



GENE SPADARO
JUVENILE
CENTER

Resident Handbook

Revised: FEBRUARY 2016

Resident Handbook
Gene Spadaro Juvenile Center
106 Martin Drive
Mt. Hope, WV 25880
(304)877-6890

revised Feb.2016

Timothy Meadows, **Facility Director**
Jean Paul DeJarnette, **Lieutenant**
Jeremy Nicholas, **Supervisor III**
Beverly Sanger, **Case Manager**
Kathleen Sauls, **Therapist (PSIMED, Inc)**

Robin Hatfield, **Medical Administrator (Primecare Medical)**

Counselors

Tara Harman, Counselor II – Religious Coordinator
Bill Fraley, Counselor I
Doug Frame, Counselor I
Vacant, Counselor II

Shift Supervisors/Corporals

Timothy Forren
Timothy Runyon
Christopher Parker

Sergeant

Ricky Scarbro, Jr
William Bolen

Education

Christopher Blake, Asst. Principal
Paul Baker, Counselor
Rebecca Smith – Teacher
Sam Blaylock – Teacher



Resident Handbook

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MISSION STATEMENTS

WV Division of Juvenile Services

Mission Statement

The Division of Juvenile Services is committed to providing effective, beneficial services to youth in the Juvenile Justice system that promote positive development and accountability, while preserving community safety and sustaining a work environment predicated upon principles of professionalism, with dignity and respect for all.

Gene Spadaro Juvenile Center

Mission Statement

The Mission of the Gene Spadaro Juvenile Center (GSJC) is to provide continuing education and supportive counseling for juveniles who are being detained while awaiting court disposition. This facility ensures a safe and secure environment with sufficient space for all youth, with quality services including supportive counseling and case management to achieve positive outcomes for the juveniles.

**WV Division of Juvenile Services
Gene Spadaro Juvenile Center**

Welcome to the Gene Spadaro Juvenile Center. We certainly hope the information contained in this handbook will aid in informing you about our center.

We want you to know the staff here is committed to helping you with any personal situation or problem you may have and in helping you turn your life around. However, you must want to change before we can help you.

We are focused on assisting you in attaining a better life, strengthening your coping skills, and preparing you for your future.

Furthermore, we are committed to preparing you to become a functioning adult.

If you should have any questions or concerns in regards to the content of this handbook, the treatment, or the services you will receive during your stay, please feel free to ask a staff person who will assist in answering your questions. We look forward to preparing you for a better future.

Thank You,
Staff of Gene Spadaro
Juvenile Center

Gene Spadaro Juvenile Center



Overview

Gene Spadaro Juvenile Center opened in 2004 and housed both male and female status offenders. In September 2013, the facility converted to house both male and female delinquents. The facility is named after Gene Spadaro, a Mount Hope local who was a coach and mentor to everyone he met.

We strongly suggest that you become familiar with the expectations and services within this handbook. If you have problems understanding or reading this material, please make sure that a staff member is made aware and he/she will read it to you and explain any area that you do not understand.

You will be responsible for maintaining a copy of this handbook, which will remain in your room for future references. You will have an orientation group within 7 days of your arrival. You will need to bring your handbook to that group. There will be a mandatory quiz on the material to make sure that you understand the handbook.

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 resident shall be afforded an opportunity to participate in physical exercise each day;
2. Except for sleeping hours, a resident in a state facility may not be locked alone in a room unless that resident is not amenable to reasonable direction and control;
3. A resident shall be provided with clean individualized clothing, which is cleaned and supplied by the facility daily.
4. A resident will be afforded daily access to showers;
5. A resident shall be afforded access to writing materials. A resident will send and receive mail without prior reading except that the mail will be opened in front of the resident for inspection of contraband; A resident may make scheduled weekly phone calls without charge and receive visits daily;
6. A resident shall be afforded immediate access to medical care as needed;
7. A resident in a juvenile detention facility or juvenile corrections facility shall be provided access to education, including teaching, educational materials and books;
8. A resident shall be afforded reasonable access to an attorney;
9. A resident shall be afforded a grievance procedure, including an appeal mechanism;
10. A resident may not be subject to discrimination based on race, religion, national origin, sex, disability, or political views in making administrative decisions and in providing access to programs;
11. A resident shall be afforded the right to equal access to programs and services for male and female juveniles.
12. A resident will have access to religious services;

PREA

The West Virginia Division of Juvenile Services has a zero tolerance for sexual abuse and sexual assault.

What is Sexual Assault?

Sexual assault is defined as “Any contact between the sex organ of one person and the sex organ, mouth or anus of another person or intrusion of any part of the body of the person, or of any object into the sex organ, mouth or anus of another person, by use of force.” The offender uses sex as a weapon to assault the body, the mind psyche and spirit. Sexual assault affects everyone, either directly or through the experiences of those we care about. It can affect any male or female of any age, race, ethnic group, socioeconomic status, sexual orientation or disability.

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

How to avoid rape...

The only way rape can be prevented is when a potential rapist chooses NOT to rape. However, you may avoid an attack by keeping the following safety guide-lines in mind: Be aware of situations that make you feel un-comfortable. Trust your instincts. If it feels wrong, TELL A STAFF MEMBER THAT YOU TRUST.

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

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

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

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

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

What to do if you are assaulted...

Although an attacker may threaten to harm you, REPORT THE ATTACK TO A STAFF MEMBER IMMEDIATELY! The longer you wait to report the attack, the more power you give to the perpetrator. If you wait it will be more difficult to obtain the evidence necessary for an investigation. Request to see the nurse for immediate medical attention. You may have serious injuries that you are not aware of, and any sexual contact can expose you to sexually transmitted diseases. Do not shower, brush your teeth, use the restroom or change your clothes. You may destroy important evidence.

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

- 1. Fill out a grievance form**
- 2. Write a note and give to a trusted staff member.**
- 3. Request to see the nurse or counselor**
- 4. You may use the Confidential PREA box that is only accessed by Central Office staff. This is located between A-unit and C-unit.**
- 5. You may ask any Counselor to let you call the DJS Hotline @ 1-855-366-0015**
- 6. You may also write a confidential letter to the WV Supreme Court Juvenile Justice Commission. There are pre-addressed envelopes beside the PREA box located between A-unit and C-unit.**
 - a. The address to the WV Supreme Court Juvenile Justice Commission is:
WV Supreme Court of Appeals –
Administrative Office Juvenile Justice Commission
Berkeley County Judicial Center
380 W. South Street, Suite 2102
Martinsburg, WV 25401**

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 any staff that you're comfortable with.

Facility Programming:

While here at this facility, you will have access to various program elements. The more you take advantage of these services, the more positive you will make your stay here and the more you enable us to help you help yourself. Some of the services offered to you are listed below.

- 1) Medical Services
- 2) Mental Health Services and Supportive Counseling
- 3) Psycho-Educational Group Counseling
- 4) Therapeutic Group and Individual Counseling
- 5) Voluntary Religious Services
- 6) Outdoor and Indoor Large Muscle Recreation
- 7) Educational Services

Medical Services:

While here at this facility, you will have access to healthcare, dental care and mental health services as necessary. The following is a brief list of services offered in this area.

NURSE SICK CALL- Nurse Sick Call slips are available from the nurse at each pill pass (7am & 7pm). You will complete the top portion of the Nurse Sick Call slip and place it in the "Nurse Sick Call" box. The box is checked each day (between 10:30am-11:00am) and Nurse Sick Call is conducted on evening shift each day that is available. You will not be excused from school to see the nurse except in case of extreme emergency.

MD LINE- MD Line is conducted each Tuesday. When you arrive, you will have a physical completed by the doctor within 7 days. If you have any medical concerns, this is your opportunity to discuss them with the doctor. If a medical problem arises, you need to complete a Nurse Sick Call and be seen by a nurse. An assessment will be completed, and if necessary you will be placed on the list to see the doctor on the next MD Line.

