

**ROBERT L. PERRY
JUVENILE JUSTICE CENTER**

DETENTION SERVICES

ORIENTATION MANUAL

PROPERTY OF JJC

LEGAL STATUS

Legal status at the Robert L. Perry Juvenile Justice Center is determined by court order. Your legal status is **DETENTION**. Since you are on detention status, you will not be able to go out of the building except for court appearances, medical needs, supervised recreation, or outings approved by the Programs and Services Coordinator and/or Superintendent.

The program on the detention wing is very basic. You may earn certain privileges based upon your behavior, on a daily basis.

DETENTION WING RULES

The goal of the detention wing program is to ensure appropriate behaviors and to provide discipline for inappropriate behaviors in a structured and supervised setting, which promotes a safe and secure environment.

It is important for you to remember that your behavior may be a factor in determining what the Juvenile Officer will recommend to the court at your next hearing, even your detention hearing.

The rules you are to follow while in residence on the detention wing include:

- Immediately comply with a directive or request made by a staff member.
- Demonstrate respect for staff members, addressing staff as "Sir" or "Ma'am."
- Raise your hand to ask a question. This includes requesting permission to approach the monitor station window.
- Demonstrate respect for fellow residents. You are not to display any threatening or intimidating behaviors.
- Do not touch a staff person or fellow resident. No physical contact is allowed, including "horseplay." If this occurs you may be charged with a law violation(s).
- Demonstrate respect for the property of others. Do not touch the property of others.
- Keep your room and wing clean and orderly at all times.
- Do not have items on your person or in your room that have not been issued to you by staff. Any and all other items will be considered contraband.
- Use proper language and tone when talking to others.

- Do not whisper or pass notes.
- Do not discuss your case with other residents or with staff.
- Do not display or express "gang" affiliation.
- You will not be allowed to take a pencil, pen, writing materials, etc., into your room.

DETENTION WING PRIVILEGES

The following are examples of privileges you can work to achieve by behaving appropriately, and may be able to earn:

- Additional Recreation - indoor or outdoor recreation
- Free time in dayroom
- Work (educational) activities, and other structured activities
- Participation in the Art Program
- Participation in cognitive behavioral intervention (CBI) classes or other educational classes
- Having a book to read

VISITATION

- Visiting hours are Tuesday and Thursday evenings from 7:00 p.m. to 8:00 p.m., and Sunday afternoons from 2:00 p.m. to 3:00 p.m.
- Only your parents/court-recognized guardian, Deputy Juvenile Officer, DYS service coordinator, CD worker, or attorney may visit you.
- The length of any visitation depends on your behavior.

PHONE CALLS

| | | |
|------------------|-------------------|-------------------|
| Phone hours are: | <u>Weekdays</u> | <u>Weekends</u> |
| | 3:45 to 4:15 p.m. | 8:15 to 9:30 a.m. |
| | 6:30 to 9:30 p.m. | 2:30 to 3:30 p.m. |
| | | 6:30 to 9:30 p.m. |

If you want staff to place a phone call to your parents/court-recognized guardian, Deputy Juvenile Officer, DYS service coordinator, CD worker, or attorney, you must sign up for your call in the morning. Staff will make two attempts to reach the person you want to talk to. You will be able to talk only to the persons mentioned above or persons approved by staff.

Residents are allowed to make or receive ONE phone call each day to or from a parent/legal guardian (no other family members). The length of a resident's telephone call will be from 5 to 15 minutes, and depends upon the resident's behavior. The residents are not allowed to speak with anyone other than their parent/guardian, deputy juvenile officer, attorney, or other approved person. Residents are NOT allowed to speak with their siblings on the phone.

