

Rockdale Regional Juvenile Justice Center
Resident Handbook

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INTRODUCTION

Where you are

The Rockdale Regional Juvenile Justice Center is a 24-hour secure residential facility that provides a safe environment for juveniles who cannot be released in their communities. It is required that you follow the rules and routines and that you cooperate with the staff so that your stay in the facility will be a positive, helpful, and comfortable experience.

Why you are here

First, you must understand that you are here because you have been detained by the juvenile authorities from your county. You will have the benefit of a Juvenile Supervision Officer (JSO) during all waking hours and will be supervised every hour of the day. As a Post-Adjudicated resident, you will be assigned a therapist who will visit with you and will be in charge of your program.

What to expect

Your first responsibility is to familiarize yourself with this handbook so that you will know the rules and procedures of the facility that concern you. Keep in mind that your behavior and your willingness to participate in the RRJC program can affect the quality of your stay, so make an effort to become involved in the program and make your stay an educational and rewarding experience.

Juvenile Rights & Responsibilities

While you are here, you have certain rights afforded to you by the state and federal laws and can expect fair treatment. Likewise, you have responsibilities as a resident in this facility and are expected to adhere to those responsibilities. You should become familiar with rights and responsibilities and use the proper grievance process if you believe your rights have been violated. In addition, if you feel you have been abused, neglect or exploited, you are afforded the Commission's hotline which is discussed further in the handbook. Likewise, if you fail to accept your responsibilities, you may be in violation of the rules and will be subject to disciplinary action while you are in the Rockdale Regional Juvenile Justice Center.

JUVENILE RIGHTS

1. ***Illegal Discrimination*** You have the right to not be subjected to discrimination based on race, sex, color, creed, language, sexual orientation, gender identity, national origin, physical or other disability, religion, political belief or personal opinions and you will have access to all services and programs.
2. ***Use of Medication on Residents*** You have the right to not be administered any stimulant, tranquilizer, or psychotropic drug except upon the order of a psychiatrist, physician, physician assistant, dentist or nurse practitioner.
3. ***Experimentation and Research Studies***
Experiments: Participation by residents in medical, psychological, pharmaceutical, or cosmetic experiments is prohibited.
Research Studies: Participation by residents in medical, psychological, pharmaceutical, or cosmetic research is prohibited unless the research study is approved in writing by the juvenile board subject to specific guidelines.
4. ***Treatment of Residents***
 - a. You have the right to not be subjected to abuse, neglect or exploitation, including physical and psychological harm, as defined in Chapter 261, Texas Family Code.
 - b. You have the right to not be subjected to corporal punishment, harassment, intimidation, threats, harm, assault, and humiliation by any other juveniles or staff.

- c. You have the right to not be subject to humiliating punishment including verbal harassment of a sexual nature or that relates to your sexual orientation.
 - d. You have the right to not be subjected to interference with normal bodily functions of eating, sleeping, or bathroom functions by any other juvenile or staff person.
 - e. You have the right to not be subjected to punishment that deprives or modifies your meals and snacks.
 - f. You have the right to not be subjected to punishment that punishes you for the act of another individual.
 - g. You have the right to not be subjected to punishment that deprives or intentionally disrupts scheduled sleeping opportunities.
 - h. You have the right to not be subjected to punishment that deprives or intentionally delays mental health services.
 - i. You have the right to not be subjected to punishment that imposes physical exercises for purposes of compliance of rules, intimidation, or discipline.
5. *Prohibited Supervision* You have the right to not be subjected to supervision and control by other residents. You have the right to be supervised by trained Juvenile Supervision Officers who are solely responsible for the secure and safety of the residents while housed in the facility.
6. *Religion* You have the right to participate in religious services and counseling on a voluntary basis, subject only to the limitations necessary to maintain order and security.
7. *Visitation* Visitation is a right to residents, however, restrictions and/or limitations may be enforced to maintain control or security of the facility. Visitation shall only be allowed with those individuals approved by the resident's Juvenile Probation Department. An approved Contact List is kept in your file. You shall have the right to receive approved visitors and to communicate subject only to the following limitations and guidelines:
- a. You shall be allowed visitation by those on the approved Contact List at least once every seven (7) calendar days for at least a minimum of 30 minutes. You may be allowed more than one visit per week but the total amount of time per week that is allowed is 30 minutes.
 - b. Restrictions on a resident's visitation rights shall not be imposed as a disciplinary sanction; however, restrictions and/or limitations may be put on visitation to maintain control and security of the facility.
 - c. You will be eligible for regular visits with your family so long as your behavior does not present a disruption or safety concern.
 - d. Residents shall not be denied visitation with a parent, legal guardian or custodian upon initial admission into the facility for a prescribed period of time.
8. *Communication through Telephone* Communication via the telephone shall only be allowed with those individuals approved by the resident's Juvenile Probation Department. An approved Contact List is kept in your file. Residents have the right to be provided the opportunity for at least one five (5) minute phone call every seven (7) calendar days. However, the telephone daily schedule shall be dependent upon which dorm or level the resident is assigned. Telephone usage restrictions shall not be imposed as a disciplinary sanction. Residents shall have access to the telephones to the extent possible within the facility limitations with equal opportunities for telephone use being provided to all residents within the facility. However, the facility is not responsible or obligated to pay for incoming or outgoing long distance calls. All calls to family or individuals who are approved by the referring county juvenile probation department shall be collect using the Oliver System on the dorms. The telephone daily schedule shall be dependent upon which dorm or level the resident is assigned.
9. *Communication through Mail* Communication via mail service shall only be allowed with those individuals approved by the resident's Juvenile Probation Department. An approved Contact List is kept in your file. You shall be provided access to writing materials and postage for at least two letters to approved contacts every seven (7) calendar days. This requirement does not include letters to the resident's attorney. Residents shall be afforded unlimited opportunities to correspond with their attorney's by letter. Residents shall have the right to open their mail; however, they shall only be allowed

to open it in the presence of a juvenile supervision officer or facility staff. The staff member shall only inspect the mail for inspection of contraband. Any letter to or from an individual who is not on the Approved Contact List shall be considered contraband. Gang writing on mail and envelopes shall be considered contraband. Details on the procedure are detailed in this handbook.

A resident's right to privacy and correspondence may not be limited except when:

- a. a reasonable belief exists to suspect that the correspondence is part of an attempt to formulate, devise, or otherwise effectuate a plan to escape from the facility, or to violate state or federal laws. If such cause exists, then facility staff shall:
 1. ask the resident's permission to read the letter;
 2. if permission is denied, request a search warrant prior to opening and reading the letter; and
 3. if a search warrant request is denied, the correspondence shall be provided to the resident;
- b. correspondence with certain individuals is specifically forbidden by:
 1. the resident's juvenile court-ordered rules of probation or parole;
 2. the facility's rules of separation; or
 3. a specific list of individuals furnished by a resident's parents, legal guardians or custodians indicating who they feel should not communicate with the resident.