DENTAL LINE- You will be seen by a dentist and an initial exam is completed within 60 days of your intake. You do have a right to emergency dental care and will be provided such care upon need.

MEDICATION ADMINISTRATION- "Med pass" is conducted twice daily (7:00 a.m. and 7:00 p.m.) or as ordered by the doctor. Staff will direct you on proper med pass procedure.

OUTSIDE CONSULTS- When necessary.

Mental Health Services:

Mental Health Services includes assessments, individual counseling, group counseling and psychiatric appointments when necessary. The list below is a brief description of these services.

ASSESSMENTS- Will be conducted as part of the routine intake process and on an as-needed basis thereafter to determine areas of risk and potential need.

INDIVIDUAL COUNSELING-Individual counseling is offered weekly. A counselor will meet with you as soon as possible but not during school hours.

GROUP COUNSELING-Participation in group counseling sessions are mandatory for all residents. If group is refused, sanctions will be imposed. Some of the subject areas will include:

- Substance Abuse
- Anger Management
- Peer Relations – Personality Behavior
- Social Skills - Life Skills- Gender Specific Issues
- Recreation- Indoor/Outdoor

PSYCH LINE- Mental health services are provided by PsiMed Corrections, Inc. If you come into the facility and are currently taking psychotropic medications, the medication will be verified, a referral will be completed and you will be placed on the calendar for the next Psych Line.

If you feel that you need to see the psychiatrist while at the facility, a Nurse Sick Call slip is to be filled out. An assessment will be completed and if necessary, a referral will be completed and you will be placed on the calendar for the next Psych Line.

Voluntary Religious Services:



Religious services are offered at Gene Spadaro Juvenile Center by community volunteers. Religious services are voluntary and are **NOT** a mandatory. Should you have a specific need, which is not already offered, to accommodate a religious faith or practice, please notify the Religious Coordinator immediately.

Recreation:

Recreation



A variety of recreational activities, including physical recreational activities (indoors and outdoors when weather allows), passive recreational activities (such as cards, board games, reading), and therapeutic recreational activities (which promotes teambuilding and social skills) will all be offered to you. All large muscle recreation will be conducted outside on the rec yard when the weather conditions allow it.

You are expected to participate in planned recreational activities unless you have a medical excuse. **If you are on medical restriction you may not participate in physical recreation during or after school. Attempts to participate in recreation while on medical restriction will result in disciplinary actions. These restrictions are for your safety.**

Library services will be provided three times per week by the Recreation Department. Monday, Wednesday and Friday

Educational Services:

While you are here at the Gene Spadaro Juvenile Center, you will be expected to attend school. The educational department is operated by the West Virginia Board of Education; therefore, credits are recognized toward your high school diploma. The time of school will be from 8:00 am- 2:20 pm, Monday through Friday. Activities will be provided should you have your TASK, either through education or facility discretion. You will also be receiving an Educational Handbook from the Education department, which details the rules for school. **The educational program staff has the same authority to implement consequences for poor behavior and choices. You will be provided educational work to do if you are on disciplinary actions and can't be present in classroom. Non-compliance will result in additional disciplinary procedures. With positive behavior for two weeks without a disciplinary sanction, you may participate in Fun Fridays, early release day with popcorn and a movie. If you do not meet the criteria then you will remain with a teacher for remainder of class.**

Residents that have their GED or Diplomas will have time for creative writing, library, pencil and paper and the opportunity to further your education through monitored research on classroom computer till 11am. After that you may continue in class options or participate in

passive rec for remainder of school day. Teachers will assist you at request.

Please understand that being dismissed out of school will greatly affect the determination of your phase level.

Laundry:

All clothing, to include wash cloths, towels, and underwear are to be turned in for washing after showers every evening. Trading clothing, or possessing such clothing in a different size other than what was issued by the laundry department is prohibited. All bedding will be collected and replaced with clean ones once per week.

Meals:

All meals meet the guidelines of the National School Lunch Program. All meals and snacks meet the applicable recommendations of the 1995 Dietary Guidelines for Americans, which recommend that no more than 30% of an individual's calories come from fat, and less than 10% from saturated fat. Regulations also establish a standard for meals to provide one-third of the Recommended Dietary Allowances of protein, Vitamin A, Vitamin C, iron, calcium, and calories per meal.

You will line up at the serving counters, 4 residents at a time. Female residents will line up first. Residents will line up according to unit and room number. You will be seated according to your room number. There will be no talking until all residents have received a tray and are seated in the dining area. Once all residents are seated, you may communicate with your table **ONLY**. All conduct in the dining area will remain orderly to be able to hear staff directives. The orange plastic utensil are not disposable and are not to be thrown away. Trays and utensils are to be returned at the return window upon completion of the meal. The first residents to take seats will be the first residents to bring up food trays with staff calling your name to come up. There will be a rotation of table cleaning by each resident at each meal. If the days resident is not present due to medical, transport, etc.. the next resident will take over for that day. You will be permitted 30 minutes to consume your meals. No food will be taken out of the dining area. No food is permitted in your room.

TRADING OR GIVING FOOD AWAY IS NOT PERMITTED!!!

Hygiene:

