

JUVENILE HANDBOOK

SECURE DETENTION

*Revised: November 2021
April 2022*



HAMILTON COUNTY JUVENILE DETENTION CENTER

18106 CUMBERLAND ROAD

NOBLESVILLE, IN

46060

PHILOSOPHY

It is the mission of the Hamilton County Juvenile Detention Center (HCJDC) to provide juveniles with a safe, secure and healthy environment by holding them accountable for their behavior through positive reinforcement; and provide the juveniles with an opportunity for behavioral change through various programs that are offered. The HCJDC has a **ZERO** tolerance policy towards all forms of sexual abuse and sexual harassment.

The HCJDC operates on a level system, referred to as the Behavioral Management Program. The intent of the program is to allow juveniles to use the time spent in the HCJDC in a positive and constructive manner. Juveniles will earn points for positive behaviors and lose points for negative behaviors.

Responsible, positive behavior will earn more privileges. The goal of the Behavioral Management Program is to help juveniles learn how to obtain a sense of responsibility for his/her actions. The program encourages mutual respect between juveniles and staff as well as an environment that allows for positive and appropriate social skill development.

BEHAVIOR AND ATTITUDE

Basic rules must be followed. Displaying positive behavior will assist you in your efforts to have positive relationships with staff and other juveniles. No juvenile or group of juveniles will be given control or authority over other juveniles. Positive and negative reports of your behavior and attitude are documented. These reports are subject to being forwarded to your Probation Officer, Caseworker and/or Judge.

BASIC RULES

Violating Any of the Basic Rules May Result in Loss of Points/Level

- Staff will be addressed in a respectful manner at all times.
- Obey all instructions given from Officers, Educators, Volunteers, and all other visitors.
- You are prohibited from talking or writing about drugs, sex, guns, alcohol, staff members, other residents (past or present), charges pending, and any other inappropriate topics.
- Inappropriate hand gestures will not be tolerated. Example: throwing gang signs.
- Uniforms are to be worn at all times outside of your cell. When exiting your assigned cell, white undershirts are to be tucked in and your pants shall not sag.
- Discrimination against any individual will not be tolerated.
- At no time should your head be covered with HCJDC issued linens or clothing.
- You are not allowed to display any items on the windows, walls, or light fixture, in your assigned cell.
- You are not authorized to enter another juvenile's assigned cell.
- You are required to participate and maintain the cleanliness of your assigned cell and shared areas.
- It is your responsibility to request medical and dental care when needed.
- During any escort throughout the HCJDC you are to remain silent with your hands behind your back.
- Freedom to move throughout the HCJDC requires permission from staff.
- At no time can you walk behind a staff member without permission.
- You may request a grievance if you feel your rights have been violated.
- At times temporary rules may be enforced to protect the security of the HCJDC, the health or safety of any individual, or security of HCJDC property.
- You are not permitted to display any gang literature and/or discuss gang involvement.
- You are responsible for your own behavior.
- Do not damage or destroy any of the property issued to you, or any other property that is not yours. You may be charged for those items at any time or you could face criminal charges for defacing, damaging or destroying the HCJDC property.

CONTACT WITH OTHER JUVENILES

- You are not allowed to exchange notes, personal information, phone numbers, addresses, e-mail addresses, money, etc. between other juveniles or staff.
- Communication between all juvenile males and females is not allowed, unless given prior authorization by staff, educators or program volunteers.
- No communicating between cells.
- You are not allowed to touch another juvenile. This includes but is not limited too: shaking hands, fist bumps, hugs, grooming, etc.

