

# **WASHINGTON COUNTY JUVENILE CENTER**

**1699 Colegate Drive  
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## **HANDBOOK FOR PROGRAM & SHELTER CARE YOUTH**

This book belongs to \_\_\_\_\_

My Case Manager is \_\_\_\_\_

My Youth Specialist is \_\_\_\_\_

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## ***PHILOSOPHY***

Washington County Juvenile Center is a residential rehabilitation facility for youth committed by the Juvenile Judge. All boys and girls in residence at the Center are between the ages of twelve and eighteen at the time of admission. The Center's mission is to provide a safe, structured environment where a delinquent youth receives professional help and support through a behavior modification program to address the problems causing the negative behaviors. The Center challenges the residents to modify their behaviors by changing the way they think.

The Judge, recognizing the importance of involving the youth's family in the program, orders parents to participate in family counseling, team meetings, parent/teacher conferences, and parenting education classes conducted at the Center.

Qualified and caring professionals individualize services for the youth and his family, in order to facilitate a change in not only the youth's behavior but also the youth's home environment.

# **GOALS STATEMENT**

The Goals of the Center are:

- To provide a safe residential environment where a delinquent youth receives professional help and support to address the problems which brought him to the Center.
- To divert felony level delinquent youth to the Juvenile Center in lieu of a commitment to the Ohio Department of Youth Services or out of county placement.
- To improve the youth's academic standing through a strong educational program.
- To provide youth with drug and alcohol counseling as appropriate.
- To provide youth with individual and family counseling as appropriate.
- To meet the physical and mental health needs of each youth.
- To provide comprehensive treatment and aftercare plans for each youth.
- To provide a life skills curriculum that helps to facilitate successful transition upon completion of the Center Program.
- To insure that each youth has cultural, social, and recreational opportunities, but also contributes to the community by participating in community service projects for nonprofit entities.
- To provide opportunities for spiritual enrichment through a voluntary nondenominational service.
- To improve communication between a youth and his parents through counseling and parenting classes.
- To encourage parent participation in parent education and visitation.
- To work with local agencies and schools in order to provide therapeutic programming and services that begin at the Center and continue after release.

## ***PROGRAM OVERVIEW***

The Juvenile Center program incorporates cognitive behavioral therapy components that emphasize positive reinforcement. The Center can accommodate 15 boys and 10 girls, between the ages of 12 and 18, who have been adjudicated delinquent. The program consists of a five zone system, namely Orientation, Zones I, II, III, and Transition.

The program is funded by state and county funds. There is no per diem cost to the child or his family. Parents are not required to pay any child support to the Center nor are they required to turn over any Social Security payments to the Center because of the youth's stay. Parents are, however, court ordered to be responsible for any medical, dental, or optical expenses not covered by insurance or Medicaid.

A youth earns days by demonstrating prosocial behavior. A youth who earns days and shows prosocial behavior will advance through the zones until the program is completed.

Youth will be required, as appropriate, to complete and participate in the following: Victim Awareness; the Just Thinking workbook; the Staying on Track workbook; Thinking Errors; The Process of Deterrence; Skill Streaming groups; Thought Chart groups; Goal Setting groups; Dialectical Behavior Therapy; Aggression Replacement Training; and Teen Addictions & Recovery Workbook.

Additional components of the program include an on-site school consisting of two teachers and an aide; individual tutoring during the program and after release if needed; drug and alcohol counseling; individual and family counseling; and court ordered parenting classes. In addition, upon the youth's release, a counselor stays involved through a weekly aftercare group to address any issues the youth may have after his release.

The Center will diligently work with each youth to help them to complete the program. Although every effort will be made to assist youth to overcome any obstacles to the completion of the program, in very rare instances some youth are just not capable of completing the program. In that event, the Center will notify the Court of its belief so that the court can determine whether the child should continue in the program. No youth will be permanently terminated from the program unless ordered by the Juvenile Court Judge after a full hearing.

## **ZONE OVERVIEW**

**Orientation Zone consists of 15 earned days and is the most restrictive zone.** During this zone, the youth becomes acquainted with the program; undergoes various assessments; learns to consider the consequences of his actions and the affect on others; begins to learn how to make responsible decisions through skill streaming groups; begins to work on the victimization component of the program; begins to address anger management issues; and begins mental health and drug and alcohol counseling.

**Zone I consists of 30 earned days and two successful 2-hour passes.** During this zone, the youth begins to address the thinking barriers that lead to errors in his behavior; continues learning how to make responsible decisions through skill streaming groups; continues to address anger management issues; begins family counseling; and continues participation in all counseling begun in Orientation Zone.

**Zone II consists of 40 earned days and three successful 3-hour passes.** During this zone, the youth's zone work is centered on teaching the youth to be a responsible thinker. In addition, the youth continues with all services begun in the prior two zones.

**Zone III consists of 50 earned days, 4 successful four-hour passes and one successful twenty-four hour pass.** In zone three a Case Manager designs the youth's zone work around his individual needs. Self-esteem, thinking errors, drug/alcohol issues, anger management, life skills, and independent living skills are some of the issues that may be addressed in more depth.

**Transition Zone consists of a minimum of 20 earned days, at least 3 successful forty-eight hour home passes.** During this zone, a youth is reintegrated into his home school. During transition the Center continues to work on and monitor the youth's progress and behavior at both school and home. Once the staff is satisfied the youth is ready to be reunified with his family, the Center will notify the Court that all requirements have been completed. The Court will then schedule a release hearing.

## ***SHELTER CARE***

A youth placed at the Washington County Juvenile Center in Shelter Care is required to follow the same rules as program youth, except haircuts and community service which are voluntary. In order to earn days towards the program he must agree to get a haircut and perform community service while in Shelter Care. A Shelter Care youth can earn all of the Orientation days and up to 15 days in Zone I. A Shelter Care youth does not receive any television privileges, passes or telephone calls. A youth may have calls placed to his attorney at any time he requests and his parents may call the Center and talk to a Case Manager concerning the general welfare of their child. Additionally, a youth will have weekly visitation with his parents/custodians. A minister (or equivalent) may visit the youth once per week. A Shelter Care youth is eligible for all program rewards except Movie Reward, and Structured Activity Reward. Shelter Care youth can earn tokens that may be accumulated for future use when eligible.

