senior Cadet status for 14 days consecutively, 2) complete an application which includes a recommendation from your group leader 3) be interviewed and accepted by the Leadership Unit.

What is the application and interview process?

Cadets can pick up an application from UM McDaniel or Case Manager Bishop and if applicant meets criteria an interview will be arranged. The following are some areas the Leadership Unit looks at when deciding who to accept: consistent ability to make good choices, ability to appropriately handle himself in all areas of programming, ability to be a positive peer member, ability to follow rules and meet expectations, willingness to keep unit clean and take on extra responsibility, excellence in work, community activities, initiative in future planning **and** leadership during marching

What are the Rewards and Benefits?

The Leadership Unit has many rewards and benefits such as: 8 minute showers, private room, movies on the unit, extra activities, reasonable decorations in the room, xbox on unit, and an extra hour of collects.

NOTE If cadet is removed from the unit due to disciplinary reason, they will receive reduction in phase.

What if a Cadet receives a write up or informational while in the Leadership Unit?

The treatment team will make the decision to send the Cadet back to A or B cottage, if necessary. It may also be necessary to revoke release papers.

Who will Cadets have recreation and eat with?

Refer to the approximate daily schedules listed earlier in this handbook.

What type of treatment is offered?

The cadets will continue treatment groups they have already started in their original unit.

How will this Unit help me transfer back to my community?

There is a Community Resource Coordinator that will assist Cadets with transition back into the community. In some cases the CRC will take the Cadet back to their community for a day to fill out applications and attend job interviews.

Education:



Will I go to school?

If you haven't earned your high school diploma or GED you will be enrolled in school. Special requests for schooling are always considered by school officials.

Can I earn my high school diploma while I am at Rubenstein Center?

The credits you have earned to this point will be counted and you will be assigned to the classes you need. If you finish earning all of your credits while you are here, your high school diploma will be issued by your home county school.

How can I find out how many credits I have and how many I need to graduate?

The school counselor will review your academic records and contact your home county to determine what classes you need. You may talk to him to find out what classes you need.

What classes are offered at the Rubenstein Center?

The classes are as follows: English, Math, Science, Social Studies, Learning Individualized Needs Knowledge and Skills (LINKS), Building Construction, Metals Technology, Auto Mechanics and Art. The Rubenstein Center School also has a Library for the Cadet's with numerous books and magazines available.

Can I get my GED at the Rubenstein Center?

After September 13, 2010 only Cadets who are 17 year olds or older will be able to take the GED exam. A student who is 16 years old may participate under the following conditions: Court Order or Emancipated from Parents due to marriage (documentation must be presented before the test will be administered.) To be eligible for the new GED Option a Cadets transcripts must be reviewed to see if he qualifies. The Option team will consult with the Cadet.

Can I work on credits and GED at the same time?

Yes, the work you do for your credits will apply toward the work you need for your GED.

If I get my GED at Rubenstein Center, can I still go to high school after release?

Yes, the State Superintendent has ruled that you will still be able to return to high school even though you have your GED. If you have any problems returning to school after release, call us and we will do what we can to help get you back in school.

What do I have to do to get my GED?

You will be given a test to assess your basic skills. You will also have to take the GED pretest. If you have taken the pretests at another school, you will have to retake them here. You are required to have a score of 500 on each of the pretests to be eligible to take the official GED.

"Courage is being scared to death—and saddling up anyway". - John Wayne

Education (continued):



Why do I have to have a 500 on the pretest when the real test only requires a 450?

Since you only have 3 attempts at each test, we want to make sure you pass the tests. If you score a 500 on the pretests, we are confident you will pass the official tests.

How does the Rubenstein Center expect me to behave in the School and Vocational Shops?

- ⇒ Cadets are to follow all Rubenstein Center rules and all school/class rules as posted.
- ⇒ Each Cadet is expected to do his best while in school or in the vocational shop. He should do his best to improve his education by listening to instructions and working hard in class.
- ⇒ Cadets will not lie, cheat, steal or tolerate those who do.
- ⇒ Cadets are expected to come to school/shop appropriately dressed. They should be prepared with their notebooks and ready to start immediately.
- ⇒ Cadets will comply with directives the first time given.
- ⇒ Cadets are to keep their hands to themselves.
- ⇒ Cadets are to remain in authorized areas.
- ⇒ Cadets are to respect people and property and use language that is appropriate in content and tone.
- ⇒ Cadets are to stay focused on assigned tasks and participate appropriately in class activities.
- ⇒ Cadets are to perform to the best of their ability and complete assignments in a timely manner.
- ⇒ Cadets are only to use computers as specifically assigned and are not to access unauthorized websites.
- ⇒ Bathroom use will be limited to break periods.
- ⇒ No food or drink is permitted in the school or shop without special permission of the teacher. Chewing of bubble gum is not permitted.
- ⇒ Cadets will not sit on tables or desks or put their feet on chairs, tables or desks.
- ⇒ Cadets will not enter any room or open a closet or desk drawer without permission of a staff person. If teacher is not present in classroom, Cadets will quietly wait outside the room.
- ⇒ Cadets travel to and from class with their assigned school group.
- ⇒ Cadets will obey all other guidelines as posted or stated.
- ⇒ For safety reasons, Cadets are to wear boots fully laced and tied to all shops and work detail, with pants out over boots.
- ⇒ Cadets are not to be at teachers/instructors desk or chair without permission
- ⇒ Cadets are not to be in school or shop without staff being present.



Treatment and Programs:



What type of treatment will I receive?

Each Cadet will attend weekly peer group sessions with their group leader and counselor to discuss problems of the day and his responsibility to himself and others. Cadets will also participate in individual and group counseling with their counselors and/or Case Managers. Topics of counseling will vary according to your individual needs. Examples include: victim awareness, substance abuse, anger management, impulse control, social skills, life skills, parenting and vocational counseling. Cadets may also participate in more intensive therapy sessions with a Masters Level Therapist. Staff will also be available for you in crisis situations.

Do I have to participate in counseling?

It is mandatory that Cadets work towards completion of their Case Management Plans (CMP) goals. In order to assist with that, Cadets must participate in both individual and group counseling as well as CSP reviews. If you have a serious problem with substance abuse, or other identified issues, you will be expected to participate in individual and/or group therapy with a Masters Level Therapist.