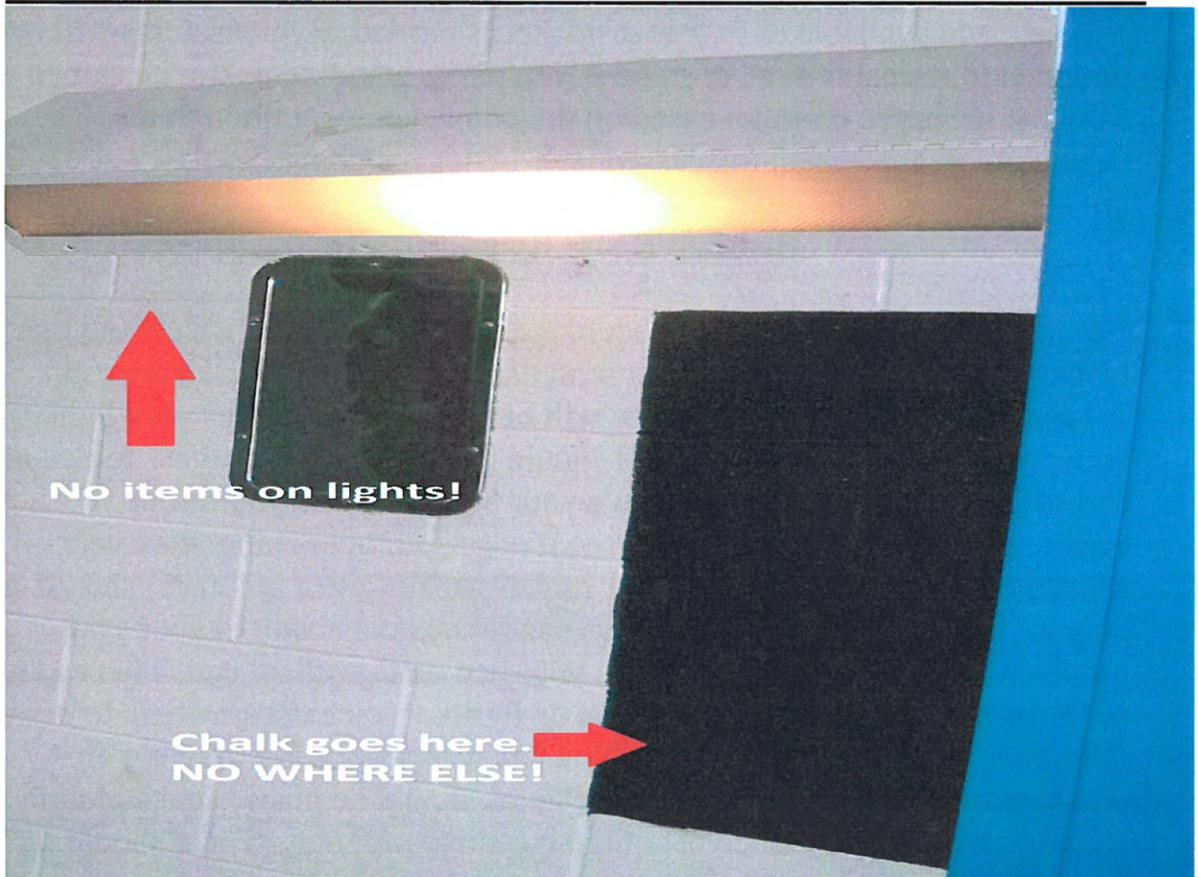
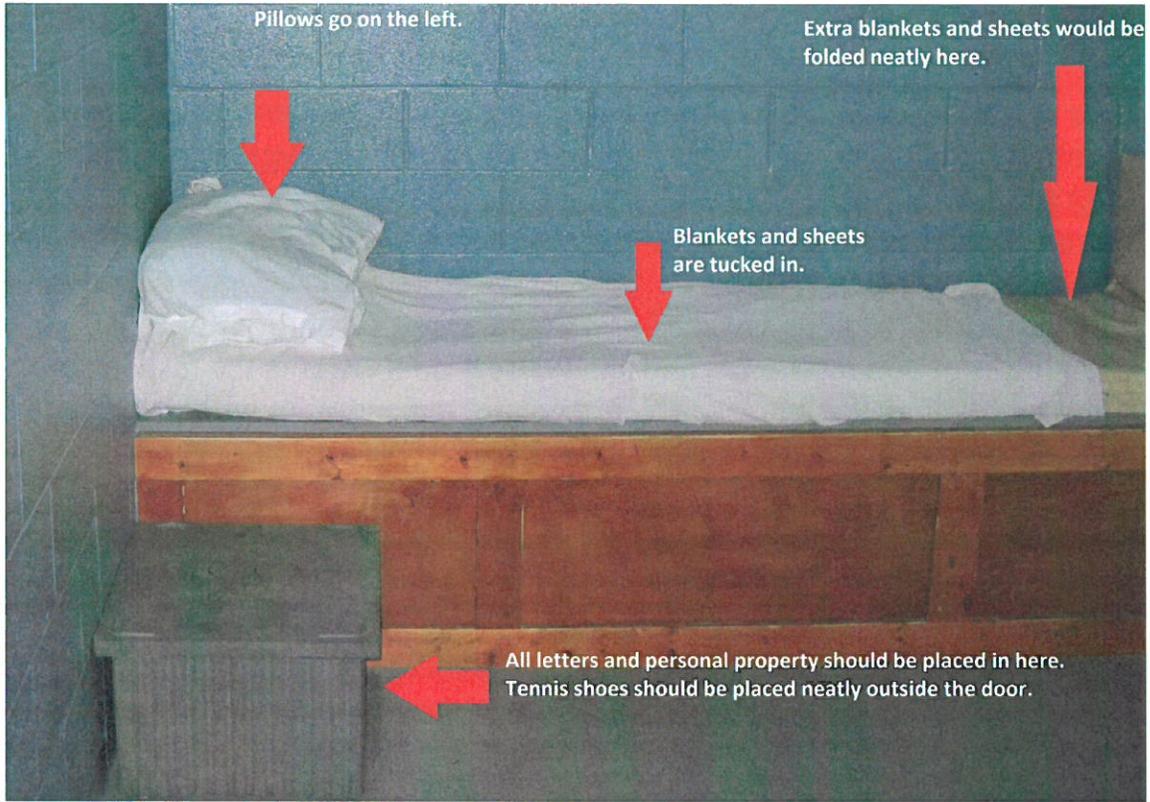
You will be issued daily clothing and your personal hygiene items (soap, shampoo, toothpaste, tooth brush, deodorant, feminine hygiene products, etc.) and bedding will be provided at intake. You will have the ability to earn more personalized items through our incentive program.

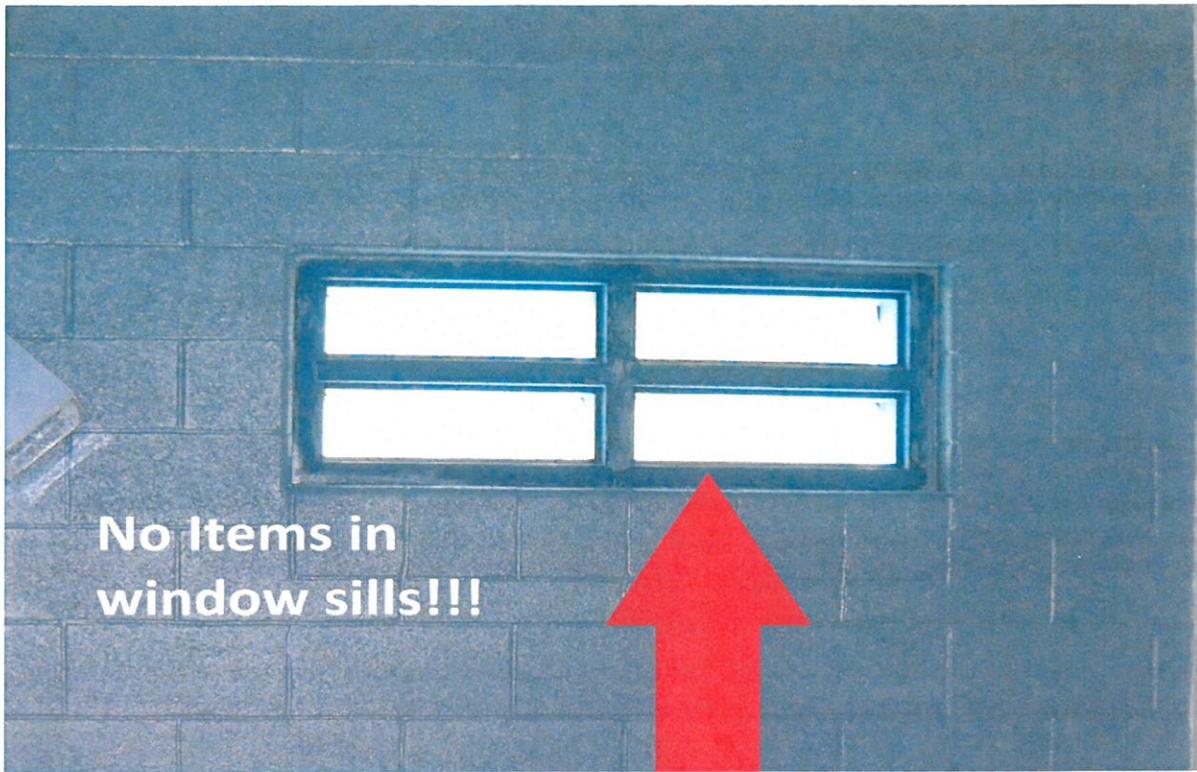
The cleanliness of your assigned room is your responsibility. The cleanliness of common areas and shower/restroom areas is the responsibility of all who utilize these areas. Every evening and morning will be clean up time for certain areas and the dining area will be cleaned after each meal.

