

PICT

REGIMENT

Perry Multi-County
Juvenile Facility

DAISY

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Lady

2024

HAND
BOOK

**Perry Multi-County Juvenile Facility
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2024**

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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.

Introduction

While you are at PMCJF you will have the time to think about the person you were, the person you are today, and the person you want to become. You are aware of where your choices are leading you. We are here to let you know that you have the power to change the direction of your life.

Due to your criminal behavior and addictive thinking, your choices have led you here. You probably made choice based on your wants and not your needs. You may have wanted to use drugs, steal or get into fights. Whatever happened, you convinced yourself that you needed to do it. You didn't think about the consequences or where your choices would lead you.

Healthy people make decisions based on what they need to do versus 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 here, and in your life outside of the facility. When you make choices based on what you need to do rather than what you want to do, you gain self-respect and control over your life.

BASIC PROGRAM FOUNDATION

There are two basic things that you need to do to be a health individual:

- 1) **BE RESPONSIBLE:** Make decisions based upon your needs and not your wants
- 2) **BE RESPECTFUL:** Treat others the way you want to be treated

RESPONSIBILITY

starts with *me.*

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 the situation worse. Often the biggest problems come after mistakes. You may want to act out. You may want to swear and cause problems. You need to stop whatever you're doing wrong and you need to get yourself back together.



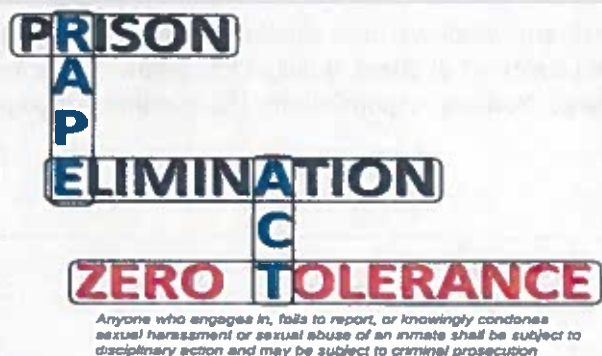
Be Respectful:

Respect yourself by being a person of honor, 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 care and 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

We want everyone to feel safe and secure in PMCJF. The facility is a medium security lockdown facility. While you are in the facility, you are expected to gain permission from staff before moving. Your movement will be monitored at all times by staff and the video cameras placed throughout the building. The exterior doors shall remain locked at all times. You cannot go into a room or through a door without permission. You are not permitted to touch, be close to, or attempt to get through the security systems or cross a tiled area without permission.

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 resident, interns, contractors, volunteers, and other concerned third-parties are encouraged to freely report knowledge or suspicion or sexual misconduct. Allegations will trigger an immediate investigation and response.

If you have knowledge, or suspicion of, or if 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 each unit. 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 www.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.

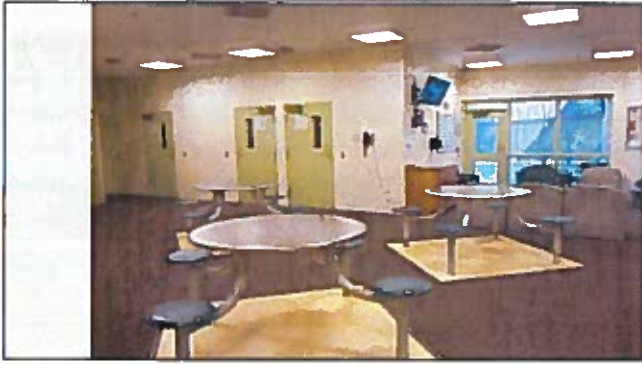
To ensure that you are familiar with PREA policies and procedures, PREA orientation will occur within the first twenty-four (24) hours after admission. There will be a test and/or quarterly PREA training to make sure this information is known throughout your stay.

If you are a victim of sexual abuse you need to let someone know immediately. All staff have been trained to help you. DNA evidence can be collected for up to 72 hours and physical evidence may be detected much longer than that period. If the sexual abuse has occurred within a time period that still allows for the collection of evidence, do not take any actions that could destroy the 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 based upon your needs and risk level as determined by interviews and assessments. The units are periodically adjusted to accommodate the needs of our population. The unit that you are originally placed 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.

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, you should inspect your room 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 may 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.

Your Room

Your individual room must be cleaned daily including doors, shelves, desk, 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. Each room will be inspected a minimum of once 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
- (2) 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
- Storage cabinet shelves cleaned, items neatly placed on shelves, and shelves 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, symbols, or activities, tobacco, drugs, or alcohol, weapons, inappropriate sayings, slogans, pictures, mottos, etc... or anything that is deemed offensive or inappropriate by staff.

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 when you are outside of your room
- Sleep on the bed (Counselor will be notified of violations)
- Staff must be able to confirm your presence (determine that you are a living, breathing person) 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 attire or behavior shall be documented and may result in an incident report.

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.

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 condition. 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. Clothing and bedding should be correctly labeled. Approved clothing may not be brought in on visitation days unless otherwise approved by the Director. Sandals will be worn at all times except during recreation.

Clothing is required at all times, including while in your room and excluding showers.

