



JUVENILE DIVISION

JUVENILE DETENTION RESIDENT HANDBOOK

Resident Handbook

Introduction.....	3
Intake (8-4-25 and 8-4-26).....	3
Orientation Time (8-6-6).....	4
Pods / Housing Units	4
Hallway	7
Cafeteria.....	7
Education (8-11-2).....	8
Groups and Programming (8-10-6).....	9
Library and books (8-10-10).....	10
Recreation (8-10-11).....	10
Regulation Room	11
Medical Care (8-8-15).....	11
Behavior Management System (8-6-6).....	12
Major and Minor rule violations (8-6-5).....	15
Consequences / Sanctions	16
Privileges.....	17
Family Visitation (8-6-36)	18
Positive Incentive Program (8-6-4).....	18
Staff and Youth Boundaries.....	21
Use of Physical Force and Restraints (8-5-17)	21
Grievance Forms (6-6-27).....	22
Emergency Procedures (8-4-33)	22
Youth Safety Guidelines (PREA) (8-6-23).....	23
Government Contact Information	26
Full Nondiscrimination Statement	27

INTRODUCTION

Welcome to the Dickinson Juvenile Justice Center / Juvenile Detention in Franklin, Johnson County, Indiana. That name is pretty long, so we will just call it “**Juvenile Detention.**”

While you are here, you will meet other youth from across Indiana. You will go to school all year, have time to play, and join other activities we think you will like. All programming is available to both male and female residents in the building. (8-6-24)

School is important here, but it’s not the only thing you will do. You can also get counseling, see a nurse or doctor if needed, join religious programs if you want, and have three meals a day plus snacks.

No youth will ever be in charge of you while you are here. Youth may attempt to be helpful, but only staff can tell you what to do. (8-5-6)

This book will tell you more about what we offer and explain the rules. The rules are very important in Juvenile Detention. There is a reason for each one, so please listen carefully and try your best to follow them.

If you are unable to speak English, interpreters are available to help. This book can also be translated into your first language. (8-6-6)

Si usted es incapaz de comunicarse en inglés, intérpretes están disponibles para ser traído a. Este libro también puede ser traducido en su lengua materna.

INTAKE (8-4-25 AND 8-4-26)

Intake is the area you were in when you first got here. This is where staff asked you questions and gave you the clothes you are wearing now. While you’re here, we will give you clothes and everything else you’ll need, including:

- A welcome packet with health and wellness information
- Sensory strips and a fidget
- A cup with your name on it
- Clothing and shoes
- Bedding
- Personal care items (toothbrush, toothpaste, lotion, deodorant, shampoo, soap, and a comb)

Clothing Rules

You must wear the clothes provided by Juvenile Detention the right way at all times:

- Your T-shirt must be tucked in.
- Shorts and sweatpants cannot sag or drag on the floor.
- Clothes must be the right size. The pod manager will decide your size.

You can only take off your sweatshirt after Recreation. If you do, you must carry it folded under your arm while in the hallway.

You may only wear one of each clothing item at a time (socks, underwear, shirt, shorts, sweatshirt, or sweatpants). Any extra items are considered contraband. Each day, you'll roll up your clean clothes into a clothing roll for showers. Socks, sweatshirts, and sweatpants cannot go into the clothing roll.

If you put your hands inside your shirt or pants, you will get a consequence.

Your personal clothes were washed (with permission) and locked up with your name on them. Any other personal items you brought are also in that locker. We wrote all of them down on your paperwork to make sure you get them back when you leave.

Privacy and Safety

We know being in Juvenile Detention can feel scary, but we want you to know you are safe here. Certain information will not be shared with anyone outside:

- That you are staying here
- Your medical or mental health information
- Conversations with your counselor
- Communications with your lawyer
- Information about your charges and your case

ORIENTATION TIME (8-6-6)

Right now, you are in what we call "Orientation Lock Down." This means your first 24 hours here are for getting rest and learning the rules of the building. During this time, you will listen to the rules, read the rules, and take a quiz about them. You will also get two phone calls, each five minutes long, to your parent or guardian during these first 24 hours. (8-10-3)

PODS / HOUSING UNITS

While you are in Juvenile Detention, you will be assigned to one of four areas called pods or housing units. You probably already have a room in one, but this can change sometimes. The rules are the same in every pod.

Keeping Your Room Clean

You must keep your room clean every day and be ready for staff to check it. This means:

- Make your bed
- Wipe your window ledge
- Clean the table, sink, toilet, and mirror
- Sweep and mop the floor

Clothing in Your Room

Some clothing can be in your room, and some cannot:

- You must not sleep in just underwear – shorts must be worn.
- You may take off socks or your shirt, but they must be placed outside your door.
- Sweatpants and sweatshirts must also be placed outside your door when you are in your room.

Items Allowed in Your Room

- Up to 3 books plus 1 Bible or other religious book
- A journal (this counts as one of your books if you have one)
- 20 sheets of paper total (includes letters, calendars, drawings)
- 5 pictures
- The fidget and sensory strip you were given at intake
- A cup with your name on it
- Your incentive card

Daily Hygiene (8-7-18 and 8-8-27)

- You must brush your teeth twice a day.
 - You must take one shower every day.
- If you do not do these things, there will be consequences.

You cannot hang pictures or drawings in your room. You also cannot have pens, pencils, or any writing tools in your room.