What happens if I refuse?

Participating in treatment is a major factor in our program. Refusal to participate in any part of our program will result in a loss of various privileges offered here. It could also result in delaying your release and/or being transferred to a higher security facility.

Cadet Rights:

What are my legal rights at the Rubenstein Center?

- A Cadet may not be punished by physical force, corporal punishment, deprivation or denial of nutritious meals, denial of family visits (unless behavior is out of control or blatant) or imposition of solitary confinement;
- A Cadet shall be afforded an opportunity to participate in physical exercise each day;
- Except for sleeping hours, a Cadet may not be locked alone in a room unless he is not amendable to reasonable direction and control;
- A Cadet shall be provided with clean institutional individualized clothing and basic hygiene items at no cost to the Cadet. He shall also be provided with daily access to showers.
- A Cadet shall be afforded constant access to writing materials and may send mail without limitation, censorship or prior reading. A Cadet may also receive mail without prior reading, except that mail may be opened in the juvenile's presence, without being read, to inspect for contraband;
- A Cadet shall make one free phone call per week to immediate family, shall receive one phone call per week;
- A Cadet shall be able to receive visitors on a regular basis so long as visitation does not impede the operations and security of the facility;
- A Cadet shall be afforded immediate access to medical care as needed.
- A Cadet shall be provided with access to education, including teachers, educational materials and books as prescribed by the policies of the WV Department of Education;
- A Cadet shall be afforded reasonable access to an attorney upon request;
- A Cadet shall be afforded a grievance procedure, including an appeal mechanism;
- A Cadet shall be afforded access to religious materials and services;
- A Cadet shall not be discriminated against based on race, religion, national origin, gender or physical handicap; and
- A Cadet shall be adequately protected from personal abuse, personal injury, disease, property damage and harassment.

**If you feel that you are in danger of being harmed by another cadet, you may request placement in protective custody.*

What is the Difference Between a Privilege and a Right?

Rubenstein Center offers an abundance of privileges that intervene with legal rights. Cadets frequently become confused of what is a right and what is a privilege. A right can be briefly described as an entitlement. On the other hand, a privilege could be described as freedom or opportunity. For example, privileges at Rubenstein Center include off campus visitation, commissary, sporting teams, group activities, opportunity for community service hours, group competition with rewards, collect calls, etc.

Cadet Expectations:

What is expected of me regarding my behavior here?

First and foremost, you must want a change in your life. You must be genuine in your attempt to be successful at the Rubenstein Center. You are expected to exhibit behavior that moves you closer to your goals, behaviors that help you earn rewards, behavior that improves your chances for never entering the judicial system again and behavior that is helpful to yourself and others. It is the Cadet's responsibility to always show good care and concern towards his group members, staff and other Cadets. Cadets are expected to act as young men and handle all conflicts and problems in a mature manner. Changing your thinking is the key ingredient to all the above. Dealing with problems in the appropriate manner will go a long way in proving to staff that you are ready for release.



Do I have to march and say cadence?

All Rubenstein Center Cadets are required, when in a group, to march outside, between buildings. Anytime during movement, cadets are to remain in a single file line. Group cadences are encouraged and if called for, you are required to participate. As this promotes teamwork and discipline.

Upon returning to the cottages, Cadets are to stop outside the foyer and remain there until the officer instructs you to enter.

Do I have to exercise every morning?

Yes, all cadets must participate in a 20 minute physical training program each morning. Each Cadet must participate with enthusiasm and respect.



Who are the staff and what can I expect from them?

At the Rubenstein Center there are Correctional Officers, Counselors, Case Managers, a Masters Level Therapists, Recreational Staff, Unit Managers, Medical Personnel, Community Resource Coordinators, Maintenance, Education Staff, Business Personnel, Office Personnel, Food Service Staff, Laundry Workers, Canine Officers and the Superintendent. All of these personnel are trained to assist you to learn rational thinking and behavior that will assist you in making positive changes. They will also help you have a safe and secure stay while at the Rubenstein Center.

Some of the responsibilities of staff toward Cadets include:

1. Assuring that you are kept safe and secure.
2. Helping Cadets develop goals and providing advice on the way to obtain the goals.
2. Maintain confidentiality with the Cadets.
3. Listening to concerns when time is appropriate.
4. Help to assume responsibility for your behavior.
4. Accepting responsibility for their actions but not for the behavior of the Cadets.
5. Act as a role model for the Cadets.

What is expected of me during Off-Campus Activities?

- * Cadets are expected to represent the Rubenstein Center, their group and themselves as polite young men.
- * Cadets are expected to do their best, listen to what they are told, be mannerly, and follow directions of the supervisor.
- * Cadets are not to curse, cause a scene, argue with staff, parent, work supervisor, or anyone he comes into contact with or do anything that would bring undo attention to themselves or others.
- * Cadets are not to use any tobacco or alcohol products or any illegal substance.
- * Cadets are not to operate a motor vehicle.
- * Cadets are not to leave assigned areas without staff, parent, or supervisor's permission.
- * Cadets are not allowed to be on social networks.
- * Cadets may not change their clothing or wear additional clothing items while on off campus visitation.

Cadet Expectations (continued):

What is generally expected of me at the Rubenstein Center ?