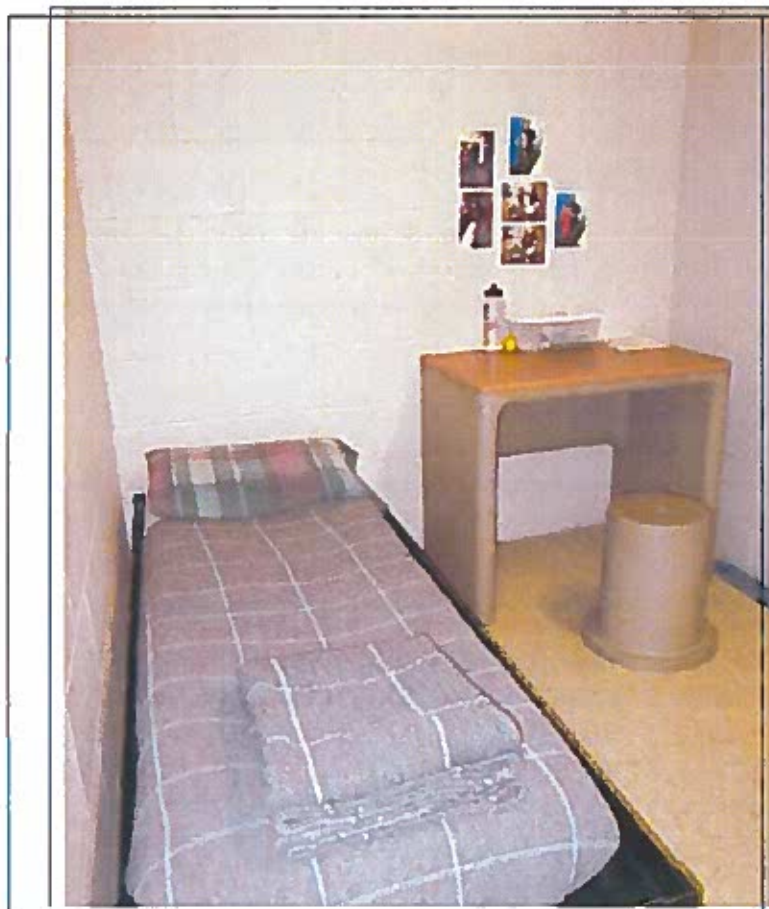
Approved Facility Items

• 4 Pairs of Underwear • 4 Pairs of Socks • 4 Bottoms: Shorts, 1 bottom for sleeping (loungewear pants or sweat pants), and/or sweat pants suitable for sleeping and/or daily wear. There should be khakis until the appropriate phase. • 1 Pair of open-toe Sandals/Slides (shower) and 1 Pair of Athletic Shoes. • 4 Tops: Sweatshirt and t-shirts: No hoods.	The facility has limited the number 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 \$75: 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. No strings in shorts, pants, sweats or other clothing items. Residents may not wear extra shorts under their bottoms/pants.
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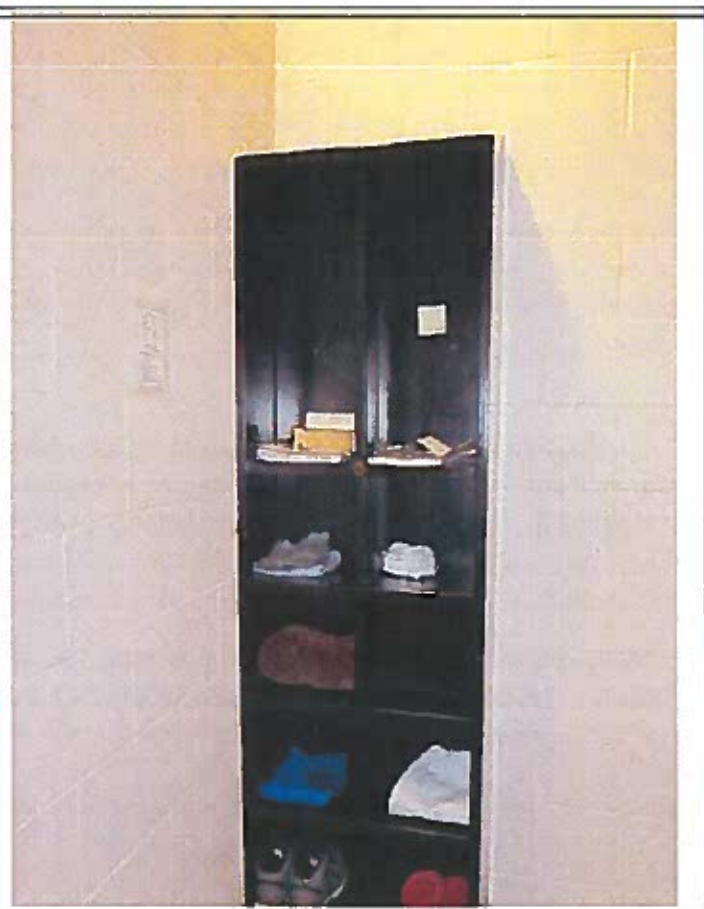
Additional Facility Clothing Rules:

- 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 director 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 that you want instead of something you need) then the director may deny the request. The director 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 Picture



Room Locker Storage Unit



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

Religious Book, Treatment Book, Reading Book, Group Folder and Resident Handbook One religious book, one treatment book and one additional reading book may be kept inside room.	Letter(s) No more than 10 pages Card(s) Limit 3 Journal(s) Mail and cards are to be laid open and flat with all stamps and stickers removed.
Underwear Limit 4	Socks Limit 4
Sweatshirt(s), Towel Limit 1	Shirts Limit 4 - Sweatshirt counts as 1
Sweatpants, Khakis, or Shorts Items permitted are based on privileges	
Shoes (1 pair athletic may be in room if permitted)	Shower Shoes/Sandals

ALL RESIDENT ROOMS SHOULD HAVE THE FOLLOWING:

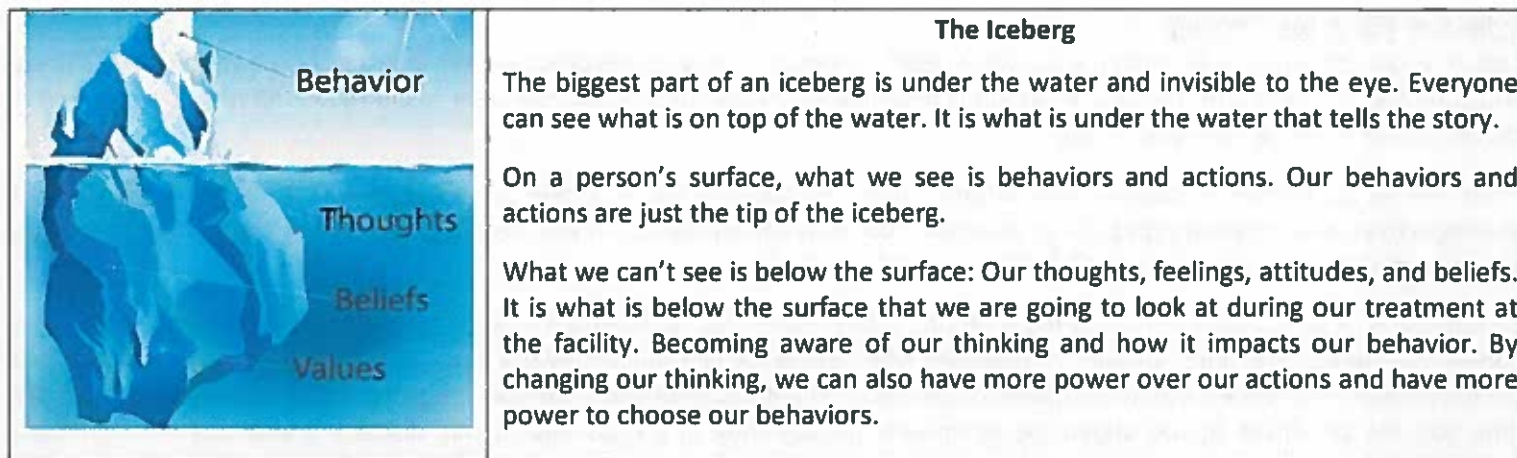
- 2 Blankets (1 Wool & 1 Thin)
- 1 Flat Sheet
- 1 Fitted Sheet
- 1 Pillow and 1 Pillowcase

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 (approved by staff)

DESK AREA MAY CONTAIN THE FOLLOWING:

- Water Bottle
- Stress Ball
- Hygiene Box (labeled with correct contents)
- Resident Binder



PMCJF Assessments and Treatment Approach

At PMCJF, we strive to aid each of you in taking a look at your life. Everyone comes from different circumstances with at least one thing in common: If you are a resident at PMCJF, then your life is spiraling out of your control. Your court placed you in our custody for us to help you.

