

**ROBERT L. PERRY
JUVENILE JUSTICE CENTER**

**RESIDENT ORIENTATION HANDBOOK
REVISED 2022**



Do Not Write or Draw on this Packet!
Please make a separate study sheet to prepare the test.

WHAT IS THIS HANDBOOK ALL ABOUT?

There are some things you should know that will make your stay at the Robert L. Perry Juvenile Justice Center (JJC) more productive. These things will also help you in getting along with the staff and other residents. When you finish reading this handbook, you will be given an orientation test. It is important that you understand everything in this handbook, as it contains all the answers to the test.

JJC has a **level system**, which will also be explained to you in this handbook. You will progress in the level system, once you show that you understand and can demonstrate the behavioral expectations.

If you have any questions, or find something in this orientation handbook that you do not understand, please ask one of the staff to explain it to you!

WHERE AM I? Robert L. Perry Juvenile Justice Center
5665 Roger I Wilson Memorial Drive
Columbia, MO 65202

THE TELEPHONE NUMBER HERE IS:
573-886-4450

WHY AM I HERE?

You have been placed at JJC by Court Order or Warrant. The basic purpose of JJC is to provide you with a safe and secure placement where you can make positive changes in your thinking and behaviors. All residents need to be aware that there is no specific length of stay once the Court has placed you at JJC. You will have scheduled Court dates.

Your **legal status** is determined by the Court, and it is one of the following:

- **Detention:** You have been placed at JJC by the Court for pending charges. You will remain on detention status until your charges are resolved or you are released by the Court.
- **Post-Certified:** You may be at JJC post-certification if you are under 18 years old and while your adult criminal charges are pending.
- **DYS Commitment or Warrant:** You may be at JJC for a period of time after being committed or for a warrant.
- **Evaluation:** You may be at JJC for the purpose of an evaluation. Both your DJO and your DDJO will be writing reports for the Court. The DJO will report on your social history, school adjustment, risk and needs areas, mental health, substance abuse, and other pertinent information. Your DDJO will report on your participation and behaviors while at JJC, including school, programming, and completing assignments.
- **Short Term Care:** You may be at JJC following a period of evaluation because the Court has determined that you need to demonstrate more progress before being released. Or, you may be required

to complete assignments given to you by your Deputy Juvenile Officer, complete assigned community service work, or await placement for substance abuse treatment, etc.

- **Placement:** You may be at JJC because it has not been decided where you will be placed after being released from JJC, and/or homestudies are being conducted to determine placement alternatives.

WHO ARE THE STAFF AND WHAT CAN I EXPECT FROM THEM?

There are Supervisors and DDJO's who will work with you during your placement. They are trained to assist you with learning new skills and promoting positive behaviors that will assist you in making positive changes. Detention Aides, Program Assistants and student interns may also be involved in programs and assisting you during your stay.

The primary goals of the staff are to help you:

- Assume responsibility for your behaviors.
- Develop problem solving and social skills so that you might experience greater personal success and involvement with your community.
- Assure your safety and security.

You can expect the following from staff:

- **Safety and Security.** Staff are here to assure that you are safe and secure.
- **Honesty.** Staff will be straightforward with you.
- **Help.** Staff will assist you in problem solving.
- **Goal Setting.** Staff will help you in choosing reachable goals and planning the most efficient way of achieving them.
- **Consistency.** Staff will always provide you with consequences for both positive and negative behaviors.
- **Confidentiality.** Staff will not discuss your performance here, the reasons for you being here, or your family situation with anyone for whom it is not appropriate.
- **Listening.** Staff will listen to your concerns whenever the time and place are appropriate.
- **Responsibility.** The staff will accept responsibility for their actions but they will refuse to accept responsibility for your actions.

WHAT IS CONFIDENTIALITY?

Confidentiality is a specific right of most juveniles in any Court proceeding. This means that any person who knows about a juvenile's legal status and placement at JJC cannot talk about these matters with anyone else, except as allowed by law. In keeping with the right to confidentiality, residents, parents, visitors, volunteers, and student interns must sign a Confidentiality Agreement. By signing this form, the person promises that he/she will keep confidential any information learned about any resident.

Keep in mind that confidentiality is a right. While at JJC, you should never talk about other residents to anyone, including your parents. You will be held accountable if it is discovered that you have broken the confidentiality of other residents. Remember that you are not to discuss ex-residents while in JJC, nor any ex-resident or current resident after you leave JJC.

WHAT ARE THE RULES AND EXPECTATIONS?

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.

- You will comply with staff directives immediately and without question.
- You will demonstrate respect towards others at all times, including never making fun of others in any way.
- Raise your hand to ask a question. This includes requesting permission to get up from your seat.
- Physical contact between residents is not allowed, including horseplay.
- Fighting with or threatening others is not allowed. Any type of situation that involves either threats or fighting, either witnessed by you or involving you, should be reported to staff immediately.
- You will respect the property of others. You will not touch, lend, or borrow the property of others, unless approved to do so by staff.
- You will acknowledge responsibility for your actions and will not provide excuses or explanations for your behaviors.
- You will not leave your pencil unattended at any time. You will NEVER bring your pencil into your room.
- Wear your clothes appropriately. For example, do not “sag” your pants and expose your undergarments. Staff will give you two warnings before providing you with JJC clothing. Failure to wear clothes appropriately may result in your restriction from public areas.
- You will not talk across the tables (i.e. carry on conversations with residents who are not seated at your table) at any time unless approved by staff.
- You will obey the law and will not participate in criminal behavior.
- You will attend and successfully participate in school each day.
- You will successfully participate in all program activities as directed.
- You will keep your room, locker, bathroom, and wing clean and orderly at all times.
- You will use proper language and tone when talking to others.
- You will not whisper, pass notes, or exchange addresses/phone numbers or contact information.
- You will seek permission before entering or leaving a specific area in the facility.
- You will not display gang affiliation through selection of clothing or oral or written communication.
- You will not enter the Monitor Station area at any time.
- You may not use the telephone, television, or computer equipment without staff permission.
- Do not have items on your person or in your room/locker that have not been issued to you by staff. Any and all other items will be considered contraband.