Pod Rules are to keep everyone safe

- Everyone must help with chores
- Only staff may use the mop closet
- Clothing rolls and shower shoes must be neatly outside your door
- Never enter another person's room or touch their things
- Raise your hand for permission to move, stand, change seats, get a drink, use the restroom, etc.
- Furniture can only be moved with staff permission
- Do not touch, lean on, or reach over the pod manager's desk
- Do not stand on tiles near the control desk
- Keep noise low at all times
- Do not talk to other youth while they are in their rooms
- Do not cover the speaker, window, or camera in your room
- If there's an emergency, knock on your door or the speaker to get staff attention
- Throw away hygiene cups and put dirty laundry in the blue bin every day
- There are no saved seats—staff can move anyone at any time
- Do not remove information from dry erase boards
- You may ask for a time-out in your room if you need a break. The Pod Manager and you will decide how long it lasts. (8-6-2)

Request Forms

If you need something your Pod Manager can't help with, you may fill out a request form. For example, you may ask to talk with your probation officer, counselor, doctor, nurse, director, assistant director, or attorney. (8-10-7)

- Completed forms will be sent to the person you name.
- You may also use forms to ask for a review of lost privileges.
- Forms can only be filled out during leisure time, not during class.
- Give your form to the Pod Manager. It's up to the person you request to come see you, respond on the form, or call you. (8-3-11)

Lining Up Rules

- When told to line up, go to the top catwalk and stand quietly in a straight line.
- Do not line up on the stairs or in the stair opening.
- Keep your hands to yourself at all times.
- Count off when told.
- During fire drills, line up on the lower catwalk facing the fire exit.

Phone Calls

Phone calls help you stay connected with family: (8-6-35)

- For your first 30 days, you may call family only. After 30 days, you can ask your Probation Officer (with a request form) to add others, and you must also go 30 days with no incidents.
- You may make up to 6 phone calls per week.
- Each call can last up to 15 minutes, even if you hang up early.
- The Pod Manager decides the call order.
- You may not trade calls or make calls for others.
- Staff monitor calls, except when you talk with your attorney. (Staff will still be nearby for safety but won't listen.)
- If you are hearing impaired, you may use virtual calls. (8-6-6)

Phone Call Behavior

- Always be respectful.
- No swearing, three-way calls, or talking about other residents.
- Remain standing during your call.
- Do not step on the tile, lean on the desk, or act inappropriately.
- Only talk with people on your approved call list.

Leisure Time and TV

Pods usually have some TV time each day. Remember:

- The Pod Manager controls the remote and chooses the program
- No local news
- No music or music videos
- No shows or movies with bad language, violence, or inappropriate content
- Programs must be "TV-14" or lower
- No rated "R" movies

Computer Use

Computer time is a privilege and depends on good behavior. It may be taken away if rules are broken.

- Sessions last up to 30 minutes.
- Only one person at a time unless approved by a supervisor.
- Do not make changes, add, or delete anything on the computer.
- No drawing, documents, or letters may be made.
- Games are single-player only, under the name “Player One.”
- Do not save games or progress—always click “No” if asked to save.
- Only activities approved by staff are allowed.

If you are on 1:1 status or need time away from others, staff may let you watch a movie on the computer with headphones. Only the Pod Manager can handle DVDs.

HALLWAY

To help everyone move safely and smoothly from one place to another, there are some rules for the hallways:

- No talking while in line or moving from place to place.
- Look straight ahead at the back of the person in front of you.
- Keep your hands at your sides or clasped behind your back.
- Do not touch anyone.
- Count off when going through a doorway.
- Do not go through doors or around corners until staff say it’s okay.
- Wear your clothing the right way: shirt tucked in, sweatpants worn correctly. Staff may let you fold and carry your sweatshirt.
- Do not touch posters or the chalkboard while walking.
- Do not look into control, visitation, or other pods.
- Walk at a steady pace. Do not run or try to get ahead of staff.
- Always walk on the correct side of the hallway:
 - Pod side in the main hallway
 - Chalkboard side in the recreation hallway

CAFETERIA

Everyone looks forward to meals in Juvenile Detention. Eating is important for your health and helps your brain work its best. To keep things on schedule, there are rules you must follow:

- Wash your hands before entering the café. There are two stations: one in your pod and one in the recreation hallway.
- Stay in line and wait your turn.
- Kitchen staff will only serve food if everyone is quiet.
- No talking, laughing, or non-verbal communication in the cafeteria.
 - 1st time: loss of cafeteria privilege for the next meal.
 - 2nd time: loss of cafeteria privilege for the rest of the day and the next day.
 - 3rd time: immediate removal, loss of cafeteria privilege for the rest of the day and the next day, plus 7 hours of lockdown.

- If your hair touches your shoulders, it must be tied up before entering and stay tied up until you leave. Kitchen staff will not serve you if this is not followed.
- Meals last 15 minutes after the last person sits down.
- Take all the food you want the first time through the line.
- If second helpings are offered, staff will tell you how it works.
- Only take the amount you are given.
- No trading, sharing, or taking food from others.
- Only staff may enter the staff lounge, break area, or behind the serving line.

When You Finish Eating

- Raise your hand so staff can call you to the window.
- Throw away trash.
- Pour milk, water, and leftover food into the sink or trough at the dish return.
- Wipe your brown spoon or fork and place it on a tray.
- If you have a white spoon, show it to staff before throwing it away.
- Take everything (including your water cup) to the window in one trip.
- Do not move tables or chairs.
- If food is in the Hot Box, only staff may get it out. Do not touch the Hot Box.

Breakfast Rule

You are not allowed to skip breakfast. Refusing to go will result in a consequence.