10. Access to Attorney/Legal Correspondence You shall be permitted reasonable confidential contact with your attorney and their designated representatives through telephone, uncensored letters, and personal visits with appropriate restrictions on the time and place of meeting to ensure security and control of the facility. Attorneys shall have to be legally verified and identified as practicing attorneys. You shall be furnished adequate postage for legal correspondence during their confinement in the facility. (Upon your request and at your attorney's convenience.) If you choose to use the Oliver System to call your attorney, the facility will not be financially responsible for the long distant calls to the attorneys. Residents are allowed to use the facility's own telephone system to contact their attorneys.
11. Grievances You have the right of confidentiality in filing a grievance and shall not face punishment or retaliation for participating in the grievance process. Residents have the right to a formalized grievance process to address resident's complaints about their treatment and facility services. The grievance process utilizes methods of resolving complaints in a prompt and fair manner without fear of reprisal. Upon following the facility's grievance process and the resident is not satisfied with the decision made, the resident shall have the right to appeal the decision in accordance to the facility's resident grievance appeal process which is described in detail in the Resident's Handbook.
12. Work by Residents: Residents have some afforded rights when it comes to the types of work that may be required by the facility. Residents may be required to perform the following types of work responsibilities without monetary compensation: tasks performed as a community service pursuant to a juvenile court order and routine housekeeping chores which are shared by all youth in the facility, including general facility maintenance. Daily housekeeping chores that are required by residents during their stay include making their beds, cleaning the sink and commode, sweeping and mopping their cell, and straightening up their books and personal property. In addition to daily chores, residents will have an opportunity to earn community service hours for helping with facility spring cleaning and summer interior painting jobs. A resident's work assignments shall be excused or temporarily suspended if medically contra-indicated. Residents shall be provided with the necessary supervision, appropriate tools, cleaning implements, and clothing to safely and effectively complete their assignments. 4M Youth Services shall not require assignments which are part of a formalized vocational training curriculum as it is not part of their programming. Residents shall not be permitted to perform any work prohibited by state or federal regulations pertaining to child labor. Staff is prohibited from requiring residents to perform repetitive, purposeless, or degrading make-work. Staff is prohibited from requiring residents from performing any personal services for themselves or any other staff.
13. Miscellaneous:
 - a. You will be treated respectfully, impartially, and fairly. You will be addressed by your name in a dignified, conversational form. For example: Mr. Smith instead of John.
 - b. You will be informed of the rules, procedures, and schedules during orientation into the facility.

- c. You will receive a courtesy phone call to an approved contact from your approved contact list within 48 hours of your initial arrival at RRJJC. For Post-adjudicated (long-term) youth, your primary therapist is responsible for initiating the phone call.
- d. You will have nutritious meals, proper bedding, and clean clothing. You can expect daily showers, toilet facilities, adequate lighting, proper ventilation for warmth and fresh air, and an overall safe environment maintained in compliance with state and local fire and safety laws and regulations.
- e. You will be provided with both indoor and outdoor recreational opportunities and equipment.
- f. You will have basic and necessary medical and dental care, both routine and emergency. All routine health care shall be approved by your juvenile probation officer and parent.
- g. You will have crisis intervention mental health services provided by mental health professionals and mental health paraprofessionals. Post-adjudicated residents ONLY: You will be provided individual counseling and group counseling.
- h. You will receive accuracy and fairness in all decisions made concerning you. The degree of procedural protection afforded you will be consistent with the requirements of due process of law.
- i. You have the right to expect that your records will not be released to anyone other than those authorized by law to have access to them.

ZERO TOLERANCE ON ABUSE/NEGLECT/EXPLOITATION ON JUVENILES IN FACILITY

****You have the right of confidentiality in reporting sexual abuse or sexual assault and shall not face punishment or retaliation for participating in the reporting process.****

Prevention and Intervention

4M Youth Services strives to provide a safe environment for all of the residents. If at any time, you feel uncomfortable or unsafe, trust your instincts and ask to talk to your therapist or staff member you feel at ease with. If at any time, someone is acting in an inappropriate manner towards you, you should report it to a staff member or therapist.

Minimizing Risks

Never be in an area alone with other residents if you cannot be seen by a staff member.

Trust your instincts of what feels uncomfortable for you.

Don't be afraid to say NO if someone asks you to do something you feel is inappropriate.

Do not accept any item or gift from another resident or staff.

If at any time another resident is peer pressuring you to provide them with items of your own, you should tell staff.

Reporting

Residents may follow one of the reporting methods listed under RIGHT TO REPORT on page 7 for when they feel they have been sexually abused or sexually assaulted. TJJJ Toll-Free Number 1-877-786-7263

Treatment

Behavioral Health Care: If at the conclusion of a facility's internal investigation or the Texas Juvenile Justice Department's investigation a resident is a confirmed victim of sexual abuse and the incident occurred while in the custody of the facility, a resident shall have the right to receive an assessment by a mental health professional for the need for crisis intervention counseling, subsequent long-term, follow-up or counseling services at no cost to the resident or their family.

Medical Services:

a. If at the conclusion of a facility's internal investigation or the Texas Juvenile Justice Department's investigation a resident is a confirmed victim of abuse, neglect or exploitation while the resident was in the custody of the facility and a physical injury occurred as a result of the abuse, neglect or exploitation, the resident shall have the right to be tested for sexually transmitted diseases, including HIV-AIDS.

b. If at the conclusion of a facility's internal investigation or the Texas Juvenile Justice Department's investigation a resident is a victim of abuse, neglect or exploitation while the resident was in the custody of the facility and a sexually transmitted disease may have been contracted as a result of the abuse, neglect or exploitation, the resident shall have the right to be tested for sexually transmitted diseases, including HIV-AIDS.

RIGHT TO REPORT
Allegations of Abuse, Neglect, Exploitation, including Death

4M Youth wants its' residents to be safe and secure while residing in the facility and will not tolerate abuse, neglect & exploitation of its residents. We want residents to feel comfortable in talking with all staff members should they feel they are a victim or another resident is a victim of abuse by a staff member.

There are several options for you to report allegations of abuse, neglect & exploitation, including death, if they do occur:

1. You may tell your therapist or another staff so they can report it to the authorities;
2. If you are not comfortable in talking to a staff member, you may use the facility grievance system which is detailed and explained earlier in the handbook;
3. If you are not comfortable in talking with a staff member or using the facility grievance system, you may talk to your juvenile probation officer or parent; or
4. You may also use the Texas Juvenile Justice Department's toll-free phone number to call and report abuse, neglect or exploitation at 1-877-786-7263.
 - a. The phone lines are only answered by a person during working hours on week days. On weekends, holidays and nights, you may leave a message on the voicemail system, but remember to include your name and facility from which you are calling from. Your name will be kept confidential by their staff.
 - b. The hours allotted for use of the toll-free phone number to the Juvenile Justice Department will be between the hours of 7:30a.m. and 5:00p.m..
 - c. You must fill out a Request to Official and turn it into a staff member.
 - d. At the earliest convenience, but not later than the end of the day, you will be allowed to make the phone call.
 1. You will not be allowed to miss class, testing, or group therapy. You are allowed to use the toll-free line during individual therapy.
5. You will receive a TJJD brochure titled "END THE SILENCE" on information and reporting abuse, neglect, & exploitation along with this Handbook.

****You have the right of confidentiality in reporting any abuse, neglect or exploitation and shall not face punishment or retaliation for participating in the reporting process.****

JUVENILE RESPONSIBILITIES

1. You have the responsibility to follow the rules, procedures and schedules of the facility and its staff.
2. You have the responsibility to participate in all programs offered by the facility, unless your behavior is disruptive to the group.
3. You have the responsibility of respecting others and not discriminating against other juveniles or staff, or not using language or behavior in a manner that would imply prejudice or discrimination. Staff and peers are to be addressed by proper names only. For example, a resident with the name John Smith will be referred to as Mr. Smith. Referring to other residents by their first name may result in a disciplinary referral.
4. You have the responsibility of helping clean and maintain living quarters.
5. You have the responsibility of asking for medical and dental care when you need it.
6. You have the responsibility of reporting any infringement of your rights to staff members of the facility.
7. You have the responsibility of maintaining an acceptable level of personal hygiene.
8. You have the responsibility of following the grievance procedure in making any complaint and of reporting to the supervisor any actions taken against you by other juveniles or staff because of your complaint.
9. You have the responsibility of using the grievance system in the manner of which is intended and not abusing it.