WHAT VISITORS MAY I HAVE DURING MY PLACEMENT? MAY I RECEIVE OR MAKE TELEPHONE CALLS?

Visitation Times: You are allowed to visit your parents/legal guardian that are parties to your case. A limit of 2 people may visit at a time.

In-Person Visits	Tuesday:	6:30p.m. to 7:30p.m.	Thursday:	6:30p.m. to 7:30p.m.
		7:30p.m. to 8:30p.m.		7:30p.m. to 8:30p.m.

Virtual Visits **Monday – Friday: 11:30a.m. to 1:00p.m.** (15 minutes)

****If you have a behavior violation that results in room confinement/Time Out room placement, you will lose visitation and must remain confinement violation free for 3 days for visitations to resume.**

Phone times: **Monday-Wednesday-Friday** 3:45 p.m. to 4:15 p.m. and 6:30 p.m. to 9:30 p.m.
Saturday-Sunday (reward) 8:15a.m.-9:30a.m., 2:30p.m.-3:30p.m., and 6:30p.m.-9:30p.m.

You are allowed one 10-minute call with your parent/legal guardian, or other approved persons. If you have a behavior violation for the week, you will receive one 5-minute call. If your parents do not reside in the same home, you may talk with both of them daily. You must sign up for call(s) by lunch time by notifying the Pod staff. Staff will make only two attempts.

You may also talk with your DJO and Attorney. You must sign up for staff to make those calls for you.

You may earn an extra 5-minute phone call on Saturday (even rooms) or Sunday (odd rooms) for positive behaviors and no violations that week.

****If you have a behavior violation, it could result in supervised phone calls or loss of phone calls. You must remain behavior violation free for 3 days to have phone privileges reinstated.**

Special approved visit with other family members: You will need to make such a request to the Superintendent or Supervisor. Any visitor will not be allowed to visit if: 1) they appear to be under the influence of drugs or alcohol, 2) they pose a risk to the safety and security of the building, residents, staff, or other visitors, or 3) they have active warrants for their arrest.

Staff will make two attempts to reach the person you want to talk to. After those attempts, the person you wish to speak with must initiate the call. You will be able to speak with only the persons approved. If you speak to someone not approved, it could result in your phone calls being supervised or loss of phone calls.

Approved, case-related professionals are allowed to visit you during your placement, including your: 1) attorney, 2) deputy juvenile office, 3) caseworker/case manager from another agency (for example, Children's Division), and 4) counselor or therapist. Whenever you need to speak with a professional who is involved in your case, just submit your request to staff and the contact will be arranged.

Your minister or a church staff member may be allowed to visit you at your request and if they are approved to do so by your parent/guardian and Superintendent or Supervisor.

MAY I SEND OR RECEIVE MAIL?

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 besides the sender's name on the envelope, ex-residents/co-defendants, etc.), they will be sent home with your parent/guardian during the next visitation. If there is any reason to believe that a letter may include information that could 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, however this will be limited. You may not share stamps and envelopes with other residents.

When you send mail, the return address must be the JJC address only, without your name on the outside of the envelope. This is for confidentiality reasons. Also, you may not draw on the outside of the envelope.

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

WHAT IF I HAVE MEDICAL OR MENTAL HEALTH NEEDS WHILE I AM HERE?

Please be certain to report to staff immediately if you are sick, injured, require medical attention, or are currently taking prescribed medication. JJC has a nurse practitioner present at the facility twice a week and a psychiatrist present twice monthly. You may sign up to see the nurse practitioner or psychiatrist by making the request to staff. In addition, medical professionals are available to respond to your health needs 24 hours a day.

Within 5 days of your admission, you will be examined by a nurse practitioner who will give you a physical. The nurse practitioner will then provide any follow-up care that you may require during your placement.

If you were scheduled for a medical or dental appointment prior to your placement, your parent/guardian will need to contact supervisory staff as soon as possible.

Sick Confinement: If you are ill (i.e., running a fever, vomiting, etc.), you will be placed on sick confinement, with the following guidelines:

- Inform a staff person of your ailment.
- Staff will monitor your symptoms.
- You will be confined to your room for a possible minimum of 24 hours and you will not participate in program activities until you are released from sick confinement.
- Your meals will be served to you in your room.
- You will not receive phone call or visit.

WHAT WOULD HAPPEN DURING AN EMERGENCY?

Staff would notify all residents of the exact emergency. You are to follow staff directives. In the event of a fire, you and the other residents will exit the building through the exit doors as directed by staff. If a fire occurs in your room, quickly exit your room and yell "FIRE" to gain staff's attention. In the event of a tornado, all residents on the Program Wing will follow staff to A-Wing (on the Detention Wing). Residents will sit facing the wall, with their hands over their head and their head tucked between their knees.