- * It is the Cadet's responsibility to show good care and concern towards his group members, staff, and other Cadets.
- * Racial or sexual orientation comments is not permitted.
- * Cadets should always travel with their group members in groups of at least two, unless special permission is granted. A Cadet is responsible to know where his group members are at all times
- * If a group member tells another group member about a problem, this should be accepted and worked on. Do not argue about it; take it to group.
- * Each Cadet is responsible to prevent or break up any fights involving a fellow group member.
- * Cursing is not permitted.
- * A Cadet is not to ask staff for a good write-up or confront staff when he receives a bad write-up. Take it to group.
- * When staff asks a Cadet to do a job, that Cadet should do it, and not argue or complain. When the Cadet completes the assignment early he should help a fellow group member.
- * Cadets are not to have pornographic, gang or drug related literature, material or paraphernalia in his possession at anytime.
- * Trading of clothing or other possessions with fellow Cadets or staff is prohibited.
- * Before borrowing anything from a group member (s) the Cadet must ask his permission and be on the appropriate phase for the item (for example, a Cadet may not borrow a CD player if not on the phase to have a CD player). Cadets are responsible for the item (s) until it is returned. NO TRADING or LOANING outside peer group is permitted.
- * Cadets will not leave their area of assignment without staff permission.
- * Cadets will not be in any office unless office staff grants specific permission.
- * When on break from class or work, Cadets are not to be in the living units or offices without special permission.
- * Throwing of objects is not allowed at Rubenstein Center except softballs, basketballs, etc., when games, practice or recreation is in progress.
- * Gambling of any form is a violation of West Virginia State Law and as such is subject to a category charge.
- * Radios, CD Players and headphones, while authorized, are not to leave the living units.
- * Each Cadet will be issued two (2) combination locks. Cadets will be liable for locks with numbers scratched off or damaged.
- * Chewing of gum is not permitted.
- * No loitering, talking, horse playing, or standing in the living units hallway.
- *

When living in the Rubenstein Center Living units, what is expected of me?

- * All Cadets will follow instructions and rules given to them by staff.
- * Cadets are responsible for any contraband found in their area.
- * Cadets who are on Loss of Free Time/Socialization will not be out of your area without staff permission for any reason or have other cadets in their area except for their bunkmate.
- * Bunk area is defined as two floor squares on their dresser side of their bunks.
- * Cadets will do their own clean up, keep their area clean and neat. If your assigned chore is completed, assist fellow Cadets in cleaning the living units, dayroom, bathroom, shower areas and hall.
- * Eating and drinking is permitted only in designated areas at designated times. No food or drink in any area after lights out.
- * No shoes or boots will be worn in the living units, crocks may be worn on the unit but nowhere else.
- * Only 2 cadets are permitted in the boot closet at a time with staff supervision.
- * Upon entering the units, coats are to be hung only on the coat hooks provided.
- * Name tags are to be worn on the left side of the shirt around the collar area at all times. (except when on work crew, or vocational classes) and is to be turned in to the officer upon entering the living unit.
- * There will be no running in the living units.
- * Cadets will not sit in the staff chair or desk in the living units, or have feet on desk.
- * Cadets will not sit on tables or dressers in the living units.
- * Cadets will not put feet on tables, chairs or dressers.
- * Noise should be held to a minimum at all times.



Cadet Expectations (continued):

- * Cadets will be dressed at all times while on the units except after lights out.
- * GALA suits are to be worn 6 AM - 7:50 AM Monday–Friday. This is to include tops, bottoms and yellow t-shirt.
- * Cadets are not to have their pants sagging down with underwear showing.
- * Ball caps must be facing forward and straight.
- * Toboggans are to be worn outside only.
- * Cadets cannot wear long john shirts or bottoms to sleep in nor wear them as an outer layer of clothing.
- * Cadets cannot wear long john shirts with polo shirts. Brown sweatshirts are issued to wear with polos.
- * When leaving the living units, Cadets are to be appropriately and fully dressed. Shirt tails must always be tucked in.
- * Hands are NOT to be down the front of the pants.
- * Belts are to be worn with khaki pants.
- * Cadets are not permitted to wear long pants including sweatpants after showers except when traveling outside.
- * Before leaving the unit, it will be neat and in order.
- * Cadets will secure all items when leaving the living units.
- * Talking is not permitted while traveling to and from the unit.
- * Commissary orders, which include food items and hygiene items, will be placed on Tuesday evenings. Cadets who have enough money in the account and are on the proper phase will receive their commissary every Thursday after school. Orders are not to exceed \$15.00.
- * Beds will be made and kept neat at all times.
- * Dressers and drawers are to be clean and neat at all times, and are subject to random inspections.
- * Cadets will not wear state scrub long pants after showers, unless special permission is granted due to cold weather.
- * ***“Cadets are not to sit or lay on another Cadets bunk.”***
- * All cadets will be on their bunks and no talking during quiet time.
- * Only one cadet is permitted in the restroom at a time other than shower time and cadet must sign in and out.
- * Cadets will use restroom before physical training (PT), once PT begins all cadets will participate.
- * There will be no conversation s in the restroom.
- * All cadets will sit without talking in the dayroom area while showers are being conducted.
- * Cadets may not touch the TV without staff permission.
- * Cadets will not handle the TV remote.
- * TV shows will be selected by majority rule and channels will not be changed after 15 minutes of a program if one person is watching that program.
- * Music channels may be watched at the Officer’s discretion. If the Staff member working the unit feels the program on the music channel, or any other channel, is inappropriate, he/she is to ensure the program is turned off. Professional wrestling programs and programs with strong sexual and/or violent content will not be permitted.
- * **Rated “R” movies are not to be viewed by Cadets unless prior written approval has been granted by the Superintendent.**
- * When there are Cadets in the living units before school and during school hours (i.e., class cancelled) the TV may be turned on to educational channels ONLY. This includes the news, the History Channel, the Discovery Channel, and the Learning Channel. Other channels may be viewed if the Officer feels it is educational in nature.
- * Cadets will stay at least two feet (floor tiles) from the Officer’s Desk unless given permission from staff.
- * Only one cadet at a time is permitted near the officer’s desk.
- * Cadets are not to be in any staff desk without permission.
- * Cadets are not permitted to have personal musical instruments at Rubenstein Center without authorization from the Superintendent.
- * Cadets are not to be in drawers after lights are out without permission. Cadets must ask permission after lights out to get out of bunk.
- * Toothbrushes are to be used for brushing teeth only.
- * Morning hygiene is conducted before PT and Evening hygiene is conducted before clean-up.
- * After cadet’s assigned bedtime, they will keep their heads at the window end of their bunk.
- * Reading or writing is not permitted after assigned bedtime.
- * No Horseplay will be permitted at Rubenstein Center.
- * Cadets in leadership cottages © are not permitted in each others rooms.

PREA (Prison Rape Elimination Act)

****THERE WILL BE MALES AND FEMALES ON UNITS AT ALL TIMES****

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.