MAIL POLICY

You will be able to write and receive letters from your parents, family, and friends through the U.S. Postal Service, Incoming mail will be opened in the presence of staff so that it can be inspected for inappropriate items. If you receive any unapproved materials (pictures, letters from other people beside the sender's name on the envelope, etc.) they will be sent home with your parent/guardian during the next visitation. If there is any reason to believe that your mail may include information that would pose a security risk (for example, suggestions of illegal behavior), the letter may be read by staff under the following three conditions:

- Staff has the Superintendent's approval to read the mail.
- The letter will be read in front of you.
- Staff will document all instances of mail searches and give documentation to the Superintendent.

Your family will be asked to supply stamps and envelopes for you, if you are wishing to correspond by mail. You may also ask for stamps and envelopes from a staff member. You may not share stamps and envelopes with other residents.

When you send mail, the return address must be the JJC address, without your name on the outside of the envelope.

If mail is sent to you after you have been released, it will be returned to the sender.

MEDICAL SERVICES

A nurse practitioner will visit the Center twice weekly to perform physical examinations and to provide health services as needed. If you believe you have a medical problem, notify on-duty staff. If your illness or injury requires you to be placed on sick confinement:

- You will be confined to your room and will not participate in activities.
- All food and drink will be served to you in your room.

SHOWERS

- You will shower daily. You are allowed 15 minutes to take a shower.
- DO NOT leave anything (soap, cup, etc.) in the shower.

LAUNDRY

You will be issued laundered clothing, towels, and washcloths daily (you will receive new socks and undergarments daily and new Juvenile Justice Center blue clothing every other day). You will place your dirty clothing, towels, and washcloths in a basket that will be provided at the time of your daily shower, and the items will be taken by staff to be laundered.

FIRE PROTECTION

In case of a fire:

- Staff will notify you of the exact area where a fire has been located. If you become aware of a fire in the facility, you should notify staff immediately.

Evacuation will proceed as follows:

- You will remain quiet.
- You will walk single file with other residents either exiting the A- or B-wing dayroom exit doors.
- You will walk quickly.
- If the smoke is heavy, you should crouch down as low as possible, while exiting the facility.
- You will exit the building and follow staff to the art building.
- You will continue to remain quiet and listen/follow all of staff's directives.

COMPLAINT PROCEDURE

You are to obey requests made by staff members and accept consequences without question. After you have complied with a request or consequence that you consider to be unfair, you may present your complaint about the request or consequence to the staff member. You will be provided an opportunity to put your complaint in writing. If you are unable to present your complaint to the staff member, you may make a complaint to another staff member or to the superintendent. Supervisory staff will review your complaint and discuss with you in a timely manner.