EDUCATION (8-11-2)

School is an important part of your time here. Classes are taught all year by licensed teachers, and everyone must participate—even if you were not in school before coming here. You will work on **credit recovery courses** or your own online school classes. If needed, materials can also come from your school. (8-11-4)

Assessments and Support (8-11-3)

- On your first day of class, you will take a TABE Locator test. This test may be repeated to check your progress. Everyone must take it each time they come here.
- If you have an IEP or 504 Plan, we will contact your school to get a copy and help you as much as possible.
- Reading help is available if you need it.

School Folders

You will receive a folder for school use. Folders and their contents stay here, but if you complete Apex courses, a letter will be placed in your locker so you can show your progress. If you want copies of other documents, you can request them from the Education Department.

- Only your last name should be on the folder.
- No writing, doodling, or drawing on folders.
- Folders must stay in the classroom.
- Drawings or letters found in folders will be removed, and you will get a consequence.
- Colored paper is only for schoolwork and must stay in your folder.

Chromebooks

You will be assigned a Chromebook for class only.

- Take care of it every day.
- Use wipes to clean it, but first log out and shut it down when asked.
- Do not hold down the power button, as this can damage the software.
- Do not remove keys. If you do, you will serve punitive lockdown, lose 3 phone calls, and lose a visit.

All Chromebook use is monitored. Breaking rules will result in consequences, including lockdown. Do not:

- Access the internet for anything other than schoolwork.
- Use email, messaging, music, or video sites.
- Try to get around blocked websites.

High School Equivalency (8-11-4 and 8-11-6)

If you are 16 or older and not enrolled in school, you may prepare for the High School Equivalency exam. This usually means completing Apex courses in tested subjects to build skills before taking the test.

Classroom Expectations

- Be respectful and stay focused.
- Remain quiet, stay awake, and do not distract others.
- Use positive words and behavior during transitions.
- No cursing, bullying, or talking about charges.
- Raise your hand and wait to be called on before speaking or leaving your seat.
- Restroom breaks should be taken before class—breaks during class are limited.
- Interactions between males and females should be class-focused only.
- You must stay in the classroom until escorted out by staff. Leaving without permission brings consequences.

Incentives for Education

By participating in school and following rules, you can earn rewards:

- 15 initials for completing a course credit.
- 3 initials for scoring 70% or higher on the weekly elective test.
- 100 initials if you complete the High School Equivalency exam or earn your high school diploma.

GROUPS AND PROGRAMMING (8-10-6)

Residents can join different groups during the week. Some groups are **mandatory**, and others are **voluntary**.

Mandatory Groups

- These happen at 1:00 pm on each school day.
- They focus on topics like life skills, decision-making, and healthy choices.
- You must participate fully and complete all assignments.
- If you refuse to participate or are removed from a group, you will get a consequence.

Voluntary Groups (8-10-16)

- These are optional and can include programs like Alcoholics Anonymous (AA), church services, counseling, Thrive, or STI testing
- If you want to meet with staff who run these groups, fill out a **request form**. (8-10-6 & 7)

Behavior in Groups

Your behavior in groups is very important.

- Be respectful and use positive words.
- Stay awake, listen, and take part in discussions.
- Do not talk about your charges, glorify criminal behavior, or use negative language.
- Ask questions if you do not understand something.

If you have questions about a program or want to join a program, speak with a staff member or fill out a request form for the Assistant Director.

LIBRARY AND BOOKS (8-10-10)

There are lots of books for you to enjoy while at Juvenile Detention. Ms. Wright is our unofficial librarian and helps keep everything organized. Books are available in three areas:

- **Main Library** – Next to the classrooms in the education area. It has books for reading and other educational materials
- **Secondary Library** – Located between Pod D and Pod E
- **Classroom Bookcases** – These have books for quiet reading times in class. These books **cannot be checked out** and should not be brought into classrooms from other areas.

Rules for Using Books

- Handle all books carefully.
- Return books to the book cart in the main library.
- Do not leave books on tables, desks, or outside your doors.
- If you take care of books, you will keep your library privileges.

Library Inventory

From time to time, all books are collected for inventory. Ms. Wright will gather and process them. If you want to keep reading your book after inventory, place a bookmark with your last name inside the book, sticking out the top. If you don't have a bookmark, ask for one.

RECREATION (8-10-11)

You will have 1 hour of structured recreation each school day called SPARK Recreation. It is part of your school day and must be done. The only time you will not participate is if you are on Medical Recreation Restriction or Medical Lockdown.

There is also Bonus Time in the gym each day and leisure activities in the evening. Your Pod Manager chooses these activities, and participation is required unless you have a medical restriction.

Sportsmanship

Good sportsmanship is expected during all recreation. Fist bumps or high fives are allowed, but only in a positive way.

Extra Recreation

- On holidays and weekends, you will get **1 extra hour of free recreation** during the day.
- Pod Managers may allow additional recreation depending on behavior and staff availability.

Recreation Safety Rules

- Only one youth at a time in the shoe/equipment room. A staff member must be at the opening before you enter.
- Residents are not allowed in the weight room.
- No horseplay, rough play, or deliberate physical contact.
- No trash talking.
- Do not hang on or climb basketball nets or goals.
- Pod Manager decides when outdoor recreation is allowed.
- Everyone must be either inside or outside—no splitting unless extra staff are available.
- All residents must wear shoes during recreation.
- Do not hit the ceiling tiles with equipment.
 - If a tile is **broken** → immediate removal, 7 hours of punitive lockdown, and loss of your next free recreation session.
 - If a tile is **knocked out of place but not broken** → same consequence.