The WV Division of Juvenile Services has zero tolerance for sexual abuse and sexual assault.

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

PREA (Prison Rape Elimination Act)

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.

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.

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 your comfortable with. Stay busy with positive activities like school, community service, letter writing or physical exercise.

DJS PREA Hotline 1-855-366-0015



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 Power-Point/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:

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:

PREA Counselor,

Any staff member,

PREA Compliance Manager,

Request to see the nurse or counselor,

Locked PREA Box,

Grievance Box,

WV State Troopers-Kanawha Co. WV (304-558-7777),

Child Abuse Hot Line (1-800-352-6513),

Division's Sexual Abuse toll-free hot-line (1-855-366-0015),

DJS Website (<http://www.wvdjs.state.wv.us/>),

Supreme Court Juvenile Justice Commission via United States Mail (pre-addressed envelopes provided with postage pre-paid)

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.

Or See your Counselor to call the **DJS Hotline @ 1-855-366-0015**; emailing at DJSPREACoordinator@wv.gor 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 proves. 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.

Disciplinary Process

What are the rules here?

We have developed a set of rules and disciplinary actions to assist in providing a safe and secure environment during your stay. Penalties or consequences may be imposed for varying degrees of violations. The rules will be in writing and will be provided to you upon entering the facility. If you are unable to read or understand the content, a counselor or appropriate staff member will read and explain them to you. The list of violations are as follows:

If you would like a more detailed description of the rules, consequences, hearing and appeal process, please refer to Operational Procedure 3.30-00 "Cadet Discipline" listed in your unit manual or see a member of your Unit Team.

- | | |
|--|--|
| 1.1(a) Escape or 1.1(b) Attempted Escape | 1.6 Sexual Acts |
| 1.2 Inciting or Participating in a Riot | 1.7 Possession, Manufacturing or Use of Intoxicants |
| 1.3 Assault | 1.8 Intentional Damage or Alteration of Property—\$500 or more |
| 1.4 Arson | 1.9 Possession or Manufacture of Weapons |
| 1.5 Causing an Explosion | 1.10 Tampering with Security/Fire Devices |

- | | |
|---|---|
| 2.1 Circumventing Institutional Count | 2.13 Intentional Damage or Alteration of Property—under \$500 |
| 2.2 Tampering with Food/Drink | 2.14 Unauthorized Possession or Transfer of Property |
| 2.3 Making a False Report or Statement /Lying | 2.15 Misuse of Correspondence |
| 2.4 Counterfeiting or Forgery | 2.16 Mutilation/Disfigurement of Yourself or Others |
| 2.5 Contraband | 2.17 Disrespect |
| 2.6 Contempt | 2.18 Gang-related Activities |
| 2.7 Threats/Intimidation/Tampering with Witness | 2.19 Solicitation or Manipulation of Staff |
| 2.8 Fighting | 2.20 Resident Handbook Violations |
| 2.9 Insubordination | 2.21 Unauthorized Presence |
| 2.10 Fraudulent Representation | 2.22 Unauthorized Physical Contact/Exposure/Sexual Harassment |
| 2.11 Gambling | 2.23 Aiding and Abetting |
| 2.12 Disruptive Conduct | |

What are the different types of Rule Infractions?

A Category I is a major infraction of the set of rules mentioned previously. It involves serious violations that threaten life or limb, and seriously breach facility security and/or public safety. These categories require a hearing by the designated Hearing Officer. Serious sanctions may also be imposed.

A Category II is a medium infraction that tends to disrupt the normal operation of the facility or subvert the facilities systems of security and control. These categories require a hearing officer or designee.

A Write-Up is a documentation of a minor rule violation. These may be handled through a warning, on the spot correction or consequences from your Group Leader.



Disciplinary Process (continued)

Will I have a hearing?

If you are charged with a Category I or II, you will be read your rights and the violation you are charged with within 24 hours of the charge (s) being filed. A designated Hearing Officer will administer your hearing to determine innocence or guilt within 7 calendar days after the charge (s) are filed.

Usually serious sanctions can be avoided with proper attitude and desire to change behavior.



Can I appeal if I disagree with the result?

Yes, you may appeal the decision of a Category violation to the Superintendent/designee. The Cadet shall complete a “Cadet Hearing Appeal Submission” form and forward it to the Superintendent within 15 days of the receipt of the Category I or II violation decision. The Superintendent will respond on the same form within 10 days. If you disagree with the Superintendent’s decision, you may appeal a Category I decision only to the Director of the Division of Juvenile Services, within 15 days. A written decision by the Division Director will be issued to you within 10 days of receipt of the appeal. The Superintendent’s decision is final on all Category II appeals. All appeals are to be placed in any grievance box .

For an appeal to be considered, the Cadet must specifically allege that one or more of the following errors occurred:

- The Cadet failed to receive timely notice of the charge or the date and time of the hearing.
- The incident report did not correctly state the rule violation or did not set forth specifically the alleged facts of the violation.
- The Cadet was denied his/her right to a representative.
- The hearing process set forth in this policy was not followed.
- The finding of guilt was contrary to the weight of the evidence.
- The punishment was too harsh given the circumstances of the violation.

FINALLY, WE WOULD LIKE TO ENCOURAGE YOU TO FOLLOW THE RULES CLOSELY TO ENSURE THAT YOU HAVE A SUCCESSFUL STAY AT THE RUBENSTEIN CENTER.

If I break a rule what are some of the dispositions I may receive?

The type of disposition you receive will depend on the severity of the rule you violate. More serious violations will result in more serious consequences which will be given for a longer period of time than less serious violations. Examples of disciplinary measures are: Written warnings, extra work duties, off unit room confinement, restitutions, Loss of Free Time/Socialization, loss of collect phone call privileges, early bed time, written essays, loss of walkman, loss of off campus activities, loss of all privileges or any other privileges as designated by the Hearing Officer. **You may also receive “Dead Time” as one of your dispositions.** Dead Time refers to additional days added to the end of your program. If found guilty of a category you may receive 10 days of Dead Time for each Category 1 received and 3 days for each Category 2. Persistent negative and/or violent behaviors could result in your being sent to a higher security facility to complete your sentence.