During your first few weeks at the facility, you will participate in assessments and assist in the creation of a custom treatment plan. The Million Adolescent Clinical Inventory (MACI) assessment is completed during your Orientation. This assessment helps determine your personality factors to aid in creating your treatment plan. The MACI assessment and the Ohio Youth Assessment System (OYAS) help form the basis of your treatment plan. The plan will identify the risk factors in your life. These risk factors include areas such as *Substance Abuse, Peer and Social Supports, Prosocial Skill Set, Values, Beliefs and Attitudes, and Education Family and Living Situations*. After the plan is completed, the Counselor/Clinical Coordinator will review the plan with you and your family/guardian.

Once your risk factors are identified, we decide what groups can best aid you in addressing those factors. You will have access to a variety of treatment groups. These groups are meant to help you examine your thinking so that you have a clear picture to be able to choose who you want to be and to make the changes that enable you to reach your goals.

To help further identify risk factors in your life, you will participate in a variety of assessment during different stages of your stay. In Phase I, you may be asked to take additional assessments including the following: PHQ-9 and Teen Depression Scale, the Adverse Childhood Experiences Survey to determine exposure to traumatic events, the Aggression Scale, the Teen Stress Test and Stress Scale helps highlight what stress factors play into your everyday life, and Family Issue Assessment helps determine your individual family needs. In Phase II-III, any previously named assessments can be readministered depending on your specific needs. In Phase IV, before your release, the Counselor/Clinical Coordinator may have you take previous assessments to see if there has been a change in thinking and actions since you have received treatment.

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 to 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 teacher must sign you have completed assigned education requirements on your phase level advancement application. Your staffing team must approve your phase advancement requests prior to presentation to the treatment team.

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.

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 six (6) phases as follows: Orientation, Phase I, Phase II, Phase III, Phase 3.5 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.

Each phase is designed with increasing expectations and rewards. During Orientation, we want you to work on learning the rules, honesty, following directions, answering questions when asked, and getting your work done. When you earn your privileges and get onto Phase I, we expect you to continue to identify what led you here and what you need to do to achieve your goals. By the time you are on Phase II, you should be voluntarily participating in groups and openly discussing your concerns with the Counselor/Clinical Coordinator. We expect you to be completing assignments, working hard in school handling situations in a positive manner, and earning respect and trust from staff and your peers. If you make a mistake, by Phase II you should be acknowledging what you did and what you need to do in order to make amends and regain trust to achieve your goals. By the time you are on Phase III, we expect you to be thoroughly completing all your work. During group at the beginning, we set the goal of you making three (3) contributions to the group. By Phase III, you should be freely contributing to the group discussions, completing homework, and helping to support the message of each group. In counseling at the beginning of you stay, you may be a little hesitant to speak. By the time you are on Phase III, you should be discussing consistently working with the Counselor/Clinical Coordinator to address the issues that brought you here while improving your communication skills. Phase 3.5 is dedicated to readying yourself for making a transition to home. During Phase IV, you will be using your knowledge to prepare to leave.

Phase Removal

As you earn phases and expectations increase, you will be held to higher standards of conduct. If you fail to consistently adhere to the expectations of your phase or do something that seriously violates phase expectations, you may be placed onto the phase that best meets your conduct. Such decisions will be discussed with you and communicated to your court.

	<table><tr><td>Orientation</td><td>14 Days</td></tr><tr><td colspan="2">Goals: Grow familiar with the program and what is expected from you while here at PMCF. Allow staff to learn about you by being open and honest while completing the required work.</td></tr><tr><td colspan="2">You must have privileges to move to Phase I.</td></tr></table>	Orientation	14 Days	Goals: Grow familiar with the program and what is expected from you while here at PMCF. Allow staff to learn about you by being open and honest while completing the required work.		You must have privileges to move to Phase I.	
Orientation	14 Days						
Goals: Grow familiar with the program and what is expected from you while here at PMCF. Allow staff to learn about you by being open and honest while completing the required work.							
You must have privileges to move to Phase I.							
Requirements and Assignments: • Complete the OYAS Assessment with the Case Manager. The OYAS may be completed prior to your arrival. • Completed the MACI Assessment with the Counselor/Clinical Coordinator. • Take additional assessments as assigned to ensure your treatment needs are being met. • Attend at least two therapy sessions with the Counselor/Clinical Coordinator. • Complete Orientation Work (Intake & Orientation Workbook. When the book is completed, show it to your staffing team for approval and then turn it in to the Case Manager for review. • Complete resident logs and journal entries by answering all questions and having them turned in and signed by staff every night by 7:45pm. • Participate and be engaged in all groups as assigned to you in your treatment plan. Being engaged means you will answer questions when called upon, participate in role plays, and complete required homework. • Take and pass the resident handbook test. You may take the test ten (10) days after being at PMCF. You do not have to have privileges to take the handbook test. • You must have privileges to move to the next phase.							

	Phase I 28 Days minimum Goals: To understand and identify what the factors were that led you to being at PMCIF, process what is stopping you from achieving your goals, and learn prosocial ways of handling situations.
Why are you the way you are?	You must have privileges to move to Phase II.

Requirements and Assignments:

- Attend weekly individual therapy with the Counselor/Clinical Coordinator and/or sessions with the Case Manager
- Participate in monthly Family Therapy Sessions, or as ordered by your court.
- Demonstrate awareness of your past choices as it relates to criminal behaviors and the factors that are leading you to have problems with your family, school, peers, and community.
- Participate in all groups, speaking at least three (3) times while in group to gain confidence with expressing your thoughts and emotions.
- Complete the daily resident logs and journal entries by thoroughly answering all questions and having them turned in and signed by staff every night by 7:45 pm.
- Complete the phase assignments (Criminal & Addictive Thinking Workbook or other workbooks as assigned). When the book is completed, show it to your staffing team to approve and then turn it in to the Case Manager for review.
- Complete two (2) classes or meet minimum education requirements as assigned in between phase advancements. Once completed you must have the teacher sign your phase advancement form before turning it in for consideration of phase change.
- Write a detailed statement about *Why You Are Here*. Turn this assignment in to your staffing team for approval and then phase it in your binder.
- Complete a thorough Substance Abuse History paper. Turn this assignment in to your staffing team for approval and then place it in your binder.
- Memorize your treatment plan because you will have to be able to discuss it during your treatment team meeting when you apply for Phase II.



Building Trust

Honesty, consistency, respect, responsibility, communication and consideration of others.

Phase II **28 Days minimum**

Goals: To gain a better understanding of the word trust, and how you can earn the trust of people in your life. Demonstrate prosocial skills such as being honest, making positive choices, and taking responsibility for you actions in your everyday life.

