

**Allen County Common Pleas Court**  
**Juvenile Division**  
**Resident Orientation Handbook**  
*Updated JUNE 2017*



***“The Key to Your Success At The Detention Center!”***

## WHAT IS THIS HANDBOOK ALL ABOUT?

There are some things that you should know before you enter the program that will make your stay here at the Detention Center more productive. These things will also help you in getting 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. Upon being taken into custody everyone shall have the right to remain silent.
  - b. No unlawful means of any kind shall be used to obtain a statement, admission confession from any person.
  - c. Persons in custody shall be treated humanly and provided with proper food, shelter, clothing, hygiene and, if necessary, medical treatment.
- 2) You have the right to communicate with your attorney, parent or guardian upon admission. 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 opinions heard & 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 punishments including, but not limited to:

- Physical punishment
- Physically strenuous harsh work or exercises when used solely as punishment
- 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
- Verbal abuse or derogatory remarks
- Denial of required recreation without cause
- Denial of religious or educational services without cause
- Deprivation of meals, although scheduled meals may be provided individually
- Denial of sleep during scheduled sleeping hours
- Denial of shelter, clothing, bedding or restroom facilities without cause
- Inappropriate or intentionally painful physical treatment
- The use of chemical restraints and/or drugs except by order of a physician



## ***BULLYING PREVENTION***

The Allen County Juvenile Treatment & Detention Center, in recognition of the **harmful effects 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 a pattern of behavior repeated over time
- \* Bullying involves an imbalance of power or strength

### ***Types of Bullying:***

1. Verbal bullying including derogatory comments and bad names
2. Bullying through social exclusion or isolation
3. Physical bullying such as hitting, kicking, shoving and spitting
4. Bullying through lies and false rumors
5. Having things taken or damaged by people who bully
6. Being threatened or being forced to do things by people who bully
7. Racial bullying
8. Sexual bullying

**The following anti-bullying rules shall be followed by all residents, visitors, service providers, contractors and employees at all times within the Treatment and Detention Center.**

1. We will NOT bully others.
2. We will try to help those who are bullied.
3. We will try to include those who are left out.
4. **If we know that somebody is being bullied, we will inform a staff member and complete an incident report.**



# ***IMPORTANT INFORMATION ABOUT THIS FACILITY***

## **Where am I?**



You are currently staying at the:

Walter J. Roush Juvenile Detention Center  
1000 Wardhill Ave  
Lima, OH 45805

The telephone number here is: 419-998-5240

## **What is this place?**

The Juvenile Detention Center (JDC) is a place where juveniles who have been charged with 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?**

Detention Center staff will inform your parent (s)/legal guardian (s), as soon as possible, of your detention. As such, it is very important that you give us accurate information about your parent (s)/legal guardian (s) current telephone numbers for work and home. We will also inform your parents of your initial court date and time. *Please note that 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 are allowed to visit you during your Detention stay. This could include your (1) Lawyer (2) Community Control worker (3) Case-workers (4) Clergy (Priest, Rabbi, Minister, etc). (5) Counselor (s), Therapist and/or (6) School Staff.



Whenever you need to speak with a professional involved in your case just ask a staff and we will coordinate the process. *Phone calls will be given as time and staff allow.*

## Where do I sleep?

To help assure your safety and 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?

Special meeting rooms are provided so you can have confidential conversations with case related professionals. 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 needs or counseling needs?

The Detention Center has licensed medical staff available to respond to your medical needs. We have a Nurse at the Center most days. One night a week a Doctor comes to the center to see residents.



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



Upon your arrival our medical staff will complete a physical examination and medical history interview.

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

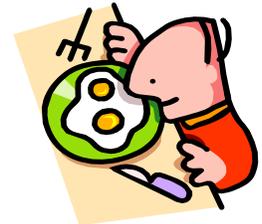
You will be provided a “Kite” form to complete should you have a medical issue. If you need to see the Nurse or Doctor, complete the form and give it to a staff.

## Who are the staff?

There are Administrators, Juvenile Detention Officers (JDO), Social Workers, educators, Mental health providers and support staff who will work with you during your detention stay. They are trained 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 will receive three (3) meals each day and a snack each evening before bedtime. All meals will be provided by the food service department at the ACSO.



## 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 you are provided with soap, shampoo, washcloths, 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 arrangements for these items.

## When can I visit my family and make telephone calls?

Upon admission to JDC, you have the right to one telephone call of up to 5 minutes to your parent (s) and/or legal guardian (s), or attorney.

During your detention stay you will be able to earn telephone passes. Your parent (s) and/or legal guardian (s) can visit you during Visitation Hours.

