

Commitment Resident Handbook
SAM PERDUE JUVENILE CENTER
GATEWAY: AN OPEN DOOR TO CHANGE
THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER
Updated 1/15/16

Introduction

The Sam Perdue Juvenile Center is a hardware secure treatment facility. Youth who are admitted to this facility have been ordered by the courts until treatment is complete or time is served. The purpose of this handbook is to give you a better understanding of treatment options, facility rules, daily activities, etc.

Mission

The mission of the Sam Perdue Juvenile Center is to provide quality care to individuals who have engaged in sexual offending behaviors, to assist them in managing their risk of sexually reoffending, and to provide them the tools necessary to live a safe, healthy, and rewarding life.

Resident Handbook

The SPJC will make available to all residents a SPJC Resident Handbook, hereinafter referred to as the handbook, which defines rules of conduct for all SPJC residents. The handbook contains a listing of all classifications of offenses. In addition to the listing of offenses, the handbook clearly states the sanctions that may be imposed on any resident that is found to be in violation of a rule of conduct while at the SPJC.

All handbooks are to be kept outside the rooms in the tray located outside of each resident room. Nothing else will be kept in this tray. If needed at any time you are to ask a staff to let you have your book and then return it outside the room when finished. No handbook will be written on, marked on, torn, damaged, disassembled, or destroyed, this will result in disciplinary actions.

During the SPJC intake procedure, any resident being admitted to the SPJC must sign an acknowledgement form indicating that a handbook has been made available. This acknowledgement form will be completed in duplicate. One copy will be maintained in the resident's master file and one copy will be given to the resident. SPJC Staff must offer assistance to any resident who has a problem reading or understanding any portion of the handbook. The handbook acknowledgement sheet is part of the standard SPJC Intake Packet.

Legal Rights

While at this facility you are provided with certain specific legal rights as mandated by West Virginia Code Chapter §49-5-16a and §49-5e-3. Your rights are as follows:

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 own clothing or 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 juvenile's 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 daily and on a regular basis;
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.

Mutual Respect

Residents and Staff of the SPJC are expected to address each other in a proper manner. Staff will address residents as Mr.(their last name). Residents will address uniformed staff as Officer/Corporal/Sergeant/Lieutenant (their last name) and non-uniformed staff as Mr. or Ms. /Mrs. (their last name). Residents may address each other by their first name. Residents are not allowed to use nicknames, gang names, etc. for anyone. Failure to follow these directives will result in disciplinary action.

Facility Programming

While you are here you will be provided with several programming elements, which include, but are not limited to the following:

1. Medical Services
2. Mental Health Services
3. Assessments and Counseling
4. Voluntary Religious Services
5. Library Services
6. Case Management
7. Educational Services
8. Additional Services as scheduled
10. Prison Rape Elimination Act
11. Active Recreation
12. Passive Recreation
13. Therapeutic Recreation

Resident Movements

Residents will move in a safe and controlled manner and at the discretion of the staff.

1. All residents are to walk in a straight and orderly manner.
2. All residents will face forward at all times.
3. All residents are to walk with their hands / arms crossed against their chest.
4. All residents are to remain quiet and have no conversations in line or while moving.
5. Staff will give directives as to when and where movements will proceed.
6. Questions will be addressed when line movement has stopped and Officers have stated "Any questions".
7. All residents will be required to participate in all movements unless sanctioned for disciplinary reasons.

Schedule revisit for collect calls

Schedule

Monday

06:30am Wake-up/Clothing Issued
07:00am Breakfast/Med Pass/Sick Call sign up/Hygiene break
07:45am Education
10:00am Hygiene Break/Snack
10:15am Education
11:40am Education releases for lunch
11:45am Lunch/Hygiene break
12:20pm Education
2:25pm Education ends / Hygiene break
2:45pm Therapeutic Group / Recreation
3:45pm Active Recreation
4:45pm Hygiene Break
5:00pm Dinner (Select Mondays Church Service 5:00-6:15)
5:30pm Passive Recreation
5:55pm Hygiene Break
6:05pm Passive Recreation / Collect Calls
6:30pm Showers Begin
7:45pm Showers End
8:00pm Snack/Med Pass/Bedtime Phase II
8:15pm TV Time/Library Call
9:00pm Bedtime Phase III/Active Recreation Phase I
9:30pm Bedtime Phase IV
10:00pm Bedtime Phase V
10:30pm Lights Out/Quiet Time

Tuesday

06:30am Wake-up/Clothing Issued
07:00am Breakfast/Med Pass/Sick Call sign up/Hygiene break
07:45am Education
10:00am Hygiene Break/Snack
10:15am Education
11:40am Education releases for lunch
11:45am Lunch/Hygiene break
12:20pm Education
2:25pm Education ends/Hygiene break
2:45pm Therapeutic Group / Recreation
3:45pm Active Recreation
4:45pm Hygiene Break
5:00pm Dinner
5:30pm Passive Recreation
5:55pm Hygiene Break
6:05pm Passive Recreation/Family Calls (Bottom Tier) / Collect Calls
6:30pm Showers Begin
7:45pm Showers End
8:00pm Snack/Med Pass/Bedtime Phase II
8:15pm TV Time
9:00pm Bedtime Phase III/Active Recreation Phase I
9:30pm Bedtime Phase IV
10:00pm Bedtime Phase V
10:30pm Lights Out/Quiet Time

Wednesday

06:30am Wake-up/Clothing Issued
07:00am Breakfast/Med Pass/Sick Call sign up/Hygiene break
07:45am Education
10:00am Hygiene Break/Snack
10:15am Education
11:40am Education releases for lunch
11:45am Lunch/Hygiene break
12:20pm Education
2:25pm Education ends/Hygiene break
2:45pm Therapeutic Group / Recreation
3:45pm Active Recreation
4:45pm Hygiene Break
5:00pm Dinner
5:30pm Passive Recreation
5:55pm Hygiene Break
6:05pm Passive Recreation/Cleaning/Phase V Free Calls / Collect Calls
6:30pm Showers Begin
7:45pm Showers End
8:00pm Snack/Med Pass/Bedtime Phase II
8:15pm TV Time/Library Call
9:00pm Bedtime Phase III/Active Recreation Phase I
9:30pm Bedtime Phase IV
10:00pm Bedtime Phase V
10:30pm Lights Out/Quiet Time

Thursday

06:30am Wake-up/Clothing Issued
07:00am Breakfast/Med Pass/Sick Call sign up/Hygiene break
07:45am Education
10:00am Hygiene Break/Snack
10:15am Education
11:40am Education releases for lunch
11:45am Lunch/hygiene break
12:20pm Education
2:25pm Education ends/Hygiene break
2:45pm Therapeutic Group / Recreation
3:45pm Active Recreation
4:45pm Hygiene Break
5:00pm Dinner
5:30pm Passive Recreation
5:55pm Hygiene Break
6:05pm Passive Recreation/Family Calls (Top Tier) / Collect Calls
6:30pm Showers Begin
7:45pm Showers End
8:00pm Snack/Med Pass/Bedtime Phase II
8:15pm TV Time
9:00pm Bedtime Phase III/Active Recreation Phase I
9:30pm Bedtime Phase IV
10:00pm Bedtime Phase V
10:30pm Lights Out/Quiet Time

Friday

06:30am Wake-up/Clothing Issued
07:00am Breakfast/Med Pass/Sick Call sign up/Hygiene break
07:45am Education
10:00am Hygiene Break/Snack
10:15am Education
11:40am Education releases for lunch
11:45am Lunch/Hygiene break
12:20pm Education
2:25pm Education ends/Hygiene break
2:45pm Therapeutic Group / Recreation
3:45pm Active Recreation
4:45pm Hygiene Break
5:00pm Dinner
5:30pm Passive Recreation
5:55pm Hygiene Break
6:05pm Passive Recreation / Collect Calls
6:30pm Showers Begin
7:45pm Showers End
8:00pm Snack/Med Pass/Bedtime Phase II
8:15pm TV Time/Library Call
9:00pm Bedtime Phase III/Active Recreation Phase I
9:30pm Bedtime Phase IV / Phase V Collect Calls
10:30pm Bedtime Phase V / Lights Out/Quiet Time