ADMISSION AND INTAKE

All new arrests will be placed on a twenty-four (24) hour orientation period. During this time, you will be required to read and understand this Handbook. If you have trouble understanding this Handbook, a staff member will help you. *You will be required to take and pass a quiz.* Our goal is for you to pass the quiz, showing that you understand the basic rules of the Center. After you have successfully passed the quiz, you will be permitted one (1) reading book for the remainder of your twenty-four (24) hour orientation. Once the twenty-four (24) hour orientation period is over, you will be assigned a cell and can begin participating in the level system as well as all other programming. *You will receive ten (10) points for passing the quiz.*



MONEY AND CLOTHING



Your clothing and other personal items, have been inventoried, recorded on a property sheet, and stored in an assigned property bin. Any money that you had in your possession will be counted and recorded on a property sheet and logged in a commissary account. Once you are released from the Center, all of your items will be given back to you. Any money that was placed in your commissary account, that you did not spend, will be returned either by check or cash. Unclaimed/forgotten property will be held for seven (7) days after your release. One (1) phone call will be made to your parent(s)/guardian requesting they pick up your property. Items will be disposed of or donated after seven (7) days from your release. This includes commissary items.

INITIAL HEALTH ASSESSMENT / MEDICAL / SICK CALL

Juveniles have the right to appropriate medical and dental treatment

You will receive a physical by the medical staff (Advanced Correctional Healthcare) within your first seven (7) days of admission. If at any time you are ill, injured, or needing medical attention, notify a staff member immediately. You may also request a Sick Call Request Form, for non-emergency medical care.

REQUEST FOR SERVICES

Juveniles have the right to call, write, and meet with their legal representative (attorney).

If you would like to speak with an Attorney, a Counselor, you're assigned Probation Officer, a HCJDC Supervisor, to request an impartial staff member to represent you in a disciplinary hearing, to file an appeal from an undesirable result of a disciplinary hearing, or have a religious request, you may ask for an HCJDC Request for Service Form from any staff member.

Any time you feel you may harm yourself or another juvenile may harm themselves, please tell a staff member IMMEDIATELY.

CELL SEARCHES AND STRIP SEARCHES

Your cell can be searched at any time. You are responsible for all items in your cell and on your person. With probable cause, medical staff is authorized to conduct a strip search. A staff member of the same sex will be present during this process.

GRIEVANCE PROCEDURES

You have the right to file a grievance regarding treatment or conditions in the HCJDC. You may request a Grievance Form from any staff member. The Grievance Form should be filled out completely and you may submit it to any staff member. The Staff member receiving your grievance will seek resolution with you. If you are unsatisfied with the outcome, you may ask the Staff member for a HCJDC Request for Services Form to file an appeal. All appealed grievances will receive a written response from the Captain, Lieutenant, or his/her designee, within five (5) days.

COOL OFF PERIOD

You may request a cool off period at any time. The length of the cooling off period will be determined by you and staff but cannot exceed sixty (60) minutes. During this time, you will be able to settle down and reflect upon why you needed this time away from general population. If you need to speak with a counselor, medical staff, you're assigned Probation Officer, or any other individual to help you, please let staff know. Our goal is to work with you. You will assist staff in determining the conclusion of your cool off period.



MAIL



During your time at the HCJDC, you will be allowed to send and receive mail. You may purchase stamped envelopes, writing paper, and pens through commissary. If you do not have money available on your commissary account, you will be provided with writing paper and two (2) envelopes per week. All incoming mail will be opened by staff in your presence to inspect for contraband. Legal documents will be opened by you in staff presence. Any prohibited items will be removed by staff and placed in your property. Prohibited items include, but are not limited too; stamps, food items, candy, stickers, etc... Contraband and/or illegal substances will be turned over to Law Enforcement. No mail will be delivered to, or accepted, from other correctional facilities, or inmates (adult or juvenile), without prior authorization. You are not allowed to exchange letters with currently detained juveniles. If you receive mail after you have been released it will be forwarded to your home address or returned to the sender if no home address is available.