CONFIDENTIALITY

In accordance with the Texas Family Code all staff shall maintain the confidentiality of your status. It is important that the confidentiality of your peers be maintained while in detention and outside of detention. It is highly recommended that you not discuss your offense with residents and/or facility JSO's. Violation of your own confidentiality is considered an inappropriate conversation and subject to disciplinary referral.

GENERAL INFORMATION AND PROCEDURES

Grievances: A grievance is defined as a circumstance or action that is considered to be unjust and grounds for complaint or resentment. You have the right to file the grievance without threat of revenge.

The Grievance Procedure:

1. Complete the grievance form which can be obtained in the unit at any time from the resident grievance issuer.
2. Place the completed grievance in the designated grievance box. The boxes will be checked Monday through Friday by the Case Manager or designee.
3. The Case Manager or designee will respond to and investigate the grievance within **96** hours of the Case Manager/designee receiving the grievance. If the grievance concerns a staff that is off duty, the grievance will be addressed upon their return to work.
4. The Case Manager or designee will speak to you, and you will sign the form, accepting the resolution, or appealing the outcome.
 - A. Upon acceptance, the grievance form will be filed in the grievance book in numerical order and logged on the grievance tracking system with the date the juvenile was notified.
 - B. If you are not satisfied with the designee's response, an appeal can be filed with the Assistant Administrator. The Assistant Administrator will respond in writing within **168** hours of the initial date and time of when the Case Manager received the Grievance.
 - C. If you continue to remain unsatisfied with the response, a last appeal can be filed with the Facility Administrator. The Facility Administrator will review the grievance and make the final decision. The Facility Administrator will respond in writing within **240** hours of the initial date and time of when the Case Manager received the Grievance.
5. A copy of all written grievances will be placed in a grievance log book, a copy given to you, and in some cases a copy will be forwarded to your probation officer.

If you believe that you have gone through all of the levels of appeal and feel that your civil rights have been violated and you are still in jeopardy, you will not be prevented from contacting your probation officer or attorney.

Grievances are official documents and all grievances will be taken seriously.

If a resident has a grievance they want to file against the Grievance Officer and they do not feel comfortable in submitting the grievance in the grievance box located in the resident's dorm, they can submit a Request to Official form to the Assistant Facility Administrator. The Assistant Facility Administrator shall give the resident a grievance form to complete. The Assistant Facility Administrator shall process the grievance on the Grievance Officer.

In the case of an emergency that occurs on the weekend or night time, the resident can file a grievance with the supervisor on duty. Emergencies are limited to when a resident's safety is at risk.

If the resident submits a grievance on the Grievance Officer via the dorm grievance box, the Grievance Officer shall turn the grievance form over to the Assistant Facility Administrator to process.

Personal Hygiene: You will be provided with all necessary items to maintain good physical hygiene. Your hygiene packet will be kept in the cabinet. You will have access to your hygiene packet during wake-up and also during shower. Dental hygiene is required after every meal.

Bedrooms: When you are admitted into the facility you will be assigned a bedroom. You will be expected to keep your room clean and you will be responsible for any damage done while you reside in that room.

Linens: When you are admitted, you will be given flat sheets, a blanket, and a pillowcase. Clean bed linen will be issued every week. If you should soil your bed linen between changes, please let staff know and we will give you clean linen. You will be required to clean and disinfect your mattress and room as scheduled and will also be required to clean and disinfect your entire room upon release.

Fire Drills: Periodic fire drills will be conducted to ensure your knowledge of the fire evacuation routes. You should remain calm and follow staff's instructions. You should familiarize yourself with the fire evacuation routes posted in each area. No horseplay will be tolerated and general rules are strictly enforced.

Searches: A variety of searches will be conducted daily to ensure your safety and security. These searches are as follows:

1. Strip Searches – This search is conducted upon your admittance to facility, upon return from any absence from the facility, or when you are believed to be in possession of contraband. You will be required to remove all clothing during the strip search. Staff members of the same sex will search you. This shall not include a cavity search.
2. Frisk Searches – During the frisk search, you will remain clothed while staff checks for contraband by patting you down.
3. Facility Searches – Staff will conduct routine searches of the entire facility. This includes all areas occupied by juveniles including their rooms.

Property:

Clothes and Property: Your clothes and property will be logged on a property sheet, locked up, and kept safe while you are in detention. They will be given to you when you leave. When you are admitted you will be given a set of detention uniform, shower shoes, tennis shoes, and bed linens. The only things you can initially keep after admission are legal papers, prescription glasses or contacts, and a bible. All other items will be given to your primary therapist and either given to you when you reach the appropriate level or released to you when you are discharged from the facility.

Unclaimed Property: If you leave RRJC without all your clothes, property or money, we will either call or write you a letter. You will then have 4 weeks to reclaim the property. If you cannot pick them up, arrangements can be made to have the items shipped to you. If you do not inquire about the property within 4 weeks of your discharge, the Facility Administrator will dispose of them. If you are released and we cannot find some of your clothes, property, or money, the Facility will keep a record of what was missing. Your loss will be reported to the Assistant Facility Administrator and we will try to recover the property and get the item(s) back to you.

Level Incentive Property: When a resident reaches the appropriate level, he or she may receive the following items from home. Items will be given to the residents primary therapist and distributed to the resident at the appropriate time.

<u>Level</u>	<u>Quantity</u>	<u>Item</u>
Level 4	0	No items from home will be accepted
Level 3	Up to 3	Family photos (photos must be approved by an administrator)
Level 2	1	Standard pillow and pillow case
	1 pkg. each	Personal under garments (white brief underwear, white t-shirt, white crew socks)
Level 1	1	Twin sized blanket
	1	21.0 x 34.0 in. rug

Any other items received will be considered community property and will be distributed at the discretion of the Detention Superintendent.

Phone Calls:

You are allowed one (1) admission phone call to an approved person of contact when you come to RRJC. You may make at least two (2) phone calls a week according to your current level. If your parents do not have a phone or cannot afford the collect phone call services, arrangements can be made with your primary therapist to allow telephonic correspondence. (Courtesy telephonic correspondence is not mandatory and can be denied.)

When calling home, you are only allowed to contact persons on your approved contact list. No three-way calls are allowed.

Telephone calls may be monitored to ensure the protection of all youth.

Phone Call Days (Designated per level)

Level 4:

Sunday & Wednesday

Level 3:

Monday, Wednesday, & Saturday

Level 2:

Tuesday, Wednesday, Friday, Saturday, & Sunday

Level 1:

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, & Sunday

Pre-adjudicated (short-term):

Calls may be attempted Monday thru Friday, but each resident is only allowed 2 calls per week.

Mail:

The Rockdale Regional Juvenile Justice Center will supply you with at least two (2) stamps for personal letters a week. The number of stamps you will receive per week will increase with your level. Your family may not supply you with additional postage stamps. Your stamps for attorneys are not included in this.

Staff will supervise the opening of all letters and packages received. Staff will scan but not read letters for gang writing, writing/drawing of alcohol or drugs, and the name of who the letters are to and from. If a letter inside the envelope is from a person other than the sender (name on the return address) the letter will not be accepted. If there is something besides a letter inside, it may be put with your property, returned to the person who sent it, or given to the Facility Administrator. If any contraband is found during the inspection of letters, it will be confiscated. You will be told if any property is kept from you. Mail with gang writing or writing about alcohol or drugs on the outside or inside will be returned to the sender. Photos sent shall be given to your assigned therapist for approval prior to distributing them to you. Only 3 photos are allowed at one time in your possession.

Mail will be picked up from the unit twice a week and sent out accordingly. Received mail will be passed out daily.

