

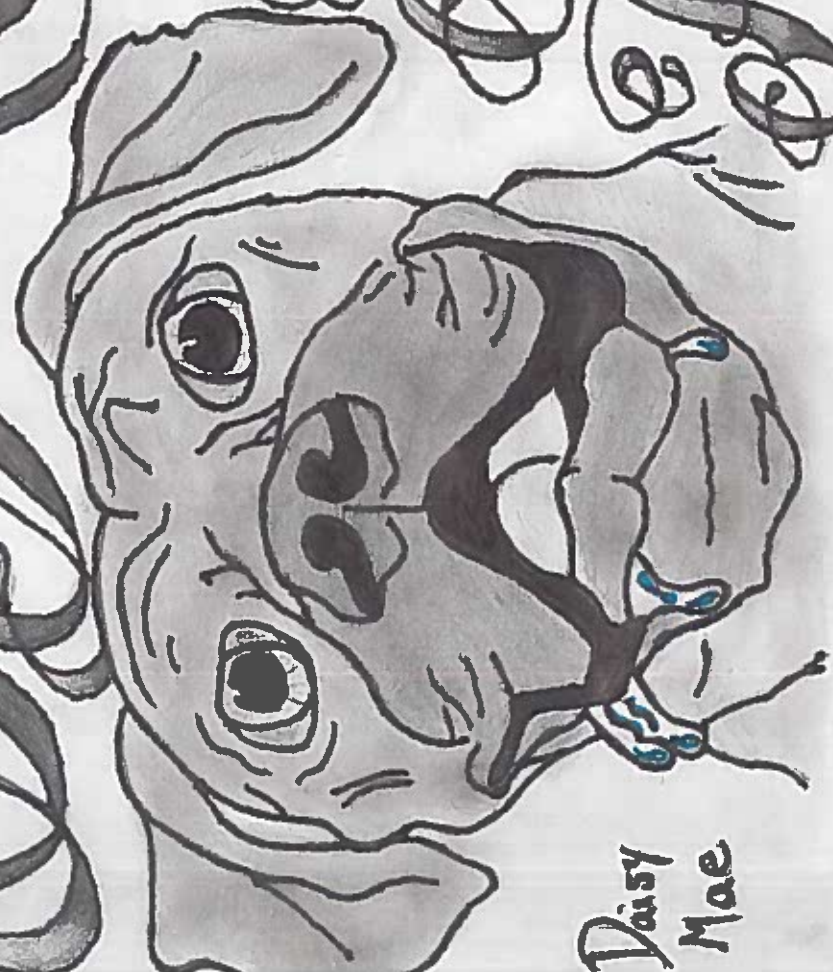
RESPECT

2020

- Make goals
- Set goals
- Reach goals
- Repeat

RESPECT

RESPONSIBILITY



Daisy Mae

**Perry Multi-County Juvenile Facility  
2020 Resident Handbook  
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## Welcome to the Perry Multi-County Juvenile Facility

### **Facility Mission Statement**

The Perry Multi-County Juvenile Facility is committed to providing youth the opportunity to live, learn and grow in an environment that is supportive of cognitive-based treatment. These goals shall be accomplished by facility staff working in partnership with the resident, family, committing courts, and community.

### **Handbook Explanation**

This handbook will let you know what you can expect from the staff and what the staff will expect from you. If you have any questions about the contents of this handbook, please ask for help. Staff is ready to help you in any way possible when you are ready for their help. We believe that this experience will be a positive event in your life and we are excited to begin the process with you.

### **Introduction**

While you are here, you will have time to think about the person you were and the person you want to become.

Due to your criminal behavior and addictive thinking, you probably made choices based upon wants and not needs. You may have wanted to use drugs, steal, or get into a fight. Whatever the crime, you convinced yourself that you needed to do it.

Healthy people are successful because they make decisions based on what they need to do, not what they want to do. At the facility we will teach you to be a healthy individual who makes decisions based upon what you need to do at the facility and what you need to do in life outside of the facility.

### **BASIC PROGRAM FOUNDATION**

**There are two basic things that you need to learn to be a healthy individual:**

- 1) Be Responsible**
- 2) Be Respectful**

#### **Be Responsible:**

You are responsible for the choices you make and the things you are doing. You choose to be responsible by following the rules. You probably don't want to follow the rules and this is a big part of why you're locked up. You need to follow the rules. You're going to make mistakes, but you need to take responsibility for your actions and stop making it worse. Often the biggest problems come after mistakes. You may want to act out. You may want to swear and create problems. You need to stop whatever you're doing wrong and you need to get yourself back together.

#### **Be Respectful:**

Respect yourself by doing what you need to do and not what you want to do. Respect others by treating them the way you want to be treated through your words and actions. Respect facility property. Healthy people who are given things treat those things with respect. Unhealthy people are ungrateful, take advantage of things, and see how they can use this to do or get what they want.

### **Safety and Security**

PMCJF is a medium security lockdown facility. You will not be allowed out of your room, living unit, or the facility without a staff member unlocking the doors. While you are in the facility, every movement must be approved by staff and will be monitored. PMCJF uses many security systems to monitor you at all times. You are not to touch, be close to, or attempt to get through the security systems. You are not permitted behind the doors at the Central Control Center for any reason. You should not cross the tiled areas unless given permission.

## **Lockdown**

There are times when it may become necessary for staff to respond to crisis situations. Staff commonly refers to these events as LOCKDOWNS. At these times you are expected to follow the orders of staff without any delay or questioning. You may *want* to see what is happening during a lockdown, but you *need* to follow staff directions while they are dealing with the situation or you may be considered part of the incident. Responsible residents do what staff tells them to do and shows respect to not contribute to the crisis.

You may receive incident reports if you are not being responsible and interfere with the ability of staff to handle the crisis including any of the following:

- Delay or failure to follow staff orders for lockdown
- Intercom out to staff at Central Control for non-emergency reasons
- Stand in your windows
- Encourage others to act out or communicate with other residents from your room

## **Prison Rape Elimination Act (PREA)**

It is essential to have an environment supportive of rehabilitation. The facility has ZERO TOLERANCE for sexual abuse and sexual harassment. PMCJF employees are mandated to report any knowledge or suspicion of sexual abuse or misconduct. All residents, interns, contractors, volunteers, and other concerned third-parties are encouraged to freely report knowledge or suspicion of sexual misconduct. Allegations will trigger an immediate investigation and response. If you have knowledge of, or suspicion of, or you yourself have been a victim of sexual abuse or sexual harassment, you have multiple means of reporting. You may file a grievance with the Director by placing it in the box marked "Confidential to the Director". You may file a grievance with the Compliance Coordinator by using the grievance boxes in the units. You may report it to any staff member, volunteer, intern, nurse, or Physician. You can also make a confidential call to Family Health Services of East Central Ohio at 1-800-688-3266 by accessing the phone lines in each unit. Parents and Guardians may also make a referral on your behalf by contacting the Director via the facility webpage at [pmcjf.com](http://pmcjf.com) using the Director Tab. Any referrals involving sexual abuse or sexual harassment will result in investigation and may be forwarded to the Perry County Sheriff and the State Highway Patrol.

To ensure that you are familiar with PREA policies and procedures, PREA orientation will occur within the first twenty-four hours after admission. There will be a test and/or quarterly PREA training to make sure this information is known throughout your stay.

If you are the victim of sexual abuse and it has occurred within a time period that still allows for the collection of physical evidence, do not take any actions that could destroy physical evidence, including the following:

- Showering
- Brushing your teeth
- Changing Clothes
- Urinating or Defecating
- Drinking or Eating

The perpetrator(s) of sexual abuse or sexual harassment will be charged.

## **Living Unit Assignment/Room Assignment**

You will be assigned to a living unit. The units are periodically adjusted to accommodate the needs of the population. The unit that you are originally placed in may not be the unit that you remain in throughout your stay.

You are expected to complete a room condition form after being assigned a room.

## **General Facility Rules**

The following rules are for your conduct and behaviors while at the facility. You are expected to follow all Facility Rules, Daily Living Rules and all instructions in the handbook.

### **Facility Rules**

- **Follow staff directions**
- **Follow the instructions in the handbook**
- **Treat staff, fellow residents, and the facility with respect**
- **No aggressive, violent or defiant behaviors**

### **Daily Living Rules**

- **Be honest**
- **Respect the facility by doing your chores and keeping the facility clean**
- **Respect yourself by doing chores and doing your hygiene**
- **Be responsible: Do what you need to do and not what you want to do.**

## **Specific Facility Rules**

It is impossible to list every act that would be irresponsible or disrespectful and in violation of the program. However, to give you an idea of the facility expectations, the following list has been created:

- **FOLLOW STAFF DIRECTIONS**
- Resident movement should be controlled. You must ask or be given permission to move in the living area unless it is an emergency situation. Staff may give permission for all residents to move at once or individual residents to move for specific reasons. All residents must receive permission before going through a door. (Note: Once you have permission to go to your room you do not also have to ask for permission to open your door.)
- Staff desk, chair, and/or podium belongs to staff. You may not touch or remove items from any RCW desk and/or podium without permission. The staff area is not to be used for resident games, water bottles, or resident personal items. You are NEVER permitted to reach inside of any staff desk or podium.
- When you approach the RCW desk area, you may not block the view of staff. It may be necessary for you to move or take a knee so staff may see around you.
- You will be responsible for your point sheet at all times. You must sign and date your point sheet daily to acknowledge what is on your point sheet.
- Always treat others with respect.
- Residents are not permitted to cuss, use slang or gang related communication. This includes letters that are drawn in such a manner that words are not easily recognizable.
- Residents shall not have physical contact with others unless as a part of a group exercise and directed by staff except as appropriate during recreation.
- No noises such as rapping, singing, or other non-speaking noises without staff permission prior to the act.
- No inappropriate writings. Any writings including raps, lyrics, poetry, etc. should be respectful and free of profanity/cussing or any glorification of substance abuse or violence.
- Pens will be given out with name and date taped around the pen. Staff will check pens periodically throughout the day. Pens should be kept in your room when not in use. Tampering with pens may result in removal of your pen. You will then be given a pencil that must be turned in to unit staff at the end of the day.
- There are pens, crayons and markers in the facility for use with appropriate paper or projects. The pens and markers are not to be used on clothing or unapproved items.
- Your room will be inspected daily. It must be clean, neat and orderly. Shelves and window ledge should be free of dust. The bed must be made and at all times unless you are in it. A picture of an appropriately made room is in your handbook along with the locations of approved items.
- Eyeglasses shall be turned in to staff during watches.