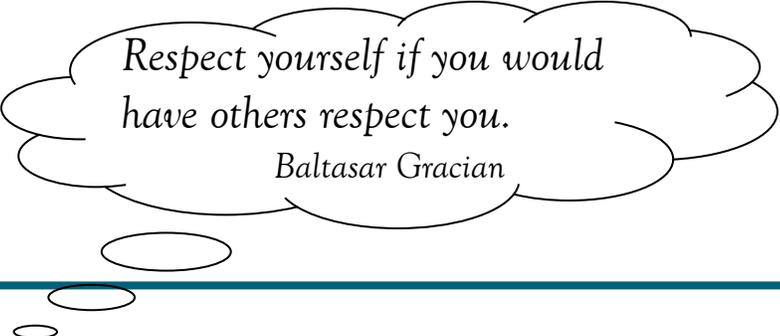
Loss of Free Time/Socialization Rules (LOFT):

- No off-campus activity unless educational in nature and approved by the Superintendent.
- No other Cadets in your area—no visiting and no exceptions.
- No Library books or magazines unless being used for school assignment (to be verified)
- Must remain in his assigned living area, when in the living units. The assigned area is defined as two blocks on your drawer side only. The front of your bunk is not considered to be your area.
- Cadet is not allowed in the dayroom. No cards, no board games, video games and no watching t.v., bingo, movies, etc. while having this restriction.
- Cadet is not allowed to carry on a conversation with other Cadets. (when on the living unit only)
- When in the living units, a restricted Cadet may proceed outside his assigned living area to use the bathroom facilities or to use the water fountain **Only** after a living units officer has approved the movement. The restricted Cadet is expected to use the facilities for a reasonable period of time and to return directly to his living area.
- Other Cadets will not be permitted to enter into the restricted Cadet's area for an extended period of time for any purpose, to include playing cards or visitation.

Loss of all Privileges (LOAP) Rules:

- Will include everything in Loss of Free Time and the following:
- No collect phone privileges
- No store call (not to include hygiene)
- All personal belongings will be confiscated and stored. No walkmans, CD's, hats, and personal clothes to include shorts, hats and sweat pants.
- Recreation will be 1 hour a day and you will only be permitted to walk, run, or exercise the large muscle groups (walking, running, pushups, sit ups or jumping jacks). Recreation will **NOT** include basketball, billiards, ping pong or the use of any weight lifting equipment.
- A restricted Cadet will lose all privileges normally afforded a Rubenstein Center Cadet. You will not have a voting right in any decision-making (i.e., channel checks) nor will he take part in any special activities.
- Early bedtime of 9:00 p.m.

Failure to abide by these conditions or directions by Correctional Officers concerning these conditions will result in further sanctions!



*Respect yourself if you would
have others respect you.*

Baltasar Gracian



Grievance:

If something happens and I think I was treated unfairly, what can I do that is lawful and appropriate?

If you feel that the conditions of this facility or your treatment by staff or other Cadets is unfair or worthy of complaint, you may file a written statement of dissatisfaction or grievance. Staff members are trained to informally resolve all grievances by addressing the issue at hand.

Grievance forms are located beside the grievance box on each unit.

You may submit a written and signed grievance form in the locked Grievance Box located in the dining hall, each unit and in the school's main lobby. This box can only be opened by the Facility Superintendent or the Grievance Coordinator. *****No cadet is**

permitted to remove or attempt to remove anything from the Grievance Box.

Grievances are first addressed by the Department Head in the relevant area. If you do not agree with the decision, you may appeal to the Superintendent. If you wish to appeal the Superintendent's decision, your final appeal step is the Director of Juvenile Services.



Hopefully the above process can be eliminated by informally or casually finding an answer or solution that is beneficial to all.

MOTIVATION CORNER

Watch your thoughts
Because they become your words.

Watch your words
Because they become your actions.

Watch your actions
Because they become your habits.

Watch your habits
Because they become your character.

Watch your character
Because it will become your destiny.

Phase Levels

What is a Phase Level?

During your stay at the Rubenstein Center you will participate in the Phase Level System. This System measures your ability to follow the rules, maintain behavior, get along with peers and staff, progress in school and work details. The Phase System runs 1 through 5 with 1 being the most restrictive level and 5 being the least restrictive. The typical time frames, cadet expectations and responsibilities will be explained to you in detail as you complete your orientation. A copy of the phase level privileges are shown below. It is very important for you to remember that before your phase level will be increased, staff will evaluate the following information: your effort in the academic setting and treatment participation, your ability to get along with others and your compliance in meeting general facility rules.



These are the guidelines and privileges for each of the Phases:

*Additional items given at the discretion of the Treatment Team

PHASE ONE	PHASE TWO	PHASE THREE	PHASE FOUR	PHASE FIVE (Senior Cadet)
May have gym shoes	Privileges same as phase one	Privileges same as phase two	Privileges same as phase three	Privileges same as phase four
May have writing materials	Collect Calls	Commissary/store call	Watches <limit \$30 value	Special activities: Movies/Bingo, etc.
No off campus	Puzzles	Off-campus w/RC staff	Off-campus visits	Hat
No collects	Board Games	5 pairs of Personal boxers	CD player & 5 CD's (No cd exchange) no headphones, just ear buds.	Pens
No TV	Cards	5 pairs of Personal socks	Weight lifting gloves	Off-campus with civilian supervisor (work crew)
No Board Games or Cards	TV	Personal towel/wash cloth 1 each		Video Games
		Personal shorts or sweatpants		Eligibility for Leadership Unit
				Girlfriend/friend visit 1 in a 30 day period if approved





Medical Services:

What if I have medical needs?