Saturday

06:30am Wake-up/Clothing Issued
07:00am Breakfast/Med Pass/Sick Call sign up/Hygiene break
07:45am Passive Recreation
09:00am Therapeutic Group / Recreation
10:00am Snack/Hygiene break
10:15am Active Recreation
11:45am Lunch/Hygiene break
12:30pm Passive Recreation
1:30pm Visitation Begins
3:00pm Visitation Ends/Active Recreation
4:00pm Therapeutic Group / Recreation
5:00pm Dinner
5:30pm Passive Recreation
5:55pm Hygiene Break
6:05pm Passive Recreation / Collect Calls
6:30pm Showers Begin
7:45pm Showers End
8:00pm Snack/Med Pass/Bedtime Phase II
8:15pm TV Time
9:00pm Bedtime Phase III/Active Recreation Phase I
9:30pm Bedtime Phase IV / Phase V Collect Calls
10:30pm Bedtime Phase V /Lights Out/Quiet Time

Sunday

06:30am Wake-up/Clothing Issued
07:00am Breakfast/Med Pass/Sick Call sign up/Hygiene break
07:45am Passive Recreation / Housing Unit Cleaning
10:00am Snack/Hygiene break
10:15am Therapeutic Group / Recreation
11:45am Lunch/Hygiene break
12:30pm Active Recreation/Hygiene break
1:30pm Visitation begins
2:30pm Church Services or Passive Recreation
3:00pm Visitation Ends / Active Recreation
4:00pm Therapeutic Group / Recreation
5:00pm Dinner
5:30pm Passive Recreation
5:55pm Hygiene Break
6:05pm Passive Recreation / Collect Calls
6:30pm Showers Begin
7:45pm Showers End
8:00pm Snack/Med Pass/Bedtime Phase II
8:15pm TV Time
9:00pm Bedtime Phase III/Active Recreation Phase I
9:30pm Bedtime Phase IV
10:00pm Bedtime Phase V
10:30pm Lights Out/Quiet Time

Holiday/School Break

06:30am Wake-up/Clothing Issued
07:00am Breakfast/Med Pass/Sick Call sign up/Hygiene break
07:45am Passive Recreation
09:00am Therapeutic Group / Recreation
10:00am Snack/Hygiene break
10:15am Active Recreation
11:45am Lunch/Hygiene break
12:30pm Passive Recreation
1:30pm Visitation Begins
3:00pm Visitation Ends / Active Recreation
4:00pm Therapeutic Group / Recreation
5:00pm Dinner
5:30pm Passive Recreation
5:55pm Hygiene Break
6:05pm Passive Recreation / Collect Calls
6:30pm Showers Begin
7:45pm Showers End
8:00pm Snack/Med Pass/Bedtime Phase II
8:15pm TV Time
9:00pm Bedtime Phase III/Active Recreation Phase I
9:30pm Bedtime Phase IV
10:00pm Bedtime Phase V
10:30pm Lights Out / Quiet Time

Treatment Team

The Sam Perdue Juvenile Center is operated under a Treatment Team system. Treatment Team works closely with the residents to help them overcome past problems, improve social skills, develop responsible behavior and become productive members of society when released.

The Facility Director and Program Director are responsible for supervising the Treatment Team and are responsible for the overall operations. Any treatment issues will go to the Program Director.

Each resident is assigned a Case Manager. Their chief responsibility is technical management of all functions, including, preparation of Comprehensive Service Plans (CSP) and resident evaluations. They are also involved in providing treatment services.

Correctional Counselors are also assigned to each resident. They are directly involved in the treatment services provided to the residents and have regular contact with the residents to monitor their problems/issues, as well as their progress.

The Correctional Officers' main duties are to provide security, assist in the resident's completion of goals, and ensure that the policies of the facility are carried out and to monitor resident conduct.

Each resident is assigned a primary therapist. The therapist's main duties are to provide group counseling, individual therapy, and family therapy when applicable.

Programming

When committed to SPJC you will have a Comprehensive Service Plan (CSP) created for you. The purpose is to help you establish what your needs and goals are in such areas as your Education, Behavior, Medical and Aftercare status. This plan will outline specific expectations for you and the Staff members, which will assist you in achieving your goals. You will be assigned additional responsibilities as you make advances in the program. You will also be held accountable for your actions and negative behaviors that pertain to your Comprehensive Service Plan (CSP). You will also have a treatment plan that will be tailored to address your individual therapeutic needs.

In order to complete the SPJC Sex Offender Specific program you will need to complete all three treatment levels. Each level has its own specific criteria which you are expected to complete prior to moving on to the next level. Once you have completed criteria for a level, you will submit an SPJC Treatment Level Advancement Request to any SOS treatment staff. Once it has been confirmed by your primary therapist that you have completed all level requirements; you will then participate in a program interview. If you have satisfactorily passed your program interview, you will then advance to the next level of the program.

Below, each level is listed along with their specific requirements.

1. Evaluation Level

This level covers orientation to the milieu, individual assessments, and introduction to sex offender specific curriculum, building of therapeutic relationships and the beginning of sex offender treatment.

Indicators of Progress:

- Resident will complete the Introduction to Treatment Module and all other treatment workbooks assigned.
- Residents' behavior will show you are working on your treatment goals.
- Resident will show a willingness to work on treatment issues by attending all assigned groups.
- Resident will work towards applying appropriate behaviors, social values and norms when interacting with staff and peers within the milieu and in groups.
- Resident must earn a minimum behavioral Phase 2.
- Resident will participate in an interview in front of the SPJC program Review Committee to advance to the next level.

2. Truth Level / Advance Level

Part I focuses on assisting the client with recognizing use of reasoning and fully examining while disclosing past sexual offenses through increased participation in groups as assigned and working with primary treatment staff members meanwhile progressing towards acknowledgement of personal responsibility.

Indicators of Progress:

- Resident will complete the Education and Full Disclosure modules, and all other treatment workbooks assigned.
- Resident will take the Clinical Interview and / or Polygraph to confirm victim perpetrator disclosures.
- Resident will accept responsibility for offenses without denial, downplaying, or blaming others.
- Resident will gain the ability to define and understand thinking errors.
- Resident will tell the whole truth about all past sexual offenses.
- Resident will break through denial and admit that they need treatment.
- Resident will work towards applying appropriate behaviors, social values and norms when interacting with staff and peers within the milieu and in groups.
- Resident must earn a minimum behavioral Phase 3.
- Resident will participate in an interview in front of the SPJC program Review Committee in order to determine progress.

Part II requires the resident to engage in openness in examining thoughts, fantasies, and behaviors through a variety of ways and gain a better understanding of empathic thinking.

Indicators of Progress:

- Resident will complete Human Sexuality, Healthy Relationships and all other treatment workbooks assigned (i.e., Substance Abuse, Trauma, Empathy Enhancement, and Anger Management)
- Resident will repeat the Clinical Polygraph as necessary.
- Resident will understand how behaviors (using drugs/alcohol, grooming, etc...) led to hurting others.
- Resident will learn and review his triggers, danger zones and high risk situations.
- Resident will begin feeling better about themselves.
- Resident will show a willingness to examine thoughts, fantasies, and behaviors.
- Resident's deviant fantasies will decrease while your healthy fantasies increase.
- Resident will show the ability to distinguish feelings from thoughts.
- Resident will participate in family Therapy when deemed appropriate.
- Resident will work towards applying appropriate behaviors, social values, and norms when interacting with staff and peers within the milieu and in groups.
- Resident must earn a minimum behavioral Phase 4.
- Resident will participate in an interview in front of the Sam Perdue Gateway Program review committee in order to advance to the next level.

3. Transition Level

This level guides the resident to gain a better understanding of positive citizenship through community service, prosocial interactions, organized tasks, mentoring and a demonstration of internalization of treatment.

Indicators of Progress:

- Resident will complete the Abuse Cycle, Empathy Enhancement, and all other treatment workbooks assigned, (i.e., Pornography)
- Resident will learn and review his triggers, danger zones and high risk situations.
- Learn to map and manage high risk situations.
- Develop a comprehensive relapse prevention plan including dependable support systems.
- Recognize the signals of relapse quickly.
- Complete treatment by living a responsible and healthy lifestyle.
- Resident will role model by showing a better ability to deal with feelings that they dislike.

- Resident will learn the tools needed to make the commitment not to sexually offend again.
- Resident will learn and understand how the changes of puberty can affect every aspect of daily life, including personal hygiene.
- Resident must earn Phase 5 and will demonstrate the ability to maintain it.
- Resident will participate in family Therapy when deemed appropriate.
- Resident will work towards applying appropriate behaviors, social values and norms when interacting with staff and peers within the milieu and in groups.
- Resident will participate in an interview in front of the Sam Perdue Gateway Program review committee in order to complete the program.