REGULATION ROOM

The Regulation Room is a safe place to help residents calm down and regulate their emotions. To keep it safe and respectful, follow these rules:

- You must **always be with a staff member**.
- Staff will tell you in advance **how much time** you can spend in the room.
- All items must **stay in the room**.
- Only **one youth at a time** may use the room.
- One door must **remain open** while you are inside. Which door depends on your gender or pod assignment.
- Always **leave the room cleaner and more organized** than you found it.
- If something is **broken by accident**, tell the yoga therapist so it can be replaced.
- Be **respectful of time**, because other residents may want to use the room too.

MEDICAL CARE (8-8-15)

A nurse comes to the facility twice a day, every day to check on residents. If you have prescribed medication, you will get it at these times. If you feel sick, have a headache, stomachache, or don't feel well, tell the medical staff or the Youth Care Manager on duty. You can also fill out a request form to see medical staff. A doctor visits twice a week to check on residents and address medical needs.

Medication Rules

- Do not hide your medication
- Do not give your medication to another resident
- Pain medicine is only given by medical staff unless there is an emergency

Medical Emergencies

- All staff are trained to handle medical emergencies and provide basic care.
- If you become very sick or injured, you may be taken to **Johnson Memorial Hospital** next door. Your parent or guardian will be notified if this happens.
- Basic care is provided by facility staff, but parents or guardians are responsible for paying for outside care, hospitalization, or prescriptions.

Concerns or Complaints

- If you have a concern about your medical care, you may speak with a supervisor or administrator.
- You can do this in writing with a **request/grievance form** or in person.
- Being disrespectful to medical staff can lead to consequences, including:
 - Loss of your next three phone calls
 - Loss of your next visit
 - Punitive lockdown
 - Pre-packaged medication and limited access to medical staff

Medical Restrictions

Sometimes staff may put you on restrictions if you are sick, injured, or cannot be physically active:

- **Medical Lockdown (MLD):**
 - For residents who are sick or injured.
 - You stay on this status until medical staff release you.
 - You may sleep, have phone calls, and visits as allowed.
 - Lasts at least 24 hours.
- **Medical Catwalk (MCW):**
 - Directed by medical staff.
 - You may sit outside your cell door but cannot leave the pod or do work.
 - Phone calls and visits are allowed as directed.
- **Medical Recreation Restriction (MRR):**
 - You cannot go to the gym if medical staff say so.
 - This may happen if you are hurt or need an inhaler.
 - You can still do everything else in the building.

BEHAVIOR MANAGEMENT SYSTEM (8-6-6)

At Juvenile Detention, you are expected to **follow the rules** and **treat everyone with respect**. If you break rules or do not follow staff directions, you may **lose privileges** or face consequences. The **Behavior Management System** is designed to encourage good behavior and discourage bad behavior. The goal is to **protect your rights and the rights of everyone else**.

Before we can take away privileges, we make sure you **know the rules**. You will take a **quiz** after reading and listening to the rules. If you don't pass the first time, you will take it again with help. You can **review this handbook** anytime during dayroom or leisure time to remember the rules. You must understand what is expected, so ask staff if you need help learning. You must understand that breaking rules will have consequences that match the rule broken.

General Rules for All Residents

No contact with former residents:

- You may not contact anyone who used to be here by phone, letter, virtual visit, or social media. This includes if there is a no-contact order from your county.

Respectful behavior:

- Treat staff and other residents with respect
- Call staff "Mr." or "Ms." followed by their last name. Answer with "Sir" or "Ma'am"

Privacy and court matters:

- Do not talk about your charges, court, or case results with anyone, including other residents or staff

Clothing:

- Wear your clothing correctly.
- No sagging, rolling, or tucking sweatpants or shorts.
- Wear facility-provided undergarments unless earned through the Positive Incentive Program.

Language and communication:

- Use appropriate language
- No nicknames, slang, cursing, lying, gossip, teasing, bullying, or false information
- If staff can't understand you, use other words

Fighting and aggression:

- No physical or verbal fights with anyone
- Do not resist staff
- Fighting may result in punitive or administrative lockdown

Gender and physical contact:

- No contact with the opposite gender unless allowed in a group activity
- No physical contact with staff or residents, except for medical care or safety
- Fist bumps and high-fives are allowed in limited situations

Hygiene:

- Shower daily, brush teeth twice a day, and use deodorant
- Refusing to shower may result in a **7-hour punitive lockdown**
- Hair and skin care needs will be met in a culturally and gender-appropriate way
- Request help from the Assistant Director if needed

Behavior in housing units and hallways:

- Do not look into other units, knock on windows, or write notes
- Do not have addresses, phone numbers, or social media info for other residents

Counting and posture:

- Count through every doorway for safety. Refusing will result in a consequence.
- Sit and stand properly. No propping feet or leaning over rails.

Following directions:

- Follow all staff instructions.

Cleaning and chores:

- Complete cleaning chores when asked. Includes your room, housing units, and the facility.

Gang-related behavior:

- No writing, drawing, or showing gang signs.

Threats and harassment:

- No threats, bullying, verbal abuse, racial insults, or aggression toward staff or residents.

Respect and self-control:

- Stay calm, avoid cursing, yelling, obscene gestures, throwing items, or slamming doors.
- Do not refuse staff instructions or challenge authority.
- Keep noise at an appropriate level; staff should always hear you when speaking.