- Shoes are to be worn outside of the living units. Sandals will not be worn outside of the living units except while on watch or when given special permission by medical personnel.
- Each resident will be given 10 minutes in the bathroom to shower and groom each night.
- You are responsible for taking necessary items to class and groups. If you forget something, expect a consequence.
- The bathrooms should be treated with respect. If the restroom is not clean after use, the responsible resident will be the last resident that was in the bathroom before the mess was reported and may receive a consequence of cleaning the mess. Residents should inspect the bathroom before use to avoid mistakes and tell staff bathroom is in good condition.
- Residents are not permitted to buy, sell, or trade anything with other residents, staff or visitors.
- Pants/bottoms and shirts must be worn outside the sleeping rooms.
- Pants are not to “sag” at any time. Pants that are too big may be sent home and replaced.
- Residents should have their hands visible at all times. Being respectful of others includes keeping your hands out of your pants when you are in public.
- When mailing letters, the envelopes must be properly addressed and placed unsealed in the Case Manager’s mailbox. The Case Manager will ensure that contacts are documented and approved.
- Shirts must be tucked in at all times when outside the living unit unless otherwise directed by staff.
- Pictures, posters, and drawings must be approved by staff. All drawing and pictures must be hung neatly on wall above desk (instructions and pictures on pages 11 -13). Drawings may be done at free time with permission. Work should be done before drawings with a balance of work and play as a reward for responsible behavior.
- Mail, cards, or pictures should be removed from envelopes and lay flat in an appropriate area of the resident locker. A set number of pages and cards (no more than 10) shall be permitted in the sleeping rooms. Other mail should be sent home or placed in the resident intake area. Mail should not be in the resident boxes.
- Residents are not permitted to discuss past residents, tell “war stories” or hold other inappropriate conversations. Conversation about persons unknown to staff taking place among residents as well as stories of other facilities is considered inappropriate out of a group setting. Bragging about or laughing at past inappropriate activities should not occur.
- Residents should not be standing at their doors looking out of their windows into the living areas: this action appears to be residents communicating with the residents on the other side of the unit/security issue.
- Residents in outside recreation participating in sports like Frisbee, Hacky, Cornhole, Football and Basketball should keep those items inside the recreation area. If these items leave the recreation area over the fence, the act may be viewed as either intentional or irresponsible.
- Residents may not wear shorts under their pants.
- Residents should communicate with one another openly: whispering is not permitted.
- Residents should not talk when the vacuum is running or when staff is not in the unit.
- Attempting to scare staff is not permitted. Whether this is done in a joking manner or not, it is a safety and security concern. Do not jump in front of your windows during night room searches or jump in front of or move quickly toward staff in the units.

### **Movement Rules within the Facility**

Residents should be in transport position when walking in common areas/hallways for safety and security purposes as follows:

- Line up phase and privilege order (definition of phase order is on page 16)
- Walk on the right side of hallway
- No talking
- Face forward



- Hands clasped together behind your back
- Arm's length space between you and any person in front of you.
- When approaching a corner or doorway, do not move forward until given permission by staff. Never go through a doorway with any other monitored item.

Residents should remain in transport position until directed by staff to break position.

### **Dining Area Rules**

You will be served three (3) meals and a snack each day. If you require a special diet for medical or religious reasons, please notify staff immediately. You must be present for meals, even if you choose not to eat unless otherwise directed by staff.

- When released from transport, you will proceed to the serving area in reverse order as transported with high phase and residents with privileges eating first.
- Residents shall sit at tables in the order of transport with 3 residents to each table: backs not facing staff
- No sharing food
- You must remain in your seats until given permission to move by staff.
- Turn in utensils to staff before cleaning trays

### **School Rules**

You will attend classes at the facility provided by the Muskingum Valley Education Service Center and paid for by your home school as specified by court order. These classes shall be structured to the age and skill level of individual students as coordinated through your school of record. You are assigned a number of lessons that must be completed with a passing grade each day. If you fail to complete and pass this number of lessons then you will not earn the school points for that day. You will work with your courts, treatment team, and teaching staff in setting school goals. This may include allowing you to work to recover credits and catch up to your grade level and/or working to graduate while at the facility. Class rules include the following:

- Listen to and follow classroom instructions. Facility rules still apply.
- Complete your assignments
- Be respectful to yourself, others, the facility and school property
- Act in a manner that makes you prepared to learn
- Act in a manner that is not distracting to the classroom or other residents or staff
- Sit in your seat and remain seated until otherwise directed or given permission to move
- Stay out of the teacher and staff desks and chairs and do not ask or attempt to sit at either area.

### **Approved Facility Items**

The facility has limited the amount of items to be kept at the facility and given specific directions for the items that are permitted for your safety and security and the order of the facility. You should not bring in any items that are valuable. Shoes should be limited to used shoes or economy shoes valued at no more than \$55: receipts will be requested from your parent/guardian to prove value of new items. Approved colors are gray, navy, black or white. No logos larger than one inch are permitted. Any concerns of gang related items will be addressed on an individual basis and may be prohibited.

Residents may not wear extra shorts under their bottoms/pants. You are permitted the following:

- 4 pairs of Underwear
- 4 pairs of Socks
- 4 bottoms: Shorts, 1 bottom for sleeping (loungewear or sweat pants), and/or sweat pants suitable for sleeping and/or daily wear. There should be no jeans or khakis until the appropriate phase.
- 1 pair of open-toe Sandals
- 4 Tops: Sweatshirt and t-shirts: No hoods

### ***Additional Facility Clothing Rules:***

- Items not in your possession will be kept in the resident intake area. This area should have a limited number of items that are periodically sent home.
- All items must be washed upon approval into the facility

- A resident request approved by a supervisor must be completed prior to the visit. You should limit your requests to items that are necessary for you to be comfortable during your stay. If you are requesting an item that is deemed unnecessary by the supervisor (ie...something you want instead of something you need) then the supervisor may deny the request. The supervisor will note the reason for denial on the request slip.
- Parents are not permitted to bring items into the facility without an approved request

**Room Condition**

You are responsible for the condition of your room from the time you arrive until you leave. When assigned to a new room, residents should inspect their rooms closely and document all findings on a room condition report including any damage or graffiti. If such a report is not completed when you moved into your room, you may ask for a report to be completed. If a thorough report is not completed, any damage, contraband, or graffiti found in the room will be assumed to be caused by you. If you do a thorough job on your report, then you can use the room condition report for your defense.

**Contraband**

**Contraband is defined as the following:**

- 1) **Anything that is not on the approved facility items list.**
- 2) **Anything that is not located where it should be or is being used in a manner contrary to the purpose of the item.**

Contraband is divided into the following two (2) categories:

<b>Program Violations</b>	<b>Safety and Security</b>
<ol style="list-style-type: none"> <li>1. <b>Any unapproved item that is not considered a threat to safety and security.</b></li> <li>2. <b>Having more than the permitted number of an approved item.</b></li> <li>3. <b>Chronic violations to room standards</b></li> <li>4. <b>Any approved item that is not in the open and not being used for the intended purpose with no threat to safety and security.</b></li> </ol> <p><b>Consequence: A contraband incident report will be written and privileges will be suspended following incident report rules.</b></p>	<ol style="list-style-type: none"> <li>1. <b>Any unapproved item that is considered a threat to safety and security.</b></li> <li>2. <b>Any approved item that is in the process of being made into a weapon as determined by staff.</b></li> <li>3. <b>Any item deemed a potential threat to the health, safety and well-being of any individual in the facility.</b></li> </ol> <p><b>Consequences: A contraband incident report written with a minimum of 120 hours of privilege suspension up to 30 days.</b></p>

A program violation is an indication that you are in the least not being responsible or at the most being defiant: doing what you want versus what you need to do. A safety and security violation indicates that you are doing something that you know is taken seriously and may be considered threatening as well as dangerous to your own well-being or others. The level of danger and criminal thinking involved in the item is considered when deciding upon consequences.

**Searches and Drug Screens**

You can be searched as long as you are in the facility program or on facility property. This may include after visits, before tests, and after medication, and whenever staff is conducting routine frisk searches. Room searches should randomly be conducted once a week to aid in the control of contraband. Residents designated as higher risk or those having a history of having contraband may have their rooms searched regularly. Additional room searches may be conducted to locate missing items, when there is a suspicion of contraband, or with resident with a history of contraband. PMCJF also conducts drug screenings. You will be given drug screens when you have been on a home pass or any time during your stay at the facility.

Strip searches shall be conducted with authorization at all times when based upon a reasonable belief that the resident is carrying contraband. Two male staff will be present when conducting strip searches of male residents. Strip searches are conducted without any physical contact with the resident.

## **No Access Areas**

There are certain areas of the facility that you will not be permitted to enter. All doors allowing access to areas off limits will be clearly marked with **NO ACCESS** signs. Whenever you see one of these signs, do not enter the door. The only time you will be permitted to enter a restricted area is when a staff member accompanies you and they allow you to enter the area with director permission. **The Central Control Center is a NO ACCESS area.**

## **Appearance Standards**

The facility has standards of appearance and hygiene which must be followed. These standards include hair, hygiene, clothing, and conditions of your surroundings. When you look good and your surroundings look good, you feel good. This leaves good impression on others and demonstrates respect and responsibility for yourself and your community.

## **Hair Standards**

PMCJF will arrange haircuts as needed.