You do not have to earn telephone passes to speak with your Community Control Officer, Attorney, Detective, Police or Pastor. You are allowed to speak with them as needed.

**Note:** Residents are only permitted to speak to parents or legal guardians, unless specific permission to speak with someone else has been authorized by the Administration or the Court. After the intake phone call has either been made or refused, calls to parents and/or guardians are made when phone call passes have been earned and when time and staff allows.

## **VISITATION SCHEDULE**

**All visitors must bring picture identification. Visitors are allowed to visit for a sixty minute period of time on Saturdays and Sundays from 12:30 PM to 1:30 PM.**

As a reward, youth may earn a special visit or phone call with an authorized aunt, uncle, grandparent or other relative approved by your parent and/or guardian. The earned phone calls will be made at a time designated by staff.

## Will I get mail?

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



While in the detention center, you will earn points. With these points you may purchase paper, stamps and envelopes. **You must use your name and our return address** when sending mail out. Designated staff will open all incoming mail so that the contents can be inspected to find any inappropriate items.

5 pieces of personal mail may be in your room and all remaining pieces must go in your locker, except you may keep all letters and materials from your attorney.

Paper, envelopes and stamps are provided for you to write your Attorney as often as you need to. Your envelope should be addressed like this:

Your Name	STAMP
1000 Wardhill Ave	
Lima, OH 45805	
Mary Brown	
123 North St	
Lima, OH 45805	

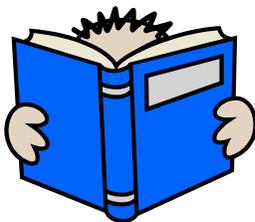
**You are not permitted to write letters, messages or notes to other residents in the Juvenile Detention Center or residents on Community Control.**

## Do I get any exercise?

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



## Do I get any books or reading materials?



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 will be provided to you by asking a staff member.

## What will I be doing while I'm 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 Friday evening and Sunday. You can meet with TFC (Teens for Christ) during the week.

## Will I go to school during my Detention stay?

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 THE STAFF?



The primary goals of the staff are to help you:

Take responsibility for your behavior through the Rational Behavior Training Program and role modeling.

Provide a structured, safe and secure environment.

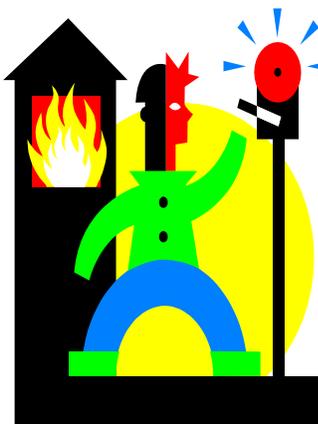
As a new resident you may wonder what the staff are like and what you can expect from them. You can expect the following from staff:

- 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 every one learn 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 are appropriate.
- Responsibility**--- the staff will accept responsibility for their actions but they will refuse to accept responsibility for your behavior

**Sexual conduct between staff and juveniles, volunteers, or contract personnel and juveniles, regardless of consensual status, is 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.**

## **WHAT DO I DO IN A CASE OF AN EMERGENCY?**

***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 SOUNDS:*** IF in your room, you will remain there. IF in 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 Shawnee 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:***  
do as staff instructs



Remain where you are and you to do.

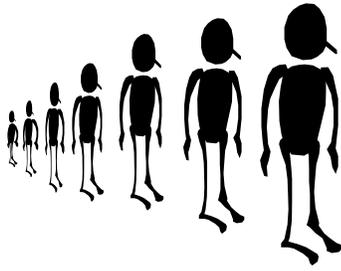
***DOWN AND COVER:***  
down, put your head hands over the back

During an emergency, kneel on the floor and place your of your neck.

***DOWN AND COVER 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.

***No talking, disruptive or non-compliant behavior will be tolerated. Doing so or causing unnecessary delay may result in prosecution.***

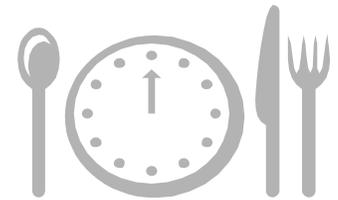


**LINE PROCEDURE:** Walk in an acceptable manner, face the direction you are walking, cross arms in front and put hands on your shoulders. No talking in line or in the hallways when lining up. You will come out and stand beside your door and staff will ask you to move to the center line and line up.

*You are expected to follow line procedures when going to School, gym, a scheduled program or any other place off of the wing. Line procedures are to be followed during all Emergency Evacuations.*

### **MEAL PROCEDURE**

You will be served balanced, nutritious and tasty meals and snacks in your room.