A Case Manager may authorize Shelter Care youth to participate in community service for nonprofit organizations provided he has agreed to get a haircut and has completed Orientation Zone. Any hours earned will be credited towards any Court ordered community service hours.

# ***ZONE SYSTEM***

## **RATING SYSTEM**

The zone system is based on a rating scale of zero to four. Each morning, youth will be given a Rating Card divided into ten time periods.

### SAMPLE RATING CARD

12:01-7:30A	7:30- 9A	9-10:30A	
10:30-12P	12-1:30P	1:30-3P	3-4:30P
4:30-6P	6-7:30P	7:30P-12A	
Name: _____			
Zone: _____ Date: ___/___/___			

The staff will assign a rating of 0-4 for each period. The rating will correspond with the youth's behavior for that period. The rating for each day will be averaged by adding up all the ratings and dividing that total by the number of time periods. A youth will earn the day if he has attained the daily rating required for that Zone. A youth will earn privileges based on the previous day's ratings.

A youth's standing in the program will be determined at the end of each week based on the number of days he has earned at the end of that week.

Each youth will receive rewards and privileges based on this scale. If a youth scores below a 2.0 average for the week, he will lose his privileges until he brings his weekly average rating above a 2.0.

Our rating scale is based on, but not limited to, the following behavior:

- 0- Refusal to participate or sleeping during the period.
- 1- Was interactive but inappropriate, had difficulty accepting redirection, received multiple consequences, was disrespectful to staff through inappropriate language, refused to follow directions, or had several redirections.
- 2- Was interactive during the time period, had some difficulty engaging with either peers or staff, received a consequence for behavior, was disrespectful but accepted redirection, had poor interaction with peers, or had a few redirections.
- 3- Interacted with peers and staff appropriately, had some minor problems with authority or peers but was easily redirected, followed through with staff requests in a timely fashion, redirected self when showing frustration, anger, and/or inappropriateness, had a minor redirection and followed most of the behavior expectations within the time period and received no consequences for the entire period of time.
- 4- Interacted appropriately throughout the entire period, was appropriate with peers and staff, worked on target behaviors and demonstrated prosocial skills, worked on goals, followed all behavior expectations within the time period and took responsibility for inappropriate behavior, made the bed, all clothes were clean and folded, and all chores were done correctly.

## **REWARDS**

Rewards are used to maintain or increase prosocial behaviors and will be given in the following manner:

**VERBAL PRAISE** - Youth will receive praise that is specific and immediate when they are using prosocial skills. Prosocial skills are defined as those skills/interactions that are associated with appropriate, law and rule abiding behavior.

**WRITTEN PRAISE** - A feedback card may be given to a youth that directly provides positive feedback to him when showing prosocial behaviors.

**TOKEN REWARD** - Staff will reward youth for exceptional prosocial behavior by awarding tokens throughout the day. Youth collect the tokens to spend on various items at the Token Store. At no time will token rewards be taken away. A youth in the Shelter Care or Orientation Zone is eligible to earn tokens; however, he must be placed in the program and be in Zone I before he can cash them in. The Token Store will be open on Fridays to purchase goods.

A youth must have a rating of at least a 2.0 on Friday and not be in zone suspension in order to be eligible to purchase items at the Token store.

**BIRTHDAY REWARD** - All youth will receive a special visit or pass, if behavior and current program status warrants, with his family for two hours on his birthday.

**PROGRAM REWARDS** - Program rewards are awarded for above average behaviors.

- **Movie Reward** – A youth will be able to earn a pass to “Friday at the Movies”. The movie of the week will be shown at the Center and youth will earn the right to watch the movie by earning six out of seven days for the previous week. Shelter Care and Orientation Zone youth are not eligible for this reward.
- **Structured Activity Reward** - Once a week we will have a structured activity. A youth will be eligible to participate in this activity if he has not received a consequence during the week. Shelter Care and Orientation Zone youth are not eligible for this reward.
- **Dessert Reward** – All youth, including Shelter Care and Orientation, can receive a silver star for positive behaviors that exceed staff expectations. When a youth earns ten stars he will be eligible to receive an extra dessert on a day of his choosing provided he earned a 3 or 4 rating on the day redeemed. Youth are not eligible to use this reward if on zone suspension.
- **Excellent Group Homework Reward** – All youth, including Shelter Care and Orientation, can earn chances to be entered in a drawing for a reward by turning in exceptional group homework during the week. A drawing to determine one winner shall be held weekly.

- **Group Participation Reward** – Each youth, including Shelter Care and Orientation, who meets all of the expectations set by the group facilitator for a daily group and has a daily rating of at least a 3.0 will earn a gold star. Once a youth earns 10 gold stars, he will receive a reward.
- **Perfect Group Reward** – If every participant in a scheduled group has met all of the expectations set by the group facilitator for that daily group and each participant in the group has a daily rating of at least a 3.0 for the day, the entire group will be credited with a group star. Once the entire group has earned 5 group stars they will be eligible to receive a special reward. In order to receive the reward all group participants must have no consequences and earned at least a daily rating of a 3.0 for the day they are scheduled to receive the reward. The reward will be postponed until the requirements are met.

## **DISCIPLINE**

Positive behavior is rewarded with praise and privileges. Negative behavior results in consequences and an inability to complete the program in a timely manner. Common misbehaviors and the level of consequences and sanctions associated with each are set forth on the following pages.

Behavior expectations will be explained to each youth during Orientation. It is very important for each youth to understand that if during his stay at the Washington County Juvenile Center, he has questions, he needs to ask staff and not other youth. It is the youth's responsibility to ask the proper person when he has a question.

Staff understands that no one is perfect. Everyone makes mistakes. However, our program requires you to be honest and take responsibility for your mistakes.

The residential expectations are developed to help youth respect themselves, property, and others. Depending on the level and/or frequency of the expectation not followed, a consequence is administered accordingly. Restrictions can be used for repetitive violations and are dictated by the consequence schedule.

Staff will rate a youth's behavior for each time period throughout the day.

Negative behavior results in a lower rating. If the negative behavior is repeated, or serious, the infraction might result in a consequence. The consequences are determined by looking at the severity of the violation and the corresponding level of consequence.