If staff directs residents to evacuate the building, the evacuation will proceed as follows:

- You will remain quiet and follow all staff directives.
- You will line up in the designated area and you will number off. You will walk in a single-file manner through the building, as directed by staff.

- If there is heavy smoke, remain as close to the ground as possible while exiting.
- Upon exiting the building, staff will tell you where to stand.

WHAT IS CONTRABAND?

Contraband at JJC includes illegal drugs, cigarettes, lighters, matches, notes from other residents, eating utensils (except in meal areas), extra bedding, extra clothing items, medications in rooms, other residents' belongings, inappropriate reading materials, food/drink in rooms, money, and anything else not approved by staff.

Room/locker checks will be completed randomly by staff to check for contraband. If contraband is found, a consequence will be imposed, including possible contact with legal authorities that may result in further charges being filed against you. No valuables (money, jewelry, etc.) will be kept in the building. They will be sent home with your parent/guardian.

DOES STAFF CONDUCT SEARCHES OF ME, MY ROOM, OR MY BELONGINGS?

In order to ensure a safe facility, staff members are required to perform searches of you, your room, and your locker to make sure you do not have contraband.

Type of Searches

- **Pat Down Search.** Occurs after any personal visit, including returning from a pass or court appearance. A pat down search requires staff of the same sex to “pat down” your body and clothing.
- **Room Search & Locker Search.** Occurs periodically to check for contraband. During these searches, staff will search your clothing, bedding, books, and all other belongings in your room and locker.

WHAT IS A GRIEVANCE?

Comply with staff requests or directives without questioning staff. After you have obeyed a request or completed a consequence you think is unfair, or you believe that your rights have been violated, or you think that you have been treated unfairly in any other manner, you may report your grievance (complaint) in person or in writing to any staff member. There will be no retaliation against you for following the grievance procedure.

COULD I EARN A VISITATION PASS?

You will need to be on the correct Level to be eligible for a pass. Passes will not be used solely as a reward for positive behavior, but will be used as a way to work on family relationships or for other specific purposes, such as scheduled appointments. In reviewing your pass request, the Supervisors will consider your Legal status, your behaviors, the purpose of the pass, and your final Court recommendation. You must ask for a pass form. You are responsible for filling out the pass form and giving to staff **48 hours prior** to your proposed departure time. You will need to meet with your DDJO to review your pass request before submitting it. Your DDJO will sign the pass request, noting your meeting. Once your pass form has been reviewed, you will be notified if your pass has been approved or rejected. If the pass is approved, your parent/guardian and DJO will be notified.

- For overnight passes, there will be a 9:00 p.m. curfew. You are to telephone JJC staff to verify that you are home. Staff will talk to your parent/guardian to make sure the pass is going well. Staff may call you after the curfew call to make sure you are at home.
- You may not drive any type of motor vehicle while on pass.
- You may not use any type of tobacco product, drugs, or alcohol while on pass.
- You may not leave Boone & Callaway Counties without prior approval.
- You must stay with your parent/guardian at all times.

- You may be drug tested upon your return.
- You may not have peers over to visit while on pass. You may not contact peers while on pass. This includes phone, e-mail, or social media.

MAY I TALK WITH OTHER RESIDENTS

- Talking to other residents is by permission of staff only.
- If you have been allowed to talk to another resident, ask yourself if what you want to say is positive and appropriate.
- The use of obscene or profane language, name-calling, “making fun” of others, or negative talk is not allowed.
- Whispering to other residents is not allowed.
- Do not talk across tables to other residents unless approved by staff.

WILL I GO TO SCHOOL WHILE I AM HERE?

Yes. Once you complete the orientation process, and if you are here during the regular school year, you will be enrolled in Columbia Public Schools. You will earn credit for the academic work you do while you are here and your home school will receive information regarding your attendance and the grades you received for work completed. Summer school is a program of the Robert L. Perry Juvenile Justice Center. You will attend, but you will not earn credit for your academic work in summer school. Residents may have the opportunity to complete on-line credit courses, if eligible.

During the Regular School Year

- The school program that you participate in will depend on your Legal Status, Level Status, and recommendation of teaching staff at the facility.
- All Juvenile Justice Center facility rules apply while you are attending school. If you are observed violating a rule, you will receive a consequence from JJC staff and the school teacher.
- School is conducted Monday through Friday, following the Columbia Public Schools calendar.
- The mission of the education program is to provide students with skills and attitudes to re-enter school and/or work constructively.
- Your school behavior and grades will be assessed by the school teacher.
- The use of school materials is determined by the teacher.
- When school is not in session, activities will be organized by staff.
- Work on school work only.
- Do not disturb other students while they are doing school work.
- If you have a question or want to turn in work, raise your hand.
- Do not destroy or waste school materials.
- Be considerate of staff and all school workers.

- Misuse of school supplies (including laptop) may result in consequences from both the school and JJC.

WHAT ARE GROUPS?

Programming and activities will include physical recreation, various educational and skill-building programs, discussion groups, free time activities, art, and maintenance responsibilities, etc. Groups will be held several days a week, for approximately one hour at a time. There are two types of groups: educational and skill-based. Some groups are presented by staff and others are presented by community agencies.