You are expected to shower daily and brush your teeth a minimum of once per day. Time is given after each meal to brush your teeth if you desire to do so. **Growing of beards, goatees and mustaches are PROHIBITED.** Shave day will be Tuesday, Thursday, and Sundays. Razors will be provided to you and collected by evening shift staff as soon as your shower is over. Hair cuts will be scheduled as needed and at no cost to the resident. This will not include hair coloring or designer haircuts. Feminine hygiene products will be made available to female residents as needed. Hygiene items will be provided to residents at no cost; however, name brand items can be earned from the incentive program based on the points you earn through the behavioral phase system (discussed later in this handbook.)

Bedding/Room Requirements:

Below are pictures of how you should make your bed. Your sheets and one blanket should be tucked neatly around the mattress with blanket on top. When facing your bed, your pillow will be on the same side as your light above your bed, your extra blanket should be opposite your pillow folded at end of bed. You are required to have your bed made and your room organized each time you exit your room during all hours other than your scheduled room time at night. Your rubber pencil (given at intake) should be on your pillow. All other belongings should be kept neatly in your gray property box which is to stay beside your bed on the pillow end. **There are to be no items placed on your walls or lights.** You can earn chalk to draw ONLY on the chalkboard square. You can be wrote-up for drawing on anything other than the chalkboard. Photos should be placed into a picture album, which can be earned off of the incentive program. There should be nothing in the window sills.





Personal Property:

While at Gene Spadaro Juvenile Center all of your personal property shall be safeguarded and controlled. Your personal property shall be securely stored, retained at the facility and itemized in a written list that is kept on file. You will sign the inventory list and a receipt will be given to you for all funds and possessions stored here. The property will be available and returned to you upon release. You will sign a property release form acknowledging the return of the property at this time.

Clothing:

Facility clothing and shoes will be issued to you. At **NO** time are you allowed to layer your clothing (no sweats under khakis). After evening showers you will be permitted to wear a t-shirt and sweatpants in the unit. If you will be leaving the unit for **ANY** reason, you will be asked to change into full uniform. You must have **sweats or shorts and t-shirt-on** during sleeping hours. You must wear under ware at ALL TIMES. Females are not permitted to go without undergarments, such as a bra or panties.

The following clothing items will be issued to you:

- 1) Clogs

- 2) Tennis shoes
- 3) Socks
- 4) Colored T-shirt
- 5) Grey rec t-shirt
- 6) Khakis
- 7) Sweatpants
- 8) Sweatshirt
- 9) Underclothing (such as bra, underwear, boxers)
- 10) Blue shorts for sleeping

Dress Code:

You are to wear your issued khakis and t-shirt from morning hygiene time until after shower time in the evenings and anytime you would leave the unit for ANY reason. Shirts must be tucked in at all times except recreational activities. The cuffs of the khakis must be neatly rolled to prevent dragging on the floor. Socks and clogs are to be worn during the day. **Sweatpants and grey t-shirts** are to be worn only in the unit and after showers in the evenings and recreational periods only. **Blue shorts are for sleeping ONLY.** They are NOT to be worn in the units at any time.

Sagging of clothing is prohibited!

Tennis shoes are to be worn ONLY during recreation and shall REMAIN neatly beside your bedroom door at **ALL OTHER TIMES.** **Tennis shoes must remain on your feet any time you are participating in recreation. Tennis shoes need to be tied or fastened by Velcro.**

Mail:

US Mail is delivered and sent out Monday thru Friday only, excluding holidays and will be distributed between the hours of 3:30pm and 8:00pm on those days.



Mail—while at the Gene Spadaro Juvenile Center, you will be able to send and receive personal and professional mail. You will not be permitted to mail out contest entries, order forms, subscriptions, etc. You will be allowed 3 stamps per week and 12 per month for personal mail. Professional mail will be sent out without limitations or counting against your monthly stamp allowance. Your family may send in additional

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stamps, no more than one standard book of stamps per month. Treatment staff will keep inventory of your stamps while you are at the facility and send the mail out for you. You may write family members that are incarcerated after getting Facility Director approval; however, you **may not** write an individual that is detained in another **DJS FACILITY** without Division Director approval. Your incoming mail will have stamps removed and will be opened in your presence and checked for contraband. You will **NOT** be permitted to keep any photographs that are of a pornographic or suggestive nature, depict gang activity or drug/alcohol usage/abuse.

****Note passing between residents is NOT permitted****

When sending mail the envelope should look as follows:

<p>YOUR NAME 106 Martin Dr. Mt. Hope, WV 25880</p>	 Name of person you are sending mail Street address City/Town, State zip code
--	---

Do not write anything else or draw pictures on the envelope or it will be returned to you. Another envelope will not be given to you. It counts against your 12 envelopes per month. Mail should be placed in the window next to the unit door to be mailed. Do not seal your envelopes. The counselor mailing out the letters will seal the envelope to ensure that no contraband is being sent out.

You will keep no more than 5 personal letters in your room at a time. All others will be placed in your personals. You can keep all of your legal mail in your room. You will keep no more than 10 pictures in your room at any time, unless you earn a photo album off of the incentive program. Those 10 pictures are included in the album.

Visitation:

While at the Gene Spadaro Juvenile Center, you will be permitted both personal and professional visitation. You will not be denied visitation unless your behavior warrants otherwise. All immediate family members will be permitted to visit (mother, father, siblings, grandparents, legal guardians) **unless ordered otherwise by the court, probation officer or Social Worker.** You will be pat searched before and strip searched after visitation periods. You can have up to 3 visitors at a time. If your siblings want to visit, they have to be with your parents and your parents have to bring in their birth certificates. Your parents will have to bring in 2 forms of ID each, one of which has to have their photo on it. Both forms of ID do need to be valid. An expired license does NOT count. Your parents and visitors will be subject to a dress code as well, which they will be informed of when they make their appointment.

Visitors are **NOT** permitted to bring in **ANY** items through visitation. You cannot take items with you to visitation unless treatment gives you prior approval.

All visitors must be cleared through the proper procedure; the Facility Director will have final approval of all prospective visitors.

You will be dressed in colored t-shirt and khakis, socks and clogs during visits.

Visiting hours are by **appointment only** during the following hours: Saturday and Sunday from 2:00pm to 3:00 pm and 3:30pm to 4:30 pm. Physical contact is limited to one hug at the start of the visit and one hug at the end of the visit. You are only allowed **ONE** soda during the visit that must be drank while in the visit. You are NOT allowed to take the soda back to the unit when your visit is up.

Special visits at special times may be approved by the Facility Director, who will take into consideration the reason(s) for the need for the special time.

If you are here for 45 days and have not had any write-ups, you may submit a request to the director for a special visit. This would include Aunts and Uncles or friends. Anyone under 18 will require parents' permission signed by a notary public. This also could include aunts and

uncles. You must then go additional 14 days without write-ups to continue special visits. Any write-ups and your time starts over.

Phone Calls:



You will have access to a telephone on specified times and days, based on your phase level, unless you are demonstrating threatening or out of control behavior during telephone hours. You will be allowed the following three (3) types of phone calls.

1. Intake call—You will be permitted one personal phone call after your initial intake process has been completed. This telephone call will be to your parents or legal guardians and will be *no longer* than 10 minutes. If the intake is completed during regular business hours, you will also be permitted to make a legal call. If the legal call is not made the day of the intake it will be facilitated the next business day.
2. Personal calls- If you remain in the legal custody of DJS, you may have restrictions placed on your contact list by the court. Abuse of your telephone privileges, such as making threats or use of obscene language may result in the loss of your phone privilege. Personal calls are made after school hours, according to your level, Mondays - Friday only. Only one phone call will be permitted on any given day. **You have one (1) no cost 15 minute phone call a week**; additional calls require a phone card earned on the incentive program. If you do not get an answer when you call, you only get 2 tries per phone call time to make a call.
3. Legal calls-These calls are to your attorney, your DHHR/ social worker or your probation officer. Any in-coming calls from your legal team will be given to you immediately.
 - You are permitted unlimited incoming calls from your attorney, social worker, probation officer and all other legal team members.
 - You must leave a message when calling your legal team if they do not answer. If you leave a message, you will not be allowed to call them the same day.