HYGIENE, RAZORS, CLIPPERS



Upon intake, you will be provided deodorant, toothpaste, toothbrush, bar of soap and access to shampoo during showers. You are required to practice good hygiene daily. All hygiene items must be visible on the shelf in your room. You must shower, wash your hair, brush your teeth, and use your deodorant. Razors and fingernail clippers are available upon request. A sign-up sheet for razors and fingernail clippers will be provided daily in the pods. It is your responsibility to sign up for these items. Razors are only to be used on the face by males and legs and underarms for females.



HAIR CUTS



A barber is available on an as needed basis. The cost of a haircut is twelve (\$12.00) dollars (subject to change at any time). If you would like to sign up for a haircut, notify any staff member and ask to have your name added to the list. The twelve (\$12.00) dollars needs to be on your commissary account in advance. The barber will come in at his/her convenience.

EMERGENCY BUILDING PROCEDURES

During an emergency, staff will give you instructions on what they need you to do. Failure to follow staff instructions will result in an automatic drop to level zero (0). There is absolutely no talking during emergency procedures. Fire and Tornado Drills will be performed randomly throughout the year. If you have any questions, please ask any staff member for clarification.



In the event of a fire, take a hold of your blanket and stand at your doorway. Once your door opens, follow the instructions given by staff. Leave your door open when you depart. If you are in another area of the facility, remain in place and wait for staff instruction.

TORNADO



In the event of a tornado, you are to grab your mattress, get underneath your bed and place the mattress over your body. If you have a roommate, position yourselves head to toe/toe to head under the bottom bunk with one mattress on top of you both. If you are in another part of the building, wait for instruction from staff.



MEALS AND SNACKS

Breakfast trays will be passed at approximately 5:00 AM. Lunch trays will be passed at approximately 11:00 AM. Dinner trays will be passed at approximately 5:00 PM. You will be given at least twenty (20) minutes to consume your meal. You are not allowed to accept, trade, or give away any food on your tray to another juvenile.

Snacks are passed twice daily. The first snack is passed in between breakfast and lunch. The second snack is passed in between dinner and bedtime. These snacks are to be consumed at the time they are passed. They are not to be taken back to your cell and/or kept to eat at a later time.

PHYSICAL EDUCATION

You are required to participate in physical education class. This is not a voluntary class. You are required to give your best effort in all activities. The PE Schedule is as follows:

- All: Monday – Friday 7:00am – 8:00am

PROGRAMMING

HCJDC worked at developing a daily programming schedule that keeps you busy. Daily programming consists of a variety of scheduled programs with the majority taking place on 2nd shift. When volunteers come to the facility, you are expected to actively participate in these groups, unless it is a religious program. Religious services are voluntary. No other activities will take place until the volunteer program has ended. Your behavior will reflect positively when interacting with the volunteers. Please be courteous, respectful, and mindful of the volunteers and their time spent with you. Programs are as followed, and all are subject to change:

- Monday: Alcoholics Anonymous (AA)
- Tuesday: Love on a Leash (LOAL) (First Tuesday of the month), Pro-Active/Court ordered
- Wednesday: Pro-Active/Court ordered, Church (non-denominational)
- Thursday: OPTIONS
- Sunday: Church (non-denominational)

**All snack(s) provided by volunteers must be consumed and disposed of by the end of the program.*

SCHOOL RULES

You will be required to attend school while housed at the HCJDC. Regardless of your enrollment or your current educational status, participation will be required. It is your right to be educated and we will meet those requirements during your stay at the HCJDC. The Noblesville School System (NSS) Educators will provide you with classroom rules, an assigned computer, and guidance for continuing your education plan. Your refusal to participate in the educational program will result in disciplinary measures. Your cooperation will only increase self-improvement and strengthen your educational goals. Take advantage and use your time wisely during your stay at the HCJDC.



LIBRARY

You will have access to the HCJDC library. You will be given the opportunity to check out up to three (3) library books at one (1) time. The HCJDC library is catalogued and maintained through the HCJDC Staff, NSS Educators, and the Hamilton East Public Library. You are responsible for keeping books you check out in your possession, until the following library exchange. You will be given the opportunity to check out and/or exchange library books every Monday - Friday at 10:45am. Library schedule can be subject to change.