Recreation (indoor or outdoor) is organized physical activity that is part of the JJC program. If you have passed your orientation test, have staff permission, and are on the correct Level, you may be allowed to participate in outdoor recreation. Otherwise, you may only participate in outdoor recreation with a Supervisor's consent.

Rules during recreation:

- You will follow staff directives.
- You will demonstrate respect towards other residents/staff.
- You will use proper tone and language. You will not "trash talk."
- No bodily contact is allowed.
- You will participate and show effort in all activities.
- Shoelaces must be tied at all times.
- You should always display good leadership and sportsmanship qualities and never make fun of other residents.
- You must wear all clothing appropriately.

MAY I HAVE READING MATERIALS?

There is a library at JJC. You will have regular access to reading materials for leisure reading, for school work, and for work on other assignments.

In general, you will not be allowed to have your own books or magazines from home while you are at JJC. If you request a religious book or materials, your parent/guardian will need to bring the materials to JJC. A Supervisor will review the materials and decide if they are approved for you to have at JJC. You may check out only one book at a time.

You will also have access to a computer to complete school work and case plan assignments, with staff permission only. Staff will directly supervise you when you are using a computer.

Make sure that you return your library books before you are released from JJC.

WHAT CLOTHING AM I ALLOWED TO HAVE?

The clothing you are allowed to wear at JJC will be determined by your Legal status and your Level. If you are allowed to have your own clothing at JJC, one change of clothing consists of a shirt, pants, undergarments, and socks. You are allowed one pair of tennis shoes. A coat may be allowed, depending on the weather. You must

label your clothing. All clothing will be approved by staff. Clothing with logos, wording, pictures, etc. that are deemed inappropriate by staff will be returned to your parent. JJC will not be liable for your clothing should it be lost, stolen, or damaged. You are to wear only your own clothing. You will only be allowed to swap out clothing with a Supervisor's approval. If you do not have your own clothing or you wear your clothing in an inappropriate manner, you will be provided JJC clothing.

WHAT ARE THE ROOM POLICIES?

- When you are in your room, the light is to be on and the door is to be locked and shut completely.
- Program Side--If you need to use the bathroom after lights out, you may do so, but you are to clap to get staff permission, exit your room, use the restroom, and return to your room immediately.
- You may never go into another resident's room.
- When you are in your room, at bedtime, you may have a free reading book.
- All residents will wear a shirt and pants while sleeping. In the morning, before leaving your room, you must clean your room to include making your bed and making sure your floor is clean.
- Program Side--When you exit your room in the morning, all of your personal belongings need to be placed in your locker. The only things that may remain in your room, when you are not in it, is your approved religious reading materials.

WHAT ARE THE LAUNDRY RULES?

- Clean towels/washcloths are to be picked up each morning.
- Dirty clothes and towels are to be washed daily after you shower. You will be assigned laundry bags or shower baskets and your items are to be placed there.
- Dirty sheets are to be brought out of your room every Sunday.
- If you lose an item(s) of clothing you are to immediately notify staff.

WHAT ARE THE SHOWER POLICIES?

- You will shower daily. You are allowed 15 minutes to take a shower and 5 minutes to complete hygiene. Staff will tell you when to take your shower. If you violate the time standards, it may result in a consequence. If you lose shower privileges, you will be provided with an alternative means to complete daily hygiene.
- You may be allowed to have your parent/guardian bring you personal hygiene items, depending on your Legal Status and Level. The items will have to be approved by staff. Approved items include bar soap, shampoo, conditioner, deodorant, toothpaste, and a toothbrush. You are not allowed to have make-up items, aerosol cans, or products containing alcohol. At staff's discretion, residents may be approved to use a razor to shave. If a parent does not bring hygiene items, JJC will provide the necessary personal hygiene products to you. All of your personal hygiene products are to be kept in plastic containers given to you by staff, unless staff requires that you keep certain products at the monitor station.
- You may be approved to have razors/shaving cream and use them at your shower time. These products will be kept in a Supervisor's office.
- You must wear your shower shoes when taking a shower.

WHEN ARE MEALTIMES?

Breakfast:	Starts at 6:45 a.m. to 7:00 a.m.	Dinner:	4:30 p.m.
Lunch:	11:30 a.m.	Snack:	Approximately 8:00 p.m.

All food is to be eaten in the multipurpose area, unless you are on sick confinement or staff instructs you to eat elsewhere. You will be expected to use good table manners. Do not share food from your tray with anyone else. You are not to “save” food for later.

WHAT IS MAINTENANCE?

Maintenance tasks are completed as assigned by staff. Staff will assign residents to complete set-up and maintenance tasks, and will explain exactly what tasks you are to complete and how to complete them.

Equipment and Supplies: All maintenance equipment and supplies are kept in the maintenance closet and at the monitor station.

Multipurpose Area Tasks

- Wipe down the lunch tables with the cleaning product found at the monitor station.
- Dust mop the entire floor. After mopping, you will then need to sweep up the dirt and throw it away in the trash can.
- Wet mop the entire floor area of the multipurpose room. Only use cleaning solution at dinner maintenance.
- Wipe down windows with window cleaner.
- Empty all trash cans.

Bathroom Tasks

- Wash out sinks with cleaning product found at the monitor station and wipe down counters.
- Wipe down toilets.
- Empty trash cans. Clean trash bags are found in the kitchen.
- Sweep and mop the floor, using cleaning solution only at dinner maintenance.
- Sweep and mop the hallway, using cleaning solution only at dinner maintenance.

