

Allen County Court of Common Pleas; Juvenile Division

Allen County Juvenile Detention Center

Resident Orientation Handbook

Updated: October 31, 2023



AT THE

DETENTION CENTER

WHAT IS THIS HANDBOOK ALL ABOUT?

You should know some things before you enter the program that will make your stay here at the Detention Center more productive. These things will also help you get along with the staff and other residents.

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!

IMPORTANT INFORMATION ABOUT YOUR JUVENILE RIGHTS

1. Treatment while in custody:
 - a. When being taken into custody, everyone shall have the right to remain silent.
 - b. To obtain a statement, admission/confession from any person, no unlawful means can be used.
 - c. Persons in custody shall be treated humanely and provided with proper food, shelter, clothing, hygiene and, if necessary, medical treatment.
2. You have the right to communicate with your attorney, parent/guardian upon intake. Our staff will help you with these communication needs.
3. You have the right to consult with an attorney.
4. You have the right to a reasonable amount of privacy.
5. You have the right to have your opinion heard and assured reasonable due process in all matters.
6. You have the right to participate in an appropriate educational and/or vocational program.
7. The detention center shall prohibit all acts of punishment including, but not limited to:
 - a. Physical punishment
 - b. Physically strenuous harsh work or exercises when used solely as punishment
 - c. Forcing a juvenile to maintain an uncomfortable position such as squatting or bending or requiring a juvenile to continuously repeat physical movements when used solely as punishment
 - d. Verbal abuse or derogatory remarks
 - e. Denial of required recreation without cause
 - f. Denial of religious or educational services without cause
 - g. Deprivation of meals, although scheduled meals may be provided individually
 - h. Denial of shelter, clothing, bedding or restroom facilities without cause
 - i. Inappropriate or intentional painful physical treatment
 - j. The use of chemical restraints and/or drugs except by order of a physician



BULLYING PREVENTION

The Allen County Juvenile Detention Center, in recognition of the harmful effect on both victims and those who bully, has adopted the basic principles and philosophies of the Olweus Bullying Prevention Program.

Bullying is

“A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.”

- Bullying is aggressive behavior that involves unwanted, negative actions
- Bullying involves an imbalance of power or strength

Types of Bullying:

- Verbal bullying includes derogatory comments and bad names
- Bullying through social exclusion or isolation
- Physical bullying such as hitting, kicking, shoving and spitting
- Bullying through lies and false rumors
- Having things taken or damaged by people who bully
- Being threatened or being forced to do things by people who bully
- Racial bullying
- Sexual bullying
- Bullying through written means

Following are the anti-bullying rules that shall be followed by ALL RESIDENTS, VISITORS, SERVICE PROVIDERS, CONTRACTORS AND EMPLOYEES at all times within the Detention Center.

1. We will NOT bully others.
2. Try to help those bullied.
3. Try to include the ones who have been left out.
4. If we know someone bullied, we will inform a staff member and complete an incident report

NO BULLYING

IMPORTANT INFORMATION ABOUT THIS FACILITY



THIS IS WHERE YOU ARE CURRENTLY STAYING:

Allen County Juvenile Detention Center
3050 N. Cole St.
Lima, OH 45801

THE PHONE NUMBER IS:

419-998-5240

WHAT IS THIS PLACE?

The Juvenile Detention Center (JDC) is a place where juveniles who are charged with one or more delinquency offenses are held.

The basic purpose of the Detention Center is to provide you with safe and secure custody and help you to make positive changes in your thinking and behavior.

WHEN WILL MY PARENTS BE NOTIFIED OF MY DETENTION?

The Detention Center staff will inform your parents/legal guardians of your detention as soon as possible. As such, it is very important that you give us accurate information about your parents/legal guardian's current telephone numbers for work and home. We will also inform your parents/legal guardians of your initial court date and time. Please note: Only your parents or legal guardians will be informed of your detention.

WHAT PROFESSIONAL VISITORS CAN I HAVE DURING MY DETENTION?

Approved case related professionals might visit you during your detention stay. This may include your Lawyer, Community Control Worker, Caseworker, Clergy, Counselor, Therapist and/or School staff.

When you need to speak with a professional involved in your case, just ask a staff and they will coordinate the process. As time and staff allow, phone calls are given.

WHERE DO I SLEEP?

To help assure your safety, security, and that of other residents, you will have your own sleeping room.



Your sleeping room will have all the necessary equipment for you to address your personal needs. Staff do visual checks on a regular basis and can handle all non-emergency requests then.

HOW IS MY SAFETY ASSURED DURING MY DETENTION?