Medical services are provided for the Rubenstein Center by Prime Care Medical, Inc. We have nurses available 24 hours per day, 7 days a week. A physician makes weekly visits to the Rubenstein Center and referrals are made on an as needed basis. Those referrals include dental, optometry and other special needs. Psychological and Psychiatric care is provided by PsiMed, Inc. We have therapists on grounds and, if needed, you may meet with a psychiatrist over the video-conference. If you have a medical emergency, you will be seen immediately for evaluation by the nurse and be transported to the nearest doctor or hospital for evaluation or treatment. If admitted to the hospital, a Rubenstein Center Staff person will remain with you throughout your stay. The following procedure will be followed for medication call:

- * Medication call is conducted at Breakfast, Lunch and Dinner times and at the Pill Pass Room. If needed, the nurse will bring evening medications to your unit.
- * If a Cadet needs to see the nurse for a reason that cannot wait until the next med call, the Cadet needs to make a request to the Officer on their Living unit, who will then notify the nurse.
- * If Cadets need to see the nurse for any reason other than medication, they will need to fill out a request slip and bring it to the Pill Pass Room. You will then be seen at Nurse Sick Call at 3:15pm.
- * No medicine will be dispensed at any other time than the listed times for med call unless it is an emergency or specifically prescribed.

SICK CALL RULES:

If you are too sick to take part in the program, the nurse will place you on sick call and the following set of rules will go into effect immediately. These rules will be strictly enforced and are to be taken very seriously by you. Sick call is a privilege and should not be encouraged or abused.

While on Sick Call, Cadets **WILL**:

- . Remain in their beds and under the covers, except for meals, medication call and bathroom use.
- . Cadets will obey medical directives of medical personnel.
- . Sick Call will remain in effect until the start of regularly scheduled activities the following day OR until medical staff determine the Cadet is well and can be removed from Sick Call.
- . Follow other directives as given by staff.

While on Sick Call, Cadets **WILL NOT**:

- . Have reading privileges (except schoolwork assignments or religious materials).
- . Write letters.
- . Listen to their radio or CD player or any other entertainment device.
- . Play any kind of games.
- . Eat or drink any foods or liquids, other than those prescribed, with the exception of water.
- . Allow other Cadets in their areas for any reason.



Medical staff may place a Cadet on Limited Activities for injury, discomfort or other medical conditions as deemed necessary. Limited Activities will affect the Cadet's activities such as, but not limited to, no running, no jumping, no vigorous sports, and no weight lifting. Failure to abide by these restrictions will result in disciplinary action.

Dining Hall / Meals:



What kind of food do they serve here?

The Rubenstein Center Food Service Staff takes great pride in planning and serving the type of foods that meet the child nutrition guidelines as well as preparing them in a manner that is appetizing and full of flavor. Foods are served that provide adequate calories and nutrients for your age groups. Steak, pork, chicken, and fish are some of the meats that are prepared as well as pizza, tacos, and pepperoni rolls. Various salads, vegetables, breads, fruits and milk accompany all meals that are prepared at the Rubenstein Center.



Can I sit wherever I want in the Dining Hall?

As stated previously, Cadets are placed in groups at the Rubenstein Center and all groups must eat at a designated area for their group in the Dining Hall. After obtaining your tray, you are to set the tray at your table, stand quietly at Parade rest, and wait for instruction to be seated.

Are we allowed to talk while we are in the Dining Hall?

Cadets may talk in a quiet tone while seated in the Dining Hall. Refusal to keep the noise level low could result in disciplinary action.

How does the Rubenstein Center expect me to act in the Dining Hall?

- * Absolutely no horse playing is permitted in the Dining Hall.
- * Cadets travel to and from the dining hall with their group in an orderly fashion with staff permission.
- * Cadets are to be appropriately dressed in the dining hall. This includes socks, shoes (laced and tied), slacks and a shirt tucked in. Hats are not to be worn in the Dining Hall. No sweat pants unless ordered by the nurse.
- * Each group is to sit in their designated area.
- * Cadets should go through the cafeteria line without conversation for all meals.
- * When all group members have finished eating, each group will leave the dining facility one group at a time, with staff permission.
- * The Officer for each Group will count the silverware when everyone is finished eating to make sure it is all returned.
- * Cadets will take trays back to the cleaning area in single file. After all trays and glasses are returned, Cadets will wipe their table off and stack the chairs off to the side of the dining hall. They should then stand quietly by the exit door until dismissed by the staff person in charge. Only one group will be in line at the door at a time.
- * There will be no talking in the hall on the way to or from the Dining Hall.
- * Cadets are not to be in kitchen without the permission of the Shift Supervisor and Cook (s) on duty.
- * Cadets will not alter food nor will Cadets talk about food being altered.
- * Kitchen crew is to eat at their group table.

Recreation:

What kind of recreational activities are offered at Rubenstein Center?

The Rubenstein Center offers a variety of indoor and outdoor recreational activities. Indoor activities include: board games and cards, scheduled group activities, access to television, weight lifting, movies, team building programs, volleyball, basketball, pool, etc. Outdoor activities include but are not limited to: horseshoes, softball, skiing, fishing, outdoor nature walks, picnics and more. Outdoor activities depend on weather conditions and the conditions of the recreational areas. Rubenstein Center also has organized softball and basketball teams which travel to other facilities/areas to compete in these sports. In order to be a member of these teams you must be succeeding in the program and meet the basic minimum requirements.



While watching TV, if the officer on duty feels the program being viewed is not appropriate, Cadets are to turn the channel or turn the TV off. Cadets in the living units during school hours may have the TV turned on to educational/news type programs only. Once again, all TV programs are at the discretion of the attending Correctional Officer to determine whether they are appropriate or not. Refer back to section on Daily Schedules for TV times for each Cottage Unit.

The TV cannot be turned on during “Quiet Time”.

What are the gymnasium and recreation rules?