Dayroom Tasks

- Wipe off furniture and lockers.
- Vacuum at dinner maintenance only.
- Wipe down windows inside dayroom and on the wing door.

Kitchen Tasks

- Follow the list of instructions on the wall by the kitchen door.

Daily Weekday Schedule School Days

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
6:15am- 6:45 am	Wake up, Bathroom Showers, Prepare Room, Pick Up Clothing	Wake up, Bathroom Showers, Prepare Room, Pick Up Clothing	Wake up, Bathroom Showers, Prepare Room, Pick Up Clothing	Wake up, Bathroom Showers, Prepare Room, Pick Up Clothing	Wake up, Bathroom Showers, Prepare Room, Pick Up Clothing
6:45 am- 7:00am	Stretches/Exercises	Stretches/Exercise	Stretches/Exercise	Stretches/Exercise	Stretches/Exercise
7:00 am- 8:00 am	Breakfast, Maintenance, Bathroom Break, School Preparation	Breakfast, Maintenance, Bathroom Break, School Preparation	Breakfast, Maintenance, Bathroom Break, School Preparation	Breakfast, Maintenance, Bathroom Break, School Preparation	Breakfast, Maintenance, Bathroom Break, School Preparation
8:00 am-10:00am	School	School	School	School	School
10:00am- 10:15am	School Break	School Break	School Break	School Break	School Break
10:15am- 11:15am	School	School	School	School	School
11:30am- 1:00pm	Lunch Lunch Maintenance Bathroom Break	Lunch Lunch Maintenance Bathroom Break	Lunch Lunch Maintenance Bathroom Break	Lunch Lunch Maintenance Bathroom Break	Lunch Lunch Maintenance Bathroom Break
1:00 pm- 3:30 pm	School	School	School	School	School
3:30pm-4:30pm	Rec	Rec	Rec	Rec	Rec
4:30pm- 5:00pm	Supper	Supper	Supper	Supper	Supper
5:00pm- 6:30 pm	Groups/Programming	Groups/Programming	Groups/Programming	Groups/Programming	Groups/Programming
6:30pm-7:00pm	Dinner Maintenance, Bathroom Break Constructive Time	Dinner Maintenance, Bathroom Break Constructive Time	6:00 pm - 7:00 pm Religious Education for those who want to participate. Constructive time for other.	Dinner Maintenance, Bathroom Break Constructive Time	Dinner Maintenance, Bathroom Break Constructive Time
7:00pm- 8:00pm	DDJO/Caseplan Time Showers	Visitation Showers	DDJO/Caseplan Time Showers	Visitation Showers	DDJO/Caseplan Time Showers
8:00-8:30 pm	Programming	Free Reading	Programming	Free Reading	Programming
8:30 pm- 9:00 pm	Earned Free Time/ Snack	Earned Free Time/ Snack	Earned Free Time/ Snack	Earned Free Time/ Snack	Earned Free Time/ Snack
9:00pm- 9:30pm	Bathroom Break, Bedtime	Bathroom Break, Bedtime	Bathroom Break, Bedtime	Bathroom Break, Bedtime	Bathroom Break, Bedtime
9:30- 10:00 pm	Bedtime, unless using a level privilege or staff directed work	Bedtime, unless using a level privilege or staff directed work	Bedtime, unless using a level privilege or staff directed work	Bedtime, unless using a level privilege or staff directed work	Bedtime, unless using a level privilege or staff directed work
10pm	Lights Out	Lights Out	Lights Out	Lights Out	Lights Out