You must have privileges to apply for Phase III.

Requirements and Assignments:

- Attend weekly individual therapy with the Counselor/Clinical Coordinator and/or sessions with the Case Manager.
- Participate in monthly Family Therapy Sessions, or as ordered by your court.
- Demonstrate that you are making choices based on what you are asked to do versus what you want to do.
- Participate in all groups. Demonstrate prosocial skills by showing respect for the group, the facilitator, and others while being active in role plays and discussions.
- When corrected or when you don't earn points, you should readily take responsibility for your actions and immediately correct the problem.
- Complete the daily resident logs and journal entries by thoroughly answering all questions and having them turned in and signed by staff every night by 7:45 pm.
- Complete the phase assignments (Drug & Alcohol Education Workbook, Socialization Workbook, or other workbooks as assigned). When the book is completed, show it to your staffing team to approve and then turn it in to the Case Manager for review.

- **Complete two (2) classes** or meet minimum education requirements as assigned in between phase advancements. Once completed you must have the teacher sign your phase advancement form before turning it in for consideration of phase change.
- **Write a paper on how you have earned the trust of others** (staff, family, and residents). Give examples of times you have taken responsibility for your behaviors/actions and/or times you did not immediately take responsibility for your behavior/actions and how you corrected your mistake. Turn the paper in to your staffing team for approval and place it in your binder.
- **Complete a thorough report on your past criminal history.** Turn it in to your staffing team for approval and place the paper in your binder.
- **Ensure you are making the necessary changes as described in your treatment plan.**



Trigger Definition: Something that affects your emotional state. A trigger affects your ability to remain present in the moment. It may bring up specific thought patterns or influence your behavior.

Phase III

28 Days minimum

Resident must wait 14 days before eligible for Phase 3.5/Home Visits*

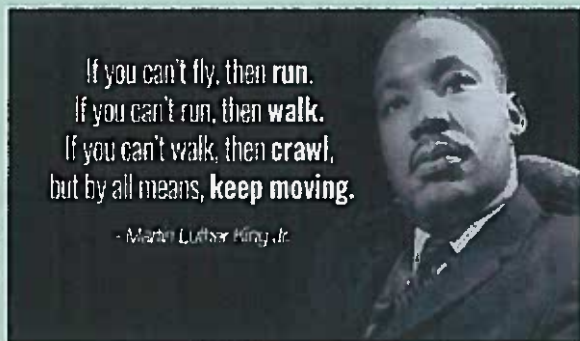
Goals: Keep the trust of those around you be consistently treating others with respect, demonstrating that you are responsible by doing what you need to do and not what you want to do on a daily basis. Be prepared for your triggers by identifying them and how they can affect you in different situations with your family, school, peers, and community. Have a plan to deal with triggers to be able to reach your goals.

You must have privileges and received Phase 3.5 to apply for Phase IV.

*Home visits (Phase 3.5) may be suspended due to need for quarantine as Covid precaution.

Requirements and Assignments:

- **Attend weekly individual therapy** with the Counselor/Clinical Coordinator and/or sessions with the Case Manager.
- **Participate in monthly Family Therapy Sessions**, or as ordered by your court. Must have a minimum of one session prior to your 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.**
- **Demonstrate that you are making choices based on what you need to do versus what you want to do.**
- **Complete the daily resident logs and journal entries** by thoroughly answering all questions and having them turned in and signed by staff every night by 7:45 pm.
- **List your triggers and write a statement that shows your plan on how you are going to deal with each of your triggers once released.** Place the list in your binder.
- **Write a report on how you are going to handle and address your triggers once you are released.** Your staffing team has what information is needed in this assignment. Turn the assignment in to your staffing team for approval then place it in your binder.
- **Complete the phase assignments** (Relapse Prevention Workbook, or other workbooks as assigned). When the book is completed, show it to your staffing team to approve and then turn it in to the Case Manager for review.
- **Complete two (2) classes** or meet minimum education requirements as assigned in between phase advancements. Once completed you must have the teacher sign your phase advancement form before turning it in for consideration of phase change.
- **Complete a social history report.** Turn the report in to your staffing team for approval and then put it in your binder.
- **Complete a minimum of the following visits:** (visits may change based on treatment needs)
 - One (1) eight (8) hours off-ground visit
 - One (1) twelve (12) hours off-ground visit
- **Complete a social history report.** Turn the report in to your staffing team for approval and then put it in your binder.



You don't have to see the whole staircase to take the first step. MLK

Phase IV

28 Days minimum

Your release date is decided by your court & will likely exceed 28 days.

Goals: Make discharge plans and release preparations with your family, Case Manager, Counselor/Clinical Coordinator, and Probation Officer. You must continue to apply yourself to the entire program and behave in a positive manner by demonstrating responsibility and respect by being a positive healthy male who does what is needed daily.

Requirements and Assignments:

- Consistently demonstrate respect and responsibility.
- Attend weekly individual therapy with the Counselor/Clinical Coordinator and/or sessions with the Case Manager.
- Participate in monthly Family Therapy Sessions, or as ordered by your court.
- 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. At this point in your program, you are expected to earn your group points by being a role model for all the residents.
- Complete the daily resident logs and journal entries by thoroughly answering all questions and having them turned in and signed by staff every night by 7:45 pm.
- Complete the phase assignments (Reintegration Workbook, or other workbooks as assigned). When the book is completed, show it to your staffing team to approve and then turn it in to the Case Manager for review.
- Complete assignment including career education as needed (resume, job applications, etc...)
- Complete two (2) classes or meet minimum education requirements as assigned in between phase advancements. Once completed you must have the teacher sign your phase advancement form before turning it in for consideration of phase change.
- Write a 30-Day Plan detailing what you are doing upon release. Include plans for family education, career/job, mental health/physical health, and peers/relationships. Once completed, turn in to your staffing team for approval and then review the plan with the Counselor/Clinical Coordinator and place it in your binder.
- Complete the Re-Entry OYAS Assessment and sign the Discharge Plan with the Counselor/Clinical Coordinator or Case Manager.
- Complete a minimum of the following visits: (Visits may change based on treatment needs and quarantine requirements)
 - One (1) twenty-four (24) hours off-ground visit.
 - Three (3) forty-eight (48) hours off-ground visits.
- Complete and sign the Discharge Plan
- You must have privileges in order to be released.

Facility Groups

You are provided 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

The descriptions below are groups that are either currently conducted or available and frequently used.

Thinking for a Change (T4C)

Thinking for a Change (T4C) is a complete cognitive behavioral change program for juvenile offenders. It includes three (3) major parts: 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 one another.

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.



Substance Abuse Treatment Programs

Residents are evaluated and then placed into drug and alcohol treatment group based upon their level of risk. Residents in this group will also receive individual therapy sessions.