The Detention Center uses equipment to help us supervise people and assure you are safe and secure while here. We use audio and video devices to listen and watch activities.

HOW DO I HAVE A PRIVATE OR CONFIDENTIAL MEETING?

You may have confidential conversations with case related professionals in special meeting rooms. Interview rooms and the medical consult rooms are reserved for private meetings with your attorney, medical staff, and other professionals connected with your case.

WHAT IF I HAVE MEDICAL OR COUNSELING NEEDS?

The Detention Center has licensed medical staff available to respond to your medical needs. One day a week, a doctor or a Nurse Practitioner comes to the center to see residents.

We have licensed clinicians/counselors (mental health staff) available to help with your crisis or other problems that may arise during your detention stay.

Within 7 days of your arrival, our medical staff will complete a physical examination and medical history interview.

Please report to us immediately if you are sick, injured, require medical attention, are currently taking prescribed medications, or if you have any food or other allergies.

You are given a “medical kite” form if you have a medical issue. If you need to see a nurse or doctor, complete the form and give it to a staff member.



WHO ARE THE STAFF?

There are Administrators, Juvenile Detention Officers, Social Workers, Educators, Mental Health providers, and support staff who will work with you during your detention stay. We have trained staff to assist you to learn rational thinking and behavior that will assist you in making positive changes; they will also help you have a safe and secure detention stay.

WHEN DO I EAT?

You receive three meals a day and a snack each evening before bedtime. The food service department at the Allen County Sheriff's Office provides all meals.



WHAT PERSONAL SUPPLIES DO I GET?

The Detention Center will provide you with clothing, bath (hygiene) items, reading materials and bedding. You will shower daily, and we provide you with soap, shampoo, clean clothes, towels, and other personal hygiene supplies. If you have special hygiene needs (contacts, braces, retainers, etc.) please let a staff member know right away so we can make the necessary arrangement for these items.

Males and females will receive a hair tie if their hair is touching their collar. You will be **required** to wear your hair up when you are out of your room.

WHEN CAN I MAKE PHONE CALLS?

Upon your intake to JDC, you have the right to one 5-minute phone call to your parents/legal guardians. Residents are authorized to speak to parents or legal guardians, unless specified. Permission to speak with someone else will be authorized by the Administration or the Court. After the intake phone call has been made or refused, calls to parents/or legal guardians are given by staff when time allows.

You also have the right to speak with your community control officer, attorney, detective, police, or pastor. If you want to speak to them, please let staff know and they will notify them.

WHEN WILL I GET A VISIT?

All visitors must bring picture identification. Visitors have 45-minutes to visit once a week. Your parent/guardian may schedule a visit once a week using the website.

WILL I GET MAIL?

You may write letters and receive mail while in JDC. However, there is no mail delivery on Saturday, Sunday and holidays. WE DO NOT HAVE CONTROL OVER THE US MAIL, therefore, PLEASE DON'T ASK WHY YOU ARE NOT RECEIVING MAIL FROM SOMEONE OR THEY AREN'T RECEIVING YOUR MAIL. Your mail is sent promptly, and we deliver mail to you when we receive it.

Your Name	Stamp
3050 N Cole St	
Lima, OH 45802	
	Mary Brown
	123 North St
	Lima, OH 45805

You are not permitted to write letters, messages or notes to other residents in the Juvenile Detention Center or residents on Community Control.

DO I GET ANY EXERCISE?

You will be able to go to the gym and/or outdoor recreation when you are participating in the program.

DO I GET ANY BOOKS OR READING MATERIAL?

The Detention Center has a library and you will have regular access to reading materials. You are allowed 3 books at a time in your room. A Bible is given to you by asking a staff member. A Bible does not count as one of your 3 books.

WHAT WILL I BE DOING AT THE DETENTION CENTER?

You will be participating in various educational programs, gym and leisure activities. The Detention Center provides a voluntary, non-denominational religious service on Sunday.

WILL I GO TO SCHOOL?

You will be required to attend school unless you have graduated or obtained your G.E.D. Our school program is provided by the Allen County Educational Service Center. You are expected to actively participate and follow classroom rules, as well as teacher's instructions, while in school.

WHAT CAN I EXPECT FROM STAFF?

The primary goal of the staff is to help you to take responsibility for your behavior through the Rational Behavior Training Program and role modeling. We provide a structured, safe and secure environment.

As a new resident, you may wonder what the staff are like and what you can expect from them.