- Length of hair may be no longer than one inch
- Hair may not touch the collar area at the back of the neck or your ears

## **Personal Hygiene**

You demonstrate respect for yourself and others by keeping yourself clean. Showers will last ten (10) minutes from the time you enter the bathroom. Additional showers may be taken if approved by staff. All hygiene items will be provided by the facility or may be purchased through the point store. Guidelines are as follows:

- Change into clean clothing every morning; do not sleep in the clothing you are wearing to school
- Brush teeth in morning and before bed using toothpaste
- Wash your hands after using the bathroom
- Use deodorant
- Shave when facial hair is visible
- Wash your hair daily
- Use soap and a wash cloth to wash your face and body
- Wear shower shoes in the shower and wash your feet last with a soapy cloth

You are not permitted to share hygiene products. If you are caught sharing or otherwise misusing hygiene products, you will receive an incident report and will have to use facility hygiene products until you earn your next phase. If hygiene products are removed, your hygiene products will be placed in storage and basic products will be supplied.

## **Clothing**

The necessary clothing will be inventoried or issued upon admission. You are responsible for maintaining all clothing in good condition. If you have clothing issued to you from the facility, respect it by keeping it in good conditions. Place your initials inside your clothing to identify whom the clothing belongs to after the first washing. Respect yourself by putting on clean clothing daily. Don't sag your pants and tuck in your shirt when you are outside the unit doors. Your hands should be visible at all times. Be respectful of others by keeping your hands out of your pants when you are in public.

If you believe you need new clothing, you must fill out a request to the supervisor. Supervisors will determine if new or additional clothing is necessary. Approved clothing may be brought in on Sundays unless otherwise approved by the Supervisor. Sandals will not be worn outside of the living units except while on watch or when given special permission by medical personnel.

Clothing is required at all times, including while in your room and excluding showers. See below for additional instructions.

### **Sleeping Room Attire and Behavior**

Staff will be checking you regularly throughout the night to ensure your wellbeing. While you are in your room for the night, you must comply with the following:

- Wear underwear and bottoms to prevent accidental or intentional exposure
- May sleep without a t-shirt but must have a t-shirt on at any time outside of your room
- Sleep on the bed (Counselor should be notified of violations)
- Staff must be able to confirm your presence (ie...determine you are a living, breathing being) or they must intercom into your room to confirm. This means you have to have skin visible to staff whether it is your face or limbs and be able to see you are breathing. If staff must intercom into your room, you should be respectful in your response.

Any violations of sleeping room attire or behavior shall be documented and will result in an incident report.

### **Bathrooms**

All residents are responsible for the conditions of the bathrooms. All residents must ensure that all restrooms are maintained clean and neat. Respect the facility by keeping the bathrooms clean. If you notice that the bathroom is dirty or needs cleaned, let staff know right away by coming out of the restroom as soon as you enter and notice a mess.

### **Living Area Upkeep**

Your living area is the area in which you will be spending most of your time. This includes the recreation area, rooms, and bathrooms. It is your responsibility to keep this area clean at all times. Completing chores shows respect for yourself and others and responsibility that you're following through with what you need to be doing.

### **Chores**

You are required to complete chores while assigned to PMCJF. Completing a chore is an example of a resident showing responsibility. You will be assigned a task on a rotating basis according to the chore sheet in your unit bulletin board. The chores include the following:

- Vacuuming - Unit Floors and Hallways
- Glass Detailing – Wiping all windows excluding individual room windows
- Disinfecting Doors, Chairs and Walls – Cleaning all the doors and wiping down all walls and chairs excluding individual rooms
- Dusting Detail – Dusting shelves and window sills
- Bathroom Detail – Cleaning showers, sinks, toilets, and floors. Latex or vinyl gloves shall be provided for you and must be worn to protect yourself from communicable diseases.

When assigned a chore, you will be given instructions and any necessary tools required to complete the task appropriately. Once you have been trained you will be expected to be responsible in completing your assigned chore in a manner that shows respect to the facility and yourself. Phase appropriate residents will clean the gymnasium. Once a week as scheduled, residents will deep clean each chore in the units, each room, and elsewhere as assigned.

### **Your Room**

Your individual room must be cleaned daily including doors and windows. Beds should be made at all times during the day when the room is unoccupied. You will be provided with a fitted sheet, a flat sheet, a pillow and pillowcase, a mattress, and two (2) blankets. Extra wool blankets may be requested when needed. You are responsible for the condition of your room and it will be inspected daily for the following:

- Bed neatly made without wrinkles
- Fitted sheet snug on the mattress

- Flat sheet over the fitted sheet with the covering tucked under the mattress
- Blankets neat and tucked under the mattress
- Extra Blanket(s) folded neatly at the foot of the bed
- Pillow and pillowcase at the head of the bed (side nearest the window)
- All items in the room neatly arranged as described
- Window clean and window sill free of dust
- Rooms will be scrubbed weekly including the walls and furniture.
- Mail and cards should be removed from envelopes and lay flat in the appropriate area of the resident locker. No more than ten (10) sheets of paper and three (3) cards. All other mail should be sent home or placed in storage or resident binder at Central Control to be sent home with family at first available time.
- All photos, drawings, and posters must be approved by staff and will not depict any of the following: Sexually, religiously or ethnically inappropriate content, gang related colors or activities, tobacco, drugs, or alcohol, weapons, inappropriate sayings, slogans, pictures, mottos, etc.....or anything that is deemed offensive or inappropriate by staff.

If you cause any damage to PMCJF property then you and your parent(s)/guardians, or custodians will be responsible for repair or replacement of damaged property. The PMCJF director will bill the responsible adult and/or a complaint will be filed with your court. This may result in the filing of additional charges.

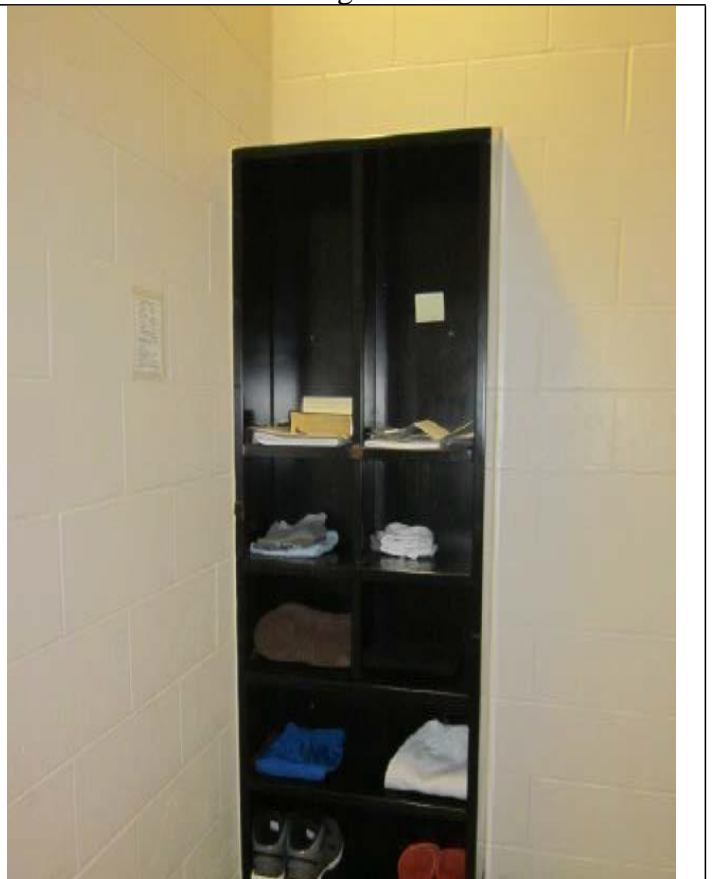
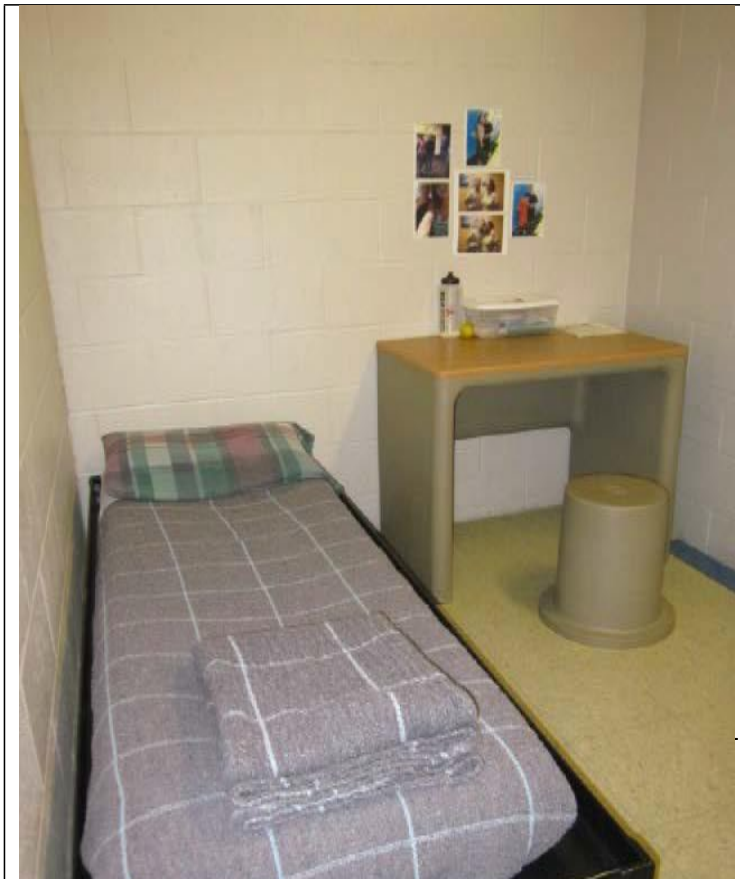
**Resident Room Door Check Sheet with Chronic Behavior(s) List**

A sheet is placed outside of each resident room. The sheet will list any items approved beyond what is required for each room. If you are cold and request a third blanket, the blanket will be listed on this sheet. If you have been permitted to have a poster in your room, the approval shall be listed on this sheet. The number of pictures approved for your room shall also be listed as well as the number of journals. Any item given by staff shall be identified, dated and signed by staff.