DAILY EXPECTATIONS

1. NO TALKING WHILE EXPECTATIONS ARE BEING READ TO YOU
2. RESPECT ALL STAFF AT ALL TIMES
3. RESPECT ALL PEERS AT ALL TIMES
4. FOLLOW FIRST REQUEST OF JDO
5. NO CONTRABAND AT ANYTIME (no pencils in folder: etc)
6. DO NOT WRITE OR PASS LETTERS TO ANOTHER RESIDENT AT ANYTIME
7. NO CURSING
8. FOLLOW ALL CLASSROOM RULES (no talking or getting up without permission)
9. FOLLOW ALL DAYROOM RULES (no talking or getting up without permission)
10. NO HORSEPLAY AT ANYTIME
11. MAKE PROPER LINE MOVEMENT AT ALL TIMES
12. NO BEATING OR BANGING ON TABLES OR ROOM DOORS
13. NO TALKING DURING LINE MOVEMENT
14. NO LOOKING AROUND DURING LINE MOVEMENT
15. NO TALKING DURING DINING
16. NO TRADING FOOD AT ANYTIME (to include snacks)
17. NO GAMBLING
18. NO TRADING MEDICATION
19. BE IN PROPER DRESS CODE AT ALL TIMES
20. NO SLOUCHING IN CHAIRS OR LAYING HEAD ON TABLE
21. KEEP DORM AND ROOM CLEAN AT ALL TIMES
22. NO BOOKS IN ROOM, OTHER THAN ONE BIBLE AND HANDBOOK
23. NO LEANING ON WALLS AT ANYTIME

GOAL

COMPLETE THE RRJC PROGRAM SUCCESSFULLY

FACILITY LIVING RULES

General Rules:

1. You will be expected to follow all instructions given by staff. Failure to do so may result in you receiving disciplinary action, which could eventually result in the loss of a level.
2. You will be expected to avoid fighting. If anyone starts harassing you, bring it to the Juvenile Supervision Officer's attention and they will stop it from happening.
3. No whispering or passing notes.
4. No singing, flowing, rapping, or dancing in any area of the juvenile facility unless authorized by an administrator.
5. No whispering, talking, or making noise during rack-up.
6. Do not place any items in your pockets; letters, phone numbers, or attorney's cards should be placed in the dorm cabinets or personal folders.
7. Any facility property, arts and craft material, pens, pencils, and game pieces will be considered contraband and could result in disciplinary action and loss of level if found in your cubby, box, room/cubicle, or any part of your detention uniform.
8. Do not lean back in chairs.
9. Do not push speaker buttons.
10. Do not touch any doors other than those going directly to your room.
11. Shoes must be worn at all times if you are outside of your room. Shoes are to be taken off and left beside your door before entering your room.
12. Hands must be behind your back in a diamond shape and you must be lined up in a single file, an arm length apart, when moving from one area of the facility to another and anytime you are in the hallway.
13. Residents must count off when going thru doorways when making movement from one area to another.
14. At no time are you allowed to enter another resident's room.
15. At no time are you allowed to put anything in or take anything out of another resident's box or personal folders. If you do not have your own box or folders notify your primary therapist and you will receive one at their convenience.

SPECIFIC AREA RULES:

These are the rules of conduct in the different areas of the Facility:

Dayroom:

1. No climbing or lying on furniture or tables.
2. One person at a time in the restroom. Ask permission prior to using restroom.
3. Security staff will operate video equipment and select TV channels.
4. Stay away from windows, including your room windows.
5. Return all games, magazines and books to the J.S.O. when you are through with them.
6. Ask a Juvenile Supervision Officer for items; do not get them yourself. Do not go into cabinets ... only Juvenile Supervision Officers are allowed to go into cabinets.
7. Never go into another resident's room.
8. Ask permission from the Supervision Officer before making any movement including from your room to your assigned seat.
9. Always sit at your assigned seat. Failure to sit at your assigned seat will result in a disciplinary referral.
10. Do not cross the red line without first seeking permission from the JSO.
11. Follow staff instructions at all times.

Classroom:

1. Remain seated at all times unless instructed otherwise. No slouching in chairs.
2. Do not touch computer unless given permission and then follow instructions carefully.
3. Do not write in textbooks, folders, or on anything else without staff or teacher's permission.
4. Refusal to participate in class could result in disciplinary action or loss of level.
5. Each resident is expected to raise hands during class. Talking in class without permission is prohibited.
6. Discussion in class is limited to school topics. No other discussion will be tolerated.
7. You are given time to complete homework assignments each evening. Failure to have completed homework the next day will result in loss of privileges.
8. Return all pencils to teaching staff at the end of class.
9. Residents must address staff and teachers in a respectful manner.
10. When using scientific or graphing calculators, do not go outside of the assigned screen. If you need a different calculator, give your current calculator to the teacher or JSO and he/she will give you another calculator to use.

Gym:

1. Follow posted rules of play during the game.
2. Use sportsman like conduct.
3. Use shoes at all times.
4. Follow all JSO instructions during Physical Education Class and/or Recreation Time.
5. Use equipment with care and return to storage when through.
6. No dunking or hanging on the basketball goal or net.
7. Do not put feet on the wall.
8. You must have permission from the JSO before getting a drink of water.

Dining Room:

1. Absolutely no trading or giving away food.
2. Remain seated at all times unless instructed otherwise.
3. No talking in dining room.
4. Follow all staff instructions.
5. Show Juvenile Supervision Officer your utensils before dumping them in the bucket while bringing dining tray to window.
6. Turn in sick calls before picking up your tray. Do not give the sick call to the JSO. You must turn it in yourself.

Bedrooms:

1. Before going to sleep, get all books, paper, etc. out of room.
2. Beds will be made using ALL linens and tucked into mattress in a manner that is neat and tidy.
3. Any item found in room that has not been allowed by staff will be considered contraband and will result in disciplinary action, loss of privilege or loss of level.
4. All clothing must be neatly folded and placed at end of bed if not being worn.

PROGRAMMING EXPECTATIONS

Along with the general facility rules and expectations of the Level System, there are expectations for each program activity. They are as follows:

Dress Code: You will wear your designated detention scrubs tucked in with an undershirt. Your pants must have one cuff and be worn appropriately around your waist. Your shoes must be worn.

Mealtimes: You will be expected to use appropriate table manners at all times.

Chores: You are expected to complete your assigned chore as quickly as possible. You may have an opportunity to volunteer for an extra chore when you have satisfactorily completed your assigned chore.

Academics: Certified teachers will conduct academic classes Monday through Friday. The schoolwork you complete in detention will be graded and credit passed along to your regular school upon your release.

School-P.E.: You will be expected to participate fully unless we have received instructions from medical personnel that you should not participate. Refusal to participate in P.E. activities will be considered a Refusal to Participate in Programming/Rules. When sharing exercise equipment with other residents, you will be expected to practice good sportsmanship.

Life skills: A variety of activities will be presented during this time. You will be expected to work quietly on individual projects and cooperatively on group life skills projects.

Arts and Crafts: You will be expected to follow staff instructions when working on a project. Please do not be careless or wasteful with arts and craft supplies. Once you have begun a project, you must complete it before you can begin another. All supplies must be returned to staff when completed. Level One residents are the only residents with permission to use the safety scissors.

Group Time: This is a group discussion. Please allow everyone an opportunity to speak and show respect for your peers' opinions and ideas. You are encouraged to speak openly and honestly about whatever topics are being discussed, but the subject matter must be appropriate.

Recreation: You will be afforded the opportunity for recreation and while participation is expected, it is not required. . If you are not participating in a certain activity, you will not disrupt other peers. Good sportsmanship is required. You will be expected to follow the rules of the game as they are set up for this environment even though they may be different from the way you are used to playing.