- **Safety & Security:** Staff are here to provide a safe and secure environment
- **Honesty:** Staff will be straightforward with you and not play games
- **Help:** Staff will assist you in problem solving
- **Mistakes:** Everyone makes mistakes, including staff; it is important that everyone learns from their mistakes
- **Confidentiality:** Staff will not discuss your performance here, the reasons for your 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 is appropriate
- **Responsibility:** Staff will accept responsibility for their actions but they will refuse to accept responsibility for your behavior.

Sexual conduct between staff and juvenile, volunteers, or contract personnel and juveniles, regardless of consensual status are prohibited and subject to administrative and criminal disciplinary sanctions. An investigation will be conducted and documented whenever a sexual assault is alleged, threatened, or occurs

JUVENILE DETENTION CENTER PROCEDURES

EMERGENCIES

During an emergency, you **MUST** follow staff instructions. Failure to follow emergency rules could result in a discipline and/or charges filed against you.

FIRE ALARM

If you are in your room, you will remain in your room. If in a program, staff will return you to your room. You will be evacuated from the building only in the event of an actual fire related incident. (Smoke, heat, and/or flames are detected or observed by staff) or when directed to do so by the American Twp. Fire Department. **FOLLOW STAFF INSTRUCTIONS AT ALL TIMES.**

TORNADO

Take your mattress to the best location in your room and put it over you. Stay there until staff gives you further instructions.

POWER OUTAGE

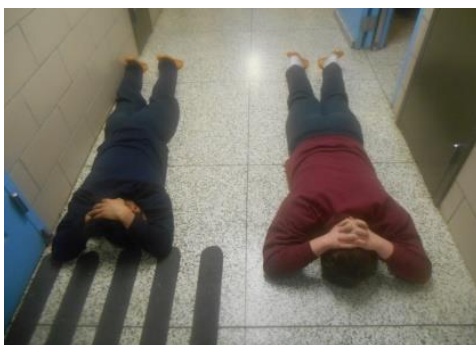
Remain where you are and do as staff instructs you to do.

DOWN AND COVER

During an emergency, lay down, put your head on the floor and place your hands over the back of your neck. If you are sitting at a table during an emergency, put your head down on the table and your hands over your head.

EARTHQUAKE

When you hear DOWN & COVER, do this immediately no matter where you are.



During an emergency, talking, disruptive or non-compliant behavior will not be tolerated. Doing so, or causing unnecessary delay, may result in prosecution.

LINE PROCEDURES

Face the direction you are walking, cross arms in front and put hands on your shoulders. No talking in line or in the hallways when lining up. When leaving your room, you will come out of your room, stand beside your door and wait for further instructions.

You are expected to follow line procedures when going to school, gym, a scheduled program or any other place out of your pod. Line procedures are to be followed during all emergency evacuations.

MEAL PROCEDURES

You will be served balanced, nutritious and tasty meals and snacks in your pods. All items must be eaten at the time they are given to you. No items are allowed to be taken back to your room.

SHOWER PROCEDURES

You have 6 minutes in the shower. Showers are automatic, so once you start your shower, a timer starts. Make sure you are not taking forever because when the water shuts off you can't turn it back on.



Put your clothes with the right side out in the laundry and do not ball up or tie socks together. Rolling up clothes keep them getting properly cleaned and dried.

ROOM PROCEDURES

Rooms are inspected one or more times a day to ensure they are in order. Remember this is NOT your room; it belongs to the taxpayers of Allen County. You are accountable for the entire room and its contents. ALL damages will result in disciplinary actions and/or charges filed against you.

Clean your room every morning and make your bed each time you leave your room. The picture below shows how a bed looks when properly made.



Suggestion forms or Resident Report forms (to file a complaint about another resident or staff) are in your intake folder. **When you fill one out, ask a staff to take you to the locked box in your POD and you put it in the locked box.**

When exiting your room, you are to push the door when you hear the door unlock. You then need to exit your room as quickly as possible so that the door alarm does not go off.

When entering your room, you need to pull the door open when you hear the door unlock. You need to enter your room as quickly as possible so that the door alarm does not go off. Once your door is unlocked, you have approximately 15 seconds to re-secure your door.