COMMISSARY

Commissary is a privilege and not a requirement. Commissary order forms will be distributed and collected on Saturday evening. The level you are on, at the time of ordering, will depend on the amount of commissary money you are allowed to spend.

You are required to order hygiene items before ordering snacks. It is your parent(s)/guardian(s) responsibility to provide money to purchase commissary items. Commissary will be delivered and distributed the following Saturday with the exception of some holidays. If you are on lockdown status, at the time of commissary distribution, you will only receive your ordered hygiene items. The remainder of your purchased commissary will be given to you, once lockdown status has expired and you reach level two (2). *Commissary items are not allowed outside of your assigned cell.*

Level 1: You may spend up to \$10.00

Level 2: You may spend up to \$20.00

Level 3: You may spend up to \$30.00

Level 4: You may spend up to \$40.00



INDIGENT COMMISSARY

If you do not have any money in your commissary account or the opportunity to order hygiene items two (2) weeks after your intake date, an indigent order form will be given to you on Saturday evening. You will have the opportunity to order hygiene items on this form. You will also be given writing paper and two (2) envelopes once a week that will be mailed out upon your request.

VISITATION

The Probation Department must pre-approve all individuals before a visit can take place. Only visitors on the approved visitation list will be permitted to visit. All visitors must be at least eighteen (18) years old.

Visitation must be scheduled by your parent(s) or legal guardian(s). The level you are on as of Friday morning will determine how many visits you earned. We can accommodate three (3) visitors in a room at a time. Parent(s) or legal guardian(s) are welcome to add other approved visitors to their scheduled visitation appointment.

Level 1 and Level 2: One (1) visit - either on Saturday or Sunday. Thirty (30) minutes or fifteen (15) minutes shared per parent if divorced or separated.

Level 3: Two (2) visits - one on Saturday and one on Sunday. Thirty (30) minutes, or fifteen (15) minutes shared per parent if divorced or separated.

Level 4: Three (3) visits - one Friday evening, one Saturday and one Sunday. Thirty (30) minutes or fifteen (15) minutes shared per parent if divorced or separated.

***Sometimes the number of visits may be reduced due to the number of juveniles in the facility. Staff will notify you and your parents if this occurs.**

PHONE PROCEDURE

During your twenty-four (24) hour orientation, you will have the opportunity to make one (1) free, fifteen (15) minute phone call to only your parent or legal guardian. At this time, a staff member will provide a phone card to you with your personal PIN number. You will need to keep this card throughout your stay. This personal PIN number provides you access to the phone system. The system will require you to set up an account. Please follow all instructions given to you by the operator.

Once you have been assigned a cell, you will have access to use the phone. You must sign-up for a specified time to use the phone. The sign-up sheet is available in the mornings. In order to use the phone, money has to be added to your phone account. *You may only call the individuals that have been approved by Juvenile Probation.* If you violate this rule, you may have those phone numbers blocked or your phone privileges temporarily suspended. In addition, misuse of the phone system will be punished by a loss of one (1) level. **All phone calls are recorded by the facility or law enforcement, or both, unless protected by attorney-client privilege.**

Level 1: Three (3) phone calls per week.

Level 2: Four (4) phone calls per week.

Level 3: Five (5) phone calls per week

Level 4: Seven (7) phone calls per week.