## **PROGRESSIVE DISCIPLINE PLAN**

A progressive discipline plan is used at the Center. It is based on a daily schedule.

### **REDIRECTIONS**

A set number of redirections will be given each day before a youth receives a consequence. The number of redirections given corresponds with the youth's zone.

Orientation Zone:	5 redirections per day
Zone I:	4 redirections per day
Zone II:	3 redirections per day
Zone III:	2 redirections per day
Transition Zone:	1 redirection per day

A Shelter Care youth shall be given the same number of redirections per day equivalent to a youth in the program with the same number of earned days.

Once a youth exceeds his allotted redirections, he will receive a Level 1 consequence and the corresponding sanction. If a youth continues to receive more redirections, the level of the consequence and sanctions will be raised with each additional redirection.

### **CONSEQUENCES**

A youth that receives a consequence will be given a Consequence Report. The report will explain the incident resulting in the level of consequence, the level of the consequence and the appropriate sanctions imposed as set forth on pages 11 and 12. Youth will have the opportunity to review the consequence report with a Case Manager to discuss the incident as well as behavior alternatives should the situation arise again.

Completed written sanctions will be given to the Case Manager for review. If they are not acceptable the youth will be given back the original with specific directions for the changes needed.

Anytime an assignment is not completed within the given time limit, the youth's zone will be suspended until he completes the assignment. A suspended zone means the youth loses all privileges, including phone calls (except calls to his attorney) and passes.

As part of the behavioral management process, youth who remain on zone suspension for an extended period of time will meet weekly with members of his treatment team to assist him in addressing the issues which are keeping him from progressing.

**TYPE OF MISBEHAVIOR      LEVEL OF CONSEQUENCE**

**This list includes the most common types of misbehavior and the Level of consequence assigned. It is not an all inclusive list.**

Not completing homework for school	Level 1
Not completing homework for group	Level 1
Horseplay	Level 1
Profanity	Level 1
Violation of Program Rules	Level 1
Out of assigned area	Level 2
Trading clothes/personal property	Level 2
Not following instructions	Level 2
Contraband (Inappropriate but not harmful material)	Level 2
Violation of Program Rules	Level 2
Destruction of property	Level 3
Stealing	Level 3
Threatening staff or peer	Level 3
Disrespect	Level 3
Violation of Program Rules	Level 3
Contraband (Weapons, drugs, pornography etc.)	Level 4
Physical contact	Level 4
Sexual misconduct/harassment (Inappropriate touching)	Level 4

Self-inflicted injury	Level 4
Violations of Center rules on pass	Level 4
Violation of probation	Level 4
A.W.O.L.	Level 4
Violation of Program Rules	Level 4

A youth who repeats the same misbehavior after receiving a consequence may have the level of the next consequence elevated one level.

Any consequence received while out in the public will be increased one level.

### **CONSEQUENCE SANCTIONS**

<b>LEVEL 1</b>	Complete a Thought Chart; Zone suspended 1 day along with all privileges.
<b>LEVEL 2</b>	Complete a Thought Chart; Corrective Thinking Assignment; Zone suspended 2 days along with all privileges.
<b>LEVEL 3</b>	Complete a Thought Chart; Possible Team Intervention; Thinking Report; Zone suspended 3 days along with all privileges.
<b>LEVEL 4</b>	Complete a Thought Chart; Team Intervention; Thinking Report; Zone suspended 4 days along with all privileges; Possibility of referral to Prosecutor for filing of charges.

# **ZONES**

## **ORIENTATION ZONE**

Orientation Zone is the most restrictive zone and consists of 15 earned days. During this 15 day zone, a youth becomes acquainted with the program; undergoes various assessments; learns to consider the consequences of his actions and the affect on others; begins to learn how to make responsible decisions through Skill Streaming groups; begins to work on the victimization component of the program; begins to address individual issues; and begins mental health counseling and drug and alcohol counseling, if indicated.

In the Orientation Zone, youth are restricted to the building and have no television privileges, passes or telephone calls, except a youth may have calls placed to his attorney at any time he requests. Parents may also call the Center and talk to a Case Manager concerning the general welfare of their child.

Orientation youth may write two letters per week to people on his correspondence list. Stamps will be provided. He may receive unlimited letters from the people on his correspondence list. Mail is distributed daily in the evening. All mail is opened in the presence of the youth, inspected for contraband, and then given to the youth. Staff does not read mail. However, if a Case Manager is suspicious of a letter, they may ask a youth to read the letter out loud, in his presence. This policy regarding mail is followed throughout the entire program.

Orientation youth have the earliest bedtime: 9:00 P.M. on school nights and 9:15 P.M. on weekends.

The requirements to move from Orientation to Zone I are that a youth must earn 15 days and complete the Orientation Packet dealing with victimization. A youth receives credit for the day by earning a 2.5 daily average. An In-Program Behavioral Assessment will be completed by the Treatment Team at the end of the Orientation Zone.

## **ZONE I**

Zone I consists of 30 earned days. A youth receives credit for the day by earning a 2.8 daily average. During this zone, a youth begins to address the thinking barriers that lead to errors in his behavior; continues learning how to make responsible decisions through Skill Streaming groups; continues to address individual issues; begins family counseling; and continues participation in all counseling begun in Orientation Zone.

A youth in Zone I is permitted to send two letters a week to people on his correspondence list. Stamps will be provided. A youth may receive unlimited mail from people on his correspondence list.

A Zone I youth is eligible 1 ten-minute call to parent/custodian each week after earning 10 days in Zone I. A youth may also have calls placed to his attorney at any time he requests.

Zone I bedtime is 9:15 P.M. on school nights and 9:30 P.M. on weekends. A Zone I youth may watch television at designated times.

A youth is permitted two-hour Sunday passes after earning 10 days in Zone I. A youth must earn a minimum of 6 out of the 7 days prior to the pass in order to be eligible for each pass. Extra hours bought with tokens cannot be used to add hours to the first two passes in Zone I. After the first two passes, youth can add up to 2 hours to each pass in Zone I by using earned tokens.

A Zone I youth is required to participate in family counseling sessions and community service.