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4. Please see the schedule on the next page as to what day you can make your personal and legal calls. If you are not at the facility on the day of your call (as if you are out to court or a doctor's appointment), you will get to make your call as soon as a counselor is available.

Phase 1 – 15 minute family call on Mondays (legal call day is Monday)

Phase 2 – 15 minute family call on Wednesdays (legal call day is Wednesday)

Phase 3 – 5 minute additional family call on Tuesdays, with phone card & 15 minute family call on Thursday (legal call day is Tuesday)

Phase 4 – 10 minute (friend or family) calls on Tuesdays, with phone card & 15 minute Family call on Thursdays (legal call day is Tuesday)

Phase 5 – 10 minute (friend or family) calls each day, Monday, Wednesday and Friday, with phone card & 15 minute call on Thursdays (legal call day is Tuesday)

*Calls in blue are the ones guaranteed by policy. Legal calls, also guaranteed by policy are highlighted. All other calls require a phone card purchased from the incentive program *

Monday	Tuesday	Wednesday	Thursday	Friday
<p><u>Phase 1 15 minutes (per policy)</u></p> <p><u>Phase 5 10 minutes (friend or family) (incentive)</u></p> <p><u>Phase 1 Legal Call</u></p>	<p><u>Phase 3 5 minute (incentive)</u></p> <p><u>Phase 4 10 minute (incentive)</u></p> <p><u>Phase 3, 4, 5 Legal Calls</u></p>	<p><u>Phase 2 15 minutes (per policy)</u></p> <p><u>Phase 5 10 minutes (friend or family) (incentive)</u></p> <p><u>Phase 2 Legal Calls</u></p>	<p><u>Phase 3 15 minutes (per policy)</u></p> <p><u>Phase 4 15 minutes (per policy)</u></p> <p><u>Phase 5 15 minutes (per policy)</u></p> <p><u>NO LEGAL CALLS</u></p>	<p><u>Phase 5 10 minutes (incentives)</u></p> <p><u>NO LEGAL CALLS</u></p>

Daily Schedule

School Days		Non-School Days	
0630	Wake Up/Hygiene	0630	Wake up/Hygiene
0700-	Formal count/Breakfast	0700-	Formal Count/Breakfast
0730-	Hygiene/Prepare for room inspection	0730-	Hygiene/ Prepare for room inspection
0800	School Begins	0800-	Quiet TV time 1hr Passive Rec/ Writing 1hr
0940-1000	School break/hygiene	1000-1100	Outdoor Recreation
1115-1130	Hygiene Break	1100-1130	Hygiene Break
1130-	Lunch	1130-	Lunch
1200	Return to School	1200-1300	Group/Programming
1420	School Dismissed	1500-	Formal Count/Hygiene Break
1420-1445	Hygiene & Afternoon Snack	1530-1600	Free time in the unit/ Letter writing/ Passive Rec
1445-1530	Groups, Programming, Therapeutic recreation, religion and/or passive recreation	1600-1645	Group/ Programming
1500	Formal Count	1700-	Dinner
1530-1630	Outdoor Recreation	1730-1800	Hygiene
1630-1700	Hygiene/ Mail Call	1800-1900	Free time/ Passive Rec/ Fulfillment of extra duties
1700-	Dinner	1900	Showers/ Cleaning begins
1730-1830	Group/Programming	1930	Med Pass
1830-1900	Free Time/ Letter writing/ passive rec	2000	Snack/Television in Unit/Phase I bed time
1900	Shower/Cleaning Begins	2030	Phase II Bed Time
1930	Med Pass	2100	Phase III Bed Time
2000	Snack/Free time in the Unit/ Phase I Bed Time	2130	Phase IV Bed Time
2030	Phase II Bed Time	2200	Phase V Bed Time
2100	Phase III Bed Time	2300	Formal Count

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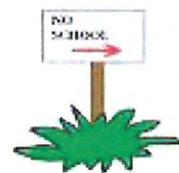
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2130	Phase IV Bed Time		
2200	Phase V Bed Time		
2300	Formal Count		

Daily Schedule



Saturday/Sunday and Holiday Schedule	
0630	Wake up/Hygiene
0700-0730	Formal Count/ Breakfast
0730-0800	Hygiene/ Prepare for room inspection
0800-0900	Quiet time/television
0900-1000	Passive recreation/ Letter writing
1000-1100	Indoor recreation
1100-130	Hygiene
1130-1200	Lunch
1200-1300	Outdoor Recreation
1300-1315	Hygiene
1315-1445	Group/Programming
1500	Formal Count
1515-1615	Outdoor Recreation
1615-1630	Hygiene
1630-1700	Free time in units
1700-1730	Dinner
1730-1800	Hygiene
1800-1900	Passive Recreation/ Letter writing
1900-2000	Showers/ Cleaning begin
1930	Med pass
2000	Snack/ Phase I bed time
2030	Phase II Bed time
2100	Phase III Bed time
2130	Phase IV Bed time
2200	Phase V Bed Time
2300	Formal count



Resident Handbook
Daily Schedule

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Therapeutic Recreation on Tuesdays and Thursdays is **MANDATORY**. Educational groups will be on Mondays, Wednesdays, and Fridays. These groups are MANDATORY; choosing not to participate will greatly affect your phase level.

In the event of inclement weather, outdoor recreation will take place in the gymnasium. Library access will also be available on Monday, Wednesday and Saturday.

Non-School day bedtimes will be extended 30 minutes depending on behavior of the residents and the discretion of the UNIT OFFICER; this is only for phase 3, 4, and 5.

Regularly scheduled religious services will be allotted several times per month.

PHASE SYSTEM

*****Requires Phone Card**

Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
15 min Family Phone call only on Monday	15 min. Family call only on Wednesday	5 min additional family call on Tuesday*** and 15 min. calls on Thursday	Family or Friend 10 min. calls on Tuesday*** And 15 min. Family call on Thursday.	Family or Friend 10 min. calls M/W/F 15 min. Family call on Thursday
No commissary item	No commissary item	Can only get 2 item from commissary	Can get 3 items from commissary	Can get 4 items from commissary
Regular Bedtime @ 8:00 p.m.	Regular Bedtime @ 8:30 p.m.	Regular Bedtime @ 9:00 p.m.	Regular Bedtime @ 9:30 p.m.	Regular Bedtime @ 10:00 p.m.
No game privileges	T.V., cards and puzzles	T.V., cards, puzzles, and board games	All game privileges 30 min xbox T.V.,	All game privileges, 1 hour xbox T.V.

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How the Phase System Works

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- Treatment staff will explain Phase System during intake.
- You will start at phase two when you enter the facility. After 72 hours, if you transfer from another DJS facility, you may resume the phase you were on at prior facility if you have not received any write-ups in that 72 hrs. However, this is also at the discretion of the Case Manager and/or Director.
- A committee consisting of treatment, security, and education will meet weekly (Thursdays) and discuss phase advances. To advance in a phase the following factors will be considered: no write-ups, participation in education, groups, recreation, peer relations, staff interactions, cleanliness of room, and good hygiene. The points you earn on your phase sheet also are considered for phase advances.
- **ANOTHER REMINDER: IT IS YOUR RESPONSIBILITY TO MAINTAIN YOUR POINT SHEET AND KEEP IT IN YOUR POSSESSION. POINT SHEETS FOUND ON THE FLOOR OR LEFT LYING AROUND WILL BE THROWN AWAY AND ANOTHER WILL NOT BE ISSUED. IF YOU LOSE OR MISPLACE YOUR POINT SHEET, YOU WILL NOT BE ISSUED ANOTHER ONE. IT IS YOUR RESPONSIBILITY TO HAVE YOUR POINT SHEET SIGNED EACH DAY. IF YOU FORGET TO HAVE IT SIGNED, STAFF WILL NOT SIGN IT AFTER THE GIVEN TIME/DAY.**
- Loss in phases can result in the following ways:
 - 1) Being placed on “loss of socialization” from the Disciplinary Hearing Officer.
 - 2) If you are found guilty of a Category II infraction, you can be dropped a phase level.
 - 3) You will automatically drop to Phase I if he/she has been found guilty of a Cat I write-up.
- If you try to lie about what phase you are on in order to gain privileges or get away with something, you will be charged with an infraction, Cat III or Cat II.