Chronic Behaviors will be listed as identified by the resident staffing team and approved through the treatment team. These behaviors are specific individualized treatment issues that are repeatedly being addressed by staff. Supervisor’s will be responsible for listing chronic behaviors. By placing the list on a resident’s door, the goal is for the resident to work on improving this issue.

Room Picture

Resident Locker Storage Unit



Residents shall place their clothing and footwear in their storage unit as pictured above and listed below:

<b>Religious Book, Treatment Book, Reading Book, Group Folder and Resident Handbook</b>  One religious book, one treatment book and one additional reading book may be kept inside room.	<b>Letter(s)</b> No more than 10 pages <b>Card(s)</b> Limit 3 <b>and</b> <b>Journal(s)</b> Mail and cards are to be laid open and flat with all stamps and stickers removed.
<b>Underwear</b>	<b>Socks</b>
<b>Sweatshirts, Towel</b>	<b>Shirts</b>
<b>Sweatpants, Khakis, or Shorts</b> Items permitted are based on privileges	
<b>Shoes</b>	<b>Shower Shoes/Sandals</b>

**ALL RESIDENT ROOMS SHOULD HAVE THE FOLLOWING:**

- 2 Blankets (1 Wool and 1 Thin)
- 1 Flat Sheet
- 1 Fitted Sheet
- 1 Pillow and 1 Pillow Case

**THE DESK WALL MAY CONTAIN THE FOLLOWING:**

- Facility made calendar (printed upon request)
- Approved Photos (purchased from point store)
- Certificates of Achievement (earned at the facility)
- Poster(s) and/or Drawings (purchased from point store or approved by staff)

**DESK AREA MAY CONTAIN THE FOLLOWING:**

- Water bottle
- Stress Ball
- Hygiene Box
- Resident Binder

**Behavior**

It is the goal of the facility that each of you changes your behaviors and completes the program. Staff will notify you each time you violate facility rules. The notification may be in the form of a direct statement or in the questioning of what you are doing versus what you need to be doing. You are encouraged to be responsible and respectful. You are expected to view your point sheets nightly before bed. If you have a question whether a behavior is respectful or responsible, you should ask staff before you do the behavior in question. Residents who do what they need to do will earn their day. Residents who do what they want to do will not earn their day.

**Staffing Team**

A team will be assigned to work with you during your stay to guide you through the program. They will be looking at your assignments, assisting you in treatment goals, and helping you to be responsible and respectful. They will be gathering information for progress reports and sharing that information with staff as well as taking information given by other staff and sharing that with you to help you progress in your treatment. You will meet with your staffing team as well as attend a monthly probation officer meeting to give you a clear picture of how you are progressing. Your staffing team must approve your phase advancement requests prior to presentation to the treatment team.

**Individual Phase Level System**

Each of you must progress through the individual level system, or a progressive phase system in order to gain additional privileges and complete the program. The phase system is designed to create a desire for you to be responsible and respectful as well as moving closer to being able to go home.

There are five phases as follows: Orientation, Phase I, Phase II, Phase III and Phase IV. Each phase grants extra privileges to you as program expectations increase. You must show progress in your reaching your goals. You should be showing you are working on all the issues identified in your treatment plan.

### **Orientation**

Orientation 14 Days

Goals: Grow familiar with the program and allow staff to learn about you by being open and honest while completing the work provided.

Requirements and Assignments:

- Attend two individual sessions with the counselor
- Assist in setting goals and developing a treatment plan
- Complete Orientation Work (Intake & Orientation Workbook or other as assigned.) Share this information with the counselor and your staffing team. Take an honest assessment of the issues that led to you being at the facility. Staffing team to review.
- Participate in the completion of the MACI Assessment
- Participate in the completion of the OYAS (may be completed prior to your arrival).
- Participate in all groups as assigned answering questions when called upon
- Pass the resident handbook test. May take the test after 10 days in the program even if do not have privileges.
- Must have privileges to move to the next phase.

### **Phase I**

Phase I 28 days minimum

Goals: Identify all the issues that led to your being at the facility as well as the issues that are continuing in the facility while completing the work provided.

- Attend weekly individual sessions with the counselor and/or case manager
- Demonstrate awareness of issues by discussing past issues of criminal behaviors and issues affecting your relationships with your family, school, peers and community
- Participate in monthly Family Counseling Sessions or as ordered by your court
- Participate in all groups as assigned volunteering to speak a minimum of 3 times each group
- Complete daily journal assignments demonstrating responsibility
- Complete the phase assignments (Criminal and Addictive Thinking Workbook or other as assigned) and share this with the counselor and your staffing team
- Meet minimum education requirements as assigned
- Write a statement about “Why You Are Here” and place it in your binder.
- Complete your Substance Abuse History and place it in your binder.
- Must have privileges before you can apply for Phase II

### **Phase II**

Phase II 28 days minimum

Goals: Earn the trust of staff by demonstrating and taking responsibility for your behaviors, being honest in words and actions, knowing your treatment plan, being consistent, and making good choices.

- Attend weekly individual sessions with the counselor and/or case manager
- Demonstrate that you are doing what you need to do versus what you want to do
- Participate in monthly Family Counseling Session or as ordered by your court
- Participate in all groups, be active in role plays and providing feedback to others at all levels in the program



## **Phase II**

- Complete daily journal assignments demonstrating responsibility and best efforts
- Complete the assigned workbook (Drug and Alcohol Education, Socialization or other as assigned)
- Meet minimum education requirements as assigned
- Write a statement that demonstrates how you have earned staff's trust and place in your binder
- Complete your criminal history and place in your binder
- Be able to demonstrate that you know your treatment plan in the treatment team meeting
- Must have privileges before you can apply for Phase III

## **Phase III**

Phase III 28 days minimum (Resident must wait 14 days before eligible for home visits)

Goals: Gain staff trust by consistently demonstrating that you are respectful and responsible by doing what you need to do and not what you want to do throughout the program. Be prepared for the triggers and other temptations that you will face during visits and upon release.

- List your triggers and write a statement that shows your plan on how you are going to deal with each of your triggers once you are released. Place statement in your binder.
- Participate in monthly Family Counseling Sessions or as ordered by your court. Must have a minimum of one session prior to home visit approval where the rules of visits are reviewed and agreed upon
- Participate in all groups, show understanding and leadership in your actions during role plays and when providing feedback to others at all levels in the program
- Complete daily journal assignments demonstrating responsibility and best efforts
- Complete the assigned workbook (Relapse Prevention or other as assigned)
- Meeting minimum education requirements as assigned
- Complete your social history and put in your binder.
- Complete a minimum of the following visits:  
(Visits may vary based on treatment needs)
  - One 8 hour off-ground visit
  - One 12 hour off-ground visit

## **Phase IV**

Phase IV 28 days minimum

Goals: Make discharge plans and release preparations with your family and the counselor while continuing to participate in all areas of the program in a positive manner. Demonstrate responsibility and respect by being a positive healthy male who does what needs to be done every day.

- Consistently demonstrate respect and responsibility
- Participate in Family Counseling Sessions as recommended by your court.
- Complete the assigned workbook (Reintegration or other as assigned)
- Complete and sign the Discharge Plan
- Write a statement for your 1, 2, and 5 year goals and place in your binder
- Complete daily journal assignments demonstrating responsibility and best efforts
- Complete assignments including career education as needed (resume, applications, etc...)
- Meet minimum education requirements as assigned
- Complete a minimum of the following visits:  
(Visits may vary based on treatment needs)
  - One 24 hour off-ground visit
  - Three 48 hour off-ground visits
- Before requesting a release date, prepare a detailed 30 days plan for post release. You must have privileges before you can apply for Release.
- Complete and sign the Discharge Plan

## **Phase Advancement**

You should be speaking to your staffing team to receive feedback and determine when you are ready for advancement in the program. When your staffing team informs you that they believe you are ready to apply for your next phase you must do the following:

- Complete a phase level advancement application.
- Sign and submit the phase level advancement application to your staffing team for approval signatures
- Be prepared for the treatment team to exam your accomplishments of treatment plan objectives and goals, phase requirements, recent incident reports and points earned
- Be prepared to discuss your progress with the treatment team

## **Phase Privileges**

**Bedtime:** No Privileges = 8:15 pm    Two (2) section point losses = 8:30 pm    One (1) Section point loss = 9:00 pm  
No (0) point losses = 9:15 pm    The residents that don't have movie privileges Monday or Friday = 8 pm

### ◇ **Orientation**

- Bedtime based on points earned and privileges
- In shower line after all residents who do not have phase privileges
- May watch movies on Wednesday and Friday if earned through the point system
- May accumulate points to spend at the point store, but cannot buy items until store is open following receipt of Phase I.
- May keep one reading book in room, one religious book, and one treatment book

### ◇ **Phase I** (All of the above, plus the following):

- Bedtime as earned through the point system
- Eligible to buy items from the point store
- May watch movie Wednesday based on the point system and privileges. Friday movie will be based on the point system and demonstrated progress in treatment as determined by supervisor or senior staff (will consider earning points 5 of 7 days, behavioral incident free in 7 days, or another individualized realistic goal as predetermined by supervisor during administrative reviews)

### ◇ **Phase II** (All of the above, plus the following):

- May read magazine in your room. Must remove magazine when you are not present

### ◇ **Phase III** (All of the above, plus the following):

- Supervised activities outside the facility (off-ground and community service activities permitted)
- May keep a magazine in your room
- Permitted to study or read in your room 20 minutes during free time and S/R/P at staff discretion
- Permitted outside to read or work during S/R/P at staff discretion weather permitting
- Permitted to wear khakis

### ◇ **Phase IV** (All of the above, plus the following):

- Permitted to write in your room 20 minutes during free time and S/R/P at staff discretion

## **Phase Order**

Many times there are privileges or directions that refer to "phase order". Phase order is defined as follows:

- Phase IV, Phase III, Phase II, Phase I, and then Orientation

When a resident on higher phases does not have privileges, they are at the end of the line with the other residents that do not have privileges in reverse order: staff expects more from higher phase residents. If you do not have privileges you are at the end of the line as follows:

- Orientation, Phase I, Phase II, Phase III and Phase IV.