The requirements to move from Zone I to Zone II are that a youth must earn 30 days, complete a minimum of two successful passes, complete a minimum of 2 family counseling sessions, and complete the Zone I Treatment Packet – Just Thinking Workbook. All youth will also be required to discuss and review all zone work with Case Manager prior to moving to Zone II.

## **ZONE II**

Zone II consists of 40 earned days. A youth receives credit for the day by earning a 3.0 daily average. During this zone, a youth's zone work is centered on teaching the youth to be a responsible thinker. In addition, the youth continues with all services begun in the prior two zones.

A youth in Zone II is permitted to send three letters a week to people on his correspondence list. Stamps will be provided. A youth may receive unlimited mail from those people on his correspondence list.

A youth is permitted to place 2 ten-minute phone calls each week to people on the youth's approved list. A youth may also have calls placed to his attorney at any time he requests.

Zone II bedtime is 9:15 P.M. on school nights and 9:30 P.M. on weekends. A youth is permitted to watch TV at designated times.

A Zone II youth is eligible for three-hour Sunday passes. A youth can use tokens to add up to 2 hours per pass. A youth must earn a minimum of 6 out of the 7 days prior to the pass in order to be eligible for each pass.

Zone II youth are required to participate in family counseling sessions and community service.

The requirements to move from Zone II to Zone III are that a youth must earn 40 days, complete a minimum of three successful passes, complete the Zone II Treatment Packet - Staying on Track Workbook, complete a minimum of 2 family counseling sessions, and identify and apply prosocial skills.

All youth will also be required to discuss and review all zone work with Case Manager prior to moving to Zone III.

## **ZONE III**

Zone III consists of 50 earned days. A youth receives credit for the day by earning a 3.3 daily average. In Zone III a Case Manager designs the youth's zone work around his individual needs. Self-esteem, thinking errors, drug/alcohol issues, anger management, life skills, and independent living

skills are some of the issues that may be addressed in more depth. A youth in Zone III is permitted to send four letters per week to people on his correspondence list. Stamps will be provided. A youth may receive unlimited mail from those people on his correspondence list.

A youth is permitted to place 3 ten-minute phone calls each week to people on the youth's approved list and may also have calls placed to his attorney any time he requests.

Zone III bedtime is 9:30 P.M. on school nights and 9:45 P.M. on weekends. A youth is permitted to watch TV at designated times. A Zone III youth is permitted to have a portable CD player with headphones brought in from home. CD player must not be able to access the radio. A Zone III youth is also permitted unsupervised free time in the lounge or classroom as an extra privilege. This privilege is earned on a daily basis by exhibiting positive behavior.

A Zone III youth is eligible for 4 four-hour Sunday passes. A youth is also eligible for 24-hour passes after successfully completing 4 four-hour passes. A youth can use tokens to add up to 2 hours to each four-hour pass and can add up to 4 hours to each twenty-four-hour pass. A youth must earn a minimum of 6 out of 7 days prior to the four-hour pass and 5 days out of the 6 days prior to the twenty-four-hour pass in order to be eligible for each pass.

Zone III youth are required to participate in family counseling sessions and community service.

The requirements to move from Zone III to Transition Zone are that a youth must earn 50 days, successfully complete all passes, including a twenty-four-hour pass, complete the Zone III Individualized Treatment Packet, complete a minimum of 2 family counseling sessions, and apply prosocial skills and discuss situations in which these skills have been applied.

Upon completing the above requirements, the youth can then petition the Treatment Team to advance to the Transition Zone. All youth will be required to discuss and review all zone work with a Case Manager prior to moving to Transition Zone. A Petition Meeting will be held consisting of the Youth, Counselor, Case Manager and Probation Officer to discuss the youth's progress in demonstrating the proper use of the skills learned in the facility as it relates to the youth's needs in the community. Advancement will

be based on the youth's progress as determined by the Treatment Team.

### **TRANSITION ZONE**

Transition Zone consists of a minimum of 20 earned days, and at least 3 successful forty-eight-hour passes. Transition Zone is the zone that allows the youth to be gradually reintegrated into his home, school, and community.

In Transition Zone a youth will leave the Center daily to attend their home school. During Transition, the Center continues to work on and monitor the youth's progress and behavior at both school and home. The youth is given more freedom and privileges, and in return is expected to make good, responsible decisions.

A youth is permitted to send 4 letters per week. Stamps will be provided. He can also make 4 ten-minute phone calls each week to people on the youth's approved list. Transition Zone bedtime is 9:30 P.M. on school nights and 9:45 P.M. if he is at the Center for the weekend.

During the Transition Zone, a youth must earn 20 days. A youth receives credit for the day by earning a daily average rating of 3.6. A youth must earn 4 out of 5 days during the week to be eligible to go on forty-eight-hour passes. If a youth fails to earn a pass then he will be required to remain at the Center.

The forty-eight-hour home passes will be from 5:00 P.M. on Friday to Sunday at 5:00 P.M. A youth must complete at least 3 successful forty-eight-hour passes before he is eligible for release from the Center.

Before final release from the Center, a youth must finalize his plans for relapse prevention and his transition back into the community. This will be done in the transition meeting. The transition meeting will consist of the youth meeting with his treatment team.

Transition Zone youth are required to participate in family counseling. A minimum of 2 family counseling sessions must be completed in Transition Zone before the youth can be eligible for release.

Once the staff is satisfied the youth is ready to be reunified with his family, the Center will notify the Court that all requirements have been completed. The Court will then schedule a release hearing. Should the youth's behavior

pending the release hearing not be acceptable for a Transition Zone youth  
the release hearing may be cancelled.

# ***MISCELLANEOUS PROGRAM COMPONENTS***

## **CASE MANAGER AND YOUTH SPECIALIST**

Each youth is assigned a Case Manager and a Youth Specialist upon arrival at the Center. They will help guide the youth through the program, providing support and mentoring to him as he works to fulfill his individual treatment plan goals.

## **CHILD TREATMENT TEAM**

Each youth has a team composed of: the youth, parents, Probation Officer, and Case Manager or Superintendent. Other people may be added to the team, with the Court's approval, if they are deemed vital to the success of the youth upon completion of the program. The Case Manager heads the team and is responsible for arranging meeting times at the Center, taking notes, updating the team on the youth's progress, as well as addressing areas of concern presented by team members. Important decisions regarding the youth's treatment are made during team meetings. Team attendance is vital to the success of the youth. During Zone III, the team will develop the aftercare plan to be implemented upon completion of the program.