Documents that provide information regarding your commitment and release

Progress Letters

In order for your Judge, Probation Officer, Attorney and Parents / Guardians to monitor your progress while at the SPJC Treatment Center, a progress letter is written by the Case Manager.

Areas of emphasis include violations received, education status, and relationships with peers and staff, interactions in activities and groups, and phase status. This letter may be reviewed with the resident; however, based on frequent interviews and evaluations, a resident should be familiar with the information, which will be included in this letter.

Progress letters are an accurate tool for measuring a resident's status in completing the program and reaching aftercare status. In addition, these letters are informative when the court entertains motions for reconsideration or other requests made by legal representatives.

Discharge Summaries

Upon completion of a resident's program, and/or exhaustion of a mandated flat sentence, a Discharge Summary is prepared for the Court, Probation Officer, and other interested parties. This report summarizes violations, phase status, counseling completion and or participation, MDT results, Placement options and other recommendations.

Aftercare Documents

When a resident successfully completes the program by maintaining his status on Transition Level and holding his status of Phase 5, prior to exhaustion of his sentence, the treatment team may make a recommendation for Aftercare Services. When this occurs, an MDT is scheduled and all parties participate in the decision for plans to be incorporated into the Aftercare.

Once finalized, a formal Aftercare report is submitted to the court and all interested parties, detailing anticipated placement with recommendations and a target release date. Included in the report is a summary of the resident's program, completion of groups, recommendations and established support groups, spearheaded by the Community Resource Coordinator. The CRC is assigned by geographic area and monitors the resident throughout their commitment and beyond their release.

****Note:** A resident must have completed and presented a minimum of 75% or more of his goals on his Comprehensive Service Plan plus achieve and maintain his Phase 5 to be considered for Aftercare status and scheduled for an MDT.

Educational Programming

In addition to the above listed programming, the SPJC offers a full level educational program. The educational program is operated by the WV State Department of Education through the Office of Institutional Education. We consider the educational program to be one of our most important services.

Your participation in the educational program is mandatory to advance in treatment levels. Failure to participate or disruptions in class may result in a loss of other privileges and assignment to a restricted behavioral phase. The teacher will have you removed from the class for disruption. Your return for the next period of class will be decided by your behavior from any timeouts given. The educational program will provide you with an opportunity to learn educational, vocational, and life skills. Educational assessment, classification and counseling services are available, in addition to the learning opportunities. (Residents on Room Confinement for behavior issues must continue to complete Education assignments in accordance with the disciplinary procedure).

While in class keep your hands on the table, not your lap or on anyone else. Keep your feet on the floor.

Residents who have completed their high school diploma or GED will be provided a structured schedule.

SAM PERDUE JUVENILE CENTER

CLASSROOM EXPECTATIONS

All incoming students need to read and follow the expectations.

- ❖ *Come to class with a positive attitude*
- ❖ *Come to class ready to work*
- ❖ *Stay on task and complete assigned work*
- ❖ *Be respectful of people and property*
- ❖ *Listen to your teachers and other staff*
- ❖ *Stay seated until otherwise directed*
- ❖ *No profanity or inappropriate language*

Student Signature

Date

School Counselor

Date

Food, Clothing and Basic Care

Food Service

The food service program is designed to meet federal child nutrition standards. You will receive a minimum of three meals and 2 snacks daily. Meals are based on prepared menus. Meals are served at scheduled times. You will be expected to eat your meal when it is served, unless you are out for court or other scheduled appointments. The following rules will be observed during meal periods:

1. You will line up per Officers instructions with arms crossed against your chest. An Officer will call you to the serving window.
2. You will say your name to the cook and officer for accountability and food allergy purposes.
3. Upon receiving your food tray you are expected to retrieve any condiments, napkins, drinks, etc. that you may need. You will not be allowed to go back to the serving window once you are at your assigned table. You will remain standing until all Residents assigned to your table have received their meal trays. Once all residents are at the table you may take your seat.
4. Do not give food or take food from other residents. A thank you to the cook is appreciated. Your complaints are not.
5. Residents must keep up with their utensils. No resident will be allowed to leave the dining area until all utensils are accounted for.
6. Once **all** Residents have received their meal tray and have been seated you may converse with each other after instructed to do so by Officers. You will be permitted to converse only with the Residents seated at **your** table. All conversation must be kept to a normal speaking level. Loud or disruptive conversation and/or noise will not be allowed. Your hands will remain on the table at all times and your feet on the floor.
7. At the conclusion of the meal all conversation must cease. You will be called to the return window to return your tray and beverage container to the kitchen. After doing so, you will line up according to Officers directions.
8. A resident will be chosen to clean the tables, based on a rotating schedule, after all meal trays are collected.
9. At the conclusion of each meal you will follow Officers instructions to return to the Housing Unit.
10. All residents are expected to attend all meals.
11. During breakfast, medical will dispense medications to residents. You are required to remain silent during this time so medical personnel can be heard clearly.

Personal Hygiene Period

School periods, lunch, and dinner meals will be followed by a personal hygiene period. Hygiene periods will give you an opportunity to brush your teeth and take care of any other personal needs. Your cooperation will shorten the amount of time you are on the Housing Unit. At the conclusion of the hygiene period, you will return to school or another scheduled activity. Throughout the Facility hand sanitizers are located for resident use during movements and with officer permission. Washing hands during hygiene periods is required.

Showers will be conducted each day in the evening from 6:30 to 7:45 PM. Each resident is only allowed seven (7) minutes in the shower unless medical states otherwise. You will be informed of your turn and when your time is up. You will be given a two (2) minute warning to notify you that it is time to wrap up the shower, get dressed, and clean up your mess. When you exit the shower you will be fully clothed. You will be responsible for all issued laundry items to include following the posted laundry turn-in / issue procedures. Following showers you may then request lotion, hair grease, clippers, etc.

You will be asked after dinner if you require a razor. If you do not state that you need one you will not have another chance until the following day. While shaving you will be supervised by an officer at all times. You may shave your face only. Shaving is required on Sunday, Tuesday, and Thursday. Refusal to shave will result in disciplinary action. Haircuts will be conducted as scheduled.

Masturbation: It is known that residents will masturbate from time to time, this is a normal activity. At these times the resident is to be completely covered up so he cannot be seen by staff or other residents. If a resident is not covered and is masturbating it will be considered as being intentional and may be charged as a category offense.

In addition, during your treatment progression, your therapist will provide confidential materials to assist you in your efforts to create and maintain appropriate fantasies while decreasing deviant and inappropriate fantasies. These materials are to be kept in your room at all times and will be monitored by your assigned therapist.

Personal Care Items

You will be provided at minimum the following items:

1. Toothbrush
2. Comb, pick or hairbrush
3. Toothpaste
4. Storage basket
5. Soap
6. Deodorant
8. Shampoo

Facility Clothing Issue

You will be required to wear clothing and shoes that are the property of the SPJC. You will be issued the following items.

1. Tennis shoes/gym shoes. (Active recreation only)
2. Crocs or similar shoes.
3. Socks
4. Polo (Must be worn tucked-in and worn during education and therapeutic recreation. May have option to wear only the white t-shirt during passive recreation and TV time.)
5. White T-shirt (Worn under the Polo and as a sleep shirt)
6. Pants
7. Sweatshirt
8. Underclothing
9. Sleeping Shorts (Worn during sleeping hours only. No excuses.)
10. Gym clothing (Grey shorts and grey t-shirt)

You may be given an option between certain items. You will be expected to keep up with your clothing and wear them as instructed by the officers. Some items are available only during certain months/seasons of the calendar year. Clothing will only be put on and removed in your room or in the shower, no exceptions.

Examples:

1. **If your pants are too long, you may be instructed to roll them up. You will not be allowed to walk on the bottom of your pants legs.**
2. **Shirt sleeves are designed for your arms to go through, not to be pulled up and into the shirt or rolled up.**
3. **Pants must be pulled up to the waist. (Absolutely NO SAGGING)**
4. **Sleep wear is to be used only to sleep in and will not be substituted for under clothing. Sleep wear is required to be worn at night. T-shirt and sleeping shorts.**
5. **Shoes must be worn with the straps fastened and/or the laces tied if applicable.**
6. **No clothing article will be worn in a style indicative of gang affiliation or membership.**
7. **Any other extra clothing must be folded and placed in its appropriate place prior to coming out of your room.**
8. **When you are going to be in your room for any reason your gym shoes must be left outside of your room and stored in the shoe bin.**

Misuse, abuse, intentional damage or destruction of any article of clothing will result in disciplinary actions against you.