The Substance Abuse group focuses on alcohol and drug education, the effects of addiction on the brain, and the costs of substance abuse. Residents are taught to weigh costs and benefits, clarify their own values and then set goals.

The group goes further to focus on resident thinking. Recognizing risky thinking and where that thinking leads. Identifying high risk thoughts and triggers for use. Learning about the seemingly unimportant decisions that are made that lead to risky situations. Finally, changing the risky thinking and replacing it with healthier thoughts to affect behavioral changes.

The final part of the Cognitive Behavioral Interventions for Substance Abuse focuses on improving self-control, recognizing your feelings, and refusal social skills to help to deal with substance use.

**GOD grant
me the
SERENITY
to accept the things
I cannot change, the
COURAGE
to change the things
I can, and the
WISDOM
to know the
difference**

Anger Management/Aggression Replacement Training with Good Intentions/Bad Choices

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.

Aggression Replacement Training is a cognitive behavioral intervention program to help teens to improve social skills competence and moral reasoning, better manage anger, and reduce aggressive behavior. The program specifically targets chronically aggressive teens ages 12-17.

Good Intentions/Bad Choices

Good Intentions, Bad Choices is a cognitive behavioral program designed by Stanton Samenow. In this groups, you look at the thoughts that lead to trouble called Thinking Errors. The group focuses on three components: bad choices, controlling others, and empathy and communication

The bad choices sections address three areas that are identified as presenting the most trouble upon leaving a facility: the pressure of job and school, conflict with family and others, temptations to use alcohol and drugs.

Role plays and skits are used to open discussions about thoughts of controlling others and using empathy with communication to help make healthier decisions.

Life Skills/Career Development

There are a range of skills residents need to be successful in the real world including introducing yourself, money management, saying thank you, filling out a check, recognizing the feelings of others, creating a resume, completing a job application, interviewing, taking care of a family, problem solving, and cooking

Residents will review social skill steps, perform role plays, and complete assignments to help build or strengthen skills.

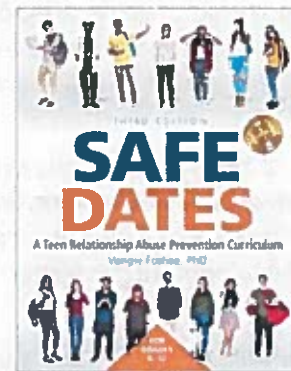
Social Skills

Saying Thank You Having a Conversation
Problem Solving
Understanding the Feelings of Others Listening
Apologizing Helping Others
Dealing with Someone Else's Anger
Using Self-Control Avoiding Trouble with Others

Safe Dates/Safe Circles

Safe Dates is a violence prevention group which addresses current issues faced in teenage dating. The group helps you recognize the difference between caring, supportive relationships and controlling, manipulative, or abusive dating.

Safe Circles uses guiding topics to empower you to take an active and thoughtful role in creating your community. You are given the opportunity to use social skills to engage in conversations to show mutual respect and build trust with others.



HIV and AIDS Education/Communicable Diseases

HIV and AIDS Education/Communicable Diseases

As part of the resident intake medical screening and the parent interview, inquiries are made about sexual activity and needed education. During the orientation resident physical, the medical screening information is followed-up with medical health professionals. Residents may be given tests for STDs at this time with medical treatment and therapy provided as needed.

HIV, AIDS, STDs, and Communicable Disease Education may be offered in a group or individual setting when needed.

Teens and STDs



1 in 4 sexually active
teens will contract an STI

30 different kinds
of STDs/STIs →
400,000
teens will contract
an STD this year

80%
of infected people
have NO
symptoms

Other Specialized Groups or Services

While the program will make an effort to provide all residents with groups and 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 N/A 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.

Religious Activities

You will have the opportunity to attend religious activities throughout your stay 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 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-ground 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.

You will be expected to follow facility rules and daily living rules during community service. Community service hours may be tracked to permit you to work off some of the hours required by your court. At no time will community service solely benefit one party or person.

Community Service

Due to proximity, the facility does frequently work with the dog shelter next door. There is no shortage of duties needed at the shelter. Residents have provided services by cleaning the cage areas, walking and exercising the dogs, giving dogs baths, and helping dogs learn to socialize.

Other opportunities arise in the community such as planting flowers for churches, painting and cleaning public buildings, shoveling snow for the elderly with the fire department, cleaning county vehicles, and working with food pantries.



Individual Counseling

All residents will receive mental health therapy while at PMCJF. The therapy may include individual, group and family sessions. Counseling opportunities should be used to address those 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

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 seven (7) to fourteen (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.



Phase Privileges/Phase Order

Gratitude is the small thing that separates privilege from entitlement.



Don't forget to be grateful for little things each day.

Privilege is a special right that is earned.

The facility grants privileges to different phases or directions that refer to "phase order". Phase order is defined as follows:

- Phase IV, Phase 3.5, Phase III, Phase II, Phase I and then Orientation.

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

- Phase IV, Phase 3.5, Phase III, Phase II, Phase I, Orientation, and No Privileges.

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 Wednesday or Friday = 8:00 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 point store is open following receipt of Phase I
- May keep one reading book in room, one religious book, and one treatment book

Phase I

- 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 Study/Read/Phase at staff discretion
- Permitted outside to read or work during Study/Read/Phase 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 Study/Read/Phase at staff discretion

Point System and Behavior

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. It is the goal of the facility that each of you changes your behaviors and completes the program. Staff will notify you when 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. If you have a question whether a behavior is respectful or responsible, you should ask staff before you do the behavior in question. You are encouraged to be responsible and respectful. To take responsibility for your words and actions, and then move forward.

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 or Thursday, 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 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. If you have done what you need to do, you will earn your day. If you made poor choices and did only what you wanted to do, then you will probably not earn your day.

Point Store

All residents that have privileges are eligible to make purchases from the point store on Wednesday or Thursday. 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 you have above the maximum number. Phone calls will be taken as specified below:

The list of point store items is attached as an addendum to the resident handbook. See the table of contents for the page number.

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 or other 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.	
	One (1) 3R Reward	Three (3) 3R Rewards
	• \$5 Fast Food • Extra Pre-Approved Sibling for Visit • Off-Grounds Walk with Staff • Watch movie during school (with approval) • Extra visit at the facility or via Video Conference • Buy 200 points	• Free Day No School (with approval) • Sleep in 2 hours on school day • Off-ground visit (pending court approval) • Buy 600 points (Limit 600 points) • Off-ground activity with staff \$10 Limit

Monthly Activities

Residents who have not received an incident report during the month are eligible for the monthly activity. If the activity is an off-ground activity, your probation officer must approve of your 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 • Bicycling Trip • Zoo Trip • Professional Soccer Game • Professional Hockey Game • Cook Individual Pizzas • Flag Football with Staff • Basketball with Staff	• Group Movie Night • Minor League Baseball Game • 5k Participation Event • Game Night • Cookout and Music • Swimming Day • Fishing Day

FACILITY PROCEDURES

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
- Walk on the right side of the hallway
- No talking
- Face forward
- Hands clasped together
- 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 monitored item(s).

