

# JUVENILE HANDBOOK

## SECURE DETENTION

Revised August 2017



## 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 Center has a **ZERO** tolerance policy towards all forms of sexual abuse and sexual harassment.

The Center operates on a points and 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 Center in a positive and constructive manner. Juveniles will earn points for positive behaviors and lose points for negative behaviors.

By rewarding responsible positive behavior with increasing 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. Additionally, during your stay at the Center, your cooperation will be reflected in a report of your behavior and your progress sent to your Probation Officer and/or Caseworker.

## **BASIC RULES**

- 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. 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 your issued sheet or blanket.
- 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 Center you are to remain silent with your hands behind your back.
- Freedom to move throughout the Center 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 Center, the health or safety of any individual, or security of JDC 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 Hamilton County property.

## **CONTACT WITH OTHER JUVENILES**

- You are not allowed to exchange notes, personal information, phone numbers, addresses, e-mail addresses 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 to: shaking hands, fist bumps, hugs, grooming etc.

## ADMISSION AND INTAKE

All new arrests will be placed on a 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 reading book for the remainder of your 24 hour orientation. Once the 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 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 30 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 30 days from your release. This includes commissary items.

## INITIAL HEALTH ASSESSMENT / MEDICAL / SICK CALL

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

If you would like to speak with a Counselor, you're assigned Probation Officer, a JDC Supervisor 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 Hamilton County Juvenile Detention Center. You may request a Grievance Form from a staff member. The Grievance Form should be filled out completely and you may submit it to any staff member. All filed 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 Center, 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 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 to: 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.



## 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 on a daily basis. You must shower, wash your hair, brush your teeth, and use your deodorant. Razors and fingernail clippers are available upon request. A signup 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 a 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 EVACUATION 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. There is absolutely no talking during emergency procedures.

In the event of a fire, take a hold of your blanket and stand at your door way. 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.

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.

Fire and Tornado Drills will be performed randomly throughout the year. If you have any questions, please ask a staff member for clarification.



## **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 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 room and kept to eat at a later time.

## **PHYSICAL EDUCATION**

You're 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:

- Males: Monday, Wednesday
- Females: Tuesday, Thursday
- All: Friday

## **PROGRAMMING**

During your stay, you will be required to attend and participate in all programs. Your behavior shall 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, Banjo Preacher (last Thursday of the month)
- Sunday: Church (non-denominational)

## **SCHOOL RULES**

You will be required to attend school while housed at the Center. 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 Center. The JDC 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 Center.



## LIBRARY

You will have access to the Center’s library. You will be given the opportunity to check out up to three (3) library books at one (1) time. The Center’s library is catalogued and maintained through the educators and Noblesville 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, Wednesday, and Friday at 12:30pm.** 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.

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 a week after your intake, 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 envelopes once a week that will be mailed out upon your request.



## VISITATION\*

The Probation Department has to 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 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 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 your probation officer. 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 level. All phone calls are recorded.

**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:

- One (1) blanket (two (2) in the winter months)
- Two (2) sheets
- 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 socks
- Two (2) undershirts
- Females will also be issued two (2) sports bras

The laundry exchange will be as followed:

- **Uniforms:** Everyday
- **Towels:** Tuesday, Thursday, Sunday
- **Sheets:** Wednesday
- **Blankets:** Wednesday
- **Socks & Undergarments:** Daily

## 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 collected by staff and stored in the dayroom.

## APPROVED ITEMS TO HAVE IN YOUR CELL

- One (1) blanket (two (2) in winter months)
- Two (2) uniforms
- One (1) mattress
- Two (2) sheets
- Two (2) towels
- One (1) laundry bag
- One (1) laundry basket
- One (1) roll of toilet paper
- Hygiene items
- One (1) approved religious publication
- Three (3) library books
- School books
- Commissary items
- Up to three (3) greeting cards or letters
- Up to three (3) approved photos
- Court related documents



## 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 consist 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 or dropping levels.