Linen Issue

You will be issued the following linens:

1. Fitted sheet
2. Pillow
3. Top sheet
4. Towel
5. Pillow case
6. Wash cloth
7. 2 blankets; one extra during winter if approved by the director.
8. Hand towels

You will be expected to keep up with your linen issue and use it for its intended purpose only. Clean towels and washcloths will be issued daily. Your bed must be neatly made and your room straightened up each morning. Any extra blankets and/or other linens must be neatly folded and placed on the foot of your bed. Sheets and pillow cases will be turned in to be washed at least once weekly as scheduled. Blankets will be turned in to be washed at least twice a month as scheduled. No linen or clothing will be tied in knots, destroyed, etc.



Taking Care of Your Room and Other Property

You are expected to take care of your own room and property. Your bed must be neatly made up and your room straightened up every time you leave it. Your room will be inspected daily. In addition to expecting your room to be neat and clean, it is expected to remain damage free. You will be provided with storage boxes to keep your items in; commissary, clothing, paperwork, hygiene, ect., Items will be stored in a neat and orderly fashion. If it is found that the boxes have been altered or damaged, you will responsible for replacing it to include disciplinary actions. When you are assigned a room you should inspect it for damage and point any out to an officer. The following is a partial list of things that will be looked for on a daily basis.

- 1 Tampering with or damaging any room fixtures
- 2 Peeling or scraping any paint from the walls, ceiling, door or any other fixtures
- 3 Scratching or writing on the walls, ceiling, door or any other fixtures
- 4 Anything smeared on the walls, ceiling, door or any other fixtures
- 5 Anything smeared on your window or door vision panel.
- 6 Damage to your window or door vision panel
- 7 Damage to any of your linen issue
- 8 Hidden items in your commode or sink
- 9 Any unauthorized item in your room will result in disciplinary actions.

Room searches may be conducted at any time. After a room search your linens will be placed in an orderly fashion on your bed. Any unauthorized item is possession of contraband. This can result in disciplinary actions.

You will be allowed to have one Bible, or any other duly recognized book of religious teachings, provided that the same does not create a security risk, two books, (soft back only) legal correspondence, two personal/family photocopied photographs and up to five personal letters and two greeting cards in your room. You may also keep a list of addresses. Any additional items must be secured in your personal property.

- One Bible or other religious book.
- Two soft back books
- Pictures and photo album
- Legal correspondence.
- Five personal letters
- Two greeting cards
- Two journals
- Treatment work
- Items purchased / earned through the phase system.

Fire and Other Emergency Drills

During a fire or emergency drill, you are to follow the instructions given to you by the Supervisor or other staff member. You will be instructed as to which exit to use. You will be expected to line up and follow staff directives in an orderly manner.

K-9 Searches

When a K-9 officer is in the building all residents will listen to and comply with all instructions. All residents will be searched. Do not touch the dog. Not following directions, refusing to be searched, or causing any disruptions will result in disciplinary actions.

Communication

Telephone Usage

You will have access to a telephone on a weekly basis, unless you are demonstrating threatening or out of control behavior during telephone hours and depending upon what phase you are on. You will be allowed the following two types of telephone calls:

- 1. Personal calls** – These calls are to family listed on your approved call list. You have the right to make regular local phone calls without charge and one long distance phone call of at least (15) minutes duration to your family each week without charge.
- 2. Personal Collect Calls** – Resident personal collect calls will be allowed as follows:
 1. A resident collect call request sheet will be completed daily after breakfast by the morning supervisor.
 2. Residents will be allowed to make collect calls to **approved** contacts only.
 3. Residents will be allowed only two (2) attempts to successfully complete a call per day.
 4. Collect call hours will be from 5:45pm – 6:30pm daily.
 5. All calls will be monitored and recorded.
 6. Phase 5 residents may attempt an additional collect call on each Friday and Saturday from 9:30pm – 10:30pm. If a resident has been sanctioned and / or accepted an informal resolution of early room time and they are not participating in passive recreation (free time) then they will not be able to participate in the additional collect call.
 7. The collect phone system is not designed to be used to communicate with legal team members; Attorney, Social Workers, Probation, etc.
- 3. Legal Calls** - These calls are to attorneys, social workers, probation officers, etc. These calls are scheduled. Additional calls must be incoming. When a call is made to an attorney, social worker, probation officer, etc. and a message is left for them to call you back, you will not be able to place a second call to that person during the same day. Legal Calls will be available daily except on weekends or holidays.

Residents must fill out a request for Legal Calls prior to 3:00pm Monday through Friday.

Visitation

While a resident of this facility, you are entitled to both personal and professional visitation. You will not be denied these visits unless you are demonstrating threatening or out of control behavior during visitation periods. All requests for visitation must be made at least 24 hours in advance to the facility. Your personal visits will be supervised. Professional visits will not be supervised or monitored unless your visitor requests it. All of your visitors will be searched prior to visiting by using the clothed body search and/or by the use of a hand-held scanning device. Any visitor violating a visitation rule may be banned from future visits. Any visitor bringing contraband into this facility will be subject to prosecution. All visitors must have 2 forms of identification one of which must be photo identification. Social security cards cannot be used as a sole form of identification.

1. **Personal visits** – Visiting hours are 1:30 to 3:00 PM on Saturdays, Sundays, and select Holidays. Special arrangements and times may be made under certain circumstances. All visits outside regular visiting hours must have supervisory approval. Personal visits are restricted to immediate family only. Immediate Family is defined as Biological Mother, Father, and Grandparents. Special circumstances do occur and consideration will be taken in those events. The Facility Director must approve any visits other than Immediate Family.
2. **Professional visits** – These visits are from social workers, probation officers, attorneys, members of the clergy, etc. These visits are by appointment and may be scheduled on any day.
3. After each family visit residents will be strip searched no exceptions. Failure to submit to a search will result in disciplinary actions.

Correspondence

While at the Sam Perdue Juvenile Center, you will be provided access to writing materials. You may send and receive mail subject to the following conditions:

1. **Personal mail** – While at the SPJC, you will have the ability to send personal mail. The SPJC will provide you with ten (10) free stamps per month. Postage for legal correspondence will be provided by the facility and will not count as one of the ten monthly stamps. You will not be allowed to send contest entries, order forms, etc. If a family member is incarcerated at a jail, prison or another juvenile facility, you may get permission through the Facility Director to have correspondence. Incoming mail may not be read or censored unless there is a substantial reason to believe it to be a security risk. Your mail may be opened in your presence and scanned for contraband. All postage stamps will be removed. Writing materials will be made available to you, but only at approved times when no other scheduled activities are in progress. Writing materials in your room is a privilege; therefore, if you write / draw on the walls, door, etc. this privilege will be taken.
2. **Professional mail** – This type of mail is from and to attorneys, social workers, probation officers, members of the clergy, etc. Professional mailings may not be subject to the above conditions. Mail that is hand delivered by a process server or officer of the court will come under this category.
3. **Contraband Communication- There is to be no written communication to another resident in this Facility and one or both residents will be charged with contraband if found to be in possession.**

Medical Services

The Sam Perdue Juvenile Center contracts with Prime Care Medical to provide services to all SPJC Residents and Staff. Upon admission to the SPJC you will receive an initial intake medical screening by the on duty nurse, with a follow up examination by the Prime Care Medical Physician.

Further services are at the recommendation of the Prime Care Physician. This includes specialized Medical, Dental, or Psychiatric Treatment.

On-Site Medical Services

While a resident of the SPJC, you will receive the following medical services:

1. **Initial health screening** – During the intake process you will be asked questions about your health and health history. This will help us determine if you are in need of any immediate care. It is important that you provide accurate information. If you think of something later, let the on duty nursing staff know. After your intake, a request for medical information will be mailed to your parent or guardian. In many cases we have been provided with some health history prior to your admission. This combination of information will be of valuable assistance to our health care provider.

Physical exam – Upon admission you will receive an intake Medical Screening Including but not limited to:

- a. General health history and systems check
- b. Vision screening
- c. Hearing screening
- d. Dental screening
- e. Tuberculosis test
- f. Mental health assessment
- g. HIV testing (available, confidential)
- h. STD testing (available, confidential)

You may receive on-site treatment for any chronic or acute problems discovered during your exam or referrals may be made to other health care providers.