## **FAMILY SUPPORT AND INVOLVEMENT**

The core of the Juvenile Center program is an intensive family support program. Family involvement is crucial to the success of the youth. Family will be expected to participate in their child's individualized treatment program at the Center. The family will be asked to immediately become an active participant by visiting weekly, attending family counseling, attending team meetings, attending parent education classes, and any other requirements set by the Center. Letters are very important to the success of a youth in residential rehabilitation. Parents are encouraged to write often and visit regularly.

The goal of the family support program is to help parents become partners with their child and Center staff in the child's success in the residential program as well as in the aftercare plan.

## **HEALTH SERVICES**

All youth shall be screened for medical and mental health issues on intake by the staff using a medical assessment form approved by the Medical Director as well as the MAYSI 2 mental health assessment instrument. All youth shall also receive an initial physical examination by a physician within 14 days of intake. Subsequent medical needs are met as they arise. Additionally, all youth will receive optical and dental care as needed during their stay.

Any youth who believes he needs medical care may complete a Medical Care Request Form (available at the control desk) which will then be forwarded to the Medical Director. The Medical Director, or his designee, (a non-Center employee), will review the requests and advise the Center if an in-person consult is medically necessary, and if not, the proper course of action to be taken by the Center. The Medical Director, or his designee, will be available at least once a week for in-person consults deemed necessary by the Medical Director.

In emergency situations, any youth needing medical attention shall be transported to an emergency room at either Selby General Hospital or Marietta Memorial Hospital.

Any youth who believes he needs optical or dental care may complete an Optical/Dental Care Request Form (available at the control desk) which will then be turned in to a Case Manager for appropriate action on the request.

Youth are not permitted to have prescription or nonprescription medicine in their possession. A Case Manager or Youth Specialist monitors and supervises the taking of all prescribed medications. Over-the-counter medications are provided to the youth on an as needed basis if preapproved by his parents.

Any youth deemed at risk by Center staff for suicide will be promptly assessed by a local mental health agency and any recommendations of said agency will be followed by the Center.

## **EDUCATIONAL PROGRAMMING**

Marietta City Schools provides year around educational programming on site for the youth. Upon admission, the child's home school shall be

contacted to inform it of the youth's admission, and to request a copy of the child's IEP, if applicable. If a youth has an IEP, the Center teachers will insure that its provisions are followed while the youth is at the Center.

The Center will cooperate with area school districts to ensure that all provision of special education services are met on a timely basis. All teachers are professionals qualified to meet the academic challenges presented by a youth in residence. The Center's educational philosophy is that each youth possesses a unique combination of academic strengths and weaknesses. The educational staff addresses these strengths and weaknesses through an educational program that begins at the youth's current academic level, as ascertained by objective, educational achievement testing administered at intake and the youth's school records.

The Center provides a positive, structured, educational atmosphere that is conducive to academic success. Small group and individual instruction is available daily. All youth are expected to participate in the Center's educational program to the best of their ability and complete all work assigned while maintaining behavior consistent with the Center rules and staff expectations. In addition to the regular school day, all youth will also participate in daily supervised study time. Tutoring is available to those in need of additional assistance.

### **COUNSELING AND GROUPS**

During a youth's stay at the Center, he will receive a mental health assessment by a local mental health agency; weekly individual and group counseling; and individual and group drug and alcohol counseling. Parents will be required to participate in family counseling with their child while at the Center.

Additionally, a youth will be required to complete and/or participate in the following: Victim Awareness; The Just Thinking workbook; The Staying on Track workbook; Thinking Errors; The Process of Deterrence; Skill Streaming groups; Thought Chart groups; Goal Setting groups; Dialectical Behavior Therapy; Teen Addictions & Recovery Workbook; and Aggression Replacement Training.

### **HAIRCUT**

All youth placed in the program shall receive a haircut after admission and additional haircuts as needed throughout the program for health and hygiene reasons. All haircuts shall be performed by a person licensed by Ohio and chosen by the Center. The style and length of cut shall be short hair for boys and no longer than shoulder length for girls.

### **LIBRARY**

Juvenile Center youth have access to grade level appropriate reading materials on site. Youth may, with staff permission, select leisure reading materials, one book at a time. Upon return of the book, in good condition, another one may be issued.

Additionally, youth may periodically check out appropriate reading materials from the Washington County Public Library Bookmobile, or staff may check out appropriate material for the youth. Youth will not be allowed to check out any material deemed unsuitable by the staff member in charge.

### **RECREATION**

Physical education is an integral component of the Washington County Juvenile Center Program. A youth is required to participate in structured recreational activities to the best of his ability. The goal of the recreation program is to expose each youth to leisure time activities that are fun, enjoyable, and constructive.

### **RUNNING CLUB**

All program youth are given an opportunity to join the juvenile center running club once they have reached Zone 1. The running club serves as an extracurricular activity giving the youth the privilege of leaving campus for practices and community 5k events. The goal of this program is to teach positive outlets for emotional regulation and stress relief while increasing the overall physical health of each youth who participates. This program is encouraged but completely voluntary.

### **COMMUNITY SERVICE**

All program youth in Zone 1 or higher will be required to perform community service for nonprofit organizations while at the Center. Any hours earned will be credited towards any Court ordered community service hours.

Youth are expected to exhibit positive behavior and a good work ethic while on community service. Failure to do so could result in a consequence or zero credit for the community service time. Any consequence received while on community service will be elevated one level.

Youth will be advised monthly as to the number of community service hours they have logged.

### **RELIGIOUS PROGRAMMING**

In order to meet the spiritual needs of the youth in residence, Washington County Juvenile Center offers youth the opportunity to voluntarily participate in a nondenominational service on a weekly basis. The service is held at the Center and led by a minister or lay minister.

The Center will also make a good faith effort to provide some form of Non-Christian religious programming/services to any youth who requests it.

### **VISITATION**

All youth receive visitation. Regular and consistent family visitation is encouraged for each youth. Visitation is every Sunday between 12:00 – 2:00 P.M. for girls, and 2:15 – 4:15 P.M. for boys. Regular visits positively impact a youth in residence and contribute to his overall well-being.