Showers: You are required to shower daily. (NO EXCEPTIONS!!) Showers will be taken as quickly as possible. You will be expected to use soap when you bathe and to shampoo your hair at every shower. The shower walls must be dried and floors mopped with disinfectant solution. Grooming items should be returned when you are through showering and all laundry items placed in the laundry bag. Refusal of grooming items will result in disciplinary referral.

Group Projects: Full participation in any group project is expected. You will be expected to be cooperative and courteous with your peers when working together on a group project.

Free Time: You may use items available to you in the Dayroom according to your level.

Evening Activities: You may choose your evening activities from games available to you in the dayroom and according to your level. You may use this time to write letters, make your phone call, read, watch TV or play games with peers.

Bedtime: Bedtime is at 8:30, 9:00, 9:30, and 10:00 in the evening according to your level. You will be expected to have your reading material collected and items you were using in the dayroom put away prior to your bedtime. You should be ready to enter your room at your bedtime. Before going to sleep, you must return all reading and writing material to staff. All short-term residents have a bedtime of 8:30 pm.

PROGRAM SERVICES

Religious Services: You have the right to participate in religious counseling or services on a voluntary basis. This right is limited only when necessary to maintain order and security. If you do not want to participate in the religious activities, you will not be forced to.

Library Services: Reading materials and other related services will be provided through an in-house library. The in-house library may be utilized during classroom time and books may be taken to your rooms. You must check out books and may not share with peers.

Volunteer Services: Rockdale Regional Juvenile Justice Center utilizes volunteers from the community who unselfishly donate their time and talents to offer you a variety of activities. Their desire is to be a friend to you and to share information with you that will help you during your stay. It is our hope that you will take advantage of what the volunteers have to offer you and that you will treat them with courtesy and respect.

Mental Health Services: Rockdale Regional Juvenile Justice Center mission and focus is to provide mental health services to all residents of the facility by mental health professionals and mental health paraprofessionals. Crisis intervention counseling will be provided as needed to both Pre and Post residents. Aside from JSO's identifying a resident who is exhibiting signs of suicide and making referrals to the therapist, the initial mental health screening results may also indicate a need to be referred to a therapist.

PRE Residents ONLY: A therapist will check in daily in the housing unit to ask if residents are in need of services.

POST Residents ONLY: The type and amount of Individual counseling and group counseling shall be provided for you dependent on what program you are assigned. Your therapist will provide you with that information during your treatment plan discussion. If at any point a Post resident would like to speak with their assigned therapist, they may fill out a REQUEST TO OFFICIAL form.

Medical Services: We emphasize staying healthy and preventing health related problems. We do this by assessing you, counseling you and educating you. We will guide you in taking responsibility for your own individual health needs. We want you to take an active role in your own health care and learning while you are here. You will be encouraged to participate in all health related activities. You will be given the opportunity to either select or suggest health related topics you find interesting or just have a need to learn.

- Turn in sick calls before picking up your tray during dining. Do not give the sick call to the JSO. You must turn it in yourself by placing the sick call into the red box labeled SICK CALL REQUESTS, located in the dining area.
- Sick calls will be picked up daily after each dining period by the medical staff. The medical staff will read your request and administer treatment accordingly. If it is decided that you need to see the doctor or dentist, medical staff will make arrangements.

If you do become ill or injured at any time, or wish to see the facility's medical staff, a doctor or dentist, you must:

- a. Let a staff member know
- b. Fill out a sick call request form.

<u>SICK CALL REQUEST</u>			
DATE: _____	TIME: _____	DATE OF BIRTH: _____	COUNTY: _____

JUVENILE'S NAME: _____	<i>SAMPLE</i>		ROOM: _____
COMPLAINT: _____			

Food Services: The food service personnel will provide you with three nutritionally well-balanced meals. After meals, all utensils shall be returned to the cook. You will be responsible for seeing that snack items are disposed of properly.
Never place any trash in your toilet.

Resident’s Clothing: When you are admitted to detention you will be given detention clothing consisting of one pair of scrubs, one t-shirt, one set of underclothes, one pair of socks and one pair of shoes. These will be given to you following a strip search and showering procedures. Do not write on clothing or shoes.

THE LEVEL SYSTEM FOR POST-ADJUDICATED RESIDENTS

A Behavior Modification System will be utilized to encourage positive behavior and to assist you in gaining an understanding of the cause and effect of your behavior.

This Level System is used to monitor your behavior and progress while in the facility. The Level System is a means for providing structure for both residents and staff. You are encouraged to objectively analyze your actions and to determine what behavior you must exhibit to progress through the system. The Level System enables you to take responsibility for your behavior.

The Level System is divided into four levels: Level 4, Level 3, Level 2, and Level 1. Each level has a list of behavioral expectations and a corresponding set of privileges. The expectations and privileges for each level are outlined as follows:

<u>Level</u>	<u>Expected Behaviors</u>	<u>Privileges</u>
4 (Four)	<ul style="list-style-type: none"> • Maintain good personal hygiene and grooming • Work on goals for the day • Follow staff instructions • Follow program and specific area rules • Comply with all school rules • Avoid profanity and vulgarity • Avoid behavior such as horseplay, threatening gestures, self mutilation, fighting, and possession of contraband. • Use materials and supplies as directed. • Avoid physical contact with peers • Avoid aggravating peers • Avoid talk of drugs/escape • Go to bed on time 	<ul style="list-style-type: none"> • Access to table games • Television/Phone/Mail • 8:30pm bedtime
3 (Three)	<ul style="list-style-type: none"> • Wake up at staffs first instruction • Make bed properly and have ready for inspection • Complete morning hygiene in a timely manner • Display good sportsmanship • Follow rules without reminders • Complete assigned tasks • Maintain all level 4 behaviors 	<ul style="list-style-type: none"> • All level 4 privileges • Eligible to earn community service hours. • Extra phone call • Additional Postage • Up to 3 appropriate family photos • 9:00pm bedtime
2 (Two)	<ul style="list-style-type: none"> • Initiate interaction with others • Assist staff and peers • Inform staff of unhealthy/unsafe conditions in the facility • Assist in orientation of new residents • Ensure all materials are accounted for and put away • Maintain all level 3 behaviors 	<ul style="list-style-type: none"> • All level 3 privileges • Extra recreation time • Pillow from home • Personal undergarments • Extra phone call • Extra Postage Stamp • 9:30pm bedtime
1 (One)	<ul style="list-style-type: none"> • Act as a positive role model • Show self motivation • Follow all rules at all times • Avoid negative behaviors • Seek/Accept counseling on personal problems • Actively work on aftercare plans • Maintain all level 2 behaviors 	<ul style="list-style-type: none"> • All level 2 privileges • All games and recreation • Rug from home • Blanket from home • Daily phone call • 10:00pm bedtime

Guidelines for the Level System:

1. You must move up the level system in chronological order. Each level will last for a minimum of 45-days. Days may be added to this time as a consequence, with the exception of Level 1, at the discretion of your primary therapist. Level 1 residents will maintain their level one status on a weekly basis and must maintain all behaviors expected of a Level 1 resident. Failure to do so will result in an automatic loss of level.
2. Levels will be maintained by the level hearing board once a week.
3. Levels will be extended, rewarded, and dropped by your primary therapist based on your progress in the three major areas of treatment: Security, Education, and Therapy.
4. Receiving Level One status does not guarantee a resident is ready to be discharged; it simply means that the resident will receive Level One privileges as long as they maintain acceptable behavior status.

Privileges/Reinforcers

1. Table games are available for use during free time and evening activities.
2. Television may be watched during free time and evening activities. Staff will use discretion concerning the content of the programming watched.
3. Extra recreation is allowed for Level 2 and above.**
4. Bedtime is 8:30 pm for Level 4, 9:00 pm for Level 3, 9:30 pm for Level 2, and 10:00 pm for Level 1. Preparations for bedtime should begin 15 minutes prior to your bedtime.