- * Cadets are required to follow any rules posted in the gym.
- * Only tennis shoes are to be worn in the gym. (No boots or flops.)
- * Boots are to be placed on rugs only.
- * Cadets should show good sportsmanship and care and concern for others while in the gym.
- * Bouncing of basketballs, etc. off of the walls or backboard or slamming the basketball on the floor is prohibited.
- * Cadets are not permitted to sit ping pong tables.
- * Dunking, grabbing or touching of rim or nets of basketball banking boards is not permitted. Shots beyond half court are not permitted.
- * Cadets are expected to use recreation equipment for the purposes it is designed for only.
- * Cadet's should be properly dressed in the gymnasium or ball field, which includes socks, shoes, gym shorts or pants. Long john tops or bottoms are not to be worn as outer layer clothing. Shoes are to be laced and tied. Cadets can wear scrubs to rec, but must have rec shorts or sweats to change into.
- * Cadets may only use the Universal Gym when staff is present, in the program designed for them, and only after doing warm up exercises as instructed by staff present.
- * No CD Players or radios are allowed in gym.
- * No whistling.
- * No war ball.
- * Cadets will not spit on gym floor, for any reason.
- * Footballs will not be thrown or kicked in the gym.
- * Cadets should show good sportsmanship and care and concern for others while on the ball field.
- * Cadets will not throw any item (snowballs, rocks, etc.) except the ball involved in the activity that is taking place.
- * **When in the gym or outdoor recreational area, Cadets should always show good sportsmanship and care and concern for others. Cursing is NOT permitted. Cadets should use equipment for its designated use only and not intentionally damage any state property. Horseplay or playing of any sports in a rough or violent manner is NOT permitted.**
- * While outside, cadets will not pick up or play with any animals/insects they might find.



Religion:

Are there church services here?

The Rubenstein Center does provide non-denominational religious services for Cadets. We do recognize the right of each Cadet to practice the religion of his choice. We will make a reasonable effort to provide services for your faith as long as it doesn't interfere with security or operational conditions. We encourage community churches to participate in developing programs for services and religious activities. Religious services usually occur every Sunday evening.

Do I have to go to church or religious activities?

It is each individual's choice as to whether he chooses to attend religious services. We encourage and are hopeful that Cadets participate in church services because of the benefits it provides transitioning into facility life and the success in the program. In many cases, those who conduct religious services at Rubenstein Center provide spiritual and supportive help as well as lasting bonds of friendship. However, Cadets will not be punished or treated negatively if they do not wish to participate in religious services.

Could I have someone from my religion come here and talk with me?

The Rubenstein Center recognizes this could possibly be a request and have taken steps to address this matter. All requests for specific religious volunteers will be considered by the facility Superintendent. The Superintendent will examine each request on an individual basis and render an approval/disapproval for each Cadet's request. Personal ministers are encouraged to visit with Cadets they are acquainted with, however, unless granted special permission, they are to visit during normal visiting hours.

Work Details / Community Service:

Will I have the opportunity to participate in any type of work details and what is required of me to be eligible?

The Rubenstein Center takes pride in its community service work details provided throughout the years to the local communities and organizations. We have provided a service for the area that has been more than helpful and in turn instilled a work ethic within the Cadets who have participated. Work details can be anything from general maintenance of golf courses and school facilities to shoveling snow or assisting government laborers in the local communities. Some of the work details are paid tasks while others are community service, which are tabulated and reported to the courts in your aftercare report. Community Service hours are also accumulated through work assignments at the Rubenstein Center.

Citizens of the area are accustomed to working with Rubenstein Center Cadets and look forward to their assistance. Almost all work details and community service projects are supervised by a facility staff. Some requirements to be eligible for work details and community service projects include the exclusion of any notable disciplinary action, a Cadet must be making progress in his educational goals and objectives, been at Rubenstein Center at least 45 days, and recommended by the Unit Team Work Coordinator. Being trustworthy and reliable are valuable characteristics in being considered for off-campus work details. There may be discretion and special circumstances in determining the eligibility of Cadets. However, if a community service project is coordinated in combination with a vocational class, this is considered part of program and the above can be waived or strongly considered. It is preferred that all Cadets complete a minimum of 50 community service hours prior to their release provided that community service activities are available.



Commissary:

Can I order snacks and how much money can I spend?

Each Cadet has the opportunity to buy commissary every week, unless they have lost this privilege due to poor behavior, living units restrictions, or the medical staff determines it necessary to cancel for dietary reasons. Loss of commissary can also result from illegally trading, paying, or distributing items to Cadets already on restriction which includes loss of commissary items.

The storage of commissary food items must be kept in a sanitary neat area and must be in the Cadet's bunk drawers under secured conditions. Commissary purchases are not to leave the living units or be eaten in bed after lights out without permission.

Each Cadet may order up to, but no more than \$15.00 worth of commissary items each week. If you do not have that amount in your account, you will only receive the total that is in your account. Once a month you are able to purchase hygiene items, but you may still only spend a total of \$15.00.



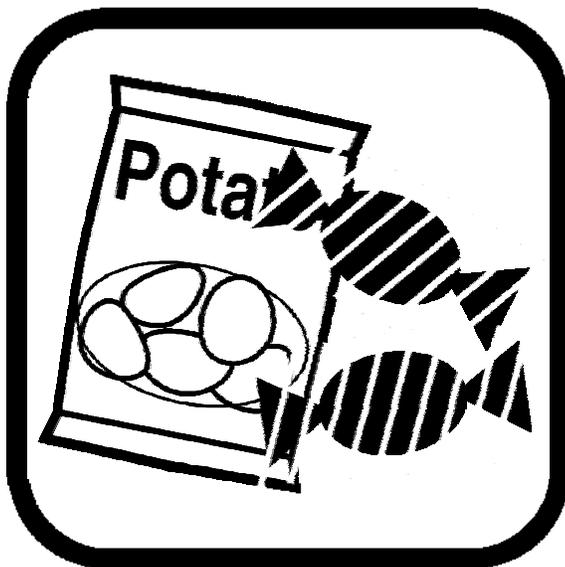
What can I buy?

Order forms are passed out every Tuesday evening to choose which items or quantities of items you would like. Items that are available are several types of flavored chips, cakes, beef sticks, flavored drinks and hygiene products. Do not try to order items that are not on your order forms.

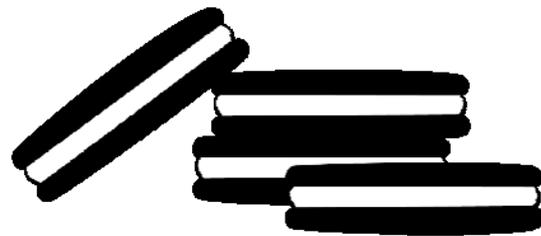
Completed order forms must be placed in the box (beside the grievance box) in the dining hall at breakfast on Wednesday of each week.

Once received, it will be determined if you are eligible to receive commissary. If you are not eligible, your order will be discarded. Commissary will be passed out once a week.