Property and safety:

- Do not punch walls, doors, or windows. Consequences include lockdown, loss of 3 phone calls, and loss of your next visit.
- Do not leave an area without permission. Leaving without permission = minimum 7-hour lockdown.
- Escape or trying to get others to escape = new charge and consequences.

Contraband:

- Contraband is anything you are not allowed to have.

Sexual conduct:

- No sexual gestures, touching, or threats to yourself or others.

Self-harm:

- No self-harm, cutting, scratching, or poking yourself or others.

Vandalism and horseplay:

- No damaging property, graffiti, scratching, breaking, or littering.
- No rough or rowdy play.

Manipulation and theft:

- Do not try to manipulate staff or give false information.
- No trading or stealing food or personal property.

Bodily functions:

- Manage bodily functions responsibly. Ask to go to your room if needed.

Searches:

- Staff can search you and your property anytime.
- You will be searched when you arrive, after visits, and if staff believe you have something you shouldn't.
- Rules for searches are posted in intake, living units, visiting areas, and staff will show you how searches work.

Illegal or unauthorized items:

- Items like gang materials, porn, threatening letters, or resident contact info will be taken.
- Less dangerous items, like extra books, magazines, or pictures, may be returned to your locker or kept by the facility.

MAJOR AND MINOR RULE VIOLATIONS (8-6-5)

If you break a rule, staff will decide if it is a **Major** or **Minor** violation. The more serious the rule, the bigger the consequence.

Major Rule Violations (8-6-5a [1])

These are serious and include:

- Possessing dangerous items that could hurt yourself or others
- Fighting or physical altercations
- Deliberately destroying or damaging County property
- Escape or attempted escape
- Possessing or using drugs, including medication not prescribed to you, or hoarding medication
- Riotous behavior
- Any act that is against the law

If you are accused of a major rule violation, you have the right to a disciplinary committee hearing:

- The hearing will happen as soon as possible, but no later than 72 hours (not counting weekends or holidays) after being charged.
- The Assistant Director will tell you the time and place for the hearing.
- You can ask staff for help before or during the hearing, including calling witnesses.
- The committee will make a decision, but you have the right to appeal.
- If you accept the consequence, you can decline the hearing.

All of this will be explained in more detail if a major violation occurs. (8-6-11 thru 8-6-21)

Minor Rule Violations (8-6-5a [2])

These are less serious and include **any failure to follow the facility rules** in this handbook.

CONSEQUENCES / SANCTIONS (8-6-5a [3])

If you break the rules or expectations, you will get a **consequence** (also called a **sanction**). Consequences are meant to help you **correct unsafe or disrespectful behavior**.

Common Consequences

- **No talking:** You may be told not to talk if you are too loud, whispering, or having an inappropriate conversation.
- **Writing assignments:** You may have to write an essay about your behavior or copy sentences. Staff will approve the topic.
- **Loss of privileges:** Staff may take away:
 - Phone calls
 - TV or movies
 - Recreation time
 - Special programs
 - Computer use
 - Writing privileges
 - Visits
- **Café privileges:** You may have to eat meals in your room instead of the cafeteria.

Catwalk or Quiet Time

You might have to sit quietly on the upstairs catwalk instead of being in the dayroom. Rules include:

- Sit on a blanket, no lying down. Staff will allow breaks for stretching and to support your back.
- No talking unless you raise your hand and staff call on you.
- You may watch TV, draw, or read.
- You will still go to school, the cafeteria, and have visits (unless further restricted).
- No phone calls or recreation unless approved by a supervisor.

Punitive Lockdown

The strictest consequence is **punitive lockdown**:

- You stay in your room with **1 blanket and 1 book** only.
- All other items are removed.
- Staff will explain why you are in lockdown and let you explain your side.
- You can earn items back one by one by showing good behavior:
 - Stay awake during the day
 - Read, sit quietly, or exercise
 - Cafeteria, classroom, or other privileges may only be approved by administration

Other Types of Lockdown

- **Administrative Lockdown:** Less strict than punitive lockdown. You stay in your room, can sleep, and may have more privileges like phone calls, visits, and other items. Used as a step-down from punitive lockdown or if behavior is dangerous.
- **Pod Restriction:** You stay inside your housing unit and cannot leave the pod.

Your behavior will be reported to your Probation Officer or the Court, so it's important to follow the rules. Serious or criminal behavior could lead to **new charges**. Reading, listening, and passing the quiz over this handbook is your warning for all rules and expectations. No additional warnings are needed, but ask questions if you are unsure about something.

PRIVILEGES

During your stay, you can earn privileges. Privileges are based on your behavior, respect for staff and other youth, and following the facility rules.

Important: Privileges are **not a right**. If you break rules or are disrespectful, privileges may be taken away.

Examples of Privileges:

- Meals in the café
- Virtual family visits
- Recreation and leisure activities
- Television and movies
- Telephone calls
- Sending and receiving mail
- Library access
- Special programs

Letter Writing (8-6-28)

You are allowed to send and receive mail while in Juvenile Detention. All mail is checked by staff. Mail will only be withheld if guidelines are not followed. (8-6-31)

Mail Guidelines:

- Letters can only be written during dayroom time in your pod.
- Letters written on school paper will be shredded.
- You cannot send or receive mail from youth who were previously in Juvenile Detention (unless they are your brother or sister).
- You cannot send mail to people in detention, jail, or prison unless they are your immediate family.
- You cannot have addresses or phone numbers of current or past residents.
- Letters must not include cursing, vulgar language, drug, or gang references.
- Do not share names, charges, or court information of other youth.
- Do not place your letter inside someone else's letter.
- Do not share stamps, letters, or notes with other youth.