LAUNDRY



Upon intake you will be issued:

- Two (2) green heavy-duty blankets (bedding)
- Two (2) uniforms
- Two (2) towels
- One (1) laundry bag
- One (1) laundry basket
- One (1) roll of toilet paper
- Hygiene items
- Phone card (with your personal PIN number)

If your parent(s)/legal guardian(s) are unable to provide underclothing for you, you will be issued:

- Two (2) pairs of underwear
- Two (2) pairs of ankle socks
- Two (2) undershirts
- Two (2) sports bras

The laundry exchange will be as followed:

ITEMS TO BE WASHED	METHOD	DAYS OF WEEK	COLLECTION TIME
Male Uniforms	Exchange	Daily	6:45 pm
Female Uniforms	Exchange	Daily	6:45 pm
Towels - ALL/INTAKE	Wash/Return	Daily	6:45 pm
Sock & Undergarments - ALL/INTAKE	Wash/Return	Daily	6:45 pm
Blankets - FEMALE & INTAKE	Wash/Return	M - All	Before School
Blankets - MALE	Wash/Return	W - Last Name A-M	Before School
Blankets - MALE	Wash/Return	F - Last Name N-Z	Before School

ROOM DISPLAY

- Your bed is to be made properly (See example posted in dayroom).
- Your hygiene items are to be placed on the shelf, in your assigned cell.
- Hooks are available for hanging your towel and laundry bag.
- All other items will need to be placed in your basket and stored under the bed.
- Your toilet needs to be flushed after each use.
- All dirty laundry must be placed in your issued laundry bag.
- Commissary items stored in basket (except pens):
 - Pens are not allowed in your cell. They will be issued and collected by Staff.
 - Commissary items are not allowed outside of your cell.

APPROVED ITEMS TO HAVE IN YOUR CELL

- Two (2) green heavy-duty bedding
- Two (2) uniforms
- One (1) mattress
- Two (2) towels
- One (1) laundry bag
- One (1) laundry basket
- One (1) roll of toilet paper
- One (1) approved religious publication
- Three (3) library books
- School books
- Commissary items – Food and hygiene
- Up to three (3) greeting cards or letters
- Up to three (3) approved photos
- Court related documents
- Hygiene items – Toothbrush, toothpaste, deodorant



BEHAVIORAL MANAGEMENT LEVEL SYSTEM

Once you are placed in general population, you will begin the Behavioral Management Level System. By following the rules, you will earn points. By not following the rules you will lose points. Staff will review points/levels with you at the beginning of each shift. You may request your points/level status, from a staff member, throughout the day. Staff will inform you when you lose points; *staff does not have to give you a warning before taking your points.*

As you earn points, you will advance levels. The higher the level, the more privileges you receive. At the end of each day, all levels are reviewed, and level advancement will take place at this time.

The level system consists of six (6) levels; 2H Status, Level 0 (lockdown), one (1), two (2), three (3) and four (4).

You will remain on a particular level for three (3) days, before advancing, dropping, or maintaining levels.

In order for you to maintain your level, you must maintain points required of the level you are on. Level one (1) is the only exception. For example: If you do not earn enough points to advance from level one (1) to level two (2), you will remain on level one (1) until you accumulate enough points to advance.

- You must earn 40 points within 3 days to advance from level 1 to level 2.
- You must earn 50 points within 3 days to advance from level 2 to level 3.
- You must earn 60 points within 3 days to advance from level 3 to level 4.

*You must maintain sixty (60) points to remain on level four (4) status.

2-H Status/Level Zero/Room Confinement/Isolation is the only level where juveniles will be placed on a program decided by Captain or Lieutenant, Mental Health, and Medical Staff. These individuals will be responsible for developing a plan outlining the behaviors and expectations required for re-entry into general population.

DEFINITIONS

Protective Custody (PC): Separate housing for the safe placement of a juvenile from general population.

2-H Status: Administrative lockdown for safety & security risk.

Room Confinement: Locked placement of a juvenile in his or her assigned cell or room for a period of time in excess of sixty (60) minutes.