2. **Sick call** – at least twice a day sick call will be held. A Nurse will ask if you need to be seen by Medical Staff. It is important that you make it clear what your ailment is. If it is something you are uncomfortable discussing with staff, tell them so and ask to speak to someone else or ask for a request for medical services form, complete it and turn it in to medical staff or put in Medical Drop Box. Other times you will be afforded sick call slips are upon request. If you are on restrictions to your room you will need to notify staff for a sick call request form.
3. **Prescribed medications and treatment** – You will be expected to follow the treatment plan prescribed for you. Your refusal to comply may result in disciplinary actions. **Example: You request treatment for a sprained ankle. It is ordered that you wrap the ankle and soak it daily. You decide not to do this. You may not be seen for this ailment again and you may be prohibited from participating in activities such as basketball, volleyball, etc.**
4. **Referral follow-up and outside medical care** – When referrals for additional medical care are made by our health care provider, or another agency, a determination will be made as to the need for immediate follow-up or referral after your discharge from this facility.

Psych Line

Residents who would like to request to see the Psychiatrist or feel they have psychiatric issues needing addressed need to fill out a Nurse Sick Call slip to the Psychiatric Nurse. The Psychiatric Nurse will then do a detailed referral to medical to have the resident placed on the Psych Line. All residents received on intake will be placed on the next Psych Line for evaluation. Residents who are on Psych Line will sit quietly in the assigned area without talking or disruption.

Religious Services

Religious programming is offered at the SPJC. These services are provided by community volunteers. Participation in religious based activities is not mandatory. You may choose not to participate in these activities. If you choose not to participate, then you must remain silent and not disrupt the activity in any way. You may be given the option of going to your room during these activities. **DISRUPTION OF RELIGIOUS SERVICES WILL RESULT IN DISCIPLINARY ACTIONS AGAINST YOU AND REMOVAL FROM THE SERVICES.**

Recreational Activities

The SPJC offers a variety of indoor and outdoor recreational activities. Indoor activities include, but are not limited to the following:

1. Board games and cards
2. Video games
3. Scheduled group activities
4. Basketball/volleyball/use of gymnasium
5. Therapeutic Recreation
6. Other activities not defined

Outdoor activities depend on weather conditions and the condition of the recreation yard. The outdoor recreation yard is surrounded by a fence. Residents must have the permission of an Officer to leave the immediate area where a planned activity is taking place. Residents must never get within six feet of the fence. Approaching the fence will result in the loss of outdoor recreation, and can be considered attempted escape.

Active Recreation: includes large muscle movement activities such as basketball, ping pong, volleyball, aerobic activity, walking, etc.

Therapeutic Recreation: includes activities with meaningful learning activities to improve or maintain physical, mental, emotional well-being by teaching social and/or coping skills in an effort to reduce depression, stress, and anxiety.

Passive Recreation: Also known as **Free time**, includes X-Box (phase IV), TV time, cards/board games, access to writing materials.

*Treatment staff can choose to do an organized group activity during Passive Recreation times by giving prior notice to the Shift Supervisor.

RESIDENT PHASE SYSTEM

The Phase Program is a behavior modification system based on both negative and positive reinforcements. Phase advancement is based on a resident's behavior. Behavior and attitude, as well as education are taken into consideration. All aspects of the resident's environment are consistently monitored, to include recreation, impulse control, decision making, etc.

You cannot advance in treatment if you do not advance your phase. Your treatment and your phase go together. To advance in treatment, you must also be a certain phase (for example, you must be a Phase 2 to advance to the Truth Level of treatment).

You will automatically be placed on Phase II upon admission as a regular commitment to the SPJC. This also includes any interruption of programming; such as being placed at any of the detention facilities for any given period of time. Phase I will be assigned to residents who are sanctioned for Category 1 offenses.

There are five (5) Phases to the program:

3.0 to Advance to Phase III
3.25 to Advance to Phase IV
3.50 to Advance to Phase V and maintain a 3.0 to stay on Phase V
Phase I-V residents must maintain a 2.0 or higher GPA in school to advance in phase
Scores 2.7-2.9 will allow you to maintain on current Phase on Phases II, III and IV
Scores 2.6 or lower will drop your Phase one Phase
Scores 3.0 or higher will advance you to the next Phase

1.6 or lower Drop in Phase	← 2.7 - 2.9 → Maintain Phase	3.0 or higher Advance to next Phase
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Phase I

A. Placement on Phase I will be the result of:

1. Sanctions from a category 1 Hearing only.
2. Placement on Administrative Segregation.

B. Conditions of Phase I:

1. The resident will remain on Room Confinement for a period determined by the Hearing Officer.
2. The resident will receive meals in room.
3. The resident will receive a minimum of one hour of active recreation.
4. Resident will be responsible for completing all assigned education and programming work.
5. Resident will be required to follow and complete their Behavior Management Plan.

C. Residents who wish to advance from Phase I to Phase II:

1. Advancement to Phase II will occur once all room confinement sanctions have been served and the guidelines within the Behavior Management Plan have been met.

Phase II

A. Placement of Phase II will be the result of:

1. Admission of all regular committed residents
2. A resident being lowered from a higher phase by the Unit Team for not meeting or maintaining the goals set forth by the Service Plan or disciplinary reasons
3. A resident being advanced from Phase I by the Unit Team

B. Conditions of Phase II:

1. The resident will attend and actively participate in school, group and individual counseling sessions, plus interact appropriately using his/her social skills while on/off the unit.
2. The resident's bedtime will be at 8:00pm daily.
3. The resident will be allowed to participate in Church services and on-campus activities unless restricted by disciplinary action.
4. The resident will meet with their assigned counselor for a one (1) hour Individual counseling session per week.

5. They may also utilize cards, crayons, pencil, and free time upon officer/staff's discretion, unless otherwise restricted. Any damage will be charged to the resident.
6. The resident may order hygiene commissary only, unless otherwise restricted due to disciplinary action.
7. The resident will be allowed one (1) free 15-minute call per week.
8. Resident shall receive legal and close family calls at anytime. If resident is engaged at time of call he will be afforded a free call at a more convenient time.
9. Resident will have opportunity to utilize the collect phone system based on a daily sign-up sheet.

C. Residents who wish to advance from Phase II to Phase III in addition to:

1. The resident will need to complete all expectations listed for Phase II.
 - a. Participate in therapeutic groups
 - b. Stay on task
 - c. Improve insight
 - d. Respect topics discussed by peers
 - e. Show effort in accomplishing goals
 - f. Improvement in treatment assignments
 - g. Resident must have a school GPA of at least 2.0 for Phase Advancement
2. Weekly evaluation scores must equal 3.0 or higher on the Phase Advancement Actuarial. Information from the SPJC Officer's Phase Evaluation Form, Teacher Phase Evaluation Form for SPJC Students, and Treatment Team Scoring, will assist in compiling this score. Information from recreational and treatment staff that is discussed during clinical meetings will be utilized.

Phase III

A. Placement on Phase III will be the result of:

1. A resident is advanced from Phase II by the Unit Team
2. A resident lowered from Phase IV by the Unit Team for not meeting or maintaining the goals set forth as outlined in each Service Plan or for disciplinary reasons

B. Conditions of Phase III

1. The resident will attend and actively participate in school, group and individual counseling sessions, plus interact appropriately using his social skills while on/off the unit.
2. The resident's bedtime will be 9:00pm daily.

3. The resident will be allowed to participate in all on-campus activities unless otherwise restricted.
4. The resident may have their radio. They may also utilize cards, crayons, pencil, and free time upon officer/staff's discretion, unless otherwise restricted. Any damage will be charged to the resident.
5. The resident may order commissary, unless otherwise restricted by disciplinary action.
6. The resident will be allowed one (1) free 15minute call per week.
7. Resident shall receive legal and close family calls at anytime. If resident is engaged at time of call then he will be afforded a free call at a more convenient time.
8. Resident will have opportunity to utilize the collect phone system based on a daily sign-up sheet.

Residents who wish to advance from Phase III to Phase IV:

1. The resident will need to complete all expectations listed for Phase III in addition to:
 - a. Open to feedback
 - b. Work independently on treatment assignments
 - c. Demonstrates empathy
 - d. Noticeable improvement in skill use
 - e. Encourages others to participate
 - f. Volunteers for extra duties
 - g. Willingness to comfort others
 - h. Resident must have a school GPA of at least 2.0 for Phase Advancement
2. Weekly evaluation scores must equal (3.0) or higher on the Phase Advancement Actuarial. Information from the SPJC Officer's Phase Evaluation Form, Teacher Phase Evaluation Form for SPJC Students, and Treatment Team Scoring, will assist in compiling this score. Information from recreational and treatment staff that is discussed during clinical meetings will be utilized.