If you do not have stamps, you will be given **1 stamp** to send and receive mail. Free stamps are not provided for writing to friends. Letters to your probation officer or attorney will have postage paid by the facility if you do not have stamps. (8-6-29)

Letters to Judges or Attorneys may be sealed for privacy. Put the sealed letter in a request form to the Director, Ms. Bruther. (8-6-30)

FAMILY VISITATION (8-6-36)

If you are not on a consequence or Orientation Time, you can have **1 virtual visit with your family each week**.

- Visits are scheduled for residents who request them
- Virtual visits happen on weekends and holidays
- Each visit lasts no longer than 45 minutes
- You can earn an extra virtual or in-person visit by redeeming initials

POSITIVE INCENTIVE PROGRAM (8-6-4)

When you first arrive, you will get an index card to track your earned initials.

- Keep the card in your room, not in your hygiene box.
- If it's found in a hygiene box, all initials will be marked through as a consequence.

Earning and Using Initials

- Staff will **initial your card in red ink** when you complete an action or detail.
- Rewards are given in **tiers**:
 - **25 initials**: choose a reward from **Tier 1**
 - **75 initials**: choose a reward from **Tier 2** or continue saving
 - **100 initials**: choose a reward from **Tier 3**
 - **150 initials**: earn an extra **virtual visit** or **in-person visit** (after 30 days)
- When you use a reward, a line will be drawn through the initials. Staff will **document** the reward on the back of your card (name, date, and reward given).

Rules and Restrictions

- You must be **incident-free for 24 hours** before claiming a reward.
- If your consequence involved **physical contact**, you must wait **7 days** before claiming a reward.
- Earned initials **cannot be taken away** for inappropriate behavior (except if the card is in the hygiene box).
- Rewards **cannot** be claimed while on **punitive consequence**.
- Ongoing rewards (like hygiene products or clothing) will be placed in your locker if you are on **lockdown** for more than 7 hours. You can take them home but **cannot use them inside** unless you re-earn them.

Program Integrity

- Staff must follow the program rules.
- Rewards outside the program (like giving a soda for making a half-court shot) are not allowed. Instead, staff may award an initial for winning a recreational competition.
- Extra initials not listed in the program must be approved by a supervisor.

Note: If you are only here for a weekend, you **cannot participate** in this program.

ACTIONS TO EARN REWARDS/INCENTIVES

Tier 1 = 1 initial each

Cleaning Showers Sweeping Floors Mopping Floors Clean the pod dayroom	Organizing the pod linen closets Clean the pod chase closets Winner of a recreational competition
--	---

Tier 2 = 2 initials each

Clean the library Clean the indoor and outdoor recreation area Clean the intake area Clean the cafe Organize and fold clothes in laundry intake area	Clean the baseboards in the facility Clean the brass in the facility Assist staff with laundry Assist staff with painting Organize shoe room in recreation
--	--

Tier 3 = 3 initials each

Learn etiquette for both males and females Help tutor another resident Research current event or holiday and display findings Education Trivia/Spelling bees Complete a book report and share with the other residents	Assist with Skills Streaming /After School Program Winner of a poem/ song/play contest Assist during a tour group Create a mural on the chalkboard Completion of their weekly goal
--	--

Facility Cleaning

If you assist staff with extra cleaning of the facility, you can earn additional initials. The <u>total</u> number of initials will be split evenly between the numbers of residents who assist with the cleaning detail. If an odd number of residents are involved, the number will be rounded up to ensure an even split.	Intake & Medical Area = 6 initials total Main Hall & Rec Hall = 4 initials total Visitation & Visit. Hall = 4 initials total Sweep/Mop Café Floor = 4 initials total Recreation = 8 initials total
---	---

You can earn initials every school day in class by showing good behavior and making progress in your work. You will also earn **15 initials** for completing a class and getting a course credit.

WHAT YOU CAN EARN WITH YOUR INITIALS

Tier 1 = 25 initials

Pick a movie or TV/Program	5 Extra photos in room
Chap Stick	Longer shower time (15 min. total time)
Extra sleep time (until 8am on school days and 10am on non-school days)	

Tier 2 = 75 initials

Choose a recreation activity	Shampoo
Choose an activity in the pod	Conditioner
Extra time on the phone (5 min.)	Body Spray
Personalizing their hair – for example: braids for the day	Aftershave
Pick a favorite meal for breakfast, lunch or supper	Puzzle book
Soda and candy bar (<u>may have one or the other for 50 initials</u>)	Better quality tooth paste
	Lotion
	First in line for Phone Call

Tier 3 = 100 initials

Own stationary and envelopes	Extra phone call from approved phone call list
Getting to wear their own tennis shoes in recreation	Own journal
Photo collage	10 Stamps
Haircut	Toothbrush
Own comb/pick/brush	Wear your own undergarments (no wires, no thongs)

Tier 4 = 150 initials

An in-person or extra virtual visit with anyone approved on your visitation list – no incidents within the last 30 days

You can also be rewarded with certificates, trophies, or plaques by staff members based on excellent behavior.

SOME OF THE PEOPLE YOU NEED TO KNOW WHILE IN JUVENILE DETENTION

DIRECTOR: Ms. Bruther

The Director is in charge of the facility. She makes sure all rules and policies are followed, talks with outside agencies, and gives reports about the facility, staff, and residents to the Juvenile Magistrate and Circuit Court Judge.