All visitors must abide by the following visitation rules. Failure to do so may result in suspension of visitation privileges and/or prosecution.

- Visitors are limited to those on the approved visitation list, except Shelter Care youth who are limited to parents/custodians. All visitors must sign in and out at the front desk. Approved visitors will be determined by the youth's Treatment Team and the Court. A maximum of four (4) visitors are allowed per visit.
- Ministers (or equivalent) may visit youth once per week for a half hour, with 24 hours notice.

- No visitors under the age of 12 are permitted.
- Visitors under the age of 18 must be accompanied by an adult.
- Children must be supervised at all times. Failure to do so will result in termination of the visit.
- Permission to visit at a time other than normal visiting hours must be granted in advance by the Superintendent, or Senior Case Manager.
- Visitors are not permitted to leave the building and return. All youth and their visitors must remain in the assigned visitation area during visits.
- Staff will be present in the visitation areas for supervision. Visitation will be monitored by use of a security camera for safety reasons.
- Visitor's personal property, including coats, handbags, backpacks, briefcases, phones and other electronic devices, except ID and car keys, must be left in the car. Staff will hold ID and keys until the end of the visit. Photo ID is required to enter facility.
- Visitors attempting to falsify information to obtain entrance will be charged with Falsification pursuant to the Ohio Revised Code 2921.13.
- All visitors are subject to a frisk search of their person. Refusal to grant permission for a search will be grounds for denial of a visit.
- Visitors attempting to smuggle contraband into the Center may be charged with illegal conveyance of prohibited items into a detention facility pursuant to the Ohio Revised Code 2921.36 or any other appropriate criminal offenses.
- Any visitor suspected of being under the influence of drugs or alcohol will be asked to vacate the premises immediately.
- Visitation may be denied if there is reason to believe that the visit may endanger the physical or mental health of the youth in residence or if visitors are not dressed appropriately as determined by staff.

- The Case Manager has the authority to request any visitor to leave if the Case Manager feels it is appropriate to do so.
- No smoking is permitted on the grounds of the Juvenile Center.

### **ISOLATION**

The safety of the youth in residence is a primary concern for Washington County Juvenile Center staff. A youth may be placed into isolation due to behavior issues in the isolation room in accordance with Ohio Administrative Code 5139.35. A youth shall only be held in said room for the length of time necessary to get his behavior under control, but in no event longer than 24 hours.

# ***PROGRAM RULES***

Youth will be expected to abide by all rules of the center including but not limited to the following:

- Keep living quarters neat and clean.
- Keep clothes neat and folded, and follow appropriate personal hygiene routine.
- Remain substance free – no use of alcohol, drugs, illegal use of over-the-counter or prescription drugs.
- Respect your bodies – no tattoos, no piercing, and no self-injurious acts.
- Maintain appropriate dress.
- Follow any doctor's orders including medication and limitations on activities.
- Participate in all aspects of the program to the best of your ability.
- Follow prosocial behaviors – no gambling, no stealing, no lying, etc.
- Follow rules of confidentiality – no information about another youth may be shared with an individual outside of the Center.
- Remain in your designated area at all times unless otherwise authorized by staff.
- Walk with hands behind your back when in the hallway.
- Do not talk in the hallway or elsewhere unless authorized.
- Behave in a lawful, respectful, and orderly fashion while both on and off grounds.
- Maintain your own area at meals and clean the area when finished with your meals.

- Eat the meals provided to you and not share food unless authorized.
- Use appropriate and respectful language – no profanity, racial slurs, disrespectful nicknames, etc.
- Keep appropriate physical boundaries – no fighting, touching, horseplay, etc.
- Keep appropriate verbal boundaries – no intimidating statements, threats of violence or inappropriate sexual comments.
- Maintain a weapon-free environment.
- Maintain the Center’s property in a respectful, appropriate manner – no graffiti, feet on furniture or destruction of property.
- Maintain possession of your own belongings and not use other youth’s possessions.
- Keep only appropriate pictures, letters, and other material in your room and personal folder.

## ***HOME PASS RULES***

Youth must complete a Home Pass Application to request permission for a pass. Youth must turn in their application no later than the Wednesday prior to the pass. All destinations to which the youth intends to go while on pass must be approved by the Case Manager prior to leaving the building and must be documented on the pass. No changes to the listed destinations will be authorized once the youth leaves the building.

While on a pass, a youth will have rules and guidelines to follow. These Home Pass rules include, but are not limited to, the following:

- All youth must be signed out and back in by a parent/custodian unless other arrangements have been approved by a Case Manager.
- The parent/custodian must show proof of valid driver's license, and a copy will be retained at the Center. If the parent/custodian does not have a valid driver's license, transportation arrangements must be made and approved by the treatment team prior to the pass.
- Youth must remain with the parent/custodian they are released to at all times while on pass.
- Youth are required to keep a copy of their pass form with them at all times while out of the building. They must turn this form in at the front desk upon return to the Center.
- Youth are to have no contact with friends, no matter how close they are to each other. This includes phone conversations, face-to-face visits, texting, social media of any kind, and all other means of contact.
- Youth must return on time. Returning even one minute late will result in a Consequence Report.
- All Probation Terms are in effect while on pass. A copy of those terms can be provided to you if you do not have one.

- The parent/custodian who signs a youth out is responsible for that youth's behavior. Any problems occurring while on pass will result in a loss of the rest of the pass and cause it to be deemed unsuccessful. Additionally, consequences and/or stricter guidelines for future passes may be imposed.
- Upon returning from pass, youth and parents/custodians must honestly and thoroughly complete a Review of Home Pass form to be submitted to the youth's Case Manager.
- Failure of parents/custodians or youth to report any inappropriate activity while on pass may result in loss of future passes. Any rule violation may result in a consequence report, suspended zone privileges, or other sanctions deemed necessary by Case Managers or the Superintendent.