Daily Weekday Schedule Summer Break

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
6:15am- 6:45 am	Wake up, Bathroom Showers, Prepare Room, Pick Up Clothing	Wake up, Bathroom Showers, Prepare Room, Pick Up Clothing	Wake up, Bathroom Showers, Prepare Room, Pick Up Clothing	Wake up, Bathroom Showers, Prepare Room, Pick Up Clothing	Wake up, Bathroom Showers, Prepare Room, Pick Up Clothing
6:45 am- 7:00am	Stretches/Exercises	Stretches/Exercise	Stretches/Exercise	Stretches/Exercise	Stretches/Exercise
7:00 am- 8:25 am	Breakfast, Maintenance, Bathroom Break, Constructive Time	Breakfast, Maintenance, Bathroom Break, Constructive Time	Breakfast, Maintenance, Bathroom Break, Constructive Time	Breakfast, Maintenance, Bathroom Break, Constructive Time	Breakfast, Maintenance, Bathroom Break, Constructive Time
8:30 am- 9:45 am	School	School	School	School	School
9:45am- 10:15 am	School Break	School Break	School Break	School Break	School Break
10:15 am- 11:15 am	School	School	School	School	School
11:30am-12:00pm	Lunch	Lunch	Lunch	Lunch	Lunch
12:00pm- 2:15 pm	Lunch Maintenance Bathroom Break, Ed.Class	Lunch Maintenance Bathroom Break Ed. Class	Lunch Maintenance Bathroom Break Ed. Class	Lunch Maintenance Bathroom Break Ed.Class	Lunch Maintenance Bathroom Break Ed.Class
2:15pm-2:30pm	Bathroom Break	Bathroom Break	Bathroom Break	Bathroom Break	Bathroom Break
2:30pm-3:30pm	Recreation	Recreation	Recreation	Recreation	Recreation
3:30pm- 4:30pm	Education Class	Education Class	Education Class	Education Class	Education Class
4:30pm-5:00pm	Dinner, Bathroom Break	Dinner, Bathroom Break	Dinner, Bathroom Break	Dinner, Bathroom Break	Dinner, Bathroom Break
5:00 pm- 6:30pm	Group Programming	Group Programming	Group Programming	Group Programming	Group Programming
6:30- 7:00	Dinner Maintenance, Bathroom Break, Constructive time	Dinner Maintenance, Bathroom Break, Constructive time	6:00 pm- 7:00pm Religious Education- for those who want to participate. Constructive time for others	Dinner Maintenance, Bathroom Break, Constructive time	Dinner Maintenance, Bathroom Break, Constructive time
7:00pm-8:00pm	DDJO Time Showers	Visitation Showers	DDJO Time Showers	Visitation Showers	DDJO Time Showers
8:00pm-8:30pm	Programming	Free Reading	Programming	Free Reading	Programming
8:30pm-9:00 pm	Earned Free Time/ Snack	Earned Free Time/ Snack	Earned Free time/ Snack	Earned Free Time/ Snack	Earned Free Time/ Snack
9:00pm- 9:30 pm	Bathroom Break, Bedtime	Bathroom Break, Bedtime	Bathroom Break, Bedtime	Bathroom Break, Bedtime	Bathroom Break, Bedtime
9:30pm-10:00pm	Bedtime, unless using a level privilege or staff directed work	Bedtime, unless using a level privilege or staff directed work	Bedtime, unless using a level privilege or staff directed work	Bedtime, unless using a level privilege or staff directed work	Bedtime, unless using a level privilege or staff directed work
10:00pm	Lights out	Lights Out	Lights Out	Lights Out	Lights Out

Weekend Schedule All Year

	<u>Saturday</u>	<u>Sunday</u>
8:00am-9:00am	Breakfast, Maintenance, Bathroom Break Showers	Breakfast, Maintenance, Bathroom Break Showers
9:00 am- 10:00am	Locker/Room Cleaning/Maintenance	Locker/Room Cleaning/Maintenance
9:30am-10:30am	Free Reading	Record Breakers
10:00am-10:15am	Bathroom Break	Bathroom Break
10:15am-10:30am	Recreation	Recreation
11:30am-1:00pm	Lunch Maintenance, Bathroom Break, Constructive Time	Lunch Maintenance, Bathroom Break, Constructive Time
1:00pm-2:30 pm	Group Programming	1:00pm-1:45pm Group Programming 1:45pm-2:00pm- Visitation Preparation 2:00pm-3:00pm- Visitation 3:00pm-3:15pm Visitation clean up
2:30pm-4:30pm	2:30pm- 3:30pm Earned Free Time/ Constructive Time 3:30pm-4:30pm DDJO Time Showers	2:30pm-3:15pm Earned Free Time/ Constructive Time 3:15pm-4:30pm DDJO Time Showers
4:30pm-6:00pm	Dinner, Maintenance, Bathroom Break	Dinner, Maintenance, Bathroom Break
6:00pm-7:00pm	Group Programming	Religious Education-Residents attend on a voluntary basis. Those not attending have quiet Constructive Time.
7:00pm-9:00pm	Movie- For those that are eligible, Constructive Time/ Snack	7:00pm- 8:30pm DDJO Time
9:00pm-9:30pm	Bathroom Time/ Bedtime	Bathroom Time/ Bedtime
9:30pm-10:00pm	Bedtime, unless using a level privilege or completing staff directed work	Bedtime, unless using a level privilege or completing staff directed work
10:00 PM	Lights Out	Lights Out

WHAT ARE CASEPLANS?

Caseplans will be created by DDJOs and assigned for you to complete during your stay at JJC. Caseplans will focus on the issues that led to your placement in detention. For example, if you engaged in a fight, you may be assigned a caseplan that addresses anger management skills. If you used illegal substances, you may receive an assignment regarding substance abuse or participate in a substance abuse assessment. Completing caseplans and engaging in discussion with staff will help you learn how to deal with your problem behaviors so that you are able to make positive choices and stay out of trouble. Some residents return to JJC; some do not. The difference is that some learn to change their behaviors and learn how to deal with their problems so they do not come back.

The aim of placement at this facility is not to make you change. We respect that you have control over how you think and act. What we will do is teach you a set of skills that you can use to change things about your life, if you apply them. These tools can help you change your thinking and take responsibility for your behaviors.

We would like to help you identify your thinking patterns so that you can exercise greater control over your life. During your stay, your responsibility is to work with staff and other residents to look at the attitudes, beliefs, and thinking patterns that guide your feelings and behaviors.

If you are successful in learning and practicing these skills, you will have better opportunities for living a successful and productive life. Our intent is to challenge you to think differently about your attitudes, beliefs, thinking patterns and choices, and to realize that you have different choices or options in life experiences.

WHAT ARE PROGRAMMING GROUPS?

Groups are run by staff and include focusing on problem-solving skills, social skills interventions and cognitive restructuring (identifying and addressing your thinking, beliefs, attitudes and values). The groups will include role playing, group discussion, and maybe homework assignments. Groups may be skills-based (anger management, effective communication) or educational in nature.