**MEALS IN YOUR ROOM:** Staff will open your door; you will come to the door and get your tray. Staff will take your cup and fill it with juice or milk. Staff will return to pick up the tray. You must keep your cup and spork as it is not staff's responsibility to make sure you have them before we take your tray.

### **SHOWER PROCEDURES**

*Staff will announce when shower procedures begin.*

**You are required to follow these rules:**



**Showers:** you have **4 minutes in the shower**, a total of 6 minutes from your room, to the shower and back to your room.

**GET OUT WHEN** instructed by the staff.

**NO HORSE PLAYING or TALKING in the showers.**

Put your clothes **right side out** in the proper containers. **Do not ball up or tie socks together.**



## Room

1. Rooms will be 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. ANY and ALL damages will result in disciplinary actions and/or charges filed against you.
2. Your bed should be made each morning and your room cleaned. The pictures above show how a bed should be made.
3. Ask staff to wait if you are using the bathroom when they tap on your door. **Speak yes or no loud enough that staff can hear you outside your door.**
4. Once opened, food items must be eaten. You may not keep or store opened food items for later use. You are only allowed to have commissary items in your room.
5. If you are bunked up with another resident and you cannot get along with your roommate, you may be moved to another room.
6. Suggestion forms or Resident Report forms (to file a complaint about another resident or staff) are in your room. When you fill one out, you are to ask a staff to take you to the locked box and you put it in the locked box.
7. Pictures taped to the wall should only be taped on the top. DO not tear paper to make letters to hang on the wall.
8. Each room has 4 flags which are to be used as follows:
  - 1) **RED**- Emergency (serious injury, bleeding, thoughts of harming self and trouble breathing.
  - 2) **WHITE**—toiler paper
  - 3) **YELLOW**—general questions
  - 4) **BLUE**—OTC Meds (Tylenol, ibuprofen, Mylanta, band aid, feminine products, milk of magnesia, orajel)

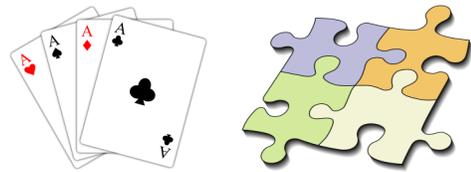
# PRIVILEGE COMMISSARY

The commissary has items that you may purchase with the points that you have earned. There are tangible items which are distributed daily and the non-tangible privileges are scheduled as soon as reasonably possible.

The Center is not required to provide you with commissary privileges and will suspend the operation of its 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.

## 1. Tangible Items—Detention & Treatment

- a. Hygiene products
- b. Letter writing materials
- c. Cards and games
- d. Puzzles & puzzle books
- e. Extra Books
- f. Drawing paper
- g. See Commissary Request Form for a more detailed list



## 2. Non-tangible-Detention & Treatment

- a. Phone Calls
- b. Special Visits
- c. TV time
- d. Video game time
- e. Private recreation
- f. See Commissary Request Form in your intake folder for a more detailed list.

## 3. Non-tangible-Treatment—When on Phase 3:

- a. Extra Pass
- b. See Commissary Request Form for a more detailed list

Residents request items by the Commissary Request Form. These are passed each day by staff.

The commissary is available to residents daily as long as there are no restrictions from commissary as the result of a rule violation.

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

Residents may purchase any item available to them. Remember, non-tangible privileges have to be scheduled.

Staff maintain the point tracking system using the Privilege Commissary Point Ledger. Any discrepancies in points, will be investigated by Center Administration.

Residents are responsible to keep possession of all commissary items. If you share items, you will lose your commissary privilege for a week.

## DAILY INCENTIVES

### 1. Behavior Score Sheet

- a. You can earn 2 points per class each day from each teacher for cooperating in school. You are given these points daily.
- b. You can earn 2 points for:
  - 1) Room cleanliness
  - 2) Educational Activity
  - 3) Each recreational activity
  - 4) Each leisure activity
  - 5) Quiet time in wingYou are given these points each day.
- c. You can earn up to 30 points for each Reinforcement:
  - 1) Used common courtesies
  - 2) Demonstrated good listening skills
  - 3) Gave an unsolicited compliment at the right time & place
  - 4) Apologized in an appropriate manner at right time & place
  - 5) Rendered aid or assistance
  - 6) Demonstrated self-control
  - 7) Managed conflict appropriately
  - 8) Displayed leadership
  - 9) Correctly identified and communicated feelings
  - 10) Displayed citizenship
  - 11) Appropriately demonstrated respect
  - 12) Followed instructions from staff
  - 13) Responded appropriately according to the Olweus Bullying Prevention Program
  - 14) Created an atmosphere of "inclusion"
  - 15) Correctly identified his/her thinking error
  - 16) Director's Bonus (+10 each)

For a complete description of the above, please see the Behavior Score Sheet.