ASSISTANT DIRECTOR: Ms. McQueen

The Assistant Director helps the Director. She manages the kitchen staff, oversees the daily operations of the facility, supervises shift supervisors, and reviews disciplinary and medical reports.

SHIFT SUPERVISORS: Ms. Bryant, Ms. Coon, Mr. Lamb, Mr. Harris

Shift Supervisors watch over the residents and youth care staff every day. If a Shift Supervisor is not available, a Youth Care Manager will take their place as Acting Supervisor.

STAFF AND YOUTH BOUNDARIES**Boundaries with Staff**

All adults who work in the building with youth are called staff. It's important to know the rules about boundaries with staff. Having a close or personal relationship with staff or other residents is not allowed. This is called fraternization.

- No money exchanges are allowed between youth and staff, contractors, or volunteers (8-3-30)
- We do not use first names or nicknames to help keep boundaries clear
- If you know a staff member from outside the facility, tell the Assistant Director so contact can be limited

Physical contact is not allowed except for medical care or safety reasons. Do not ask staff for hugs—they are not allowed to give them.

After you leave Juvenile Detention:

- You must wait at least one year and until you turn 18 before trying to contact a staff member.
- If you want to update us on your progress, you can write one letter to the facility. The administration will read it and share it with staff if appropriate.
- You cannot call staff or get their personal contact info. Do not contact them at home, work, by phone, or on social media. If you do, staff will tell you to stop and notify the Assistant Director.
- Personal visits outside the facility are not allowed. If you see a staff member outside, your contact should be brief and professional. Staff will not approach you until you greet them. They cannot discuss facility matters or other residents.

These rules protect both residents and staff.

USE OF PHYSICAL FORCE AND RESTRAINTS (8-5-17)

Sometimes staff may need to use physical force or restraints to keep people safe.

Staff may use force or restraints to:

- Stop a resident from fighting or being aggressive
- Protect themselves, other staff, residents, or visitors
- Stop a resident from hurting themselves

If your actions cause the Sheriff's Department to be called, you will be placed on at least 2 days of punitive lockdown, followed by administrative lockdown until a review.

GRIEVANCE FORMS (6-6-27)

A **grievance** is a way to tell staff if you think you are being treated unfairly.

- First, try talking to staff or the shift supervisor about your problem.
- If you still think it's not fair, you may write a grievance.
- It's best to calm down first, because it's hard to think clearly when you're angry.

How to file a grievance:

- Use a grievance form (same as a request form)
- Put it in a sealed envelope (envelopes are in the pods)
- Address it to the Assistant Director
- The Assistant Director will read your grievance and respond or see you within 24 hours (not counting weekends or holidays)

Appeals:

- If you do not agree with the Assistant Director, you can appeal
- Check the "appeal" box on the grievance form
- Put the form you got back from the Assistant Director in a sealed envelope, addressed to the Director
- The Director will review it and give a written response within 24 hours (not counting weekends or holidays)
- The Director's decision is final

EMERGENCY PROCEDURES (8-4-33)

When you arrive, the Youth Care Manager will explain the emergency rules.

If there is an **emergency**, always:

- Stay calm
- Stay quiet
- Follow staff instructions right away

Code Alarm / Fire:

- Line up on the bottom catwalk facing the fire exit
- Stay quiet
- Follow staff instructions
 - If it's a drill, you will return to normal activities after it ends
 - If it's a real fire, stay with your Pod Manager and move to a safe area

Incident / Call for Staff Assistance:

- Follow all **staff directions** right away
- Usually, you will be told to **go to your room**
- Stay in your room until staff tell you it's safe to come out

TORNADO OR TORNADO WARNING:

- Staff will tell you to line up
- The Youth Care Manager will take everyone to the lower catwalk
- Sit on the floor, face the wall, and put your hands over your head
- If there is time, you may also have your mats to put over your head
- Stay quiet and calm
- The supervisor will let you know when it is safe to return to normal activities

CHEMICAL SPILL:

- Tell a staff member right away
- Staff will use the hazardous chemical clean-up kit (located at the control desk in each pod and in the kitchen)
- If a chemical gets on your skin, wash it off immediately with soap and water and remove any contaminated clothing
- If a chemical gets in your eyes, go to an emergency eye wash station (in the medical area or the kitchen)
- Stay calm and follow all staff instructions

IF YOU KNOW OF SOMETHING DANGEROUS

- Tell staff right away
- Stay calm and let staff handle the situation
- Remember: Reporting problems keeps everyone safe

YOUTH SAFETY GUIDELINES (PREA) (8-6-23)

(In accordance with the Prison Rape Elimination Act of 2003)

Your safety is very important while you are in Juvenile Detention. You have the right to be safe and free from any kind of abuse, harassment, or discrimination. Staff work hard to keep you safe, but if you feel you have been treated unfairly or harmed because of:

- Race
- Religion
- Country of origin
- Gender
- Sexual orientation
- Disability
- Political views

...you should tell someone right away.

In this section, you will learn how to:

- **Stay safe** while you are in Juvenile Detention
- **Get help** if you are ever hurt, abused, harassed, or discriminated against
- **Make a report** so staff can protect you

Zero Tolerance for Abuse (8-6-41)

Juvenile Detention has zero tolerance for any kind of abuse. This means if a youth, staff member, volunteer, or contractor is abusive—physically, sexually, or emotionally—it will be investigated. Anyone found responsible will face disciplinary or criminal consequences.