## ***ROOM INSPECTION RULES***

During Orientation you will be shown, by staff, the proper way to maintain your room. If you have any questions about the procedure, please ask a staff member immediately. Room inspection takes place seven days a week. Your bed is always to be made and clothes put away immediately after they are taken off or laundered. Your room is to be kept neat at all times. The following rules must be followed:

- Each bed will be made with two sheets, one fitted and one flat. The fitted sheet is placed on the bed first and then the flat sheet. The flat sheet is to be pulled tight and tucked in under the mattress.
- The blanket must be tucked neatly in place.
- The pillow must be inserted into a pillowcase and placed at the head of the bed.
- The bedspread must cover the pillow and be tucked in.
- Dirty laundry must be kept only in the designated area in the hall closet.
- Shoes must be kept neatly in the closet.
- All personal hygiene items must be kept in the assigned locker located in the bathroom. You are responsible for memorizing your lock combination. Do not share your combination with other youth.
- Drawers must remain closed at all times. All clothing must be neatly folded in drawers.
- Outerwear must be hung up in the hall closet.

## ***ETIQUETTE RULES***

Washington County Juvenile Center youth shall follow etiquette guidelines in accordance with established norms of courtesy and politeness. In other words, all youth shall utilize good manners daily. A good rule to follow is to treat others as you, yourself, would like to be treated.

Etiquette is defined as “conventional requirements as to social behavior”. This means that the rules of etiquette you learn and practice while at the Center are appropriate to follow once you have completed the Program. Memorize these rules and use them daily. Before long they will become automatic behaviors that you follow without even thinking about them.

- Address adults with, “Excuse me, Ma’am” or “Excuse me, Sir”.
- Address all adults by their last name, such as Mr. Smith or Ms. Jones.
- Begin conversations with other youth by first getting their attention.
- Do not interrupt anyone without saying, “Excuse me”.
- When asked a question by an adult, answer with “Yes, Ma’am/Sir” or “No, Ma’am/Sir”.
- When asking a question use “please” and say “thank you” after the response.
- Speak quietly and use proper English. No slang, jargon, or profanity.
- Cover your mouth when you sneeze or cough.
- Use common sense and respect the rights and privacy of other youth.
- Put everything back in its proper place and clean up after yourself.

## ***FOOD SERVICE***

Each meal a youth receives is carefully planned by a registered dietician to insure that each youth gets three 3 balanced meals and 1 snack each day. (Two snacks on school days).

Youth are expected to use good table manners and be considerate of each other while eating. The following dining room rules apply:

- All youth will sit and eat according to zones. Upper zones are called first.
- All youth will line up, single file, to receive a tray and walk to their appropriate zone table.
- No eating or drinking is allowed before everyone at your table is seated.
- All youth must stay seated throughout the meal until they are dismissed from the dining room.
- Conversations between those seated at the same table are permitted.
- No talking from one table to another is allowed.
- Seconds, if available, (excluding desserts) are dispensed by zone.
- No trading food, giving food away, or taking additional food without permission from staff is allowed.
- Place your napkin on your lap before beginning to eat.
- Cut all food into bite-size pieces that fit totally into your mouth when it is closed.
- Chew with your mouth closed.
- Do not talk with food in your mouth.
- Push your chair in when you get up from the table.

## ***CLOTHING INVENTORY AND HYGIENE PRODUCTS***

- Four (4) pair of pants and two (2) pair of walking shorts. All pants and shorts must be blue denim. They cannot have any holes or frayed edges. Shorts may be no shorter than 2½ inches above the knee and no longer than to the middle of the knee with no unfinished hems. All pants and shorts must fit at the waist and can have no more than 4 pockets (2 front, 2 back). No “skinny fit” jeans are permitted. Must be one solid color.
- Three (3) pair of gym shorts, with drawstring removed, suitable for recreation. Nothing shorter than three (3) inches above the knee or longer than middle of knee may be worn for recreation. Must be one solid color.
- Two (2) pair of sweat pants with drawstring removed. Must be one solid color.
- Two (2) sweatshirts. Must be one solid color.
- Nine (9) pair of socks and underwear. Socks and underwear must be white. Underwear may be boxers or briefs.
- Five (5) traditional or sports bras. Must be white. No underwire bras permitted.
- Eight (8) short or long sleeve shirts. All shirts must be one solid color. Heavy T-shirts are acceptable. No tank tops. All shirts must be long enough to tuck in.
- Two (2) pair of shoes. One pair of casual sport or athletic shoes with either white or non marking soles for recreation. If non-white soles, the shoes must be labeled by the manufacturer as non marking. Additionally, one pair of athletic shoes or boots that can be worn for community service. Boots cannot be steel toed.
- One (1) lightweight coat.

- One (1) heavyweight coat.
- No belts will be permitted.

Hygiene Products. Youth are allowed to have their own shampoo, soap, toothbrush, toothpaste, deodorant, feminine hygiene products, and razors. These items must be NEW and UNOPENED. Razors must be disposable.

**NOTE: The Center, as custodian, has the right to refuse any clothing brought into the building if it is deemed not to be appropriate. No logos are permitted on any of the clothing.**

# **SEARCHES**

The following policy regarding searches for the control of contraband shall govern all residents and visitors to the Washington County Juvenile Center. All searches conducted at the Center shall be the least intrusive method of search consistent with the safety and security of the residents, visitors and Center.

## **SEARCH DEFINITIONS**

For purposes of the policies relating to Contraband Search, Search of Youth After Intake, Body Cavity Searches and Search of Visitors the following definitions apply:

- “Frisk search” means a search of a youth’s clothes, head cavities, and a thorough pat down.
- “Strip search” means a visual search of a youth’s naked body and a search of the youth’s clothing while they are not being worn.
- “Cavity search” means a probe of a youth’s lower body cavity or cavities to be conducted by trained medical personnel only.
- “Contraband search” means a search by a staff of a youth’s personal property, furnishings, and rooms throughout the building.
- “Contraband” means any item possessed by a youth, a visitor, or found within the facility that is illegal by law or is expressly prohibited by the Center’s rules and program.
- “Body Scan” means a scan of a youth’s fully clothed body by an X-Ray type machine or other similar technology.

## **CONTRABAND SEARCH**

Staff will conduct weekly random contraband searches of personal property, furnishings, and rooms throughout the building. Any illegal items or potential evidence found will be turned over to either a probation officer or law enforcement.