## **Point System**

Points are based on your ability to behave respectfully and responsibly by following the rules of the facility, school, daily living, groups, and not having any incidents. Your points will be reflected on your point sheet and a numeric value is assigned to all areas. Points for each area are determined as all or none: Either you earn all

your points for the area or you earn no points for the area. If you have received all your points for the day (20 points), you have earned your day. If you have earned your day, you have the ability to choose between daily incentives. Each of you will be able to accumulate the points you have earned.

On Wednesday, you will be able to purchase items from the point store to use for that day or for a scheduled day if required. Suspension of privileges means that you are unable to “earn your day”, purchase from the point store, or participate in the monthly activity. However, you are able to accumulate the earned points during your suspension. You may still purchase from the point store if you have not earned your day, as long as you do not have Suspension of Privileges. It is your responsibility to review and sign your point sheet daily.

**Responsibility and Respect Rewards (3Rs)**

Residents who have demonstrated exceptional responsibility and respect may be issued a 3R reward. 3Rs are given by staff to a resident who has demonstrated responsibility in doing what he needs to do and not what he wants to do. This would be a resident who has demonstrated respect to themselves, others and the facility. Residents will only receive 3Rs when they have demonstrated progress on issues identified on their treatment plan or in T4C groups. Examples include mood stabilization, anger management, participation in groups, addressing issues that they refused to address previously, demonstrating improvement in treatment issues, positive response to staff intervention, reduction in negative behavior over a period, and removing self from negative fellow resident behaviors. 3Rs cannot be earned for Daily Living behaviors or Community Service tasks. All off-grounds activity must be approved by your court before you will be allowed to leave facility.

**3R Rewards Include:**

◇ One 3R Reward	◇ Three 3Rs
<ul style="list-style-type: none"> <li>• \$5.00 Fast Food</li> <li>• Extra Pre-Approved sibling for visit</li> <li>• Off-grounds walk with staff</li> <li>• Watch a movie during school with teacher approval</li> <li>• Extra visit at the facility or via video conference</li> <li>• Help Serving Lunch for 1 week (Lisa)</li> <li>• Buy 200 points</li> </ul>	<ul style="list-style-type: none"> <li>• Free day, skip school* (with teacher approval once per grade period)</li> <li>• Sleep in 2 hours on school day* (with teacher approval once per grade period)</li> <li>• Off-ground visit (pending court approval)</li> <li>• Buy 600 points (resident can't buy more than 600 points)</li> <li>• Off-ground activity with staff – limit \$10</li> </ul>

**Point Store**

All residents that have privileges are eligible to make purchases from the point store on Wednesday. The point store will be managed by the Supervisor on duty. Incoming and outgoing items shall be documented on the point store sheet. Residents should have their commissary lists ready and ensure they have the points necessary to buy what is wanted. Pictures may be traded if above maximum number. Phone calls will be taken as specified below:

- Phone calls are to be made in Unit B on Wednesday; the night they are bought. Unit A calls must be made the next night on Thursday. If you fail to make your call, it will be lost. No saving phone calls. If there are any issues with your commissary bought calls, you will not be permitted to purchase further commissary calls.

<b>POINT STORE Phase Purchase Eligibility</b>		
<b>Phase 1:</b>	1 Hygiene Item or Hygiene Combo 2 Pictures (maximum in room) 1 Crayon BOX (to be kept in room on desk) 1 Small Candy Bar or Chip	1 Juice Packets/Water 1 Extra Phone Call 1 Stamped Envelope
<b>Phase 2:</b>	2 Hygiene Items or Hygiene Combo 4 Pictures (maximum in room) 1 Small Candy Bars or Chips 1 Stamped Envelope	2 Juice Packets/Water 1 Extra Phone Call 1 Crayon BOX (to be kept in room on desk) Special Visit

<b>Phase 3:</b>	3 Hygiene items or Hygiene Combo 6 Pictures (maximum in room) 1 Large or Small Candy/Chip/Drink Combo	3 Juice Packets/Water 1 Extra Phone Call All Extra Items
<b>Phase 4:</b>	4 Hygiene Items or Hygiene Combo 8 Pictures (maximum in room) 1 Large or Small Candy/Chip/Drink Combo	4 Juice Packets/Water 1 Extra Phone Call All Extra Items

### **HYGIENE ITEMS**

50 Point Item: Chapstick  
75 Point Items: Carmex (in round container) Bar of Soap  
125 Point Items: Shampoo Body Wash Deodorant Toothbrush Toothpaste Face Wash  
200 Points Hygiene Combo: Any combination of two (2) 125 point value hygiene products

### **FOOD ITEMS**

25 Point Items: Juice Packet  
100 Point Items: Small Candy Item Small Chips Drink, Ice Water and Propel Water  
150 Point Items: Large Candy Item Large Chip  
175 Point Items: Small Candy or Chip/Drink Combo  
200 Point Items: Large Candy or Chip/Drink Combo: any combination of drink and 150 points items

### **EXTRAS**

30 Points: Pictures (All photos must be approved and signed by staff)  
50 Points: Stamped Envelopes  
75 Points: Crayon Box (to be kept in room on desk)  
100 Points: Extra Phone Call (Limit 1 per week 10 minute call)  
Playing Cards in Room Overnight  
½ hour in gym alone supervised by staff at Central Control (Low activity time)  
300 Points: Binder  
Sleep in one hour extra on a school day (with permission from teachers)  
Special Visit (Once bought resident is responsible for working with counselor for visit)

### **Unit C**

50 Point Items: Microwave Popcorn Ramen Bowl Asian Rice Bowl Mac and Cheese Bowl Hot Cereal Bowl

### **Monthly Activities**

Residents who have not received an incident report during the month are eligible for the monthly activity. If the activity for the month is an off-ground activity, your probation officer must approve of you participating in the activity. Some activity ideas are for when there are only a few residents earning the privilege.

#### ***Monthly Activity Ideas:***

◇ Field Trip/Activity	◇ Group Movie Night	◇ Dodgeball with Staff as Group
◇ Basketball with Staff as Group	◇ Matt ball with Staff as Group	◇ Hiking
◇ Minor League Baseball Game	◇ Professional Soccer Game	◇ Professional Hockey Game
◇ Cook Individual Pizzas as Group	◇ Zoo Trip	◇ Swimming Day
◇ Flag Football with Staff as Group	◇ Bicycling Trip	◇ 5K Participation Event

### **Tentative Schedule**

January	Off-ground movie	February	Card Tournament (Snacks will be provided during tournament)
March	Individual Pizza Bake with in house Movie	April	Staff /Resident Sporting Activity
May	Hiking in Hocking	June	Minor League Baseball Game
July	Swimming Day	August	Bicycling Trip
September	Zoo Trip	October	Halloween Horror in house Movie night
November	5K Participation Event	December	Lunch Outside the Facility

## **Discipline:**

The facility disciplinary policies and procedures encourage you to develop and exercise restraint and self-discipline. If you do what is right by being responsible and respectful, you will avoid the need for others take disciplinary action that affects you. If you choose to do what you want regardless of the consequences and harm to yourself or others, then you will face the consequences of your actions. Staff will treat you with dignity and respect while maintaining the security and order necessary to create an environment supportive of those who are trying to make positive changes in their lives.

## **Prohibited Disciplinary Procedures**

The following actions shall be prohibited:

- Any type of physical punishment inflicted in any manner upon the body such as spanking, punching, paddling, shaking, biting or roughly handling a resident
- The assignment of physically strenuous harsh work or exercises, when used solely as a means of punishment
- Group punishments for the behavior of an individual, except in accordance with a recognized therapeutic modality and as described by written CCF policy
- Verbal abuse or derogatory remarks
- Denial of planned and required recreational activity. Staff may substitute individual recreational activities for another activity if a resident is unable or unwilling to participate in group activities.  
\*If a resident is given an alternative recreational activity and it is refused, this is not considered a denial of recreation.
- The denial of social or casework services, medical treatment, or educational services.
- The deprivation of meals, although scheduled meals may be provided individually.
- The denial of sleep.
- The denial of shelter, clothing, bedding, or restroom facilities.
- Inappropriate or intentionally painful physical restraint.
- Organized social ostracization such as codes of silence.
- The use of chemical restraints, except by order of a physician
- The use of mechanical restraints without approval by the Department of Youth Services
- Any discipline which is administered by persons others than PMCJF staff.
- You shall not be permitted to discipline other residents.

## **Disciplinary Procedures**

It is the belief of PMCJF that each of you is responsible for your own behavior. Upon admission, you shall be given the resident handbook which includes the facility rules and regulations including the consequences that shall result for violation of those rules and regulations. The point system deals with minor rule violations. Residents are expected to accept point losses and correct their mistakes. The class system deals with issues that are more serious. There are three different classifications of offenses at the facility; Class I, II, and III. All classifications require an incident report.

## **Class I Offenses**

Class I offenses are general offenses of failing to follow a rule or not meeting a responsibility that shall result in lesser restrictive consequences. These offenses can be sanctioned immediately by facility staff in a fair and equal manner with the consequences being comparable to the offense. Class I offenses shall be documented in the pass down log and on your individual point sheet, as not earning your day. Class I offenses will result in not earning your points in an area and receiving an incident report.

