

**Allen County Common Pleas Court; Probate & Juvenile Division**

Allen County Juvenile Detention Center

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Todd E. Kohlrieser, Judge

Berlin Carroll, Court Administrator

Alison Sites, Director

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**Parent/Guardian Information**

The following information is being provided to assist you in all matters pertaining to your child during his/her time at the Allen County Juvenile Detention Center. If you have any questions not covered in this document, please contact a facility administrator at the above number.

**Detention Center Objectives**

The Allen County Juvenile Detention Center’s primary objective is to provide a safe, secure, and humane environment for youth. Provide for their daily needs, and encourage them by example to make positive changes in their lives.

**Personal Items**

- Personal items will NOT be accepted for your child during his/her stay.
- The Juvenile Detention Center will provide shirts, pants, socks, underwear, bras, & shoes.
- We will provide basic hygiene necessities. Additional (name brand) items can be obtained through the privilege commissary program.
- The center will NOT provide or facilitate cosmetic or dermatological (acne, dry skin, etc.) interventions or treatments unless deemed necessary by our medical provider.

**Admission**

Youth are placed in the Allen County Juvenile Detention Center by Court Order or by an arresting authority directly from the community. Youth brought to the Juvenile Detention Center will have a detention hearing to determine the need for continued detention within 72 hours or the next scheduled Court day, whichever is earlier (except during Court closings for national holidays or inclement weather.)

**Released**

- You will be notified when your child is to be released
- It is your responsibility to pick up your child at the provided time.
- When you pick up your child bring a picture ID
- All personal property will be released with your child unless they are being transferred to ODYS or another facility.(any property that is not picked up within 7 days of a residents transfer will become center property or be discarded.

**School**

While your child is here they will attend school provided by the ESC. The credits your child earns while here will transfer to their home school. Please make sure your child is registered in their home school to ensure their credits transfer. We follow the ESC school year calendar, with school hours being 8:00 a.m.-2:30 p.m.

## Medical Information

- The Juvenile Detention Center provides for a medical examination for residents if they are detained after their detention hearing within 7 days. If your child has any specific medical problems, you must notify the staff as soon as possible.
- You are financially responsible for the cost of all medical, dental, vision, or behavioral health treatments during your child's stay [OAC: 2151.36]
- Emergency medical treatment will be handled by St. Rita's Medical Center or Lima Memorial Hospital. Staff will notify you as soon possible in the event of a medical emergency involving your child.
- The Juvenile Detention Center has a partnership with Mercy Health and a Nurse Practitioner comes every week to see any residents who wish to be seen.

## Phase System

The Juvenile Detention Center utilizes a phase based behavior management system. The residents can move up and down in phases based on their behavior.

The higher in phase, the more privileges they can earn like listening to a portable radio, watching a movie on a portable DVD player, playing on the PlayStation 4, getting commissary and phone calls more times during the week, a better snack selection, and later bed time. The highest phase, phase 4, earns an extra snack item on Saturdays.

### Phone Call and Commissary Schedule

Orientation: None

Phase 1: Saturdays

Phase 2: Tuesdays & Thursdays

Phase 3 & 4: Monday, Wednesday, & Friday

## Faith Based Services

- Your child is provided with voluntary non-denominational religious services each Sunday.
- Teens 4 Christ provides biblical education, spiritual counseling, and crisis intervention.

## Medications

- Only medications prescribed by a physician can be brought to the center. Bring all medications in their ORIGINAL CONTAINERS.
- All new prescriptions and medications refills will be filled by our pharmacy (Genoa Pharmacy) which uses packaging suitable for institutional use.
- All psychotropic medications are verified by the treating physician prior to distribution to your child.
- Prescriptions for cosmetic purposes, over-the-counter medications, or other items will NOT be accepted, unless the prescribing physician certifies in writing the need for such is to treat a "serious (life threatening) medical condition."
- Special Circumstances-If your child has a physical disability or has an allergy, a written physical's statement is necessary to document the condition.

## Commissary Privileges

The Juvenile Detention Center utilizes a behavior management program which includes a point based privilege commissary system to teach like skills and to reinforce pro-social behaviors and interactions. Residents are offered the opportunity to earn points through compliant "rational" behavior and thinking. Residents may then spend those points on needed and/ or desired items such as name brand hygiene products and snack items.

## Telephone Calls

- Upon admission to the Allen County Juvenile Detention Center your child will be allowed one 5 minute phone call to a parent or legal guardian.
- Residents are not allowed incoming phone calls
- Treatment residents returning from and "extended pass" will NOT get a 5 minute phone call.

## Visitation

While your child is detained at the Allen County Juvenile Detention Center we strongly encourage regular & consistent visitation for following reasons.

- To provide emotional support to your child.
- To address issues and concerns with your child prior to their release.
- To facilitate the transition upon release from the Juvenile Detention Center into the home.

If you cannot attend visitation, you are encourage to write your child. The address is located on the front of the pamphlet.

### Visitation Rules

- All visitors must enter through the Juvenile Detention Center's front doors prior to their scheduled visitation time.
- For the safety of your child, facility staff, and yourself, all visitors must provide proper photo ID in order to enter the building, must submit to a security screen/search, which may include the use of a magnetometer device, pat/search, and visual inspection of items of clothing or personal property. All persons and property is subject to search [OAC 5139-2-28]
- **DO NOT WEAR.** Sweatshirts with hoods and ties, head covers, tank tops, halter tops, sleeveless t-shirts, low cut shirts or shorts. YOUR VISITS MAY BE REFUSED IF YOU ARE NOT DRESSED APPROPRIATELY.
- LEAVE purses, cigarettes, pagers, cell-phones, and other personal items in your LOCKED car. (The Center is NOT response for stolen or lost items.) Lockers are provided inside if you would wish to use them.
- Once you are in the visitation area, you must remain seated.
- **Fire Alarm Evacuation:** If the fire alarm sounds during visitations, residents and visitors will remain seated. If the Detention Center must be evacuated, parents & residents will follow staff directions and evacuate the facility in an orderly fashion. Parents will stay with their child.
- Under no circumstances are visitors to give anything or receive anything from residents. Residents are not permitted candy, gum, gifts, money, cigarettes, food, etc. Doing so can and may result in suspension of visitation privileges.
- NO PHYSICAL CONTACT
- No Leaving younger children unattended in vehicles during visitation.
- If the alcohol or other drug odors are detected you will not be permitted to visit and will be required to leave the premises immediately.
- **MASKS MUST BE WORN DURING ALL IN PERSON VISITS**

### Visitation Schedule

- Visits will be scheduled in 45 minute blocks on a first come first serve basis.
- Visitation time slots will vary each week based on center programming
- Only one visitation may be scheduled per week. (Monday-Sunday)
- Only parent, legal guardian with proper identification may visit.
- Only TWO visitors are permitted at a time.
- To schedule a visit you will need to log onto our website [www.allenhioprobate.com](http://www.allenhioprobate.com) and in the middle of the page on the right under Juvenile Court you will select "Schedule JDC Visit"
- Available options will be listed for you to select and then complete the registration
- All visitations are in person. However, for under special circumstances we will do zoom visits. For a zoom visit you must contact the center for instructions.
- **Please Note: Due to COVID-19 all new residents are placed on quarantine for 7 days and can not have visitors or phone calls. To see when your child is eligible for a visit contact the center.**