Phase IV

A. Placement on Phase IV will be the result of:

1. A resident being advanced from Phase III to Phase IV by the Unit team.
2. A resident lowered from Phase V by the Unit Team for not meeting or maintaining the goals set forth as outlined in each Service Plan or for disciplinary reasons.

B. Conditions of Phase IV:

1. The resident will attend and actively participate in school, group and individual counseling sessions, plus interact appropriately using his/her social skills while on/off unit.
2. The resident's bedtime will be 9:30pm daily.
3. The resident may have their radio and utilize cards, crayons, rubber pencil, play XBOX, sign-out hand held games / colored pencils, and free time upon officer/staff's discretion unless otherwise restricted. Any damage will be charged to the resident.
4. The resident will be allowed to participate in on-campus activities.

5. The resident is permitted to order commissary, unless otherwise restricted by disciplinary action.
6. Resident will have opportunity to utilize the collect phone system based on a daily sign-up sheet.
7. The resident will be allowed one (1) free 15minute call per week.
8. Resident shall receive legal and close family calls at anytime. If resident is engaged at time of call then he will be afforded a free call at a more convenient time.

C. To remain on Phase IV:

1. The resident will need to complete all expectations listed for Phase IV
 - a. Discloses issues
 - b. Show leadership
 - c. Ask to complete Individual Service Plan
 - d. Seeks higher education
 - e. Mentor
 - f. Tutor
 - g. Complete program
 - h. Resident must have a school GPA of at least 2.0 to maintain Phase IV
2. Weekly evaluation scores must equal (3.0) or higher on the Phase Advancement Actuarial. Information from the SPJC Officer's Phase Evaluation Form, Teacher Phase Evaluation Form for SPJC Students, and Treatment Team Scoring, will assist in compiling this score. Information from recreational staff and treatment that is discussed during clinical meetings will be utilized.

Phase V

A. Placement on Phase V will be the result of:

1. A resident being advanced from Phase IV to Phase V from the Unit Team
2. Residents may have no write up-ups during the first twenty eight (28) day evaluation period and no write-ups during the second twenty eight (28) day evaluation period prior to achieving Phase V
3. Residents must obtain a score of 3.5 to reach Phase V

B. Conditions of Phase V:

1. The resident will attend and actively participate in school/REAP, group and individual counseling sessions, plus interact appropriately using his/her social skills while on/off the unit.
2. The resident's bedtime will be 10:00pm on weekdays (Sunday – Thursday) and 10:30pm on weekends (Friday & Saturday) and recognized holidays.
3. The resident may have their radio, crayons, utilize cards, rubber pencil, play XBOX, sign-out hand held games / colored pencils, and have free time upon officer/staff's discretion unless otherwise restricted. Any damage will be charged to the resident.

4. The resident is permitted to order commissary.
5. Resident will have opportunity to utilize the collect phone system based on a daily sign-up sheet. In addition, Phase V resident will also have the opportunity to place an additional collect call on Friday and Saturday.

C. To Remain a Phase V:

1. The Resident will need to meet all expectations required of Phase V in addition to:
 - a. Possess and teach leadership skills
 - b. Complete Comprehensive Service Plan (CSP)
 - c. Promote positive change at SPJC
 - d. Resident must have a 2.0 GPA in school
2. Weekly evaluation scores must equal (3.0) or higher on the Phase Advancement Actuarial. Scoring will be tabulated from officer's input, teacher's input, and the treatment team input.

D. In order to be placed on Aftercare:

1. A resident will complete the SPJC program by holding Phase 5 and continue to maintain Phase 5 when the Aftercare process begins, or at the discretion of the Treatment staff.
2. The resident must have all Sexual Offense Specific Treatment work completed to the specifications of the Treatment Team

E. The Aftercare process is subject to loss because of disciplinary action taken against the resident

F. All privileges noted in the Phase Program are subject to loss because of disciplinary action.

G. Instructions for Staff Conducting Evaluations:

1. Phase Evaluations will be conducted every Wednesday and go into effect on Thursday.
2. Residents will get an opportunity during their weekly individual counseling session with a DJS Treatment Staff to review their scores from the previous week and discuss areas of concern.
3. The treatment staff will have the phase evaluation scores, from the prior week, available during the individual counseling session for each resident on their current caseload.
4. The next evaluation date will be set and this information will be communicated to the Education, Security, and Treatment through the phase sheet.
5. The resident Phase Evaluation Board in the dayroom will be updated as needed.

All residents will earn .75 cents per day. Residents that are assigned to work crews have the opportunity to earn an additional \$1.00 per day for any laundry or maintenance work and \$1.50 per day for participating as a teacher's aide (tutor). Only the Education Department can assign you as a tutor.

A resident performing two job functions will receive the highest rate of pay but not both rates.

COMMISSARY

Residents will have the opportunity to purchase from commissary weekly (except for those that are on Phase 1). Phase 2 and above may purchase hygiene products. Phase 3 and above may purchase commissary / food items, commissary / hygiene products; spending limit will be fifteen dollars (\$15.00) per week combined total. Hygiene products for purchase will only be available during the first store call of the month with a limit of one bottle / container of each per month. Limit of one (1) box of snack cakes per week. Limit of four (4) bags of chips per week. Limit of one (1) box of poptarts per week. Limit of three (3) candy bars per week. Phase 3 and above may purchase a digital radio, ear buds, etc.

Commissary food items will not be carried over to the next week. Extra items will be considered contraband. If you order food or drinks they must be consumed before the next commissary due date. You may not share nor give your commissary to another person.

The opportunity to purchase from commissary is a privilege, not a right.

Additional Incentives:

In order to further acknowledge residents for appropriate behavior, the following incentives have been implemented for residents who do not receive written rule infraction(s) (write-ups): (Revised: 1/16/15)

- Every other Friday (14 days no write-ups) = Movie in gym on projector and early dismissal from school (Approved by Education) with popcorn and drink.
Last Friday of each month, Phase V residents will receive special order of a meal.
- 30 days no write-ups = XBOX tournament in gym on projector
- 45 days no write-ups = Free school day (No school except written material which can be done in room, on dayroom floor, etc.; depending on staff availability). Regular day of structure will resume after school dismisses for the day.
- 60 days no write-ups = Upgraded Radio
- 90 days no write-ups = Upgraded gym shoes
- 100 days no write-ups = Option to sign-out portable DVD player each night (based upon availability).

Resident Discipline – You have a right to a hearing if written up for any offense. You also have a right to plead guilty and not attend a hearing. You may present witnesses during a hearing but those witnesses must give evidence that you did not commit the act you are accused of. Your witnesses cannot be used to justify why you committed an act.

1. **CATEGORY I OFFENSES** - The most serious violations that threaten life or limb, and breach facility security and/or public safety. A resident can be charged with the related Category I offense if they cause or create, attempt to cause or create, or attempt to enlist other resident(s) to violate a Category I Offense. The resident(s) must have the current capacity to carry through with a Category I Offense to be charged. Additional federal or state charges may be sought for Category I offenses.

NOTE: Any resident who commits a Category I offense who is physically aggressive with other staff and/or residents and is not amenable to reasonable direction and control may be placed in room confinement/isolation prior to a hearing; this can only be approved by the Facility Superintendent/Director or designee, with immediate notification to the Division Director.

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

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

1.3(a) Assault on Resident/Cadet or 1.3(b) Assault on Staff: Any instance in which a resident is involved in physical contact with the intent to cause injury to another individual(s) even if no one is injured. This includes unprovoked or provoked attacks.

1.4 Arson: A resident may not start any fire.

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

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

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

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

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

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

2. **CATEGORY II OFFENSES** – Such offenses that tend to disrupt the normal operation of the facility or subvert the facility’s systems of security and control. A resident can be charged with the related Category II offense if they cause or create, attempt to cause or create, or attempt to enlist other resident(s) to violate a Category II Offense. The resident(s) must have the current capacity to carry through with a Category II Offense to be charged.