<b>Class I Offenses</b>	<b>Class I Sanctions/Consequences</b>
<ul style="list-style-type: none"> <li>• Being dishonest including telling lies or telling half-truths leaving out important information (Lying by commission or omission normally turns to a Class offence when a resident does not take responsibility and lies to avoid not earning a point)</li> <li>• Not taking responsibility for doing and acting your best</li> <li>• Not following the facility, daily living, or school rules</li> <li>• Contraband Program Violation</li> <li>• Failing to correct behavior that has already resulted in unearned points in the same day.</li> <li>• Cussing at someone in a derogatory manner</li> <li>• Leaving your living area to Central Control or into your room without permission</li> </ul>	<ul style="list-style-type: none"> <li>• Bedtime is based on privileges and points</li> <li>• Not earning your day</li> <li>• Privilege Suspension for one (1) day/24 hours</li> <li>• Not permitted to attend the monthly activity</li> </ul>

**Class II Offenses**

Class II Offenses are offenses that are not general in nature. They are more serious offenses that may occur against another person, may be considered a threat to safety and security, or show a chronic pattern of actions or behaviors that are interfering with progress in the program as defined by treatment staff with notice given to the resident. Staff shall stabilize the situation and assign an immediate and appropriate consequence for the behavior. It may be necessary for staff to halt activity and conduct an investigation into allegations of misconduct to accurately determine the responsible resident(s). All Class II offenses shall be documented in an incident report. In cases of repeated Class I offenses (a Class II Offense), staff shall discuss the repeated offenses with the resident’s staffing team so that it may be addressed during staffing and/or treatment team meetings. Documentation needed for chronic Class I offenses shall be determined at the staffing meetings and listed by supervisors on the resident room chart. All other Class II offenses shall be dealt with by clearly documenting the offense on an incident report. The legitimacy of the report shall be examined as well as the nature of the offense. Judgment shall be made in levying additional consequences. All Class II offenses can become a Class III offense based upon individual treatment issues.

<b>Class II Offenses</b> Include but are not limited to the following:	<b>Class II Sanctions/Consequences</b> Include but are not limited to the following:
<ul style="list-style-type: none"> <li>• Not treating others with respect</li> <li>• <b>Chronic Offenses:</b> Repeated behaviors or actions that have been noted by the staffing team and have not stopped despite lesser consequences. Must be approved as a relevant treatment issue by the treatment team and listed on resident room chart by supervisor</li> <li>• <b>Horseplay</b> (ie...Shadow boxing, non-threatening physical contact with another resident as determined by staff)</li> <li>• Not treating facility property with respect with damages less than \$20</li> <li>• Coercion, manipulating or inciting another resident(s)</li> <li>• Aggressive or violent behaviors/posturing such as yelling, flexing when angry, and hitting your fist against your hand (ie...acting hard)</li> <li>• Making a conditional threat/posturing “if you do that again then I’m going to hit you” or challenging statement, “Go ahead and do it” or “You want to go, let’s go” (ie... acting hard through words)</li> </ul>	<ul style="list-style-type: none"> <li>• Not earning your day</li> <li>• Privilege Suspension for three (3) days/72 hours.</li> <li>• Not permitted to attend monthly activity</li> <li>• Notification of your court</li> <li>• Criminal charges as applicable</li> <li>• Chronic Class II violations may result in demotion by (1) phase in the individual level system if not eliminated</li> </ul>

<b>Class II Offenses</b> Include but are not limited to the following:	<b>Class II Sanctions/Consequences</b> Include but are not limited to the following:
<ul style="list-style-type: none"> <li>• Taking extended time to comply with staff instructions</li> <li>• Making a threatening/challenging statement about what you would do if you were not here or vague/future statement about “hoping you don’t see me on the outs”, “You’re going to wish you weren’t here”.</li> <li>• Sharing food, clothing or hygiene products</li> </ul>	

Class III offenses are those actions that are so serious in nature they indicate that a resident hearing should occur to discuss resident commitment to the program including reconsideration of placement at the facility or the actions are so serious that the facility will discourage them by administering greater consequences.

When staff believes a Class III offense has occurred, they should indicate this on the incident report while immediately suspending all resident privileges. An Administrative Conference Notice shall be given to a resident for any major rule violation within 24 hours of the alleged rule violation with an explanation of the violation. The staff with the best rapport with the resident in question and not involved in the incident should give the Class III Administrative Conference Notice to promote treatment goals. The supervisor shall review the incident report for proper Class status determination. The situation may be discussed with applicable staff before determining whether the incident is a Class III offense.

Residents will be scheduled for a hearing no later than seven days, excluding weekends and holidays, after the alleged violation. Residents shall be notified of the time and place of the hearing at least 24 hours in advance of the hearing. A resident may waive the right to a hearing, provided that the waiver is documented and reviewed by the Director or designee. Postponement or continuance of the disciplinary hearing may be permitted for a reasonable period. Disciplinary decisions shall be based solely on information obtained in the hearing process, including staff reports, the statement of the resident charged, and evidence derived from witnesses and documents. A written record shall be made of the disciplinary hearing decision and the supporting reasons with a copy provided to the resident. The hearing record and the supporting documents shall be maintained in the resident’s file. The facility shall grant residents the right to appeal disciplinary decisions to the Director or designee. Residents have up to 15 days of receipt of the decision to submit an appeal. The appeal shall be decided within 30 days of its receipt, and the resident is promptly notified in writing of the results.

<b>Class III Offenses</b>	<b>Class III Sanctions/Consequences*</b>
<p>Include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Pulling or tampering with fire alarms, equipment, or doors</li> <li>• Refusal resulting in staff physically escorting a resident</li> <li>• Refusal resulting in lockdown status creating a delay in the facility schedule and an inconvenience to all staff and residents</li> <li>• Leaving a secure area of the facility without permission from staff (the gym, classroom, etc...)</li> <li>• Not showing respect to facility property by damages greater than \$20 (All damages may result in recommendations of community service, repayment through the court, and the filing of additional charges)</li> </ul>	<p>May include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• PMCJF may pursue the filing of Criminal charges as applicable for any incident that is classified as a criminal act under the Ohio Revised Code.</li> <li>• Privileges shall be suspended for a minimum of five (5) to thirty (30) days.</li> <li>• Residents may be placed on phase freeze until defined criteria are met</li> <li>• No monthly activity</li> <li>• Demotion by (1) phase in the individual level system</li> <li>• Court notification</li> </ul>



<ul style="list-style-type: none"> <li>• Any sexual activity including inappropriate touching yourself or another, exposing yourself, or making sexually explicit comments to anyone</li> <li>• Assault</li> <li>• Absent from the facility without authorization or leave (AWOL)</li> <li>• Attempting to escape or helping others escape</li> <li>• Tattooing or piercing on yourself or others</li> <li>• Major Contraband (Any issue related to safety and security such as weapons or narcotics)</li> <li>• Chronic Failure to participate in facility programming</li> <li>• Rioting or inciting others to riot</li> <li>• Substance Abuse</li> <li>• Any direct and/or present threat or gesture toward resident(s) or staff (Stating, “I’m going to kill you”, threatening to “turn up” or movement in the direction of another resident or staff in a confrontational manner)</li> <li>• Hitting or kicking walls or throwing objects</li> <li>• Any action which creates a risk of harm to another or threatens the safety security, and order of the facility.</li> <li>• Stealing clothing, hygiene products, or food</li> <li>• Discriminatory comments concerning race, religion, sexual orientation, or other.</li> <li>• Gang drawings, comments, or activities (2 or more residents acting toward the same purpose)</li> </ul>	<ul style="list-style-type: none"> <li>• Placement in juvenile detention until court review of appropriateness of placement in PMCJF</li> </ul> <p><b>*Once the determination has been made that the incident is a Class III offense or the resident is no longer appropriate for the facility, the director may decide that immediate removal from the facility is appropriate. When such determination is made, the resident likely will not be notified. The court shall be required to remove the resident within twenty- four (24) hours. The resident shall be kept in the appropriate level of security until removed</b></p>
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The resident disciplinary manual shall be updated annually and amended as needed. A copy shall be maintained at the Central Control Center with other copies distributed to each resident during intake. All staff shall receive a resident handbook during their orientation with an electronic copy available at all times. Resident parent(s)/guardian(s) will have the resident handbook available electronically on the facility website or by request. Residents shall be permitted to appeal all offenses and sanctions through the grievance process.

**Resident Grievances**

Sometimes disagreements between you and another person will occur that cannot be resolved to your satisfaction. You may feel that you have been treated unfairly and would like to have someone else listen, perhaps give advice, or in some cases even recommend a change in the decision or situation. The resident grievance procedure is included in this handbook and shall be thoroughly explained during the orientation process.

The grievance process shall be as follows:

1. If the resident feels that a policy and procedure has been applied improperly or that he has not been treated fairly he may file a grievance. The resident shall not file a grievance based solely on the content of an approved facility policy and/or procedure.
2. The resident shall obtain a grievance form from any facility employee or from the form area in his unit.
3. The resident has fifteen (15) days to complete and file the grievance from the date the actions being grieved occurred. There are no time limits to grievances involving allegations of sexual abuse or assault.

4. Once completed, the resident shall place the form in the facility locked grievance box.
5. The Compliance Coordinator shall process the grievance by conducting a review into legitimacy of the claim. The review may contain interviews with residents, staff, and video materials. The Compliance Coordinator shall respond to the resident in writing within seven days.
6. If the resident is not satisfied, or if the grievance is with the Compliance Coordinator, the resident is permitted to give the grievance to the Director as soon as possible; within fifteen business days.
7. The Director shall review the complaint and respond in writing within seven (7) days.

The decision of the Director is final. The grievance shall be placed in the resident's file and retained until record is purged.

### **Emergency Resident Grievance**

When a resident feels that he or another resident is in danger of immediate harm, he may place the grievance in the grievance box or file an emergency grievance with staff. For immediate actions to be taken, this grievance must go directly to a staff member.

After receiving the emergency grievance, staff shall immediately forward the grievance or any portion that alleges the risk of immediate harm to the Director or a level of review where immediate corrective action may be taken. An initial response to the grievance shall be provided within forty-eight hours and a final facility decision shall be issued within five calendar days.

### **Resident Communication**

The facility encourages continued communication between you and your parents/guardians. Our goal is to foster and support positive contact throughout the program to reinforce the changes made during your stay at the facility.

### **Visits**

Only parents/guardians and other approved parties by the admitting court will be permitted to visit. Staff shall supervise each visit while providing you with reasonable conditions of privacy. All items brought into the facility should be pre-approved via your request through the supervisor. Any approved item shall be inspected before taken into the secure area of the facility.