Gambling using commissary, or any other item, is strictly prohibited. If this occurs, you will lose the privilege to order commissary.



REMEMBER, COMMISSARY IS A PRIVILEGE, NOT A RIGHT, AND SHOULD BE VIEWED BY EACH INDIVIDUAL AS SUCH.



Fire and other Emergency Drills:

What do I do if we have a fire or other emergency drill?

You as a Cadet should follow the orders of the attending officer or staff in charge. Lights should be shut off and all doors shut on your way out of the facility. The attending officer should be the last one out of the area that needs evacuated. You should walk, not run, in an orderly fashion to the main gathering point of the area you are in. The main gathering points will be posted on the evacuation plan located on each unit. After you arrive at the gathering point, you should assemble with your group for a count.

These are very important situations, even if only a drill, and should be treated as such. You are to remain quiet and take this very seriously. Failure to comply will result in serious disciplinary action.



What are the primary evacuation routes?



The primary evacuation point varies from location to location. The primary evacuation route for the room or area you are located in will be posted in the area on the evacuation plan.

What are the secondary evacuation routes if we can't use the primary ones?

The secondary exits of areas vary from area to area and are also noted on the evacuation plans.



Aftercare Services and the Community Resource Department:



What is the Community Resource Department?

A Community Resource Coordinator (CRC) will be assigned to each cadet upon his arrival. The CRC works with Cadets who are adjudicated and committed to the Division of Juvenile Services. When a Cadet returns home, the CRC who is assigned to that area will work with both the Cadet and his family. The Community Resource Department provides Cadets with support in securing housing, employment, substance abuse treatment, family counseling and any additional services which are essential in promoting a positive reentry back into the home and community.

When do services begin and end?

Aftercare services usually begin upon your arrival at the Rubenstein Center and continue for approximately one year after release.

What services are provided prior to release?

You will begin by meeting with your CRC once a month to discuss your program participation, educational goals, behavior, release plans/goals and visitation and contact with family members. During this time your CRC will schedule a meeting with your parent, guardian or an adult with whom you are planning to live upon release. Pre-Release Family Visits will begin within two to six weeks after intake and continue on a three month cycle while you are in custody. The purpose of these visits will be to develop a better relationship between the CRC and the families of the Cadets. This will also be a way to keep the family informed and involved with you while you are in custody. Your CRC will be involved in the development of your Comprehensive Service Plan, your release plan, and will accompany you to all scheduled court hearings. Prior to release your CRC will assist you with obtaining all necessary legal documents such as your birth certificate, Social Security Card and proper identification if necessary. They will provide information on community resources; assist with clothing needs, health insurance issues, help your family develop home rules and positive family activities and assist in employment and educational needs.

What services are provided after release?

The Community Resource Department and your assigned CRC will continue to provide all the services listed above, as needed, along with assisting you with transportation to educational, employment and counseling appointments, linking you and your family with DHHR to obtain eligible benefits for mental health, substance abuse and medical services, work with One Stop Centers and Workforce Investment Programs to help you meet employment/training needs, assist in resolving school and employment problems and help you become involved in positive leisure activities. Your CRC will schedule two home visits a month for the first three months after release then conduct follow-up phone calls at four, six, nine and twelve months post release.

What the Community Resource Department/Coordinator is not?

The Community Resource Department/Coordinator is not a Judge, Probation Officer or Law Enforcement Official.

If I am not placed on Probation do I have to participate in aftercare services?

All youth leaving the custody of the Division of Juvenile Services are granted one year of follow-up aftercare services whether you are placed on probation or not. The only exception to this rule is if you plan to move out of state and will no longer be residing in West Virginia. Remember, This is solely a support service to you and your family.

What if I need Clothes upon my release?

A Clothing Pantry is located in C Cottage with a variety of types and sizes. We offer a set of clothes to Cadets that have none or have outgrown theirs.

We, the Staff, at the Rubenstein Center are convinced that if you have earnestly changed your thinking and been genuine in your attempts to transform your thoughts, more positive behavior and decisions will be the end result.

Unfortunately, some Cadets are not serious about their life and have failed themselves from being equipped with the necessary tools for being a productive and socially accepted person. These types of Cadets will most likely re-offend and will ultimately be incarcerated.

Literally, hundreds of past Cadets from the Rubenstein Center have committed themselves to the Rubenstein Center Program and are fine, upstanding success stories in their respective communities. We believe that you will be one of those success stories and wish you the best in your future endeavors.



Rubenstein Center Cadet Rights

BY YOUR ADMISSION INTO A JUVENILE DETENTION OR CORRECTIONAL FACILITY, AS PURSUANT TO WV STATE CODE. 49-5-16A, THE FOLLOWING ARE YOUR RIGHTS:

1. A Juvenile may not be punished by physical force, deprivation of nutritious meals, deprivation of family visits or imposition of solitary confinement;
2. A juvenile shall be afforded an opportunity to participate in physical exercise each day;
3. Except for sleeping hours, a juvenile in a state facility may not be locked alone in a room unless that juvenile is not amenable to reasonable direction and control;
4. A juvenile shall be provided with his or her individualized clothing, which is clean and supplied by the facility, and shall also be afforded daily access to showers;
5. A juvenile shall be afforded constant access to writing materials and may send mail without limitation, censorship or prior reading, and may receive mail without prior reading, except that mail may be opened in the juveniles presence, without being read, to inspect for contraband;
6. A juvenile may make and receive regular local phone calls without charge and long distance calls to his or her family without charge at least once a week, and receive visitors on Saturday and Sunday, and Holidays;
7. A juvenile shall be afforded immediate access to medical care as needed;
8. A juvenile in a juvenile detention facility or juvenile corrections facility shall be provided access to education, including teaching, educational materials and books;
9. A juvenile shall be afforded reasonable access to an attorney upon request; and
10. A juvenile shall be afforded a grievance procedure, including an appeal mechanism.

Cadet Handbook Agreement

I have received and reviewed the Cadet Handbook with staff. In receiving this Cadet 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 abilities during my stay.

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

(Juvenile's signature)

I, _____, do hereby affirm that Cadet, _____ has been provided with a copy of this handbook.

(Staff Signature)

Date: _____