Isolation: Locked placement of a juvenile other than his or her assigned cell or room for a period of time in excess of sixty (60) minutes. (Cells located in the Intake Area)

LEVEL ZERO: If you violate a major rule or violate a minor rule while on level one (1) resulting in a drop to level zero (0), you will be placed on room confinement or isolation. If while you are on room restriction or isolation and continue to exhibit negative behavior, additional time can be added to the current status in increments of twenty-four (24) hours at a time. As soon as you complete your room restriction or isolation, you will begin the Behavioral Management Level System at level one (1) with zero (0) points. You will be afforded living conditions, programs, and services comparable to the general population including the following services: Education, Recreation, Mental Health, and Medical Services, according to the plan of action designed by Medical/Mental Health.

LEVEL ONE:

- Three (3) phone calls per week
- One (1) visit per week.
- 8:00 PM Bedtime
- Commissary up to ten (\$10.00) dollars, limited to hygiene

LEVEL TWO:

- Four (4) phone calls per week.
- One (1) visit per week, either on Saturday or Sunday
- 8:30 PM Bedtime
- Commissary up to twenty (\$20.00) dollars, from all categories

LEVEL THREE:

- Five (5) phone calls per week.
- Two (2) visit per week, one (1) Saturday and one (1) Sunday
- 9:00 PM Bedtime
- Commissary up to thirty (\$30.00) dollars, from all categories

LEVEL FOUR:

- Seven (7) phone calls
- Three (3) visit – one (1) Friday, one (1) Saturday, one (1) Sunday
- 9:00 PM Bedtime Sunday-Thursday, 10:00 PM on Friday and Saturday
- Commissary up to forty (\$40.00) dollars, from all categories



BEHAVIORS WHICH EARN POINTS

- | | |
|---------------------------------------|--------------------|
| 1. Clean cell | 2 points |
| 2. Orderly cell | 3 points |
| 3. School | 6 points (7am/3pm) |
| 4. Staying awake during school | 1 point |
| 5. PE participation | 2 points |
| 6. Hygiene | 1 point |
| 7. Indoor/Outdoor Recreation | 1 point |
| 8. Volunteering for additional duties | 1 point |
| 9. Programming participation | 1 point |
| 10. Appropriate dress | 1 point |
| 11. Turning in laundry when asked | 1 point |



BEHAVIORS WHICH LOSE POINTS

- | | |
|---|-----------|
| 1. Talking while in line formation | -2 points |
| 2. Excessive questioning / complaining | -3 points |
| 3. Name calling | -3 points |
| 4. Inappropriate dress (i.e. sagging, not tucking white shirt in) | -2 points |
| 5. Failure to follow instructions | -5 points |
| 6. Demanding | -5 points |
| 7. Disrespect | -5 points |
| 8. Profanity | -5 points |
| 9. Failure to pass cell inspection | -5 points |
| 10. Sleeping in class | -2 points |
| 11. Hygiene items not on shelf | -1 point |

MINOR RULE VIOLATIONS RESULTING IN LEVEL LOSS

MI 01	Failure to Maintain Personal Hygiene
MI 02	Failure to Keep Cell Clean and Sanitary (this includes not flushing toilet)
MI 03	Misuse of phone: Includes calling unauthorized people and using others phone accounts.
MI 04	Communicating Between Rooms/Windows/Blocks (this includes communication between males and females)
MI 05	Possession of Non-Harmful Contraband (includes but not limited to anything altered from its original state or used for an unintended purpose)
MI 06	Loss of Points 3 Times in the Same Category on the Same Shift
MI 07	Gambling
MI 08	Being in An Unauthorized Area (getting up or walking through a door without permission)
MI 09	Clogging Toilet (only bodily waste and toilet paper should be flushed)
MI 10	Exchanging Personal Information (discussing charges, exchanging addresses, phone numbers, e-mails)
MI 11	Out of Bunk After 10:00 PM Except to Use Restroom
MI 12	Horseplay or Inappropriate Touching (shaking hands, fist bumps, hugging)
MI 13	Misleading or Lying to Staff, Volunteers, Educators, Medical & Mental Health
MI 14	Receiving or Giving Away Food, Snacks, or Commissary items.
MI 15	Inappropriate Dress (sagging pants, undershirt not tucked in)
MI 16	Violation of Basic Rule