SCHOOL SCHEDULE



8:00am-10:00am: Class



10:00am-10:15am: Break



10:15am-11:30am: Class



11:30am-12:15pm: Class



11:30am: Lunch



1:00pm-2:00pm: Class



2:30pm-2:45pm: Break



2:45pm-3:30pm: Class

**DETENTION SERVICES – WEEKDAY SCHEDULE
SEPTEMBER THROUGH MAY**

| | <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> |
|--------------------|---|---|--|---|---|
| 6:00 am – 6:30 am | Wake Up, Restroom Break Prepare Room Pick up clothing | Wake Up, Restroom Break Prepare Room Pick up clothing | Wake Up, Restroom Break Prepare Room Pick up clothing | Wake Up, Restroom Break Prepare Room Pick up clothing | Wake Up, Restroom Break Prepare Room Pick up clothing |
| 6:30 am—7:00am | Showers | Showers | Showers | Showers | Showers |
| 7:00 am-7:30 am | Read quietly in room | Read quietly in room | Read quietly in room | Read quietly in room | Read quietly in room |
| 7:30 am – 8:00 am | Breakfast, Bathroom Break, Constructive Time, School Preparation | Breakfast, Bathroom Break, Constructive Time, School Preparation | Breakfast, Bathroom Break, Constructive Time, School Preparation | Breakfast, Bathroom Break, Constructive Time, School Preparation | Breakfast, Bathroom Break, Constructive Time, School Preparation |
| 8:00 am - 10:00 am | School | School | School | School | School |
| 10:00 am -10:15 am | School Break | School Break | School Break | School Break | School Break |
| 10:15 am-11:30 am | Lunch Restroom Break | Lunch Restroom Break | Lunch Restroom Break | Lunch Restroom Break | Lunch Restroom Break |
| 1:30 pm-3:30 pm | School | School | School | School | School |
| 3:30 pm-4:30 pm | Rec | Rec | Rec | Rec | Rec |
| 4:30 pm – 5:00 pm | Dinner | Dinner | Dinner | Dinner | Dinner |
| 5:00 pm – 6:30 pm | Staff-Led Educational Activity | Staff-Led Educational Activity | Staff-Led Educational Activity | Staff-Led Educational Activity | Staff-Led Educational Activity |
| 6:30 pm – 7:00 pm | Evening Activity | Evening Activity | Religious Education– for those who want to participate. Constructive time for others. | Evening Activity | Evening Activity |
| 7:00 pm – 8:00 pm | Movie | Visitation | Movie | Visitation | Movie |
| 8:00 pm –8:45 pm | Staff-Led Educational Activity | Staff-Led Educational Activity | Staff-Led Educational Activity | Staff-Led Educational Activity | Staff-Led Educational Activity |
| 8:45 pm – 9:00 pm | Snack | Snack | Snack | Snack | Snack |
| 9:00 pm – 9:30 pm | Bathroom Break/Preparation for Bedtime | Bathroom Break/Preparation for Bedtime | Bathroom Break/Preparation for Bedtime | Bathroom Break/Preparation for Bedtime | Bathroom Break/Preparation for Bedtime |
| 9:30 pm – 10:00 pm | Quiet Reading in Room | Quiet Reading in Room | Quiet Reading in Room | Quiet Reading in Room | Quiet Reading in Room |
| 10:00 pm | Lights Out | Lights Out | Lights Out | Lights Out | Lights Out |