Resident Handbook
Incentive Program

revised Feb.2016

AS A REMINDER, YOU MAY NOT SHARE INCENTIVE REWARDS. THIS INCLUDES USE OF ANY ITEM, ESPECIALLY PERSONAL HYGIENE ITEMS. ANYONE SHARING INCENTIVES WILL LOSE REWARDS FOR THE FOLLOWING WEEK. INCENTIVE REWARDS ARE TO REMAIN IN YOUR ROOM.

You will receive a list of incentive rewards each week to choose from. The list will be updated as new rewards are added or discontinued. Typical name-brand hygiene items will always be available. Specialty items will be added as they become available or removed as they are discontinued. You will choose your items according to Phase level as follows:

- Phase 1- May not choose items from commissary**
- Phase 2- May not choose items from commissary**
- Phase 3- May choose 2 item from commissary**
- Phase 4- May choose 3 items from commissary**
- Phase 5- May choose 4 items from commissary**

NOTE: There will be certain items that are made privilege to Phase 5 only. All other items will be available according to phase level.

XBOX Schedule and Privileges

The Xbox is considered a privilege for good behavior. Below is the schedule for the Xbox.

XBOX Schedule	
Phase 3	1730 – 1830
Phase 4	1830 – 2000
Phase 5	2000 - 2200

The XBOX will not be played during school hours. Times are the same throughout the week and weekend. The xbox will be off at 2200 hours.



Disciplinary Procedures



The rules of the Gene Spadaro Juvenile Center will be enforced in an impartial manner. Violations will not be ignored or condoned.

OFFENSE CLASSIFICATIONS

Category I Offenses: The most serious violations that threaten life or limb, and seriously breach facility security and/or public safety, including sexual acts and criminality. Any act in violation of federal or state law may be construed as a criminal act. A resident may not 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 charges may be sought for Category I offenses, which include:

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

1.2 Inciting 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 Assault: Physical attempt to harm others. A resident may not intentionally cause physical harm to another person, to include poisoning.

1.4 Arson: A resident may not start 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 breasts, buttocks and/or genitalia of another person even if that person has consented. A resident may not request such acts, or hire another person to perform these acts.

1.7 Possession, Manufacturing, or Use of Controlled Substances: Possession of drug paraphernalia and possession of medication belonging to another resident are prohibited. A resident may not manufacture, possess, use, or be under the influence of: 1) mind or mood altering or intoxicating substances, i.e. inhalants, and 2) prescription drugs or medication not specifically prescribed for that resident or in manner not consistent with the prescription or the direction of medical staff. 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.

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

2.2 Tampering with Food/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 issued or allowed by the facility to include items altered from their original state. This also includes any tobacco products and the failure to provide a sample for nicotine testing or a positive result for nicotine.

2.6 Contempt: No residents shall shout, act rudely, speak persistently out of turn, or otherwise disrupt proceedings at any disciplinary hearing.

2.7 Threats/Intimidation: Bullying. Saying or doing something to scare another person into thinking that person and/or property may be harmed.

2.8 Fighting: A mutual physical conflict between two or more residents. A resident may not engage in any physical contact with another resident to cause harm or inflict injury.

2.9 Insubordination: A resident may not disregard or delay lawful instruction given by 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, 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, ID wristbands, etc.

2.14 Unauthorized Possession or Transfer of Property: A resident may not give, sell, lend, receive, take, buy, borrow, barter, or trade any item with another person.

2.15 Misuse of Correspondence: Sending mail or other items from individuals with whom a resident is not permitted to correspond.

2.16 Mutilation/Disfigurement of Yourself or Others: A resident may not cause or allow injury or damage to oneself or another person. Residents may not injure, tattoo, cut, pierce, mutilate, remove, discolor or disfigure any part of their bodies or the body of another person.

2.17 Disrespect: A resident may not use name-calling, profanity, yelling, or any disrespectful act toward another person. A resident may not show disrespect to any person doing business for or visiting the facility.

2.18 Gang-related Activities: Any attempt to organize, create, or participate in gang-related activity.

2.19 Solicitation or Manipulation of Staff: 1) Pitting staff against each other; 2) Diverting staff attention to cover a facility violation; 3) Coercing or attempting to force staff, volunteers, contractors, or visitors to introduce contraband or engage in other infractions; 4) Attempting to buy anything from or sell to staff, volunteers, contractors, or visitors.

2.20 Resident Handbook Rule Violations: Violations of resident handbook rules that have been approved by the Facility Director that meet the definition of a Category II offense.

2.21 Unauthorized Presence: Being in an unauthorized area or leaving an assigned area without staff permission.

2.22 Unauthorized Physical Contact/Exposure: Holding hands, kissing, rubbing or massaging; a female resident may not expose her breasts nor any resident expose his/her genitals or buttocks.

Facility Rules Violation:

Facility Rules Violations are offenses or events or actions that cause smaller disruptions in the facility that staff generally mediate, usually without a formal hearing and with some informal resolution. Below are the Category III violations and informal resolutions. All of these violations are listed in this handbook as things that will affect your phase level.

Facility Rules violation

- Foul Language
- Horseplay
- Misuse of Clothing
- Sharing Food
- Refusal of Group
- Education Issues
- Sitting on Stairs
- Feet on Table
- Sharing Incentive Rewards
- Leaning In Chairs
- Altering DJS Item
- Refusing Chores
- In other Resident's Room
- Failed Room Inspection
- Note Passing
- Loud Behavior
- Touching Remote
- Other Report of Disruptive Behavior

INFORMAL RESOLUTION:

- Loss of Video Game Privileges** (8 hours)
- EBT** (Not to Exceed 1 hour)
- Loss of TV Privileges** (8 hours)
- Writing Assignment**
- Loss of 1 Instance of Informal Recreation** (Not to include rights afforded by law)
 - Extra Cleaning Duty** (Not to interfere with bedtime, and not to exceed 2 hours)

Code of Conduct:

Rules are a basic way of life everywhere you go and Gene Spadaro Juvenile Center is no exception. The following list is a general list of rules that govern the standard operation of the facility. Every resident is expected to abide by these simple rules.

1. Follow all direction of staff without hesitation.
2. When going up or down steps, you should keep at least 4 steps between you and other resident.

3. All residents should be seated and raise their hand to get up, this includes bathroom, getting a pencil or to play x-box. You should not be out of seat unless staff directs you to.
4. Horseplay is not permitted in any part of the building to include recreation areas.
5. Never enter the room of another resident.
6. All residents are expected to sleep fully clothed with sweat pants or sleeping shorts and a t-shirt on.
7. Do not lie to staff. When asked a question, be honest in answering. This includes lying about what level you are on.
8. You are expected to care for your assigned room and property. Your bed must be made and your room straightened up every time that you leave your room. Rooms shall be kept swept and mopped and ready for inspection at all times.
9. Day shift will conduct room inspections every morning, however, your room should be ready for inspection at any time.
10. Do not leave any articles in the showers or bathroom area such as soap, towels, wash clothes, clothing, shampoo, etc..
11. When in the dining area seating is assigned by room numbers Talking shall be kept at a low volume at your table. Residents will be given 30 minutes to eat.
12. Residents are to operate respectfully at all times and this includes respect for other residents, staff, state and personnel, visitors and property.
13. At wake-up time, residents will get up and prepare to leave the unit without hesitation. This will include preparation of room for inspection.