2.1 Circumventing Institutional Count: A resident may not be absent from any count without prior knowledge and approval by authorized staff. A resident may not hide, remain silent during name count, cause confusion or error at or during any count; leave the area assigned without the approval of authorized staff; leave assigned room; living unit; class; meeting; event; appointment or visit without the approval of institution of authorized staff.

2.2 Tampering with Food/Drink: A resident may not put unsanitary items or substances in any food or drink item before, during or after preparation that could be consumed by another person.

2.3 Making a False Report or Statement/Lying: A resident may not say or write something that is not true which causes harm, distress, or injury to another.

2.4 Counterfeiting or Forgery: A resident may not make, change, fake or possess any document so that it appears as if it were made, signed, initialed or stamped by someone else, or at a different time.

- 2.5 Contraband:** Any item not allowed by the facility, to include items altered from their original state.
- 2.6 Contempt:** No residents shall shout, act rudely, speak persistently out of turn, or otherwise disrupt proceedings at any disciplinary hearing.
- 2.7 Threats/Intimidation/Tampering with Witness:** Bullying. Saying or doing something to scare another person into thinking that person and/or property may be harmed. Bribing/convincing another resident to withhold information relating to a Category charge or a safety/security concern.
- 2.8 Fighting:** A mutual physical conflict between two or more residents. A resident may not engage in any physical contact with another resident to cause harm or inflict injury.
- 2.9 Insubordination:** A resident may not disregard or delay lawful instruction given by a staff member for any reason, including refusal to move to required location.
- 2.10 Fraudulent Representation:** Changing the physical, facial or vocal features without the knowledge or permission of staff in order to conceal or mislead staff as to the resident's identity.
- 2.11 Gambling:** A resident may not bet or wager in anyway, at any time with another person for anything.
- 2.12 Disruptive Conduct:** A resident may not act in a way that causes disruption by using foul language, loud talking or making of loud noises, horseplay, making obscene gestures or similar conduct. No resident shall obstruct any person from performing their duties, nor shall a resident interfere with normal or free movement of any person.
- 2.13 Intentional Damage or Alteration of Property under Five Hundred Dollars:** Destroying, damaging, altering or changing anything that is owned by the state or by another person which is valued at less than five hundred dollars (\$500.00). This includes destruction of identification devices such as ID badges, etc.
- 2.14 Unauthorized Possession or Transfer of Property:** A resident may not give, sell, lend, receive, take, buy, borrow, barter, or trade any item with another person. This includes possession of inappropriate Phase level items.
- 2.15 Misuse of Correspondence:** Sending mail or other items to individuals with whom a resident is not permitted to correspond.
- 2.16 Mutilation/Disfigurement of Yourself or Others:** A resident may not cause or allow injury or damage to one's self or another person. Residents may not injure, tattoo, cut, pierce, mutilate, remove, discolor or disfigure any part of their bodies or the body of another person. (This does not include injury from suicide attempts as determined by treatment staff.)
- 2.17 Disrespect:** A resident may not use name-calling, profanity, yelling, or any disrespectful act toward another person. A resident may not show disrespect to any person doing business for or visiting the facility.
- 2.18 Gang-related Activities:** A group or association of three or more persons who may have a common identifying sign, symbol, or name and who individually or collectively engage in activities that create an atmosphere of fear or intimidation.
- 2.19 Solicitation or Manipulation of Staff:** 1) Pitting staff against each other; 2) Diverting staff attention to cover a facility violation; 3) Coercing or attempting to force staff, volunteers, contractors, or visitors to introduce contraband or engage in other infractions; 4) Attempting to buy anything from or sell to staff, volunteers, contractors, or visitors.
- 2.20 Resident Handbook Rule Violations:** Violations of resident handbook rules that have been approved by the Facility Superintendent/Director that meet the definition of a Category II offense.
- 2.21 Unauthorized Presence:** Being in an unauthorized area or leaving an assigned area without staff permission.
- 2.22 Unauthorized Physical Contact/Exposure/Sexual Harassment:** Holding hands, kissing, rubbing or massaging; a female resident may not expose her breasts nor any resident expose his/her genitals or buttocks. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal or written comments, gestures, or actions of a derogatory or offensive sexual nature by one resident directed toward another.
- 2.23 Aiding and Abetting:** A resident may not aid or assist another resident in committing any Category offense.

3. **INFORMAL RESOLUTION:** Staff and resident may agree on a penalty for minor infractions of rules that bypasses the formal hearing process. If staff and resident are unable to agree on an adequate resolution, or if the resident fails to meet his or her obligation under the agreed upon informal resolution, the staff will submit an incident report of the original Category II violation. Informal resolutions will be documented in the shift log and will only include:
 - a. Loss of access to arts, crafts, and music rooms, video games, or television, but may not exceed one eight-hour period.
 - b. Loss of one instance of organized recreation, not to include those rights afforded by law.
 - c. Loss of any facility-specific privileges (not to include rights afforded by law) not to exceed one eight-hour period.
 - d. Extra writing assignment.
 - e. Extra duty assignments shall not be imposed past the resident's regular bedtime and shall not interfere with programs or education. Extra duty should be supervised by the staff who imposed it and may not exceed two hours.
 - f. Early bed time, not to exceed one (1) hour. This sanction can be divided up between two days if the time cannot be served in a single evening but must be completed within twenty-four (24) hours. (No bedtime will occur before 8:00 p.m.)
4. **CATEGORY I SANCTIONS:** Multiple sanctions may be imposed.
 - i. Room confinement/Isolation:
 - i. For not more than three (3) days per offense.
 - ii. A violent offense can incur up to ten (10) days room confinement/isolation. However, at no time will a resident serve more than ten (10) consecutive days.
 - 1) Residents placed on specialized housing due to hearing sanctions of more than three (3) days will be placed on a Behavioral Management Plan which will be developed by the treatment team within two (2) calendar days.
 - a) The behavioral management plan will remain in effect until the targeted goals have been completed by the resident.
 - b) A copy will be given to the resident.
 - c) The behavioral management plan will include, at a minimum:
 - i. Expectations
 - ii. Goals and Objectives
 - iii. Incentives
 - iv. Consequences
 - 2) The treatment team can petition the Facility Superintendent/Director to have a resident removed from specialized housing when they feel the resident has completed the plan and is amenable to reasonable direction and control.
 - iii. Notification to the Division Director must occur for any sanction imposed that exceeds three (3) days.
 - iv. Automatic drop to Phase Level 1.
 - ii. Transfer to another DJS facility.
 - iii. Restitution, to include repair or replacement costs, related extra staff expenses, and other identifiable costs related to the offense. May be ordered to compensate another person, business, or the state.
 - a. Restitutions may be made by deductions from the guilty resident's account.
 - b. The Hearing Officer may make changes to a restitution plan as seen fit to expedite payment.

- c. In no event shall restitution be ordered beyond replacement or repair costs.
- iv. Loss of Phase Level(s).
- v. Loss of some or all of the following privileges for not more than thirty (30) days.
 - a. Loss of telephone privileges, provided the resident shall be permitted to make or receive one call per week to family members. This does not apply to calls to and from professional contacts.
 - b. Loss of reading library privileges.
 - c. Loss of organized recreation, not to include those rights afforded by law.
 - d. Loss of commissary privileges.
 - e. Loss of access to arts, crafts, and music rooms, video games, or television.
 - f. Modification or reduction in length of time, but no less than thirty (30) minutes per day, of visitation privileges.
 - g. Early bed time, not to exceed one (1) hour. (No bedtime will occur before 8:00 p.m.)
 - h. Loss of any facility-specific privileges or events.
- vi. Loss of Free Time (LOFT) Rules:
 - a. No Library books or magazines unless being used for school assignments or treatment (to be verified).
 - b. Resident must remain in assigned area.
 - c. No cards, board games, video games and watching television, movies, etc. while having this restriction.
 - d. Resident is not allowed to carry on a conversation with other residents. Other residents will not be permitted to talk with or enter into the restricted resident's area.
- vii. Loss of all Privileges (LOAP) Rules will include everything in Loss of Free Time and the following:
 - a. No collect phone privileges.
 - b. No commissary (not to include hygiene).
 - c. All personal belongings will be confiscated and stored. No walkmans, CD's, personal clothes to include shorts, hats and sweatpants.
 - d. Recreation will be 1 hour a day and resident 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.
 - e. Early room/bed time of 8:00 pm.
- viii. Imposition of:
 - i. Writing assignment
 - ii. Additional programming/treatment to include a behavioral modification plan.