Dining Area Rules

You will be served three (3) meals and a snack every day. If you request 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. You may take your water bottle to lunch and dinner.

- 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 three (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 after cleaning trays
- Liquids should be placed on the tray return area, not in the trash can or the water cooler area
- The tray for the water cooler needs removed and placed on the tray return area nightly after last group eats for cleaning

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 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 are also assigned a minimum number of classes needed to be eligible to pass to the next phases. In general, you must complete a minimum of two (2) classes and have the teacher sign your phase advancement form. 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 class 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.
- Your hands should be above the desk in the classroom.
- 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.

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 don't contribute to the situation by patiently waiting in your room, sleeping, writing, reading, exercising and keeping occupied. You may have to wait to use the bathroom as staff deals with the situation: Staff cannot let you out if there is a crisis in another area of the building.

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:

- Delaying or failure to follow staff orders for lockdown
- Using the intercom to staff at Central Control for non-emergency reasons: Staff needs to focus on the emergency situation for everyone's safety
- Standing in your windows
- Encouraging others to act out
- Communicating with other residents from your room

No Access Areas



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 staff accompanies you and they allow you to enter the area with director permission. **The Central Control Center is a NO ACCESS AREA.**

Security Shower Procedure

As a safety and security measure, staff may place all residents in their rooms during shower times for thirty (30) 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.

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, after taking medication, and whenever staff is conducting routine frisk searches. Room searches should be randomly 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 room searched regularly. Additional room searches may be conducted to locate missing items, when there is a suspicion of contraband, or with a 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 and at any time during your stay at the facility.

Strip searches shall be conducted with authorization at all times when based upon a reasonable belief 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.

Resident Grievances

Sometimes disagreements between you and another person will occur that cannot be resolved to your satisfaction. You may feel you have been treated unfairly and would like to have someone else listen, perhaps give you 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 procedure.
- 2) The resident shall obtain a grievance form from any facility employee or from the form area in the 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 the 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 (7) 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 (15) 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 with staff. For immediate actions to be taken, the 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 (48) hours and a final facility decision shall be issued within five (5) calendar days.

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 procedures listed above.

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 or privacy. All items brought into the facility should be pre-approved via your request through the director. Any approved item shall be inspected before taken into the secure area of the facility.

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) guardians(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.

- Visits will occur as scheduled or as 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. Failures to abide by this rule may result in ending your visitation.
- No visitors shall be permitted in the living areas of the facility.

Visits continued

- 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.

Off-ground Visits

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 shoe exchanges unless preapproved by a supervisor. Residents will be randomly contacted by the facility and must answer the 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. Off-ground visits may be suspended as part of the program due to quarantine requirements.

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 relation 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 daily. Residents shall open mail Monday – Friday with the Case Manager. Once incoming mail is inspected for contraband, with the address and relationship of the other party documented, the envelop with stamp shall be discarded and the mail promptly forwarded to you.

You shall be given two (2) 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.

*Due to suspension of off-ground visitation, you may request up to four (4) first class stamped envelopes per week.

Incoming and outgoing mail shall not be read by the Case Manager 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 an order, he/she may allow the mail to be read before distributing it to you, or may direct the Case Manager 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 envelopes. 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 without special approval by the facility Counselor/Clinical Coordinator, Case Manager, or Director.
- Probation officers and/or family may request that mail be withheld from unapproved parties.
- All outgoing mail should 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.

Mail continued

- If you have been asked by parents(s)/guardian not to contact another person, you should respect their wishes. They have the right to place their addresses 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.

We do have the ability to use a Telecommunication Device for the Deaf (TDD) 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.

The following contains specific incoming or outgoing telephone call rules:

- You shall be permitted to make or accept a minimum of three (3) phone calls per week from an approved caller listed on your phone log. Two (2) of the calls may be Skype calls.
- Residents are given three (3) calls a week. The calls shall be fifteen (15) minutes in length. One shall be a regular telephone call. Two (2) other calls may be regular or Skype calls. A fourth (4th) call may be bought from commissary. If a resident receives a phase change, five (5) minutes may be added to a call.
- You are responsible for ending your call when your time is up. If you go over, you will not earn a point.
- 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. Terminations 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.
- During any Skype calls, the iPad must face staff and you are not to touch the iPad.

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 the counselor or others, hygiene items, and stamps.

Residents may also use requests to ask for contact with their probation officers and/or attorneys. Requests will be granted to contact probation officers through visits, mail, and phone calls.

Recreation



Recreation is extremely important for exposure to a variety of activities. Due to the security of PMCF, 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 court. 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 you team and your opponent respectfully whether you are winning or losing.

Recreation



You have a minimum of two (2) hours of planned recreation each day. Recreational activities including the following:

- Scheduled leisure time in your room
- Between bedtime and lights out: Activities permitted during these times are based upon privileges.
- Two (2) movies per week or leisure time based upon privileges earned
- Schedule 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 participating 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 residents 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 your 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 physical within the first fourteen (14) days after your arrival.

A request to speak to the Nurse may be filled for any medical issue. 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.

Medical Services and Sick Call continued

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 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 aid 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.

Appearance Standards

General Appearance

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

Hair Standards

PMCJF will arrange haircuts as needed:

- Length of hair may be no longer than one (1) inch
- Hair may not touch the collar area at the back of the neck on 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 the morning after breakfast and before bed using toothpaste
- Wash your hands after using the bathroom
- Use deodorant
- Shave when facial hair is visible. Razors are for facial hair only.
- 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.

Bathrooms

You must sign into the unit bathroom log before use and sign out after use to ensure all restrooms are maintained clean and neat. All residents are responsible for the conditions of the bathrooms, ensuring they are neatly maintained. 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 bathroom as soon as you enter and notice a mess. The bathroom log will be used to determine who has been in the bathroom. If the restroom is not cleaned after use, the responsible resident (the last resident signed in) may be asked to clean the mess and/or receive additional consequences. Residents should inspect the bathroom before use to avoid any mistakes.

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. Completed chores shows respect for yourself and others. It is also a way to demonstrate responsibility that you're following through with what you need to be doing.

Furniture in the living area should not be moved by residents.

Chores

You are required to complete chores while assigned to PMCF. 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 that have privileges and are not on watch will clean the gymnasium. Once a week as scheduled, residents will deep clean each chore in the units, each room, and elsewhere as assigned. Staff may ask for volunteers or assign chores/extra chores as needed.

Contraband

Contraband is defined as the following:

- 1) Anything that is not on the approved facility item 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.

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 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.