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14. Foul language, disruptive speaking and harassment of any person, and threats towards others will not be permitted.
15. Physical contact between residents is prohibited, except during contact sports.
16. Bedding to include pillows and blankets are to be kept in rooms except when being placed in the laundry. There will be no laying or lounging on floors or furniture except in your respective room. Bedding is to stay on the bunks at all times with beds made other than normal sleeping hours. Inside the rooms, not in doorways or other areas which may impede staff needs to enter the room at any time.
17. Be ready for bed at your scheduled time.
18. There is to be no spitting in drinking fountains or trashcans.
19. Do not write or scratch on any painted surfaces or furniture.
20. Do not tamper with any switches, outlets, sprinklers or other fixtures. Nothing is to cover any light fixture in any room at any time.
21. **Do Not Push intercom buttons for any reason.**
22. When assigned work duties, complete the task to the best of your ability and in a timely manner.
23. Only one resident at a time in any bathroom.
24. During fire drills or other emergencies, residents are to follow instructions by staff without talking.
25. All residents need to be properly dressed for school in colored t-shirt and pants, t-shirt tucked into scrub pants and pant legs neatly folded and not dragging the floor, socks and clogs; NO EXCEPTIONS.
22. All residents need to be properly dressed wearing Shirt top and pants, pant legs neatly folded and not dragging the floor, socks and clogs from morning hygiene until evening showers and ANYTIME thereafter, when leaving the unit for ANY reason.

23. All residents need to keep their feet off the tables, window ledges, walls, and chairs.
24. Residents are to keep their hands to themselves. Touching of others promotes the spread of germs, bacteria and some diseases.
25. Residents are responsible for all items found in their rooms at any given time.
25. Residents are not to touch the televisions or remote controls **for any reason.** This is to include changing channels or volume levels.
26. No resident is to touch another resident's hair.
27. There is to be no sharing of personal hygiene products for any reason with any other resident.
- 28. There is to be no communication between male and female residents at any time or direct contact and note passing. Exceptions are during education and recreation. Group and school participation is mandatory for all residents.**
29. There is to be no trading of food items on any tray. If you do not eat it, discard it in the trash.
30. With the exception of medical reasons, all residents are expected to participate in all groups, educational, cleaning and recreational activities.
31. Do not alter any item from its original state that has been issued to you by the facility or staff. If you do so, you will be subject to disciplinary sanctions through the disciplinary process.

Unit Rules:

1. DO NOT TOUCH THE WINDOWS AROUND OFFICES (THIS INCLUDES COUNSELORS, SHIFT SUPERVISOR, AND CASE MANAGER OFFICES), IF YOU DO, YOU CLEAN **ALL** OF THEM.
2. IF THE UNIT IS DIRTY, SMELLS BAD, ETC. CLEAN IT. CLEANING OF UNITS IS MANDATORY BY ALL RESIDENTS AT CERTAIN TIMES OF THE DAY.



3. DO NOT POUND ON DOORS, WINDOWS, OR BLUE FRAMES AROUND THE WINDOWS.
4. NO FOUL LANGUAGE!!!!
5. NO HANGING FROM OR SITTING ON THE STEPS, DOORS, OR TV STAND, WINDOW LEDGES, etc.
6. KEEP THE NOISE TO A MINIMUM, ESPECIALLY WHEN SOMEONE IS ON THE PHONE OR SPEAKING WITH A COUNSELOR.
7. **DO NOT KNOCK ON DOORS OR WINDOWS.**
8. ONE RESIDENT IN THE COUNSELOR'S OFFICE AT A TIME.
9. DO NOT SLAM THE DOOR ENTERING THE UNIT OR YOUR ROOM.
10. Do NOT MESS WITH THE MAGNETS ON YOUR DOOR WINDOW.
11. IF SOMEONE IS IN THE OFFICE TALKING TO A COUNSELOR OR ON THE PHONE, **DO NOT** STARE IN THE WINDOWS/KNOCK ON THE WINDOWS OR DOORS WAIT UNTIL THE RESIDENT IN THE OFFICE IS FINISHED.
12. MUSIC AND TELEVISION VOLUME LEVELS ARE TO BE KEPT AT A REASONABLE LEVEL, SET BY STAFF. RESIDENTS ARE NOT TO TOUCH ELECTRONIC EQUIPMENT, SUCH AS VOLUME OR CHANNELS.
13. AS MUCH AS POSSIBLE, WE TRY TO SUPPLY EACH RESIDENT WITH THEIR OWN INDIVIDUAL ROOM, HOWEVER, AT TIMES IT BECOMES NECESSARY TO HOUSE TWO TO A ROOM. WHEN THIS OCCURS, ROOM DOORS ARE TO REMAIN OPEN A MINIMUM OF EIGHT INCHES AND CLOTHING CHANGES MUST TAKE PLACE IN THE RESTROOM.

Violation of any Facility or Unit rule listed in this book will be written up as a Category II violation of 2.20 Resident Handbook Rule Violation.

NOTIFICATION OF CHARGES AND HEARING PROCESS

Category I and II Offenses

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Prosecution of Residents: It is the legal and moral obligation of the Division of Juvenile Services and its employees to report and seek prosecution for criminal offenses committed by residents under the authority, custody or jurisdiction of the Division of Juvenile Services.

- i. When such an offense has occurred, the Facility Director shall immediately contact the appropriate law enforcement agency and the Division's Central Office.
- ii. Where a question exists as to whether the offense is of such a nature that law enforcement should be contacted, the legal department in the Central Office will decide the proper course of action.
- iii. The result of any investigation stemming from a felony committed by a resident shall be presented to the Prosecuting Attorney of the county in which the offense occurred for his/her decision concerning prosecution.

Written Notification of Charges: The Shift Supervisor or designee shall ensure that residents are informed in writing of charges against them. This document will be signed by the resident.

- i. The Hearing Officer shall schedule a hearing for residents as soon as practical.
- ii. The initial hearing shall be held no sooner than twenty-four (24) hours and no later than seven (7) days. Every attempt should be made to conduct hearings at times which will not be detracted from a juvenile's educational or treatment plan activities or compromise facility staffing requirements to ensure the safe secure operation of the facility.
- iii. Residents shall be informed of their right to plead guilty to charges and accept recommended sanctions with verification by a written plea agreement signed by all involved parties.
- iv. All Category I hearings will be recorded
- v. Residents charged with rule violations may decide to waive his/her right to be present at any point in the hearing and leave the proceeding after signing his or her waiver. The resident will be present at his or her hearing unless:
 - a. Such right is waived in writing
 - b. Attendance is restricted by the resident's negative or violent behavior
 - c. If testimony from a witnessing resident must be given in confidence.
- vi. Residents have the opportunity to make a statement and present documentary evidence at the hearings and can request witnesses on their behalf. The reasons for denying such request must be stated in writing by the Hearing Officer.

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- vii. A staff representative will be appointed when a resident is not capable of effectively collecting and presenting evidence on his/her own behalf. A resident may wave the right to have a staff representative.
- viii. A written record of the Hearing Officer's decision and the supporting reasons shall be given to the resident.

All Category I guilty findings will result in the treatment team developing a Behavioral Management Plan. This plan will include:

1. Specific goals which target the inappropriate behavior.
2. Timeframe to complete the goals
3. List of incentives that can be earned
4. Who is responsible for implementing and monitoring the plan

All 'not guilty' or dismissed charges will result in the incident report no longer being accessible from the resident's file.