- Visits will occur on Sunday afternoons from 2:15 pm – 3:15 pm or 3:20 pm – 4:20 pm based upon your assigned unit or as otherwise pre-approved by the Director
- Visitors are not permitted to bring any bags, boxes, purses, coats, cell phones or other items into the facility without permission from the director or advance permission as requested through the supervisors.
- All visitors are subject to search before entering the facility. Visitors shall be subject to entrance through the metal detector, and shall empty their pockets prior to visitation. Refusal to consent to the metal detector shall be grounds for denial of the visit.
- Weapons, tobacco, drugs and alcohol are prohibited on facility grounds.
- You and your visitors are expected to be responsible and respectful during visits. Failure to abide by this rule may result in ending your visitation.
- No visitors shall be permitted in the living areas of the facility.
- Visits may be ended or denied if the visitor poses a threat to your safety, the safety of others or the security of the program.
- Visitors may also be denied entry into the facility if they are suspected to be intoxicated or under the influence of substances.
- You shall be frisk searched following a visit with your family.

When a visit is ended early or denied by a staff member, reasons will be documented on an incident report. You shall not be denied visits with parent(s)/guardian(s) because of behaviors unless you are in isolation or present a risk to yourself or others as determined by staff. All visits or denial of visits shall be documented.

Residents visiting off-grounds must agree to follow the established rules and sign their paperwork prior to leaving the facility. Residents outside of the facility are not permitted to make clothing or shoes exchanges unless preapproved by a supervisor. Residents will be randomly contacted by the facility and must answer that contact immediately. Failure to answer will result in being asked to immediately return to the facility with notification given to the facility director and case manager. Each resident remains under the supervision of their sending court. The court probation staff is provided with visit information and has the right to conduct unannounced visits. Failure to abide by visit rules may result in loss of visit privileges, lengthening visits, phase freeze and/or phase demotion.

### **Special Visits**

Special visits are permitted with prior approval from the Counselor or Director. These visits may also be purchased through the point store. Some reasons for special visits include a close relative being diagnosed in the terminal stages of a disease, a sibling entering the military or being deployed for service overseas, and a close family relative (such as a grandparent) visiting from out-of-state. Documentation of medical illnesses, deployment orders, and/or state of residence may be requested prior to special visit approval.

### **Mail**

The facility allows you to send and receive mail during daily. Resident shall open mail Monday – Friday with the Case Manager. Once inspected for contraband, staff shall document the relationship of the person contacting you and the address. The envelope with stamp shall be discarded and the mail promptly forwarded to you.

You shall be given two first class stamped envelopes per week as needed and/or requested for outgoing mail. Any additional postage shall be your responsibility and shall be unlimited. Stamped envelopes shall also be available through the facility point store.

Incoming and outgoing mail shall not be read by staff unless the director has reasonable belief that the contents are a threat to facility safety and security. If the Director has reasonable belief that the incoming mail may incite danger for the facility security and order, he/she may allow staff to read the mail before distributing it to you, or may direct staff to reject the mail. You shall be notified of any mail limitations or when mail is read or rejected. All reading or rejection of mail shall be thoroughly documented. No mail shall be censored.

The following contains specific incoming or outgoing mail rules:

- All incoming mail must have a return address on the envelope. If the envelope does not have a return address, the mail will be withheld or opened in front of you and inspected closer by staff.
- You may not receive mail from another juvenile facility or prison without special approval by the facility counselor, case manager or Director.
- Probation officers and/or family may request that mail be withheld from unapproved parties.
- All outgoing mail must contain your name, the facility name and address.
- Outgoing mail should have no writing or pictures on the envelopes.
- No addresses or mail can be shared among residents.
- Only one letter may be sent per address. Exceptions may be made to permit writing members in the same household.
- All the terms and conditions of probation set by your court may apply during your stay at the facility. If your court has limited your contact with other probationers, then you should not write to them while here. Your probation officer has the right to request to see your mail log and may hold you accountable for your actions through the court system.
- If you have been asked by parent(s)/guardian not to contact another person, you should respect their wishes. They have the right to place their address on a no contact list. As stated above, any mail limitations shall be communicated to you and documented in your mail log.

Any first class letter or package that is sent to the facility after a transfer or release shall be forwarded to your new address if available or marked return to sender.

## **Telephone Calls**

You are expected to be responsible and respectful during telephone calls. The facility permits you to use the facility phone to contact your families.

The following contains specific incoming or outgoing telephone call rules:

- You shall be permitted to make or accept a minimum of one (1) phone call per week from an approved caller listed on your phone log.
- The call shall be ten (10) to fifteen (15) minutes in length depending on your privileges and number of calls allowed.
- Staff will dial all the numbers to ensure the person is on your approved contact list and is whom you are speaking to before handing the phone to you.
- You shall be provided with reasonable conditions of privacy for your telephone call. The facility does maintain the ability to remotely monitor all phone calls.
- If you become disrespectful during the call, staff may interrupt the phone call and notify the other party that the call is being terminated. Termination of a phone call shall be documented.
- If staff has reason to suspect that you are not talking to an approved party, they may terminate the call and/or interrupt to listen to the party on the other end.
- There shall be no conference/party calls or use of speakerphone to unapproved parties.

We do have the ability to use a Telecommunication Device for the Deaf to enable contact between a resident and his parents or guardians.

All calls, refusals, and terminations shall be documented. Violations may result in not earning your day, an incident report, and further examination of phone call privileges.

## **Recreation**

Recreation is extremely important for exposure to a variety of activities. Due to the security of PMCJF, many recreational activities must be conducted indoors. You are required to participate in physical activity dependent upon your capabilities. Scheduled physical recreation is considered part of your treatment and you will be expected to demonstrate the goals listed below. Your behavior and attitude during recreation may be included in your progress reports to your courts. You are prohibited from removing your shirt at any time outside of your room.

The goals of recreation are for you to do the following:

- 1) Learn the rules of the activity by listening and following instructions
- 2) Demonstrate Teamwork
- 3) Show Sportsmanship by treating your team and your opponent respectfully whether you are winning or losing

You have a minimum of two hours of planned recreation each day. Recreational activities include the following:

- Scheduled leisure time in your room
- Between bedtime and lights outs: Activities permitted during these times are based upon privilege
- Two movies per week or leisure time based upon privileges earned
- Scheduled daily Physical Recreation
- Multiple monthly activities
- Staff and resident activities

Refusal to participate in a recreational activity will be documented in unearned points and may result in an incident report for failure to participate in programming.

Staff may stop your participation in an activity if you are not following the goals of recreation as demonstrated by your not listening, not complying with instructions, consistent failure to use teamwork, and failure to show

sportsmanship. When staff stops your participation in an activity, they may send you to the watch room to regain control of yourself, ask you to have a seat in the gym, or direct you to another area. After a time period staff may ask you to rejoin the activity or offer an alternative large muscle activity such as walking. Staff will document any time they stop your participation or offer alternative activities for recreation.

### **Transportation Rules in a Facility Automobile**

Whenever any activity is conducted off facility grounds, you must comply with transportation rules. Decisions regarding the type of transportation shall be made on an individual basis. Residents that have not received court permission to be out of the facility shall be given a security classification rating to guide staff in the restraints that need to be taken to transport the resident off-grounds.

You shall be transported based upon your security classification level. The level may be revised throughout the program as appropriate.

The transportation rules are as follows:

1. You shall be frisk searched prior to transportation to ensure that a weapon or other contraband has not been secured.
2. Mechanical restraints shall be applied for appointments or as indicated by security level. Handcuffs and shackles shall be double-locked to prevent tightening and the possibility of picking the locks. If you complain that the cuffs are too tight, staff shall inspect the cuffs and make adjustments as needed.
3. Passengers are required to wear seatbelts at all times.
4. You should sit in the seat designated by staff. If you are required to wear handcuffs and/or shackles, then you should be seated in the back seat of the vehicle furthest away from staff.
5. You should remain seated at all times.

Staff may use the radio at an appropriate volume. Windows may be rolled down if desired. You shall remain seated and shall not attempt to enter or exit the vehicle without staff permission and shall keep your voice at an appropriate level.

### **Medical Services and Sick Call**

A medical screening is required of all residents. You will receive a screening from the PMCJF Nurse upon admission and may be given a TB test or have you recent TB test verified by a preceding facility. You should communicate any medical issues to the nurse during your intake. You will be given a physician physical within the first fourteen (14) days after your arrival.

A request to speak to the nurse may be filled for any medical issues. If you do not want staff to see the request for the nurse, you may place it in the locked medical request box located outside the nurse's office.

A full-time nurse is here through the week. Each morning prior to school or during the beginning of the daily activities, you may tell staff if you are ill and they will document your illness on the sick call log. If you receive non-prescription medication at any time during the day, you will also be placed on the resident sick call log.

If at any time you feel that you need immediate medical attention, notify staff at once. Let them know how you are feeling, and describe the problem. The nurse may assess your condition and make recommendations for treatment. If the nurse is not available, staff will follow first aide training and standing orders which may include calling 911, notifying the nurse and following directions for any serious emergency problems.

If you are too sick to attend school, you will remain in bed all day. Your mattress will be placed in the watch room for observation. You will not participate in scheduled activities or free time to help prevent the spread of illness. We will check you regularly and may take your temperature at each check. Staff will provide all the care that you need and notify your parents if necessary. You will be allowed to take a shower and can go to your bed at the early bedtime.

### **Religious Activities**

You will have the opportunity to attend religious activities throughout your stay. This is on a voluntary basis. If you would like to participate in religious programming, it should be arranged at intake. A representative from your church (i.e. pastor, minister etc...) may also be approved for visitation. This also may be arranged with the Director approval. Reasonable access to religious programming is provided by the facility. No negative consequences shall accrue from your refusal to participate in a religious service or function. All religions shall be accorded equal status and protection, subject to the limitations necessary to maintain order and security.