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

Program Violations	Safety and Security
1. Any unapproved item that is not considered a threat to safety and security. 2. Having more than the permitted number of an approved item. 3. Chronic violations to room standards. 4. Any approved item that is not in the open and not being used for the intended purpose with no threat to safety and security. Consequence: A contraband incident report will be written and privileges will be suspended following incident report rules.	1. Any unapproved item that is considered a threat to safety and security. 2. Any approved item that is in the process of being made into a weapon as determined by staff. 3. Any item deemed a potential threat to the health, safety and well-being of any individual in the facility. Consequences: A contraband incident report written with a minimum of 120 hours of privilege suspension up to 30 days.

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	DAILY LIVING 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	• Be Honest • Respect the Facility by Doing your Chores and Keeping the Facility Clean • Respect Yourself by Doing your Hygiene • Be Responsible: Do What you <u>Need</u> to Do and Not What you <u>Want</u> to Do

Specific Facility Rules

It is impossible to list every act that would be irresponsible or disrespectful and in violations 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 or complete a task, you do not also have to ask for permission to open a door or step across tiled areas).
- 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. No name calling. It is hurtful. Stating you were "just joking" is not an acceptable excuse and indicates you are not taking responsibility for your actions.
- 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. Tampering with pens may result in removal of your pen. You may 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 from dust. The bed must be made 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.
- Shoes shall be worn during recreation and at any time when a resident is outside the building. Shoes must be properly tied with a bow visible on top of the shoe, completely laced, and snug on the foot at all times. Any straps on shoes must be strapped appropriately or removed from the shoes.
- Sandals will be worn inside the facility whenever a resident is not involved in a recreational activity or when given special permission by medical personnel.

- Each resident will be given ten (10) minutes in the bathroom to shower and groom each night. If you take this time to use the bathroom, it counts as part of your shower time.
- 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. This includes services such as chores.
- 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. Your hands should be above the desk in the classroom.
- When mailing letters, the envelopes must be properly addressed and placed unsealed in the Case Manager mailbox. The Case Manager will ensure that all 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 the wall above the 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 law flat in an appropriate area of the resident locker. A set number of pages and cards (no more than ten (10) pages and three (3) cards) shall be permitted. Mail should not be kept in resident boxes. Five (5) is the maximum number of drawings permitted. If displayed in the resident room, they must be kept within the width of the desk using no more than four (4) blocks high – within the painted area in painted rooms.
- Residents are not permitted to discuss past residents, tell “war stories” or hold other inappropriate conversations. Conversations 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 and may result in unearned points.
- Residents may not wear shorts under their pants.
- Residents should communicate with one another openly; whispering is not permitted.
- Residents shall remain quiet/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 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.

DISCIPLINE

Definition: The practice of training people to obey rules or a code of behavior using corrective discipline to address disobedience.



Sentinels guard the Tomb of the Unknown Soldier 365 days a year, 24 hours each day. Each sentinel takes 21 steps, pauses 21 seconds after an about face, and takes 21 steps.

Discipline & Disciplinary Procedures

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 to 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.

It is the belief of PMCJF that each of you is responsible for your own behavior. Upon admission, you shall be given this resident handbook which includes the facility rules and regulations including the consequences that shall result for violations. 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 (3) different classifications of offenses at the facility; Class I, Class II, and Class III. All class disciplinary actions require an incident report.

Prohibited Disciplinary Procedure

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 require 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 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 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.

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.

Class I Offenses	Class I Sanctions/Consequences
Includes but are not limited to the following:	Includes but are not limited to the following:
• Being Dishonest Including Telling Lies or Telling Half-Truths Leaving Out Important Information (Lying by commitment or omission normally turns into a Class offense when a resident does not take responsibility and lies to avoid not earning a point) • Not Taking Responsibility for Doing and Acting your Best • Not Following the Facility, Daily Living, or School Rules • Contraband Program Violation • Failing to Correct Behavior that has Already Resulted in Unearned Points in the Same Day • Cussing at Someone in a Derogatory Manner • Leaving your Living Area or and Going into your Room without Permission	• Bedtime is Based on Privileges and Points • Not Earning Your Day • Privilege Suspension for One (1) Day, Twenty-Four (24) Hours • Not Permitted to Attend the Monthly Activity

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 pattern of actions and 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, 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.

Class II Offenses	Class II Sanctions/Consequences
Includes but are not limited to the following:	Includes but are not limited to the following:
• Not Treating Others with Respect • Chronic Offenses: 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 • Horseplay: Shadow boxing, non-threatening physical contact with another resident as determined by staff, hiding books, etc.... • Not Treating Facility Property with Respect with Damages Less than \$20 • Coercion, Manipulating, or Inciting Another Resident(s) • Aggressive or Violent Behaviors/Posturing such as Yelling, Flexing when Angry, and Hitting your Fist Against your Hand (ie...acting hard)	• Not Earning Your Day • Privilege Suspension for three (3) days, seventy-two (72) hours • Not Permitted to Attend Monthly Activity • Notification of Your Court • Criminal Charges as Applicable • Chronic Class II Violations may Result in Demotion by One (1) Phase in the Individual Level System if not Eliminated

Class II Offenses continued Includes but are not limited to the following:	Class II Sanctions/Consequences continued Includes but are not limited to the following:
• Making a conditional threat/posturing, "If you do that again, then I'm going to hit you" or challenging statements, "Go ahead and do it" or "You want to go, let's go" (acting hard through words) • Taking Extended Time to Comply with Staff Instructions • 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" or "You're going to wish you weren't here" • Sharing food, clothing, or hygiene products	See prior page for consequences

Class III Offenses

Class III offenses are those actions that are so serious in nature they indicate 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 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 twenty-four (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 (7) days, excluding weekends and holidays, after the alleged violation. Residents shall be notified of the time and place of the hearing at least twenty-four (24) hours 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 fifteen (15) days of receipt of the decision to submit an appeal. The appeal shall be decided within thirty (30) days of its receipt, and the resident is promptly notified in writing of the results.

Class III Offenses Includes but are not limited to the following:	Classes III Sanctions/Consequences Includes but are not limited to the following:
• Pulling or Tampering with Fire Alarms, Equipment, or Doors • Refusal Resulting in Staff Physically Escorting a Resident • Refusal Resulting in Lockdown Status Creating a Delay in the Facility Schedule and an Inconvenience to all Staff and Residents. • Leaving a Secure Area of the Facility without Permission from Staff (the gym, classroom, etc...) • 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.)	• 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 • Privileges shall be Suspended for a Minimum of five (5) to thirty (30) days • Residents may be Placed on Phase Freeze until Defined Criteria are Met • No Monthly Activity

Class III Offenses continued Includes but are not limited to the following:	Classes III Sanctions/Consequences continued Includes but are not limited to the following:
• Talking or Writing about Glorification of Drug Use, Violence, or Gangs • Any Sexual Activity including Inappropriately Touching Yourself or Another, Exposing Yourself, or Making Sexually Explicit Comments to Anyone • Assault • Absent from the Facility without Authorization or Leave (AWOL) • Attempting to Escape or Helping Others to Escape • Tattooing or Piercing on Yourself or Others • Major Contraband (Any issue related to safety and security such as Weapons or Narcotics) • Chronic Failure to Participate in Facility Programming • Rioting or Inciting Others to Riot • Substance Abuse • 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) • Hitting or Kicking Walls or Throwing Objects • Any Action which Creates a Risk of Harm to Another or Threatens the Safety, Security, and Order of the Facility. • Stealing Clothing, Hygiene Products, or Food • Improper Use of a Razor • Discriminatory Comments Concerning Race, Religion, Sexual Orientation, or Other • Gang Drawings, Comments, or Activities (2 or more residents acting toward the same purpose)	• Demotion by one (1) Phase in the Individual Level System • Court Notification Once the determination has been made that the incident is a Class III offense or the residents 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.