WHAT IS EXPECTED OF ME REGARDING MY BEHAVIOR HERE?

In this facility you will learn skills to help you behave appropriately, which is what staff expect you to do. **Appropriate Behavior** is any behavior that:

- Moves you closer to your goals.
- Helps you earn rewards.
- Improves your chances of not returning to JJC.
- Is helpful to yourself and others.

WHAT WILL HAPPEN IF MY BEHAVIOR IS INAPPROPRIATE?

Inappropriate Behavior is any behavior that:

- Keeps you from your goals.
- Interferes with earning rewards.
- Gets you into trouble.
- Is harmful to others.

If your behavior is inappropriate, an immediate consequence will be imposed by staff. This is an essential component of helping you to learn to stop your behavior, think about your behavior, and change your behavior.

Examples of consequences that may be imposed include:

- Assignment of a task or written project
- Removal of specific privileges such as loss of recreation time, loss of phone calls or visitation, loss of rotation
- Monitor Station Status
- Time-out room Status
- Other consequences as imposed by staff, such as being sent to bed early, room confinement, or losing a Level
- Having new charges filed against you in court

Here are some of the things a consequence can do for you:

- Help you become aware of your inappropriate behavior. If you know what behavior to change, it is much easier to change the behavior.
- Provide an opportunity for you to show staff that you can act appropriately.
- Allow you the choice of remaining in the program instead of receiving a major consequence for a minor mistake.
- Allow you time to decide whether acting appropriately is a better choice.

MONITOR STATION STATUS:

You may be placed near the Monitor Station or somewhere else where staff can monitor you more closely. Examples of the kinds of behavior that will result in being placed on a Monitor Station are arguing with a staff member, refusing to participate in a program, or saying something derogatory about a staff member or a resident. The length of time at the Monitor Station will be at staff's discretion and dependent upon your behavior.

Appropriate behavior for Monitor Station Status:

- Remain quiet.
- Ignore everyone except staff.
- Sit up straight and stay awake.

TIME OUT ROOM/ROOM RESTRICTION STATUS:

This kind of time out is for serious infractions of the rules or refusing to comply with a staff directive. Examples of the kinds of serious behaviors that will result in being placed immediately on this status is fighting, talking aggressively, making aggressive gestures, and destroying property.

- Appropriate behavior while you are in the Time Out Room or your Room.

- Remain quiet.
- Ignore everyone except staff.
- Sit at the back wall or on your bed.
- When asked by staff, name the inappropriate behavior that resulted in the time out.

Remember: If you refuse to comply with any portion of a time out or room restriction, your time will start completely over. You can understand that it does not make sense to refuse to comply, since you will be required to complete the consequence before you are allowed to return to your activity.

WHAT IS THE LEVEL SYSTEM?

The level system is a way of keeping track of your progress at JJC. Everyone begins at Level 1. The levels progress from 1 to 8. Level 8 is the highest level. The number of points you accumulate determines your level. For each level, there are privileges or rewards you can earn. If, for example, you drop from Level 5 to Level 1, you will receive privileges at Level 1 status.

If your Legal Status is Post-Certification or DYS Warrant, you are eligible to earn points for level privileges on the Detention side.

If your Legal Status is Detention, DYS Commit, Evaluation, Short Term Care, or Placement, you are eligible to earn points for level privileges on both the Detention and Program side.

How to Earn Points:

- Wake up and follow staff directives on first call – earn 2 points
- Complete shower and hygiene routine on time – earn 2 points
- Positive school performance (morning) – earn 5 points
- Positive school performance (afternoon) – earn 5 points
- Complete assigned/Volunteer for maintenance and chores – earn 2 points
 - Assigned - Make bed/Clean room by 1pm, Kitchen maintenance, etc.
 - Voluntary – Vacuum/Broom/Mop, Clean showers, Clean windows, Clean tables, Organize library, etc.
- Positive participation in group programming – earn 5 points
- Positive interactions with staff and residents – earn 3 points

How to Lose Points:

- Require more than 1 wake up call – lose 2 points
- Exceed shower time or fail to complete hygiene – lose 2 points
- Exceed phone call time – lose 2 points
- Negative school performance (morning) – lose 5 points
- Negative school performance (afternoon) – lose 5 points
- Fail to complete assigned maintenance/chores – lose 2 points
 - Assigned – Make bed/Clean room by 1pm
- Negative or lack of participation in group programming – lose 5 points
- Failure to follow posted rules/staff directives – 3 points
 - Go straight to room and do not stop at other doors
 - Getting up from table without raising hand
 - Violate no contact/rotation rules
 - Yelling/Talking across rooms
- Negative interactions with staff or residents – lose 3 points
 - Includes verbal threats, physical threats, absconding threats
- Violate confidentiality – lose 25% of total points
- Monitor Station/Couch placement – lose 25% of total points
- Contraband – 50% of total points
- Time Out Room placement – lose 50% of total points
- Behavior Room Confinement – lose 50% of total points
- Law Violation – lose 50% of total points
 - Property damage – tearing book, breaking DVD
 - Assault – striking staff or residents

LEVEL 1. You have 0 to 99 points. You are either new (you have not had much of a chance to earn points) or you have not demonstrated good enough behavior or effort to earn more points. You should be working on passing the orientation test or have passed it. You may have been on a higher level and have had a minor or major setback.