** Recreation time is considered as any time on the unit or in the gym when residents are not participating in a scheduled activity.

COMPOSITION BOOK RULES

Each post-adjudicated (long-term) individual resident will be issued a Confidential Composition book by their primary therapist. This book is to be used as a therapeutic tool to communicate your thoughts and feelings on a daily basis. The rules are as follows:

- You must make at least one entry per day.
- Your journal is a place for you to write your thoughts and feelings.
- If you write about the events of the day, do not forget to include your thoughts and feelings about those events.
- You may NOT use the names of other residents in your journal. If you want to refer to another resident, use their dorm assignment (i.e., Alpha 1, Charlie 3). **
- You may not write the name of JDO's in your journal. You may refer to them by their number.**
- You may not write any curse words or use notations that refer to any curse words in your journal.**
- You may not have any gang related writing in your journal.**
- You may not have any gothic or drawings that glorify themes of death.**
- You may not have any writings that glorify themes of alcohol or drug use.**
- You may not draw in your journal.
- You may not write songs in your journal.
- You may not write poems in your journal unless you wrote it yourself.
- No tagging.
- No one can read your journal EXCEPT your therapist.
- You are NEVER allowed to read anyone else's journal except your own.
- You are not allowed to tear out pages from your journal.
- Bring your journal to ALL meetings with your therapist.

** *This rule also applies to all correspondence with family (visitation, telephone conversations, or letters). Failure to follow these rules will result in a rule restriction violation.*

Visitation Procedures

1. ALL POST-ADJUDICATED (LONG-TERM) VISITATION MUST BE SCHEDULED. Any person who shows up for visitation with a post-adjudicated resident without an appointment will be denied entry to the visitation area.
 - a. It is recommended that the approved visitor call at least 48 hours in advance to schedule an appointment. Standard visitation appointments are scheduled with the Case Manager or Receptionist.
 - b. Post adjudicated families may visit Monday thru Friday between 8:00am and 5:00pm.
2. PRE-ADJUDICATION (SHORT-TERM) VISITATION DOES NOT HAVE TO BE SCHEDULED. Pre-adjudicated visiting hours are Saturday **OR** Sunday from 1:00 p.m. to 3:00 p.m.
3. Approved visitors are limited to custodial parents, guardians, step-parent(s), grandparent(s), and brother(s) & sister(s) 18 years and older. All approved visitors must present a valid photo identification card each time they visit.
4. The number of visitors allowed to visit a resident at one time is limited to two.
5. The length of each visit will vary depending on the program level of the resident and overall number of visitors. Visitors should be informed upon arrival at the facility of how much time they will have for visitation with the resident.

White Program	30 minutes
Behavior Confinement	30 minutes
Pre-Adjudicated	30 minutes
Level 4	30 minutes
Level 3	45 minutes
Level 2	60 minutes
Level 1	60 minutes

6. IF YOUR FAMILY ARRIVES LATE TO YOUR SCHEDULED APPOINTMENT, IT WILL RESULT IN A REDUCED AMOUNT OF VISITATION TIME. Your family will be notified of the length of visitation time when they arrive to visit. IF YOUR PARENT MISSES YOUR SCHEDULED APPOINTMENT YOU WILL NOT BE ABLE TO VISIT.
7. Special visits (excluding Family Therapy) are only approved by the Facility Administrator and a minimum of a 24 hour notice is required (48 hours preferred) before the requested time of the visit. Approval of special visits will be done on a case by case basis. Phone: 512-446-3930 and ask to speak with your child's primary therapist.
8. **Absolutely NO items will be carried into the visitation area by the resident or the visitor.** Pockets must be completely emptied into the provided storage baskets. Any handbags, briefcases, cell phones, electronic devices, or other packages must be checked in at the receptionist desk or locked in your vehicle. ***No food items or other personal belongings will be allowed.***
9. Searches may be conducted on any visitor entering the facility. Security must be maintained and searches are to ensure the safety of the resident, visitor, and staff. Metal detectors and other devices may be employed to assist in these searches.

10. **NO PHYSICAL CONTACT IS ALLOWED!** (no exceptions)
11. Denial of visitation privileges may be invoked in order to ensure the safety, security, and order of the facility and individuals involved. The juvenile resident also has a right to deny any visitor.
12. The Facility Administrator or designee may terminate any visit based on the safety, security, and order of the facility. Proper reason for the termination of the visit will be given to the visitor and resident.
13. Any person caught trafficking in, or in possession of, any type of contraband or weapons on the facility premises **will be prosecuted**.
14. It is strongly recommended that you call prior to your traveling to RRJC. In the event of your child's misbehavior, visitation could be limited or denied.
15. Visitor must dress appropriately (See Dress Code Policy)!
16. VISITOR'S AND RESIDENT'S WILL REMAIN SEATED WITH THEIR HANDS VISIBLE AT ALL TIMES DURING THE VISIT!!

Family Therapy Procedures

All residents families are expected to participate in family counseling prior to discharge. It is strongly encouraged that you coordinate your visits with your child's primary therapist.

1. All family therapy **MUST** be scheduled with your child's primary therapist based on their availability. No other RRJC employee may schedule these appointments.
2. All standard visitation procedures apply.
3. If your child has been approved to receive a level incentive, all incentive items must be left at the front desk to be inspected by the detention staff.
4. Parents will be searched then escorted to the designated visitation area by a detention officer.
5. **Absolutely NO items will be carried into the visitation area by the resident or the visitor.** Pockets must be completely emptied into the provided storage baskets. Any handbags, briefcases, cell phones, electronic devices, or other packages must be checked in at the receptionist desk or locked in your vehicle.
6. **NO PHYSICAL CONTACT IS ALLOWED!** (no exceptions)
7. Denial of visitation privileges may be invoked in order to ensure the safety, security, and order of the facility and individuals involved. The juvenile resident also has a right to deny any visitor.
8. The Facility Administrator or designee may terminate any visit based on the safety, security, and order of the facility. Proper reason for the termination of the visit will be given to the visitor and resident.
9. Any person caught trafficking in, or in possession of, any type of contraband or weapons on the facility premises will be prosecuted.

RRJC WHITE PROGRAM

The White Program is designed for residents that are unable to follow the general RRJC program. Residents on the Program have only Level 4 privileges and will follow a modified daily schedule.

Residents on the White Program may only associate (talk, sit, etc.), with other residents on White Program. Association with general residents in the RRJC program is prohibited.

Residents on White Program may not participate in regularly scheduled recreational activities during gym. White Program residents have the option of participation in the posted physical exercise schedule or sitting quietly on the wall.

Residents on White Program will only receive 30-minutes of visitation during scheduled visitation hours, and a standard 10-minute telephone call during scheduled Level 4 telephone call hours. **Unforeseen circumstances that involve the safety and security of the facility could restrict telephone and visitation privileges.**

Residents may be placed on the White Program for one or all of the following reasons:

- Major Contraband
- Major Destruction of Property
- Assault Staff/Peer
- Continuous Destructive Behavior
- Continuous Failure to Participate in Program Activity
- Self Mutilation

Residents may also be placed onto White Program by referral from their primary therapist, detention superintendent, or facility administrator.

Residents on the White Program will remain on the program for a minimum of 7 calendar days. Progress will be reviewed and evaluated by administration staff and your primary therapist. Time on the White Program can be extended by a therapist, superintendent, or the facility administrator discretion.