The Problem of Abuse

Abuse can happen anywhere—at home, school, detention, or foster care. It can be physical, emotional, or sexual. It is never okay for anyone to threaten or hurt another person. Everyone deserves to be safe, and sometimes other youth or even staff may try to harm you.

Abuse can include:

Hitting	Threatening	Leaving Bruises
Intimidating	Sexual Touching	Emotional
Bullying	Harassing	Pushing Around

Abuse and Safety

Abusive behavior is against the law and will be investigated. But staff cannot help if you don't tell them it is happening.

Sexual and Romantic Activity

- Any sexual or romantic activity between staff and youth is illegal
- Sexual activity between youth in Juvenile Detention is also not allowed

What Staff Will Do

Staff work to keep you safe by:

- Watching you closely
- Making and enforcing rules to protect everyone
- Holding anyone accountable if they abuse someone

How You Can Stay Safe

Pay attention to where you are:

- Stay where staff can see you
- Don't let yourself be alone or pulled away from the group
- Abuse is more likely to happen when you're alone

Pay attention to situations that feel wrong:

- Trust your gut feelings. If something feels wrong, it probably is
- Try to leave the situation immediately
- Tell a staff member or trusted adult what happened

Be careful who you share personal information with:

- Don't share secrets or personal info with other youth
- Sometimes youth use secrets to pressure or trick you
- Tell your Pod Manager or Shift Supervisor right away
- Make sure they know it is an emergency

Be cautious if someone gives you special attention or favors:

- Watch out if someone is giving you special treatment
- Watch out if someone is saying or doing romantic or sexual things
- Watch out if someone is sharing secrets with you

If this happens, **tell a staff member or trusted adult immediately.**

Things You Should NOT Do

- Do not accept offers of protection – they usually expect something in return
- Do not accept loans or gifts from anyone
- Do not let politeness stop you from protecting yourself
- Say “No” or “Stop it now” if someone tries to hurt you

Take Action Immediately

Tell staff right away if someone:

- Tries to get you **alone**
- **Singles you out** or gives you special attention
- Offers you **gifts, food, or anything extra**
- Wants to **trade or loan items** with you
- Promises to **“protect”** you

If a staff member or adult does not listen, **keep telling someone else** until you are heard.
Speaking up **keeps you and others safe.**

How to Report Abuse

If you are abused, or know someone who is, **tell a staff member right away.** It may feel hard, but it is **very important.**

When you report it:

- You help keep yourself safe
- You help protect others from being hurt
- You make sure the person causing the hard is stopped

Talk to or send a request form to any of the following:

Director	Your Probation Officer
Assistant Director (PREA Coordinator)	Parents or guardians
Shift supervisors	Your attorney or advocate
Pod managers	Chaplain or minister
Counselor	Doctor or nurse
Teacher	Any other adult you trust

What steps should I take if I’m sexually abused? (8-6-44)

- Tell someone right away - report the abuse to a staff member or another adult you trust
- Get medical help immediately

It is important that you avoid the following until you get medical help. This helps preserve evidence so we can take action against the person who abused you.

Do Not: **Shower or wash**
 Use the restroom
 Eat or drink

Brush your teeth
Change your clothing

What Happens If You Report Abuse

If you tell staff that you have been abused—emotionally, physically, or sexually:

- You will get medical help if needed
- Staff will work to keep you safe and protect you from more abuse
- Your information will be kept private as much as possible
- You can get counseling to help you
- The abuse will be investigated

What Happens If You Abuse Someone

If you hurt or abuse someone:

- There will be an investigation
- If it is found that you abused someone, serious consequences may happen, including:
 - Spending more time in Juvenile Detention
 - Being sent to the Department of Correction
 - Being charged as an adult and sent to jail or prison
- If you feel like you cannot control your actions, ask staff for help so you do not hurt anyone

What To Do If You Witness Abuse

- You must report any abuse you see or hear about to any staff member
- The Assistant Director will start an investigation to find out the truth
- You will not get in trouble if your report is honest

What Happens If You Make a False Report

- If your report is not true, staff will find out
- Making a false report is wrong and you will be held responsible
- This could mean losing privileges or even getting new criminal charges

GOVERNMENT CONTACT INFORMATION

Immigration Information

John H. Boner Community Center, 2236 East Tenth Street, Indianapolis, IN 46201-2006
(317) 223-0394 (direct)

U.S. Immigration Support (not affiliated with U.S. Government)

1-888-346-6494

U.S. Citizenship & Immigration Services (U.S. Department of Homeland Security)

1-800-375-5283

Centro de Bienvenida para Inmigrantes de Información de Inmigración en Indianápolis
John H. Boner Community Center, (317) 808-2340 (directo)

Apoyo de Inmigración de los Estados Unidos (no afiliado saldell): 1-888-346-6494

Servicios de Ciudadanía e Inmigración de los Estados Unidos (Departamento de Seguridad Nacional de los Estados Unidos): 1-800-375-5283

Office of the Governor: 317-232-4567

Indiana Department of Education: 317-232-6610

Indiana Public Defender Council: 317-232-2490

Indiana Department of Corrections: 800-457-8283

FULL NONDISCRIMINATION STATEMENT

A USDA required nondiscrimination statement must be included on ALL forms of communication and program materials related to receipt of free or reduced-price child nutrition program benefits, including all materials for public information, education, or distribution that mention USDA programs.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in other languages.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
Fax: (202) 690-7442; or
Email: program.intake@usda.gov

This institution is an equal opportunity provider.