Resident Manual

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 (www.PMCJF.com) or by request. Residents shall be permitted to appeal all offenses and sanctions through the grievance process.

COMMISSARY

Phase 1	
1 Hygiene Item	1 Juice Packet
2 Pictures	1 Stamped Envelope
1 Crayon	
1 Small Candy or Chip	
Phase 2	
2 Hygiene Items or Hygiene Combo	2 Juice Packets
4 Pictures	1 Crayon Box
1 small candy or chip	Special Visit
1 Stamped envelope	
Phase 3	
3 Hygiene Items or Hygiene Combo	3 Juice Packets
6 Pictures	All Extra Items
1 large or small candy/chip/drink combo	
Phase 4	
4 hygiene Items or Hygiene combo	4 Juice Packets
8 pictures	All extras
1 lg or sm candy/chip/drink combo	

Hygiene Items:

50 points Chapstick

75 points- Bar of Soap

100 points Shampoo, Body Wash, Deodorant, Toothbrush, Toothpaste, Face Wash

175 points Hygiene Combo-Any combination of 2 (100 point) items

Food Items:

25 points Juice Packet Air Heads Slim Jim Cheez Its

50 points Pop-Tart Popcorn

70 points Sparkling Water

75 points Small Candy Item Small Chips

100 points Drink Large Candy Large Chip

125 points Small Candy/Chip/Drink Combo

175 points Large Candy/Chip/Drink Combo

Extra:

30 points Pictures

50 points Stamped Envelopes

75 points Crayons Sketch Pad

100 points Extra Phone Call Play Cards in Room Overnight Extra ½ hour Gym Time Stress Ball

300 points Sleep in One (1) hour Extra on School Day Special Visit

New Binder Water bottle

You should have your commissary list ready. Make sure you have the points to cover what you want. You are responsible for this. Commissary can be denied at any time for any reason deemed necessary by supervisor.

- Phone calls are to be made in B-pod the night they are bought. A-pod com calls must be made the very next night on Thursday. If you fail to make your call you lose it. There will be no saving them for any reason. If you are caught taking advantage of the com calls in any way you will be denied the purchase of further com calls.
- Point Store items will vary
- If you purchase a new binder/water bottle or a stress ball you must throw out your old ones.
- Pictures must be kept in your room, not in your binder or anywhere else. They are to be hung on the wall above your desk. You may not have more than approved amount for your phase.

**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:

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):

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?

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 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.

Perry Multi-County Juvenile Facility

Daily Point Sheet

Name: _____

Unit ☐ A ☐ B ☐ C

Date: _____

Phase: ☐ Orientation ☐ I ☐ II ☐ III ☐ IVPrivilege Status: ☐ Yes ☐ No

<u>First Shift</u>		<u>Second Shift</u>	
School/Group	(3 pts) ☐ Yes ☐ No	Group Norms	(3 pts) ☐ Yes ☐ No
Daily Living	(2 pts) ☐ Yes ☐ No	Daily Living	(2 pts) ☐ Yes ☐ No
Facility Rules	(2 pts) ☐ Yes ☐ No	Facility Rules	(2 pts) ☐ Yes ☐ No
No Incident Reports	(3 pts) ☐ Yes ☐ No	No Incident Reports	(3 pts) ☐ Yes ☐ No

Fifteen (15) total points or less or an Incident Report then 8:00 pm bedtime.
 No privileges bedtime is at 8:15 pm.
 If resident has privileges and losses two (2) section of points, then bedtime is at 8:30 pm.
 If resident has privileges and losses one (1) section of points, then bedtime is at 9:00 pm.
 If resident has privileges and earns all points, then bedtime is at 9:15 pm.

☐ I did not make my day☐ I made my day (+2 Points)Daily Incentive: ☐ Bedtime extension to 9:30 pm☐ Two extra points for point store

Number of points earned today: _____

3R Earned today for Responsibility-Respect-Reward ☐

Document brief description of any points that were not earned:

Residents Signature: _____

Date: _____

Staff Initials: _____

Date: _____

Perry Multi-County Juvenile Facility

Point System

Points are based on your ability to behave respectfully and responsibly by following the rules of the facility during school, daily living, and groups. 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 or Thursday, 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.

Group Norms and Expectations

Practice Confidentiality
Use Active Listening Skills
Respect what is shared
Participate by taking turns speaking and sharing
No aggressive or violent behaviors

School/Group

-Listen to staff and teachers
-Be responsible
-Complete assignments
-Act in a manner that makes you prepared to learn

Daily Living

-Be honest
Respect the facility by doing your chores and keeping the facility clean
Respect yourself by cleaning your room and doing your hygiene
-Act responsibly

Facility Rules

Follow staff directions
Follow handbook instructions
Treat staff, fellow residents and the facility with respect
Be responsible for what you need to do and not what you want to do
No aggressive or violent behaviors

No Incident Reports

PERRY MULTI-COUNTY JUVENILE FACILITY

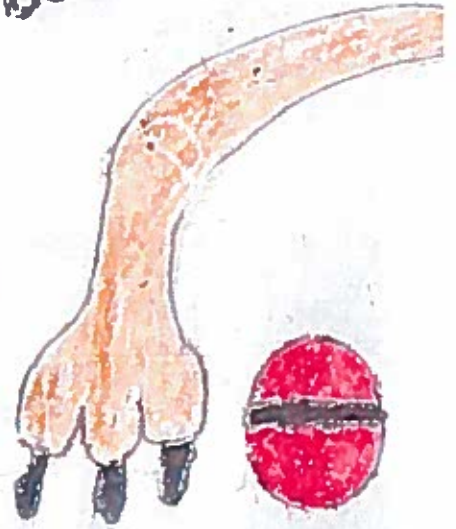
Use of skills

help OTHER'S

Do what You need to Do not What You want to Do

TRY HARD

GET HELP



Resident handbook



DOG GROUPS

follow Rule's

Get All 4 PHASE'S



have Fun!