If you do not earn at least the minimum amount of points required, you will drop a level. You will never drop lower than level one (1) unless you commit an infraction. 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.

Level 0/Room Restriction/Isolation is the only level where juveniles will be placed on a program decided by Captain or Lieutenant, mental health, and medical personnel. These individuals will be responsible for developing a plan outlining the behaviors and expectations required for re-entry into general population.

## **DEFINITIONS**

**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 1 resulting in a drop to level zero, 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 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 with 10 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 point            |
| 2. Orderly cell                       | 1 point            |
| 3. School                             | 6 points (3am/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  | -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 |

## MINOR RULE VIOLATIONS RESULTING IN LEVEL LOSS

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

## 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.**

|              |  |
|--------------|--|
| <b>MA 01</b> | 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) |
| <b>MA 02</b> | Riotous Behavior   |
| <b>MA 03</b> | Verbal and/or Sexual Vulgarity   |
| <b>MA 04</b> | Arguing With Staff Or Juvenile (includes verbal altercations)  |
| <b>MA 05</b> | Physical Assault On A Staff Member or Juvenile   |
| <b>MA 06</b> | Any Form Of Threat Towards Staff or Juvenile (verbal or non-verbal)  |
| <b>MA 07</b> | Any Form Of Stealing   |
| <b>MA 08</b> | Possession Of A Weapon Or Harmful Contraband (any item that has the potential to cause harm or injury to oneself or others)  |
| <b>MA 09</b> | Being Disruptive During An Emergency Drill Or Procedure  |
| <b>MA 10</b> | Consumption Or Possession Of Medication That Has Not Been Prescribed To You (this includes 'cheeking' or hoarding your medication)   |

|              |  |
|--------------|--|
| <b>MA 11</b> | Habitual Rule Violator (guilty of three or more rule violations in a two week period)  |
| <b>MA 12</b> | Setting Or Attempting To Set A Fire  |
| <b>MA 13</b> | Damaging Or Destroying JSC Property  |
| <b>MA 14</b> | 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. |
| <b>MA 15</b> | Trafficking (receiving or bringing in any type of contraband between visitors, volunteers, staff and residents)  |
| <b>MA 16</b> | Tampering With Or Touching Any Emergency Equipment   |
| <b>MA 17</b> | Any Form Of Racial Or Ethnic Slurs   |
| <b>MA 18</b> | Disruptive During Transport/Court House  |
| <b>MA 19</b> | Removal From Classroom Due To Inappropriate Or Disruptive Behavior Including Sleeping  |
| <b>MA 20</b> | Removal From Group Or Special Activity Due To Inappropriate Or Disruptive Behavior Including Sleeping  |
| <b>MA21</b>  | Consumption Or Possession Of Drugs (this includes illegal drugs, alcohol, and tobacco)   |
| <b>MA 22</b> | Any Mutilation Including Carving On Self Or Others (any intentional lacerations, scratching, cutting, marking, etc. of the human body)                         |
| <b>MA 23</b> | Bullying (intentional behavior or language that hurts, harms, or humiliates another inmate)  |
| <b>MA 24</b> | Gang Paraphernalia: 2 <sup>nd</sup> rule violation   |
| <b>MA 25</b> | Failure to comply with a direct order from an Officer.   |
| <b>MA 26</b> | Defacing Facility Property (bibles/library books, drawing or marking with toothpaste or soap.  |

## **INCIDENT REPORTS**

Any minor rule violations, resulting in level lose, and/or any major rule violation resulting in a room restriction and/or lockdown, will be documented in an incident report. You will be provided a copy of the report for review and acknowledgement. You will be offered an opportunity for a disciplinary hearing (DH) at this time.

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, from the next shift, will review the alleged incident with you. The staff reviewing your incident and reviewing the DH will decide if your disciplinary measures are deemed appropriate.

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