5. CATEGORY II SANCTIONS (per charge):

- i. Reduction of one Phase level.

- ii. Restitution, to include repair or replacement costs, related extra staff expenses, and other identifiable costs related to the offense. May be ordered to compensate another person, business, or the state.
 - a. Restitutions may be made by deductions from the guilty resident's account.
 - b. The Hearing Officer may make changes to a restitution plan as seen fit to expedite payment.
 - c. In no event shall restitution be ordered beyond replacement or repair costs.
- iii. Loss of up to three (3) privileges for not more than thirty (30) days each.
 - a. Extra duty for residents performing tasks around the facility. Extra duty assignments shall not be imposed past the resident's regular bedtime.
 - b. Loss of telephone privileges, provided the resident shall be permitted to make or receive one call per week to family members. This does not apply to calls to and from professional contacts.
 - c. Loss of free time
 - d. Loss of reading library privileges.
 - e. Loss of organized recreation, not to include those rights afforded by law.
 - f. Loss of commissary privileges.
 - g. Loss of access to arts, crafts, and music rooms, video games, or television.
 - h. Modification or reduction in length of time (but not less than thirty (30) minutes), of visitation privileges.
 - i. Early bed time, not to exceed one (1) hour. (No bedtime will occur before 8:00 p.m.)
 - j. Loss of any facility-specific privileges or events.
- iv. Imposition of:
 - a. Writing assignment
 - b. Additional programming/treatment

6. **REDUCTION OF SANCTIONS:** Only the Facility Superintendent/Director has the authority to reduce sanctions imposed by the hearing officer based on programming or facility needs. This reduction in sanction will be documented in a memo which lists the resident's name, charge, original sanctions, reduction in sanction and justification for the reduction. A copy of this memo will be given to the Hearing Officer/all involved parties with a copy being uploaded into OIS.

7. **PROBATION PERIOD:** In cases where a resident has been found guilty of a Category offense, a hearing officer may impose suspension of the sanctions, which will be documented in OIS.

- i. As long as the resident maintains good behavior, he/she shall continue on the probation period until the term of the period expires.

- ii. If the resident is found guilty of any Category offenses while on probation, the original sanction will be imposed.

- iii. When a probation period is granted, it shall be for no more than thirty (30) days.

8. **APPEALS PROCESS:** Residents have the right to appeal decisions of the Hearing Officer.

- i. The initial appeal is made to the Facility Superintendent/Director within fifteen (15) days of the receipt of the decision. The resident may request from any staff member that an Offender Appeal Submission Form be printed from OIS. Resident will complete the form, sign and either place in Grievance Box or return to staff member for forwarding to Facility Superintendent/Director for review. The Facility Superintendent/Director (or designee) will enter this information in the Offender Information System (OIS) and upload the form for the Facility Superintendent/Director to initiate the appeals process.

- ii. The Facility Superintendent/Director will review the resident's appeal statement, any incident reports relating to the charge and any statements from the hearing. Additionally, he or she may speak with the resident and the hearing officer and if warranted, the reporting staff member, any witness pertinent to the appeal and listen to the audio tape recording of the hearing.
- iii. The Facility Superintendent/Director must respond to the appeal in OIS within ten (10) days and will ensure that all due process rights were adhered to. The Facility Superintendent/Director will print the Offender Appeal Decision Form and ensure the resident receives a copy.
- iv. If resident has been transferred to another DJS facility prior to any appeal decision being rendered, the Facility Superintendent/Director will notify the receiving Facility Superintendent/Director that an appeal decision is complete in OIS for the resident to receive. The receiving Facility Superintendent/Director or designee will then print the appeal decision to give to the resident, which the resident will sign. This signed report will be uploaded into OIS and immediately returned to the resident.
- v. Category II appeals cannot be appealed beyond the facility level.
- vi. A resident who is unsatisfied with the appellate decision of the Facility Superintendent/Director may appeal to the Division Director or designee. This applies to Category I decisions only. The resident has up to fifteen (15) days to submit the appeal via the facility Grievance Box or regular US mail. The appeal to the Division Director or designee shall be answered within ten (10) days of receipt of the appeal. The Division Director's decision will be entered into OIS, the Facility Superintendent/Director where the resident is housed will be notified, who will then print the decision and give to the resident.
- vii. Upon consideration of an appeal, the Facility Superintendent/Director or Division Director or designee may:
 - a. Affirm the guilty verdict.
 - b. Reverse the verdict and order the record deactivated from the resident's permanent file. The resident could not be retried if this order is given.
 - c. Order the Hearing Officer to conduct a new hearing or correct technical errors found within the hearing report.
 - d. Reduce the sanction.

Grievance Procedure

While you are a resident at the SPJC you will have the right to file a grievance if you feel you have been wronged in any way. It is recommended that you request a conference with the Officer in charge prior to filing a grievance. If the problem cannot be resolved through a conference the grievance procedure is still available to you. The following procedure must be followed when filing a grievance:

1. Ask any Staff on duty to provide you with a grievance form. If you need assistance completing the form and officer or case manager will assist you.
2. When completing the form, clearly state the action or actions you are grieving and the relief you are seeking.
3. Place the form in the grievance box.
4. Facility Director / Designee will answer your grievance in a timely manner.
5. If you still do not feel your grievance has been adequately addressed it will be forwarded to the Division of Juvenile Services Central Office. Decisions at the Division level are final. Decisions at the Division level will usually consist of one of the following:
 1. Determine the grievance has no merit
 2. Return the grievance to the Facility Director for additional review.
 3. Provide a final resolution to the grievance.

Please keep in mind that the grievance box and the PREA box are separate and for different complaints.

Prison Rape Elimination Act (PREA)—The Prison Rape Elimination Act of 2003 establishes a zero tolerance standard for the incidence of resident sexual assault and rape; makes prevention of resident sexual assault and rape a top priority in each facility; develops/implements national standards for the detection, prevention, and punishment of prison rape; increase available date and information of the incidence of resident sexual assault and rape; standardizes the definitions used for date collection; increase accountability of juvenile officials who fail to detect, prevent, reduce and punish prison rape; and protects the Eighth Amendment rights of federal, state and local juvenile residents.

If you believe that you have been a victim of sexual abuse in any facility you can fill out a grievance form and place it in the PREA box located in the Dayroom. The box can only be opened by personnel from The Division of Juvenile Services Central Office and cannot be accessed by any staff at this or any other facility. You can also speak with a counselor if you wish.

Rights vs. Privileges

Rights – Your legal rights are mandated or guaranteed to you by law.

Privileges – Privileges are not guaranteed by law, they must be earned by you. You will earn privileges at the SPJC by conducting yourself in an appropriate manner at all times. **The SPJC, your attorney, and your family will help you protect your rights. You and you alone must protect your privileges.**

Privileges – privileges are offered to all residents at the SPJC, you will be given the opportunity to earn these privileges. These privileges include, but are not limited to the following:

1. Additional free calls
2. Movie night
3. Video games
4. Board games
5. Organized group recreational activities
6. Television time
7. Phase
8. Library books
9. Other items / activities as scheduled

These privileges are subject to change. There may be additional privileges added to the list and privileges may be removed. It is important that you understand that privileges inside a juvenile facility are limited. You should make every effort to safeguard the privileges you are granted. The staff and administration of the SPJC will make every effort to help you make the right decisions while you are a resident at this facility.

Resident Transports

NO PHYSICAL CONTACT DURING TRANSPORTS; NO EXCEPTIONS

Officers from the SPJC may be required to transport you for medical appointments, court appearances, etc. SPJC transports are secure transports. Residents are required to wear orange jump suits and mechanical restraints during these transports. **No physical contact with family or friends is permitted during transports while in the Divisions custody.** This is the policy of the Division of Juvenile Services and is not open to review.

Conclusion

The information contained in this handbook is intended to make your stay at this facility as successful and positive as possible. You should take every opportunity to study its contents. Remember that privileges can and will be earned by you and only you. You are responsible for your actions. If you have questions about anything in the handbook, or any subject matter not covered by the handbook, you should feel free to ask any staff person to assist you.

Additional rules or directives not covered in the handbook may be given to residents by staff. This handbook is designed to give residents a general idea of what is expected and is not all inclusive of facility rules and regulations to be followed.

Disclaimer

Nothing herein shall be intended or construed as giving the resident any additional substantive rights. This Handbook is subject to change at any time, without notice. This Handbook is being provided to you solely as guidelines as to your conduct while a Resident of this Facility.