PHASE SYSTEM

ORIENTATION PHASE

Length of Time on Phase:

- New Residents: 48 hours (2 days)
- Reorientation Residents: Time is determined by the consequence

Test/Goals:

- You must complete all intake paperwork and follow procedures
- Complete MAYSI-II screen and OYAS
- Complete Hygiene check/strip search
- Complete Intake Assessment parts A and B
- Pass rule book test
- Detention Hearing completed
- No Major Rule Violations/Minimum Minor Rule Violations

Privileges:

- Bedtime 1930
- Leisure Program: cards, put puzzles together, coloring pages, write letter (alone)
- Commissary: None
- Visitation: None
- Emotional Support Bear

PHASE 1

Length of Time on Phase: 3 days minimum and must meet below to advance

Test/Goals:

- Medical exam/physical completed
- Attend all groups/activities
- Attend school (during school year)
- No Major Rule Violations/Minimum Minor Rule Violations

Privileges:

- Bedtime: 2000
- Leisure Program: cards, puzzles, coloring, write letters
- Commissary: Earn 1 point per day, access to commissary once a week (Saturday)
- Visitation: Once per week, 45 minutes visits
 - Parents, step-parents, and/or guardian

PHASE 2

Length of Time on Phase: 5 days minimum and must meet below to advance

Test/Goals:

- Attend all groups and activities
- Attend school and maintain a 1.0 GPA (during school)
- No Major Rule Violations/Minimum Minor Rule Violations

Privileges:

- Bedtime: 2100
- Leisure Program: cards, puzzles, coloring, writing letters, play board games
- Commissary: 2 points per day, access to commissary twice per week (Tuesday, Thursday)
- Visitation: one time per week, 45 minutes each
 - Parent, step-parent, and/or guardians

PHASE 3

Length of Time on Phase: 30 days

Test/Goals:

- Attend all groups and activities
- Attend school and maintain a 2.0 GPA (during school)
- No Major Rule Violations/Minimum Minor Rule Violations

Privileges:

- Bedtime: 2200
- Leisure Program: cards, puzzles, coloring, writing letters, play board games
- Commissary: 3 points per day, access to commissary three times a week (Monday, Wednesday, Friday)
Visitation: one time per week, 45 minutes each
 - Parent, step-parent, and or guardians
- PlayStation 4 in pod
- Fidget Toy

PHASE 4

Length of time on Phase: Unlimited

Test/Goals:

- Attend all groups and activities
- Attend school and maintain 3.0 GPA (during school)
- No Major Rule Violations/Minimum Rule Violations

Privileges:

- Bedtime: 2200
- Leisure Program: cards, puzzles, coloring, writing letters, play board games
- Commissary: 4 points per day, access to commissary three times a week (Monday, Wednesday, Friday)
- Visitation: one time per week, 45 minutes each
 - Parent, step-parent and/or guardians
- DVD player in room on commissary day
- PlayStation 4 in pod
- Pizza with Parents/Guardian monthly
- Colored Pencils
- Word Search Book
- Stress Ball
- Journal Notebook

PRIVILEGE COMMISSARY

Residents earn points based on their phase level at 10pm that night. Point balances are recorded by staff and updated each night. Residents may purchase any items available to them. Remember, non-tangible privileges have to be scheduled. Residents are responsible to keep possession of all commissary items. If you share items, you can lose your commissary privileges. Staff maintains the point tracking systems using the Privilege Commissary Point Ledger. Center Administration will investigate any discrepancies in points.

The commissary has items that you may purchase with the points that you have earned. Tangible items are passed out on the days your phase receives commissary, and the non-tangible privileges (visitation, DVD players, etc.) are scheduled as soon as reasonably possible.

The Detention Center is not required to provide you with commissary privileges and will suspend the operation of the commissary, if overall resident behavior is unruly or non-compliant. Protect your ability to receive commissary by ensuring your behavior is compliant and encouraging your fellow residents to do the same.

- Tangible items
 - Hygiene Products
- Non-tangible
 - Special Visits
 - Extra home passes (treatment only)

Residents request items using the commissary request form. Staff pass these out each day during the last leisure of the day. They are collected before you are secured back into your room for lights out.

Residents are allowed to only spend earned points and no credit is given.

RESIDENT DISCIPLINE

The Allen County Juvenile Detention Center maintains a system of strict resident discipline while incorporating due process for the purpose of maintaining order within this facility. Through clearly established rules and enforcement procedures, you are provided social structure as well as a safe, healthy, and sanitary house environment.

This policy is intended to address situations and behaviors that are typical for everyday operations of a secured facility. If you commit acts of violence, or you are continuing to display turbulent behaviors while refusing to submit yourself to the standard sanctions that are outlined below, you are subject to administrative supervision and sanctions outside the scope of this policy. This policy in no way implies or requires you to be returned to full program. The policy in no way prohibits you from being placed on an individualized programming status when doing so is required to maintain the safe, secure, efficient, and sanitary operations of the facility, as well as to provide for your personal safety or to protect others from your actions.