**DETENTION SERVICES – WEEKDAY SCHEDULE
JUNE THROUGH AUGUST**

| | <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> |
|---------------------|---|---|--|---|---|
| 7:45 am - 8:30 am | Wake Up, Restroom Break Prepare Room | Wake Up, Restroom Break Prepare Room | Wake Up, Restroom Break Prepare Room | Wake Up, Restroom Break Prepare Room | Wake Up, Restroom Break Prepare Room |
| 8:30 am – 9:30 am | Recreation for Male Residents Wing Maintenance and Free Reading for Female Residents | Recreation for Male Residents Wing Maintenance and Free Reading for Female Residents | Recreation for Male Residents Wing Maintenance and Free Reading for Female Residents | Recreation for Male Residents Wing Maintenance and Free Reading for Female Residents | Recreation for Male Residents Wing Maintenance and Free Reading for Female Residents |
| 9:30 am – 10:30 am | Showers | Showers | Showers | Showers | Showers |
| 10:30 am - 11:15 am | Complete Current Events/Packets | Complete Current Events/Packets | Complete Current Events/Packets | Complete Current Events/Packets | Complete Current Events/Packets |
| 11:15 am – 11:30 am | Bathroom Break | Bathroom Break | Bathroom Break | Bathroom Break | Bathroom Break |
| 11:30 am – 12:00 pm | Lunch | Lunch | Lunch | Lunch | Lunch |
| 12:00 pm – 2:15 pm | Lunch Maintenance Bathroom Break/Room Time | Bathroom Break/Room Time | Bathroom Break/Room Time | Bathroom Break/Room Time | Bathroom Break/Room Time |
| 1:00 pm -2:00 pm | Recreation for Female Residents/Wing Maintenance and Free Reading for Male Residents | Recreation for Female Residents/Wing Maintenance and Free Reading for Male Residents | Recreation for Female Residents/Wing Maintenance and Free Reading for Male Residents | Recreation for Female Residents/Wing Maintenance and Free Reading for Male Residents | Recreation for Female Residents/Wing Maintenance and Free Reading for Male Residents |
| 2:00 pm – 3:00 p.m. | Staff-led Activity | Staff-led Activity | Staff-led Activity | Staff-led Activity | Staff-led Activity |
| 3:00 pm – 3:15 pm | Bathroom Break | Bathroom Break | Bathroom Break | Bathroom Break | Bathroom Break |
| 3:15 pm – 4:30 pm | Quiet Time/Free Reading /Bathroom Break/Preparation for Dinner | Quiet Time/Free Reading /Bathroom Break/Preparation for Dinner | Quiet Time/Free Reading /Bathroom Break/Preparation for Dinner | Quiet Time/Free Reading /Bathroom Break/Preparation for Dinner | Quiet Time/Free Reading /Bathroom Break/Preparation for Dinner |
| 4:30 pm – 5:15 pm | Dinner/Bathroom Break | Dinner/Bathroom Break | Dinner/Bathroom Break | Dinner/Bathroom Break | Dinner/Bathroom Break |
| 5:15 pm – 6:00 pm | Art | Art | Art | Art | Art |
| 6:00 pm – 8:45 pm | Movie | Visitation/Staff-led Activity | Religious Education– for those who want to participate. Constructive time for others/Evening Activity | Visitation/Staff-led Activity | Movie |
| 8:45 pm – 9:00 pm | Snack | Snack | Snack | Snack | Snack |
| 9:00 pm – 9:30 pm | Bathroom Break/Preparation for Bedtime | Bathroom Break/Preparation for Bedtime | Bathroom Break/Preparation for Bedtime | Bathroom Break/Preparation for Bedtime | Bathroom Break/Preparation for Bedtime |
| 9:30 pm – 10:00 pm | Quiet Reading in Room | Quiet Reading in Room | Quiet Reading in Room | Quiet Reading in Room | Quiet Reading in Room |
| 10:00 pm | Lights Out | Lights Out | Lights Out | Lights Out | Lights Out |

DETENTION SERVICES – WEEKEND SCHEDULE ALL YEAR

| | <u>SATURDAY</u> | <u>SUNDAY</u> |
|----------------------|---|--|
| 7:45 am – 8:30 am | Wake up/Bathroom Break/Make Bed/Breakfast | Wake up/Bathroom Break/Make Bed/Breakfast |
| 8:30 am – 9:30 am | Recreation | Recreation |
| 9:30 am – 10:00 a.m. | Showers | Showers |
| 10:00 am – 11:00 am | Clean Rooms/Wings/Classroom Areas | Clean Rooms/Wings/Classroom Areas/Inspections |
| 11:00 am – 11:30 pm | Reading | Reading/Current Events |
| 11:30 pm – 12:00 pm | Lunch | Lunch |
| 12:00 pm – 1:00 pm | Maintenance | Maintenance |
| 1:00 pm – 2:00 pm | Activity | Activity |
| 2:00 pm – 3:00 pm | CBI Class | Visitation |
| 3:00 pm – 4:30 pm | Board Games | Board Games |
| 4:30 pm – 5:00 pm | Dinner/Bathroom Break | Dinner/Bathroom Break |
| 5:00 pm – 6:00 pm | Education Class | Education Class |
| 6:00 pm – 7:00 pm | Education Class | Religious Education - Residents attend on a voluntary basis. Those not attending have quiet time in their rooms. |
| 7:00 pm – 8:30 pm | Movie | Movie |
| 8:30 pm – 9:00 pm | Snack | Snack |
| 9:00 pm – 9:30 pm | Bathroom Break/Preparation for Bedtime | Bathroom Break/Preparation for Bedtime |
| 9:30 pm – 10 pm | Quiet Reading in Room | Quiet Reading in Room |
| 10:00 pm | Lights Out | Lights Out |