White Program Schedule

0530 – 0600	Wake Up / Room Chores
0600 – 0640	Read Handbook (in room, doors unlocked)
0640 – 0700	Breakfast/Hygiene (in room, doors unlocked)
0700 – 0730	Dorm Clean Up
0730 – 0800	Daily Expectations / Rules and Regulations (in room, doors unlocked)
0800 – 1200	School
1200 – 1300	Lunch / Homework (in room, doors unlocked)
1300 – 1400	Therapeutic Contact / Workbooks
1400 – 1500	Journal writing (quietly)
1500 – 1600	Worksheets (in room, doors unlocked)
1600 – 1700	Recreation (quiet reading)
1700 -	Rack Up (residents are not allowed to stand at their door and look out their window)
1930 – 1945	Snacks (in their room)
2130 – 2200	Showers (one at a time no one should be out in the dayroom)

White Program Weekend Schedule

0530 – 0600	Wake Up / Room Chores
0600 – 0640	Read Handbook (in room, doors unlocked)
0640 – 0700	Breakfast / Hygiene (in room)
0700 – 0800	Daily Expectations / Rules and Regulations (in room, doors unlocked)
0800 – 0845	Worksheets
0845 -0930	Physical Education (gym)
0930 – 1030	Read Handbook (in room, doors unlocked)
1030 – 1130	Lunch / Worksheets (in room)
1130 – 1230	Quiet Time (in room, doors unlocked)
1230 – 1330	Work book
1330 – 1400	Free Time (no games)
1400 – 1500	Worksheets
1500 – 1600	Journal Writing
1600 – 1700	Homework (if they have no work, do therapy work) Dinner (in room)
1700 -	Rack Up
1930 -	Snack (in room)
2130 – 2200	Showers (one at a time no one should be out in the dayroom)

Minor Infraction Guidelines

Restrictions Guidelines (Minor)

Minor Infractions: Rules which do not represent serious behavior against persons or property and behavior that does not pose a serious threat to institutional order and safety.

343.286 Room Restriction

(a) Room restriction may be used in increments of up to 90 minutes for behavior modification

***All violations will be written up to provide documentation.**

***All minor violations may receive an Essay to write on ‘The Importance of following the specific rule violation.’**

***Early Rack Up is designated as 7:30p.m.**

***Some or all of the sanctions listed for each minor infraction may be used for each violation**

VIOLATION	DEFINITIONS	POSSIBLE SANCTIONS
Failure to Follow Instructions	After 1 request or redirection of behavior	Write Up; Early Rack Up;
Failure to Comply; Failure to participate in Program	After 2 reasonable request to complete instruction	Write Up; 2 nd Offense-Room Restriction; Early Rack Up
Dress Code Violation	Failure to abide by dress code rules	Write Up; Room Restriction; 100-300 word Essay on The Importance of Following the Dress Code; Early Rack Up
Inappropriate Hygiene	Failure to maintain adequate hygiene	Write Up; Room Restriction w/ 100- 300 word Essay on Appropriate Hygiene; Early Rack Up
Inappropriate Language	Profanity, discussing their case, breaching confidentiality	Write Up; Room Restriction; 100-300 word Essay on The Importance of Being Respectful; Early Rack Up
Manipulation of Staff	Asking different staff until the resident get the answer they want, pitting staff against each other, lying about situation to another staff	Write Up; Room Restriction; 100-300 word Essay;
Horseplay	Any behavior that is not deemed appropriate during program hours: dancing, hiding things from peers or staff	Write Up; Room Restriction; 100-300 word Essay; Early Rack Up
Line Violation	Movement that is unnecessary, dancing, swaying, moving without permission, proceeding without permission from staff	Write Up; Room Restriction; 100-300 word Essay; Early Rack Up
Stealing/Trading Food or Snacks	Trading food and snack items are prohibited, to take (the property of another or others) without permission.	Write Up; Room Restriction; 100 to 300 word Essay; Early Rack Up
Minor Contraband	Items kept without staff permission: possession of pencil, paper, toilet paper, food, letters to other residents, markers, crayons, etc	Write Up; Room Restriction; 100-300 word Essay; Early Rack Up
Intimidation: Staff/Peer	Leading a person to fear injury or harm. Hindering a resident/staff from possibly filing a complaint	Write Up; Room Restriction; 100-300 word Essay; Early Rack Up
Gang Related Items	Items that define a gang association or gang symbols. Throwing gang signs (hand gestures)	Write Up; Room Restriction; 100-300 word Essay; Early Rack Up
Sexual Overtures	Behavior that consist of masturbating (trying to conceal the act), letters of sexual nature. Winking, blowing kisses.	Write Up; Room Restriction; 100-300 word Essay; Early Rack Up
School Disruption	Behavior that hinders the individual from receiving instruction, or following class rules	Write Up; Room Restriction; 100-300 word Essay; Early Rack Up
Disrespecting Staff	Rolling their eyes, smacking lips	Write Up; Room Restriction, 100-300 word Essay; Early Rack Up

Major Violations Guidelines

Restrictions Guidelines (Major)

Major- Rules which constitute serious behavior against persons or property and behavior that poses a serious threat to institutional order and safety.

343.288. Disciplinary Seclusion

- (a). Disciplinary seclusion may be used when a resident commits a major rule violation or poses an imminent physical threat to self or others

*** All violations will be written up to provide documentation. The MAJOR violations have to be submitted to the FA/designee for approval beyond the 24 hours.**

VIOLATION	DEFINITIONS	POSSIBLE SANCTIONS
Assault (Fight) Staff/Peer	When a person directly or indirectly applies force intentionally to another person;	Immediate confinement 2 to 23 hours; White Program; Special Activity Restriction
Assault with Injury: Staff/Peer	When a person suffers bodily harm as a result of force	Immediate confinement 2 to 23 hours; White Program; Special Activity Restriction
Major Destruction Of Property	Destroying property that is valued over 50 dollars.	Immediate confinement 2 to 23 hours; White Program; Special Activity Restriction
Attempt to Escape	Leaving without authorized permission or taking items such as a radio and keys to leave the premises without anyone's knowledge.	Immediate confinement 2 to 23 hours; White Program; Special Activity Restriction
Continuous Disruptive Behavior or Participate in Program	Behavior that is continuous throughout the day that is deemed inappropriate and other sanctions have failed.	Immediate confinement 2 to 12 hours; White Program; Special Activity Restriction
Riot	Causing or participating in disrupting the program by causing unrest:	Immediate confinement 2 to 23 hours; White Program; Special Activity Restriction
Sexual Misconduct	Behavior that consist of inappropriate touching of the genitals, oral copulation, penetration of another person, masturbating	Immediate confinement 2 to 23 hours; White Program; Special Activity Restriction
Danger to Self	Behavior that is harmful to the individual, self mutilation, suicide attempt, possession of knives, razors, screws, gun, controlled substance	Immediate confinement 2 to 23 hours; White Program; Special Activity Restriction
Danger to Others	Behavior that is harmful to others with an imminent threat, possession of knives, razors, screws, gun, controlled substance;	Immediate confinement 2 to 23 hours; White Program; Special Activity Restriction
Major Contraband	Items that <i>intentionally</i> are concealed, and considered dangerous and has been altered to inflict pain: Pencils, writing pens, scissors, paperclips, staples,	Immediate confinement 2 to 23 hours; White Program; Special Activity Restriction
Major Disrespecting Staff	Behavior that consist of profanity, illicit comments, "Suck my d---, eat my p---y, you are a dead mother-----, f--- your kids b---h!!	Immediate confinement 2 to 23 hours; White Program; Special Activity Restriction

Items not listed on the restriction sheet can still fall under Continuous Disruptive Behavior. All Confinements will be reviewed case by case: Residents are subject to remain on confinement depending on factors surrounding the incident and their behavior during the initial 2 hours of confinement.