Center Rules and Expectations

- All residents are required to adhere to these center expectations
 - Respect
 - Responsibility
 - Cooperation

- Possible Minor Rule Violations
 - Resulting in moving down a phase, the amount of days is determined by staff
 - Not putting hair up if it's collar length or longer (male/female)
 - Talking in hallway
 - Talking out of room
 - Cursing
 - Not having hands up properly
 - Room not clean and neat
 - Inappropriate use of Center Property
 - Disrespect
 - Not Participating
 - Stealing
 - Not Following Directives

- Possible Major Rule Violations
 - If placed on Safety and Security until a Sergeant or Administrator assesses to determine if there is still a potential threat. Residents will automatically move down to Orientation Phase and start the Center Phase system over.
 - Physically assaulting staff or resident
 - Destruction of Center Property
 - Threatening to escape
 - Making a threat of harm or violence toward staff or resident

Changing your thinking may help you change your behavior and deal with your problems so that you will not have to come back here or another place like this again!

Some residents return; some do not.

The difference is that some learn to change their behavior and learn how to deal with their problems so they do not come back

IT'S YOUR CHOICE



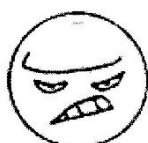
*Life is all about
choices*

Identify Your Feelings

Use the feelings pictured below to assist you
when completing a Thinking Error Report.



Aggressive



Angry



Anxious



Ashamed



Bashful



Bored



Cautious



Confident



Confused



Curious



Depressed



Determined



Disappointed



Disbelieving



Disgusted



Ecstatic



Embarrassed



Enraged



Envious



Exasperated



Exhausted



Frightened



Frustrated



Grieved



Guilty



Happy



Hopeful



Hurt



Indifferent



Interested



Jealous



Joyful



Lonely



Loved



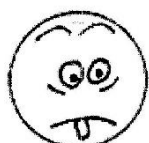
Loving



Miserable



Optimistic



Overwhelmed



Pained



Puzzled



Regretful



Relieved



Sad



Satisfied



Shocked



Shy



Smug



Sorry



Stubborn



Stupid



Surprised



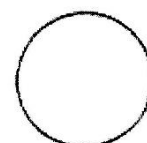
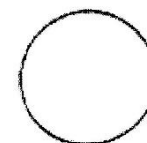
Suspicious



Thoughtful



Withdrawn



Grievance Procedure

The Walter J. Roush Juvenile Detention Center maintains a resident grievance system that provides you due process and allows for an orderly and timely resolution of your legitimate complaints.

Acts which constitute reasonable grounds for the initiation of a grievance by a resident include violations of your civil rights, criminal acts, unjustified denial or restriction of privileges, inadequate conditions of confinement (such as relating to food, clothing, shelter, and access to medical, mental health, or educational services).

It is imperative to maintain the integrity of the resident grievance system as the facility administration strongly encourages residents to report mistreatment, inappropriate acts, and violations without fear of reprisal or reprimand.

The facility administration strongly discourages the abuse or intentional misuse of this system which could put you, facility staff, or others at future risk. Filing a false grievance, or abusing the grievance procedure, is a serious violation of facility rules and regulations subject to disciplinary sanctions accordingly and may also subject you to criminal prosecution.

You will be provided with a Resident Grievance Form upon intake. You will find it in your folder along with this handbook and other documentation. If you do not have a blank form, you may ask a staff member to provide you with a blank form. Do not demand a blank form from staff while upset or angry. DO not request a blank form from a staff person that you are upset with or angry at. If a staff person refuses to provide you with a grievance form inform the officer-in-charge or a facility administrator at the next earliest (any appropriate) time.

You may only file grievances that are violations of your basic rights or conditions of confinement. The grievance form contains a list of the appropriate reasons for which a grievance may be filed. You must be able to check one of the boxes provided on the form for your grievance to be considered.

When you are finished completing a grievance form you may fold it and bring it with you next time you come out of your room. Tell the staff that you wish to turn in a grievance. The staff are not permitted to read, or even touch your grievance. When passing by the South Wing, you may place your completed form in the Grievance box (the grievance box is pictured at the right). You can be assured that the staff do not have access to this box. Your grievance will be handled directly by a Court Administrator.



REMEMBER:

All grievances are taken seriously by The Administration.
You are expected to take them seriously as well.

$$(T + F + B = C)$$

Your thoughts +

Your feelings +

Your behavior =

Your consequences.

You choose your consequences!

WE BELIEVE THAT YOU
CAN SUCCEED!!!