MAJOR RULE VIOLATIONS RESULTING IN LOCKDOWN

**If you violate a major rule, which constitutes a violation of state law,
you may be prosecuted for said violation in court.**

MA 01	Successful or Attempted Escape (includes but is not limited to conspiring or talking about leaving premises without being released, being in an unauthorized area of the building with the intention of leaving and touching any lock in facility)
MA 02	Riotous Behavior
MA 03	Verbal and/or Sexual Vulgarity
MA 04	Arguing with Staff, Volunteers, Educators, Medical & Mental Health or Juveniles (includes verbal altercations)
MA 05	Physical Assault on a Staff Member, Volunteer, Educator, Medical & Mental Health or Juvenile
MA 06	Any Form of Threat Towards Staff, Volunteers, Educators, Medical & Mental Health or Juvenile (verbal or non-verbal)
MA 07	Any Form of Stealing
MA 08	Possession of A Weapon or Harmful Contraband (any item that has the potential to cause harm or injury to oneself or others)
MA 09	Being Disruptive During an Emergency Drill or Procedure
MA 10	Consumption or Possession of Medication That Has Not Been Prescribed to You (this includes "cheeking" or hoarding your medication)
MA 11	Habitual Rule Violator (guilty of three or more rule violations in a two-week period)

MA 12	Setting or Attempting to Set a Fire
MA 13	Damaging or Destroying JSC Property
MA 14	Gang Paraphernalia: Any gang literature found on a juvenile, in his or her room or property. This includes gang related language, hand gesturing and drawings.
MA 15	Trafficking (receiving or bringing in any type of contraband between visitors, volunteers, staff, and residents)
MA 16	Tampering with Or Touching Any Emergency Equipment
MA 17	Any Form of Racial or Ethnic Slurs
MA 18	Disruptive During Transport/Court House
MA 19	Removal from Classroom Due to Inappropriate or Disruptive Behavior, Sleeping, Refusing to do Schoolwork, Misuse of Computer
MA 20	Removal from Group or Special Activity Due to Inappropriate or Disruptive Behavior, Sleeping or Refusal to Participate
MA 21	Consumption or Possession of Drugs (this includes illegal drugs, alcohol, and tobacco)
MA 22	Any Mutilation Including Carving on Self or Others (any intentional lacerations, scratching, cutting, marking, etc. of the human body)
MA 23	Bullying (intentional behavior or language that hurts, harms, or humiliates another inmate)
MA 24	Gang Paraphernalia: 2 nd rule violation
MA 25	Failure to comply with a direct order from an Officer.
MA 26	Destroying Facility Property (bibles/library books, drawing or marking with toothpaste or soap)

INCIDENT REPORTS

Any minor rule violations, resulting in level loss, and/or any major rule violation resulting in a room confinement/isolation, will be documented in an incident report. These reports are subject to being forwarded to your Probation Officer, Caseworker and/or Judge. You will be offered a copy of the report for review and acknowledgement and an opportunity for a disciplinary hearing (DH) at this time unless you request staff representation prior to deciding whether you would like to request or refuse a DH.

The purpose of a DH is for you to be afforded the opportunity to have the alleged incident, reviewed by uninvolved staff. The uninvolved staff will review the alleged incident with you, as you have the right to be present. The uninvolved staff reviewing your incident report, evidence collected, voluntary statements, and all other supporting documents will decide if the facts are founded (proven) or unfounded (unproven). You have a right to appeal the decision. Juvenile's Right to a Disciplinary Hearing and all guidelines are posted in the dayroom area for your review. Staff will also go over the guidelines, if you violate a rule and as you sign your incident report.

If you refuse to sign your original incident report, you forfeit your right to receive the DH.