# Resident Discipline

The Walter J. Roush 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 housing environment.

This policy is intended to address situations and behaviors that are typical for everyday operations of a secured facility. If you commit egregious 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. It in no way applies or requires you to be returned to full program or 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 operation of the facility, as well as to provide for your personal safety or to maintain the safety of others from you.

## TYPES OF RULE VIOLATIONS

- 1) Permitting or encouraging bullying behaviors
- 2) Failure to put forth required effort during activities
- 3) Arguing with staff, peers, or other persons
- 4) Disorderly room conditions
- 5) Disrupting activities, peers, staff or others
- 6) Improper etiquette for meals
- 7) Failure to maintain proper hygiene standards
- 8) Horseplay during showers
- 9) Continued failure to follow staff instructions or directives
- 10) Written &/or verbal threats & non-verbal threats or gestures
- 11) Lying or any dishonest behaviors
- 12) Possessions of contraband
- 13) Abuse of the grievance procedure
- 14) Disrespect towards staff, self or others
- 15) Unauthorized physical contact with others
- 16) Abusive language, cussing
- 17) Talking about sex or making sexual comments

- 18) Tampering with your room light or window
- 19) Disruptive behavior (talking, making noises, etc.) when in room and/or during lights out/sleeping hours
- 20) Unauthorized or inappropriate use of center equipment or services (room flags, electronic devices, computers, internet, medical requests, OTC medications, etc)
- 21) Inappropriate conversation topics (past or current charges< drugs, personal questions or comments to or about staff, etc).
- 22) Trading or bartering privilege items of food
- 23) Pouring cereal down sink drain
- 24) Bullying (or attempted bullying) another person; *persistent name calling*
- 25) Fighting (or other assaultive behaviors)
- 26) Detaining another person against his/her will.
- 27) Possession (or attempted possession) of weapons
- 28) Violation of ORC: \_\_\_\_\_
- 29) Intentionally exposing genitalia to other
- 30) Performing or simulating any sexual act
- 31) Intentional unauthorized physical contact
- 32) Disruptive &/or Non-compliant behavior during emergency situations (including drills)
- 33) Altering or damaging property
- 34) Being absent without leave (AWOL) while on a pass, furlough, transports, etc
- 35) Escape, attempting to escape, conspiring to escape, or discussing escape
- 36) Rioting, attempting to riot, conspiring to riot, or, discussing riots
- 37) Insurrection (leading a revolt against lawful Center authority) or causing a serious disruption of Center operations.
- 38) Unauthorized entry into a secure area (control room)
- 39) Gang identification of any kind (written or verbal communications, signs, gestures, displays, etc)
- 40) Being removed from, or failure to fully participate in, school due to refusal, inappropriate behavior, misconduct, rule violations, or not putting forth adequate effort.

## Typical Sanctions for Rule Violations

- 1) Thinking Error Reports may be given as a discipline or a part of your discipline.
- 2) Commissary privileges Suspended 1, 2 or 3 days
- 3) Grounded in room for:
  - a) Rest of Day/Night Shift
  - b) AM Recreation
  - c) AM Educational Activity
  - d) Afternoon Recreation
  - e) Afternoon leisure
  - f) Evening Recreation
  - g) Evening Leisure

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

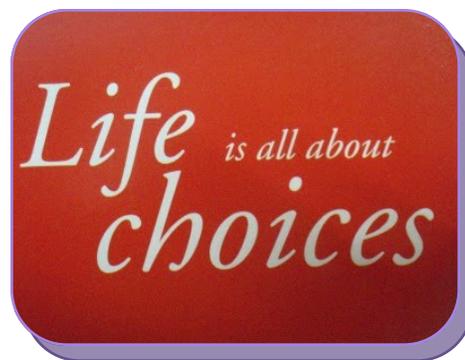
Some residents return; some do not.

The difference is that havior and learn how they don't come back.



some learn to change their be- to deal with their problems so

It's your choice:



## 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



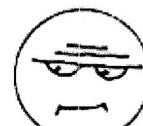
Hurt



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



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.)

## 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

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

Your thoughts +

Your feelings +

Your behavior =

Your consequences.

You choose your consequences!

**WE BELIEVE THAT YOU  
CAN SUCCEED!!!**