### **Library Privileges**

The facility has a large library of books including fiction, non-fiction, educational, and self-help. You are able to choose reading material from the shelves in the classrooms and elsewhere in the facility. The facility also maintains a library card with the Perry County District Library. The library visits the facility once a month offering a wide selection of books to residents. You are expected to be responsible and respectful of all library materials. You and your parents/guardians will be responsible for any damage to library or facility materials. Fines may be requested through and ordered by the court.

### **Community Resources**

The agency will maintain and periodically update an inventory and evaluation of functioning of the specific community agencies that can provide services to you in your community. The facility will work in establishing treatment plans that address each of your individual needs. If the facility is unable to meet a specific need, efforts will be made to involve community resources to provide you with the needed services to meet your developmental needs.

You must have special permission from the director and/or your probation officer to go off-grounds until you are on Phase III and IV. After you have the privilege of going off-grounds, staff may seek opportunities for you to participate in activities of various community groups. These activities may include but are not limited to: community service opportunities, participation in AA/NA meetings, sporting activities, visits to public parks, museums, and library trips.

### **Community Services**

You may be required to complete community service hours while at the facility. These hours may be conducted within the facility, on facility grounds, or off-grounds depending upon your phase. You may engage in off-grounds community service opportunities after you have reached Phase III or with special permission from the director and/or probation officer. During community service, you will not be permitted to operate gas powered or electrical machinery. You shall be supplied adequate protection based upon the work.

Residents will be expected to follow Facility rules and Daily living rules during community service. Community service hours may be tracked to permit residents to work off some of the hours required by their court. At no time will community service solely benefit one party or person.

### **Individual Counseling**

All residents will receive mental health counseling while at PMCJF. This counseling will include individual, group, and family sessions. Counseling opportunities should be used to address those problem areas of your life, which may have contributed to your criminal behaviors. The facility and committing courts expect families to participate in counseling at least one time per month or as determined by the resident's probation officer/court.

### **Birthdays**

Many residents are in the facility for their birthday. The cooks at the facility wish to help acknowledge this date by allowing you to choose the cake you will have for snack. Requests should be given to the kitchen 7 - 14 days prior to your birthday to allow them to buy the materials and adequately prepare for this event. These requests will be granted as able.

## **Emergency Procedures**

Emergency drills are held monthly. They are held at unexpected times under varying conditions to simulate the possible conditions in case of a fire or other emergency. Everyone in the building participates in these drills. The staff on duty records the details of the evacuation process. Your responsibilities are as follows:

### **Fire Drills**

- When you hear the alarm, proceed to the nearest exit. Evacuation routes are posted throughout the facility
- DO NOT RUN - Walk in an orderly fashion.
- As you exit the building, count off and proceed to the designated area.
- If necessary, you will gather at the flagpole as a unit and an RCW will account for you there.

### **Tornado Drills**

- When directed by staff to proceed to the Intake/Nurse Office, all residents may take the pillow from their room.
- Residents will line up for transport. Residents will walk quietly to the intake/nurse office
- Staff will unlock the intake/nurse office. All residents will line up along the walls of the nurse office
- Residents will sit on the floor and may hold their pillow over their head to protect from falling debris

## **Discrimination Policy**

The facility prohibits discrimination on accepting referrals, providing access to programs, and in making administrative decisions based on race, religion, national origin, gender, disability, sexual orientation, or political views. If you feel you have been discriminated against you should follow the resident grievance procedure.

## **Facility Programming**

You are provided with a wide variety of services during your stay at the facility based upon your individual needs. This includes a variety of staff facilitated groups. The general group expectations are as follows:

- Listen to what is being said
- Maintain confidentiality by not discussing the group outside of group
- Respect what is shared
- Participate by taking turns speaking and sharing
- Be responsible without aggression or violence

## **Thinking for a Change (T4C)**

Thinking for a Change (T4C) is an integrated, cognitive behavioral change program for juvenile offenders. It includes three major components: cognitive restructuring, social skills development, and development of problem solving skills.

Cognitive restructuring teaches residents how their thinking affects their behavior and the consequences they receive. They learn how to change their behaviors by identifying and changing patterns of thinking.

Social skills development introduces the idea that by taking skills step-by-step, residents can improve their ability to relate with others.

Problem solving skills are taught to help residents to identify risky thinking that leads to problems, generate alternative solutions, and make choices based upon desired outcomes.

## **Advanced Social Skills**

Residents will review social skills steps and perform role playing activities to help build and/or strengthen skills to address deficits.

## **Violence Prevention/Young Men's Work**

Based upon the Oakland Men's Project, this group focuses on the role men play in society and some of the issues that have shaped that role. Various forms of violence are addressed including mental, physical, racial, economic and sexual violence.



### **Life Skills/Career Development**

Life Skills groups involve a range of skills residents need to be successful in the real world including money management, filling out a check, creating a resume, completing a job application, interviewing, taking care of a family, problem solving, and cooking.

### **Substance Abuse Treatment Programs/Counseling**

Residents are evaluated and then placed into a drug and alcohol treatment group based upon their level of risk. An NA group may operate at the facility and be a part of substance abuse treatment. Counseling sessions are offered to residents including individual, group and family counseling based upon each treatment plan.

### **Anger Management/Aggression Replacement Training**

Residents entering the facility that have identified risks associated with their anger and ability to use coping skills when dealing with problems will be given assignments on their treatment plan and may be provided with programming to help develop better coping skills as needed.

### **HIV and AIDS Education/Communicable Diseases**

Residents may be provided with HIV and AIDS education upon request or as staff is available. Residents typically are offered testing with education twice a year.

### **Other Needed Services**

While the program will make an effort to provide all residents with the needed services, some services may not be available within the facility. A referral to a community service will be made if a resident is observed, noted or determined to need services that are not offered in the facility.

Services include but are not limited to specialized group counseling programs, such as AA or NA meetings and various support groups, psychological assessments, medication somatic services, mental health support groups and other mental health services. If these services are not available without charge, the program should assist in the provision of funds. Involvement of other support services for the residents is an essential element of community residential programs, and referral to and assistance with community agencies will be encouraged whenever possible.

### **Behavioral Chain**

This is a tool made to help you look deeper at a problem and examine your thinking. It is taught in groups and will be available in each unit. These papers may be completed and reviewed with staff including supervisors when a resident wants to process an issue.

### **Resident Requests**

Resident requests are located in the living areas. They may be used to request anything at the facility including medical attention, medication, talking to a counselor or others, hygiene items, stamps, and phone cards. Residents may also ask for contact with their probation officers and/or attorneys through visits, mail, and phone calls.

### **Security Shower Procedure**

As a safety and security measure, staff may place all residents in their rooms during shower times for thirty minutes. Residents may have their pens/pencils in their rooms at this time to complete daily work. Residents will be out of their rooms as soon as possible to resume night activities.

### **Appendix**

- 1A Grievance Form
- 2A Current Schedule
- 3A Point Sheet

**Perry Multi-County Juvenile Facility  
Resident Grievance Form**

**Resident Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**P.R.E.A. Grievance** (You may place in grievance box or emergency grievance may be given directly to a staff member without completing the remainder of the grievance form).

**Describe the incident that you feel was dealt with unfairly:**

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**Is this a reason to file grievance?** (See back of grievance form)  Yes  No

**Who was involved in the incident or witness to the incident? (Name staff and or residents):**

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**If with staff, did you try to discuss it at a time when you were calm prior to filing the grievance?**

Yes  No

**What were the consequences to you due to the incident?**

- Point Loss  Loss of Recreation Time  Early Bedtime  1 Day No Privileges  
 More than 1 Day No Privileges  Given an Assignment  
 Other: (describe) \_\_\_\_\_

**Were there consequences to others due to the incident?**  Yes  No

If so, who? \_\_\_\_\_

**What were the consequences to others due to the incident?**

- Point Loss  Loss of Recreation Time  Early Bedtime  1 Day No Privileges  
 More than 1 Day No Privileges  Given an Assignment  
 Other: (describe) \_\_\_\_\_

**What remedy/actions is it that you would like to see as a result of your grievance?**

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**For Administrative Purposes Only**

Was the original grievance reviewed and a written response given within 7 days of receipt?  Yes  No

Did the resident appeal the decision to the Director?  Yes  No

If Yes, did the Director give a written response within 7 days?  Yes  No  N/A

## **RESIDENT GRIEVANCES**

Sometimes, disagreements between you and other residents or between you and staff cannot be resolved to your satisfaction. You may feel that you have been treated unfairly and would like to have someone else listen, perhaps give advice, or in some cases, even recommend a change in the decision or situation. Therefore, the following grievance procedure has been developed:

The resident grievance procedure is included in this handbook and shall be thoroughly explained during the orientation process. The grievance process shall be as follows:

1. If the resident feels that a policy and procedure has been applied improperly or that he has not been treated fairly he may file a grievance. The resident shall not file a grievance based solely on the content of an approved facility policy and/or procedure.
2. The resident shall obtain a grievance form from any facility employee or from the form area in his unit.
3. The resident has fifteen (15) days to complete and file the grievance from the date the actions being grieved occurred. There are no time limits to grievances involving allegations of sexual abuse or assault.
4. Once completed, the resident shall place the form in the facility locked grievance box.
5. The Compliance Coordinator shall process the grievance by conducting a review into legitimacy of the claim. The review may contain interviews with residents, staff, and video materials. The Compliance Coordinator shall respond to the resident in writing within seven days.
6. If the resident is not satisfied, or if the grievance is with the Compliance Coordinator, the resident is permitted to give the grievance to the Director as soon as possible; within fifteen business days.
7. The director shall review the complaint and respond in writing within seven (7) days.

The decision of the Director is final. The grievance shall be placed in the resident's file and retained until record is purged.

## **EMERGENCY GRIEVANCE**

When a resident feels that he or another resident is in danger of immediate harm, he may place the grievance in the grievance box or file an emergency grievance with staff. For immediate action to be taken, this grievance must go directly to a staff member.

After receiving the emergency grievance, staff shall immediately forward the grievance or any portion that alleges the risk of immediate harm to the Director or a level of review where immediate corrective action may be taken.

An initial response to the grievance shall be provided within forty-eight hours and a final facility decision shall be issued within five calendar days.