- **Privileges you may earn while you are on Level 1:** You may have regular phone calls and visitation. You may do Court-Ordered CSW for Restitution or Work Study, with supervisory approval. You are eligible for Free Time after passing orientation test. You are allowed inside recreation.
- **Increasing from Level 1 to Level 2:** You must earn 100 points. You may apply for a level increase to supervisory staff the day you achieve 100 points. Supervisory staff will meet with you and determine your level status. If supervisory staff is not available to meet with you when you have required a level increase, a DDJO may meet with you to determine your level status. You must have passed your orientation test. You must not have been on any Time Out status, Monitor Station status, or Behavior Restriction for 72 hours before moving up a level. Remember: you may have enough points, but you cannot be on Level 2 status until you have passed the orientation test and have been on a positive status for 48 hours.

LEVEL 2. You have 100-399 points and have passed your orientation test. You have established that you are capable of understanding and meeting expectations.

- **Privileges you may earn while you are on Level 2.** You are eligible for outdoor recreation, art, and free time.
- **Increasing from Level 2 to Level 3:** You must earn 399 points. You must apply for a level increase to supervisory staff. Supervisory staff will meet with you and determine your level status. If supervisory staff is not available to meet with you when you have requested a level increase, a DDJO may meet with you to determine your level status.

LEVEL 3. You have 400-699 points. You have shown good or excellent behavior for an extended period of time. You should provide a good example to the other residents. You are displaying appropriate conduct.

- **Privileges you may earn while you are on Level 3:** You may choose one daily privilege from the following lists:

LEVEL 4. You have 700-999 points. You have shown good or excellent behavior for an extended period of time. You should provide a good example to the other residents. You are displaying appropriate conduct.

- **Privileges you may earn while you are on Level 4:** You may choose one daily privilege and one weekly privilege from the following lists:

LEVEL 5. You have 1000-1299 points. You have shown good or excellent behavior for an extended period of time. You should provide a good example to the other residents. You are displaying appropriate conduct.

- **Privileges you may earn while you are on Level 5:** You may choose one daily privilege and one weekly privilege from the following lists:

LEVEL 6. You have 1300-1599 points. You have shown good or excellent behavior for an extended period of time. You should provide a good example to the other residents. You are displaying appropriate conduct.

- **Privileges you may earn while you are on Level 6:** You may choose one daily privilege and one weekly privilege from the following lists:

LEVEL 7. You have 1600-1899 points. You have shown good or excellent behavior for an extended period of time. You should provide a good example to the other residents. You are displaying appropriate conduct.

- **Privileges you may earn while you are on Level 7:** You may choose one daily privilege and one weekly privilege from the following lists:

LEVEL 8. You have 1900-2199 points. You have shown good or excellent behavior for an extended period of time. You should provide a good example to the other residents. You are displaying appropriate conduct.

- **Privileges you may earn while you are on Level 8:** You may choose one daily privilege and one weekly privilege from the following lists:

BEYOND LEVEL 8. For every additional 500 points you earn, you may choose two daily privileges and two weekly privileges from the following lists:

****Once you have completed your selection for the Daily Privilege and Weekly Privilege, that will remain your privilege for the level that you are on. Your choices cannot be changed until you reach the next level.**

Daily Privilege Options (Level)

One 15-minute phone call	(3, 4, 5, 6, 7, 8)
20-minute shower	(3, 4, 5, 6, 7, 8)
15-minute later bedtime	(3, 4, 5, 6, 7, 8)
Alternate Approved Choice	(5, 6, 7, 8)
Opt-Out for 1 Chore/Maintenance	(7, 8)

Weekly Privilege Options (Level)

10-minute phone call w/ special approved person	(4, 5, 6, 7, 8)
Shorts for Rec time	(4, 5, 6, 7, 8)
20-minute later bedtime	(4, 5, 6, 7, 8)
Special person approved for visit	(5, 6, 7, 8)
Extra clothing item	(5, 6, 7, 8)
Alternate Approved Choice	(6, 7, 8)
Approved snack item during visitation	(6, 7, 8)
Personal reading material	(6, 7, 8)
Approved photo allowed in room	(7, 8)
Extra virtual visit	(8)

WHAT IS A POINT CARD?

Your point card is what staff uses to keep track of the points you earn for appropriate behaviors and lose for behavior violations. The more appropriate your behavior, the more points you will earn. The more points you earn, the higher your level. The higher your level, the more privileges you can earn. Some of the privileges residents can earn include staying up later at night, free time, more telephone time, longer shower time, etc.

This system is to encourage positive behavior and to reinforce the idea that **moving forward while at JJC helps prepare you to move forward in the community.**

MAY I TALK ABOUT MY LEVEL STATUS OR ANOTHER RESIDENTS LEVEL STATUS?

Your comments on your level status or the level status of others **MUST** be constructive. If you make negative or disrespectful comments about your status or the status of another resident, that will be reflected in your conduct score. You may make positive comments such as complimenting another resident on moving up a level, or offering suggestions about how they can do better.

IN CONCLUSION, REMEMBER THAT STAFF MEMBERS ARE HERE TO HELP YOU. YOU CAN HELP YOURSELF BY LEARNING THE RULES AND OTHER INFORMATION PROVIDED IN THIS HANDBOOK, AND BY RECOGNIZING, ACCEPTING, AND ADDRESSING THE PROBLEMS THAT RESULTED IN YOUR PLACEMENT AT JJC.