## **SEARCH OF YOUTH AFTER INTAKE**

**STRIP SEARCH** - All youth throughout their stay at the Center are subject to strip searches at any time staff has probable cause to believe that a child is concealing evidence of the commission of a criminal offense, a weapon or contraband that poses a risk to the safety and security of the Center. Said searches must have supervisory approval.

The following procedures shall apply when conducting a strip search:

The search will be done in private in the observation room and shall only be conducted and observed by staff members of the same sex as the youth unless the safety and security of the Center does not allow for time to obtain staff of the same gender. However, licensed medical personnel may conduct searches of children of either sex.

Staff shall check the child for any injuries, bruises, tattoos or other marks and shall photograph and document said findings.

Staff shall instruct youth to empty all pockets, remove all clothing, jewelry, shoes, and socks. Staff shall search the youth's items which were removed for any contraband. Youth will be instructed to run their fingers through their hair and mouth. Staff will check under the youth's feet and arms. All contraband will be secured and disposed of in an appropriate way. Any illegal items or evidence found will be turned over to either a probation officer or law enforcement.

**FRISK SEARCH** - Additionally, all youth throughout their stay while in the building are subject to frisk searches at any time staff has reasonable suspicion to believe a child is concealing evidence of the commission of a criminal offense, contraband, a weapon, or any other item that poses a risk to the youth or to the safety and security of the Center. Said searches must have supervisory approval. Any illegal items or potential evidence found will be turned over to either a probation officer or law enforcement.

All youth who leave the building for activities or appointments are subject to a frisk search at the time of re-entry.

During a frisk search, youth will be instructed to remove their coat, hat, empty pockets, unroll pant legs, lift pant legs, and remove shoes. Youth will be patted rapidly and gently from head to toe searching for contraband.

## **BODY CAVITY SEARCHES**

A body cavity search for contraband that poses a risk to the safety and security of the youth or Center shall be done only by licensed medical personnel, in private, at the medical provider's facility and only after both approvals from Center Supervisory personnel and a search warrant are obtained. If the situation is a medical emergency, a search warrant is not required.

As an alternative to a body cavity search, staff may request that the Washington County Sheriff's Department perform a Body Scan of a youth if they have reasonable suspicion to believe that the youth is in possession of contraband that poses a risk to the safety and security of the youth or Center. Approval from Center supervisory personnel is required.

## **SEARCH OF VISITORS**

All visitors must sign in at the control desk.

Visitors shall leave all possessions, including coats, phones and other electronic devices, handbags, backpacks, and briefcases in their vehicles. Only car keys and I.D.'s may be left at the front desk.

All visitors are subject to a frisk search of their person. Refusal to grant permission for a search will be grounds for denial of a visit.

Visitors who attempt to smuggle contraband into the Center may be charged with Illegal Conveyance of Prohibited Items into a Detention Center (2921.36) or any other appropriate criminal offenses.

## ***PRISON RAPE ELIMINATION ACT (PREA)***

It is the policy of the Washington County Juvenile Center to provide a safe, humane, and appropriately secure environment, free from the threat of sexual misconduct for all youth by maintaining a program of prevention, detection, response, and investigation. The Juvenile Center shall maintain a zero tolerance for sexual misconduct. Sexual misconduct among youth and by staff towards youth is strictly prohibited. All allegations of sexual misconduct and/or sexual harassment shall be administratively and/or criminally investigated.

Incidents or suspicions of sexual abuse, sexual harassment and retaliation can be reported to any staff member either verbally or in writing.

You have the right not to be sexually abused or harassed.

# ***EMERGENCY DRILLS***

## **FIRE**

Fire drills are held on a regular basis. In the event of a fire drill or an actual fire, alarms will warn youth to evacuate the building. All youth shall evacuate in an orderly fashion and follow designated escape routes posted throughout the building. Youth will be instructed as to the closest exit. Once outside the building, all youth shall assemble in a quiet, orderly manner in the Jaycee Estates parking lot. Youth and staff shall remain there until an "all clear" is given.

## **TORNADO**

Tornado drills are held on a regular basis. If a tornado occurs, all residents and staff should go, in an orderly, expedient manner, to the safe zone that is located in the visitation lounge behind the control desk. Youth and staff will remain there until an "all clear" is given.

# ***YOUTH GRIEVANCE PROCEDURE***

## **INFORMAL PROCEDURE**

Youth shall try to resolve a grievance against a staff member or another youth informally by discussing the problem with that staff person or youth. Grievances should be resolved at the lowest possible level. No disciplinary action of any kind will be taken against anyone for pursuing the grievance procedure.

## **FORMAL PROCEDURE**

If no resolution can be attained through informal discussion, the youth shall complete a grievance form as shown on the next page. Grievance forms are available in each lounge. The completed form shall be given to a Case Manager. A Case Manager shall review the grievance and respond to it within three (3) working days. If the grievance involves a Case Manager, the Senior Case Manager or the Superintendent will conduct the review. Findings shall be in writing. All emergency grievances shall be reviewed immediately.

If a youth is not satisfied with the findings of the Case Manager, he may appeal the decision within three (3) working days to the Superintendent or Senior Case Manager if Superintendent is not available. The Superintendent/Senior Case Manager will convene a meeting within the next three (3) working days to review the grievance and render a final decision. The youth will be notified of the results of the appeal within three (3) working days.

**WASHINGTON COUNTY JUVENILE CENTER  
GRIEVANCE FORM**

Youth Name: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
*(first) (middle) (last)*

I. The nature of this grievance is: (be specific)

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II. I attempted to solve this problem by talking to \_\_\_\_\_  
on \_\_\_\_/\_\_\_\_/\_\_\_\_ (date). The staff's response to me was:

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III. My grievance would be solved to my satisfaction if:

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IV. I am at risk of personal injury if this grievance is not resolved immediately.

YES       NO

Signature of Youth: \_\_\_\_\_

**WASHINGTON COUNTY JUVENILE CENTER**  
**RESPONSE TO GRIEVANCE**

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\_\_\_\_\_  
Signature of Staff

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Title: \_\_\_\_\_

- I accept the response to my grievance.
  
- I do not accept the response to my grievance and appeal the decision.

\_\_\_\_\_  
Signature of Youth

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**RESPONSE TO YOUTH'S APPEAL**

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\_\_\_\_\_  
Signature of Superintendent/Senior Case Manager

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date