Appeals Process: Residents have the right to appeal decisions of the Hearing Officer.

- i. The initial appeal is made to the facility Director within fifteen (15) days of the receipt of the decision. The resident shall complete a *Resident Hearing Appeal Submission* form and forward it to the facility Director to initiate the appeals process. The Director must respond to the appeal using the same form within 10 days. Category II appeals cannot be appealed beyond the facility level.
- ii. A resident who is unsatisfied with the appellate decision of the Facility Director may appeal to the Division Director. The resident has up to fifteen (15) days to submit the appeal. A written decision on an appeal to the Division Director shall be issued within ten (10) days of receipt of the appeal.
- iii. A resident who is unsatisfied with the appellate decision of the Facility 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. A written decision on an appeal to the Division Director or designee shall be issued within ten (10) days of receipt.
- iv. Upon consideration of an appeal, the facility Director or Division Director may:
 - 1) Affirm the guilty verdict.
 - 2) Reverse the verdict and order the record expunged from the resident's permanent file. The resident could not be retried if this order is given.

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- 3) Order the Hearing Officer to conduct a new hearing or correct technical errors found within the hearing report.
- 4) Reduce the sanction.

POTENTIAL SANCTIONS/CONSEQUENCES

Category I Offenses: Multiple sanctions may be imposed.

- i. Room Confinement for not more than three (3) days.
- 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 some or all of the following privileges for not more than thirty (30) days.
- v. Loss of telephone privileges, except calls to and from their attorney or at least once a week.
- vi. Loss of reading, library privileges.
- vii. Loss of organized recreation
- viii. Loss of commissary privileges.
- ix. Loss of access to arts, crafts, and music rooms, video games, or television.
- x. Modification or reduction in length of time, but no less than thirty (30) minutes per day, of visitation privileges.
- xi. Early bed time.
- xii. Loss of Phase Level(s).
- xiii. Loss of any facility-specific privileges or events.

Category II Offense:

- i. Loss of free time/socialization
- ii. Extra duty for residents performing tasks around the facility. Extra duty assignments shall not be imposed past the resident's regular bed time.
- iii. Reduction of one Phase level.

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- iv. 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 even shall restitution be ordered beyond replacement to repair of costs.
- v. Loss of up to three (3) privileges for not more than thirty (30) days.
- vi. Los of telephone privileges, except calls to and from their attorney or at least once a week.
- vii. Loss of reading library privileges.
- viii. Loss of organized recreation
- ix. Loss of commissary privileges.
- x. Loss of access to arts, crafts, and music rooms, video games, or television.
- xi. Modification or reduction in length of time (but not less than thirty (30) minutes) of visitation privileges.
- xii. Early bed time, not to exceed two (2) hours.
- xiii. Loss of any facility-specific privileges or events.

Probation Period: In cases where a resident has been found guilty of a Category offense, a hearing officer may impose suspension of the sanctions.

- 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.

Informal Resolution: Staff and resident may agree on a penalty for minor infractions of rules that by passes the formal hearing process. If staff and resident are able 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 are only in effect for the present day and will only include:

- i. Loss of access to arts, crafts, and music rooms, video games, or television, but may not exceed one eight-hour period.
- ii. Loss of organized recreation, not to include those rights afforded by law.
- iii. Loss of any facility-specific privileges (not to include rights afforded by law) not to exceed one eight-hour period
- iv. Extra writing assignment.

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- v. Extra duty assignments shall not be imposed past the resident's regular bed time 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.

Resident Grievance Procedure

If at any time you feel that your rights have been violated, you may file a grievance. The grievance is to be filed with the administrator of that area. Example; grievances for medical related subjects should be filed with the Medical Department, grievances for education related issues should be filed with the School Counselor, those related to Gene Spadaro staff or operation should be filed with the Facility Director. Grievance forms will be made available in each housing unit.

If you are not satisfied with the answer given in any area, you can forward the grievance, with the response from that area to the Facility Grievance Coordinator for further response. If you are still not satisfied you may appeal the answer to the Facility Grievance Coordinator, William Bolen.

The following page is the appropriate grievance form that should be used for this procedure. Grievance forms are made available in each housing unit or can be obtained by any staff member upon request. Grievances should only be signed by one resident. Even if several residents want to file the same grievance, each shall file their own, in their own words.

State of West Virginia



**DIVISION OF
JUVENILE SERVICES**

Resident Grievance Form

This form is used for Residents of the Gene Spadaro Juvenile Center to file complaints or grievances with the Facility Director. Fill out section A below and submit this form to any staff person on duty or place in the Suggestion Box outside C Unit. All grievances will be routed to the Facility Director. The Facility Director will answer or have answered by the appropriate staff person to answer. Corrective action will be taken if your situation requires it.

Section A: To be filled out by resident.

Please write what your complaint or grievance is: _____

Date Filed

Resident Signature

Section B: To be filled out by the Facility Director, or designee

Your complaint has been reviewed and the following is a summary of the findings.

Facility Director/Designee Signature

Date of Reply

Fire Drill/Evacuation Procedures

In the event of a fire, you should:

- 1) Remain calm and do not panic
- 2) Do not try to fight or control the fire
- 3) Do EXACTLY as you are told by staff
- 4) You will leave the building using the route indicated on the map closest to your location. These are posted throughout the facility.
- 5) If you are leaving the shower, wrap a towel around you to cover yourself.
- 6) DO NOT attempt to take personal belongings with you!
- 7) There is to be no talking so that count can be performed.

Unexpected fire drills will be conducted to make sure everyone knows what to do in case of an actual fire or emergency.

Body, Room and K-9 Searches

- Pet down searches may be conducted by staff unannounced to search for contraband.
- Room inspections are done daily to check cleanliness of rooms; however, room searches are to be done randomly at least once per week. Room searches are also done at any time staff feels the need to search for contraband.
- The K-9 unit comes in to search the facility unannounced. During this time, they search every room in this facility and they do have the right to search every resident/person.
- Strip searches can be conducted after visits, outside trips, upon suspicion, etc.

Pre-Release Planning

Upon intake, you will complete an orientation group. You will be counseled by treatment staff at Gene Spadaro Juvenile Center on the planning process of release and the discharge planning process. You are only released per court order from the residing court which placed you in Gene Spadaro Juvenile Center. The discharge planning occurs between the members of your legal team (social workers, probation officers and attorneys), the treatment staff at the facility and through the Multi-disciplinary Team (MDT) process, which includes you and your family, if applicable. Recommendations are presented to the court through process of a court hearing or agreed order, at which time the court orders could release you from DJS custody and outline your location and conditions of your of release.

DIRECTORS SUMMARY

Your stay at Gene Spadaro Juvenile Center is what YOU make of it. Each person has the power of choice; therefore, YOU must decide how you will handle each situation that arises. We strongly encourage residents to make positive choices and any sanctions or a reward you receive will come from your behavior while here. It is your responsibility to make the right choice. We do not have control on why you're here or where you go from here but you are expected to maintain a descent behavior while here. If upset, how you act can determine the outcome for consequences. Coping skills (dealing with issues not to your liking) are part of growing up and maturing into a young adult. Once again life has rules and so does this facility. You will be treated fairly and be housed in a safe environment. We wish you a short stay and that you understand wrong choices and mistakes will happen in life, but only you can change that pattern.

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**

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

West Virginia Division of Juvenile Services

1200 Quarrier Street, 2nd Floor
Charleston, WV 25301

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

Website: www.wvdjs.state.wv.us



PREA

Prison Rape Elimination Act

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

A Division of
Department of Military
Affairs and Public Safety