Rockdale Regional Juvenile Justice Center Disciplinary Seclusion Schedule

0530	Residents Wake Up
0530-0600	Residents are to be in full dress code and have their beds made prior to 0600. The residents should be sitting on their bed quietly.
0600-0700	Morning clean up and preparing for breakfast: Pass out sick calls & request to officials (Residents may read a book or Bible). Daily Expectations read to unit by staff.
0700-0745	Breakfast and morning hygiene: Residents do not come out of their room for hygiene; staff will take the hygiene baskets to the residents. Restroom Breaks. (Residents may read a book or Bible).
0745-0920	School: Resident will be allowed to read school books, library book, or handbook.(No pencils)
0920-0940	Quiet Time: *Residents will use the restroom and prepare for class. The resident should be sitting on their bed quietly.
0940-1100	School: Resident will be allowed to read school books, library book, or handbook.(No pencils)
1100-1200	Lunch: Pass out sick calls & request to officials, the resident should be sitting on their bed quietly. (Residents may read a book or Bible).
1200-1330	School: Resident will be allowed to read school books, library book, or handbook. Resident will be allowed to exercise in their room. (No pencils)
1330-1350	Quit Time: *Residents will use the restroom and prepare for class. The resident should be sitting on their bed quietly.
1350-1520	School: Resident will be allowed to read school books, library book, or handbook. (No pencils)
1520-1600	Quit Time: Pass out sick calls & request to officials, the resident should be sitting on their bed quietly. (Residents may read a book or Bible).
1600-1700	Dining: Resident should be sitting on their bed quietly. (Residents may read a book or Bible).
1730-1900	Therapeutic Activities: (Residents may read a book or Bible if they have no therapy). (No pencils)
1900-2030	Snacks, showers and hygiene started. Residents on confinement will eat their snacks in their room. They will also shower after all other residents on the unit.
2030	Rack Up

***Supervisors will bring food trays to all residents on confinement. Residents will come out in the dayroom to eat after all other residents are secured in their rooms, upon returning from dining.**

***During school, instructional aides may enter units to assist/provide educational instruction (in the dayroom only) to residents on confinement.**

Due Process for Major Rule Violation Sanctions

- Upon receiving a major rule violation write-up and sanction, you have the right to request a Disciplinary Review Hearing.
 - A Disciplinary Review is not mandatory for a major rule violation write up.
- Upon your request, you shall have a Disciplinary Review Hearing no later than the 10th day from the date of your request.
- You may waive your right to have a Disciplinary Review.

- Should you receive Disciplinary Seclusion for at least 24 hours, you have the right to receive an Informal Disciplinary Review which is an explanation of the Formal Disciplinary Review process.
 - Should you remain in seclusion for a minimum of 72 hours, you shall receive a Formal Disciplinary Review process.

Thinking Errors

The Rockdale Regional Juvenile Justice Center is designed as a therapeutic behavior modification tool to help youth reduce and redirect the negative thoughts and behaviors. Provided is a list of commonly used thinking errors. Become familiar with these thinking errors because you will be referring to this list periodically during your stay at RRJJC.

A thinking error is a mistake in thinking. Thinking errors are bad because they lead to behavior problems.

You can prevent any behavior problems by learning to recognize and stop your thinking errors.

You might wonder where thinking errors come from. Everybody uses thinking errors when they are about two to five years old. If you followed the guidance given to you by your parents, teachers, and other important adults in your life, you matured and out grew some thinking errors. If you did not follow the training given to you, now is the time to grow up and stop using thinking errors.

You need to learn to recognize and control the thinking errors listed below.

1. Power Play

I abuse my power. I try to control others. I try to control situations. I don't do things right away. I do things "my way." I view every situation as a win or lose and I will do anything, even wrong or illegal things, to make sure I win.

2. Closed Channel

I am close-minded. I do not reveal my true thoughts and feelings. I do not accept feedback from others.

3. Secretiveness

I develop secret relationships with others who I think will help me be deviant. I develop some secret relationships with people who I plan to hurt or abuse.

4. Entitlement

I think the world owes me. I think that I am better than others, even though I have done nothing to earn that feeling. I want others to treat me special and if they don't, I get mad...and I get even. I think that life is unfair if I don't get my way.

5. Keeping Score

I keep track of the times another person confronts, argues with me or does me wrong. When I think I can abuse the other person, I attack that person. I try to hurt that person so I can even the score.

6. Selfish

I do not show care or concern for others. I fail to consider the rights and feelings of others. I do what I want to do, when I want to do it – regardless of who I hurt.

7. Hop Over

I do not answer questions when I know the answer would be unpleasant. I hop over the question and answer a different question or change the subject. I will try to change the subject.

8. Poor Me

I try to get others to feel sorry for me. I know that if I can get others to feel sorry for me, I might not get punished for bad things that I have done. Sometimes I feel sorry for myself, so I can justify not following rules. Sometimes I feel sorry for myself so I can justify doing deviant or illegal things.

9. Victim Stance

I try to replace the victim as the one who was hurt. When I do this I try to convince others that I was more hurt than the victim was.

10. Pet Me

I do things just to get others to praise me. My heart is not in what I am doing. I am just trying to get others to say “good job” or “way to go.”

11. Mr. Good Guy/Ms. Good Gal

I wear a mask or false front to hide my deviant thoughts and plans. I mislead others by looking like a citizen and pretending that I don't have deviant or criminal fantasies, plans and behaviors.

12. Confusion

I will look confused even though I really know what is going on. I will try to convince others that I do not know what to do or what is expected of me. I will use confusion as an excuse for not doing what I was supposed to do.

13. Helpless

I try to make others think that I cannot do what I am asked because I am weak or I have too much stress in my life. I think if I look helpless, people won't expect much of me.

14. Justifying

I try to make something wrong appear like it is not wrong.

15. Blaming

I blame someone or something for causing me to act as I did. I blame others so I can avoid responsibility for my actions.

16. Minimize

I try to make wrong behavior appear small or insignificant. Sometimes I compare my wrong behavior to “worse” behavior, so I don't appear to be so bad.

17. Mind Reading

I think that I know what others are thinking. I do not bother to ask other people what they think or what is important to them.

18. Anger

I let myself get angry easily. I let my anger get strong and I let it spread. I use tantrums and aggression to express anger. When I am angry, I don't think in a normal, rational way. My anger can lead to deviant acts. Sometimes I use anger to shift focus from me to something else. I also use anger to seek revenge. Sometimes I get angry, or pretend I am angry, so I can justify hurting someone.

19. Super-Optimism

I believe I am so slick and clever that no one will catch me, or be wise to my tricks and plans. I think that I won't get caught, or if I do get caught, I will be able to talk my way out of it.

20. Ownership

I view others as a possession. I act as if I won the other person. I ignore the other person's feelings and needs. I treat the other person like my personal belonging.

21. Making Fools Of

I can do this in public or in my mind. I exaggerate the mistakes and weaknesses of others in order to put them down so I can feel superior. If I do this in public, I am trying to raise my status while tearing down another person.

22. Can't Wait

I am impulsive. I do not wait for the proper time to do things. I cannot delay my desires. I do it when I want to, even if it is not the right time.

23. Perry Mason

I ruse legalistic arguments to create a cloud of words to confuse and distract others from what is really relevant. I skillfully focus on rules or morals and I hid behind them. I divert attention from real issues by focusing on irrelevant, nit-picking details.

24. Zero State

I feel worthless and empty. I feel like I am a nothing. I get an urge to do something illegal or dangerous, so I can escape the feelings of emptiness.

25. Uniqueness

I feel I am different than others. I think because I am different, the things that apply to others don't apply to me. This is especially true when it comes to rules, laws, and consequences - I know they apply to others but I believe that if people would just realize how different I was, they would realize that these things don't apply to me.

26. Criminal Pride

I take pride in being a criminal. My self-esteem is based on my criminal deeds and accomplishments. Criminal deeds could include criminal offenses or merely breaking rules and feeling proud that I got away with it.