

Ohio Department of Youth Services

Parent Orientation Handbook



CUYAHOGA JUVENILE CORRECTIONAL FACILITY

CHRIS FREEMAN, SUPERINTENDENT



Introduction

Greetings to Parents and Guardians of youth at CHJCF! This handbook contains information you will need to know during your child's stay at DYS, so read it carefully. If you have any questions about the content;

Your child's Social Worker or Unit Manager can:

- answer any questions you have after reading this
- assist if you need the information translated into another language
- assist if you do not understand the material

It is the goal that by the end of this handbook/training session you will have a full understanding of what DYS has to offer as well as the expectations we set for your child.

The rules, regulations and programming are here for his benefit and safety.

A message from the Superintendent-Mr. Chris Freeman

Dear Parents/Guardians:

It is our hope that your child sees this day as the first day of making better choices for the rest of his life. Your community has asked us to help him in developing, understanding, and making better life choices.

The Ohio Department of Youth Services believes in your son, and now he needs to believe in himself and commit to a life of better choices and self-change. As his family, please remind him that he will not be alone in this journey. CHJCF has great staff, great programming, and great treatment but it will be up to your child to decide; "is this the day I will take advantage of what is in front of me and change my life forever?"

We are here to guide, to teach, to listen and to encourage. We wish to partner with you – his family, the most important people in his life – to make his future all that it can be. We will provide a safe environment during his stay at CHJCF. We understand that having an incarcerated child is heartbreaking, but please trust in us and in our programming.

We, Cuyahoga Hills Juvenile Correctional Facility, believe he can do this. Support your child; care for him despite his mistakes, forgive the wrongs of his past, encourage him to listen to our staff, respect them, and we promise you will see positive changes.

*Thank you for your support!
Sincerely,*

*Chris Freeman
Superintendent, CHJCF*



Mission and Vision Statements



Mission Statement

The mission of the Ohio Department of Youth Services is to improve Ohio's future by habilitating youth and empowering families and communities.

Vision

The vision of the Ohio Department of Youth Services is a safer Ohio: one youth, one family, and one community at a time.

Values

The Department of Youth Services values are:

Safety

Integrity

Diversity

Accountability

Teamwork

Dignity

Professionalism

Directions

From the North: Travel west on I-90 to I-271 to Harvard Blvd. Take Harvard Blvd. West to Green road. Go south on Green Road, signs for CHJCF will be on your left (0.6 of a mile South of Harvard Road) just after the National Guard Armory. CHJCF is located behind the Warrensville Developmental Center.

From the South: Go north on I-71 to I-271 at Miles Road. At the second traffic light, Miles Road intersects with Green Road, turn right. Signs for CHJCF will be on your right. CHJCF is located behind the Warrensville Developmental Center.

From the West: Go east on Ohio turnpike I-80 to Exit 8 (I-480). Go east on I-480 to I-271N, travel north on I-271 to Miles Road, follow Green Road to CHJCF. The facility is located behind Warrensville Developmental Center.

From the East: Go west on Ohio turnpike I-80 to Exit 13 or I-480. Go north on I-480 to I-271 north, exit on to Miles Road. Go right on Miles Road. Follow Miles Road until it intersects with Green Road then turn right on Green Road. CHJCF will be on your right and is located in the Warrensville Developmental Center.

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Intake

During your first few days here, your son will go through some typical procedures. He will receive:

- bedding
- clothing
- identification wristband that must be worn at all times

He will meet with:

- medical staff to do a medical exam/interview
- education staff
- facility Chaplain

Your son will share related needs with these professionals

He will also meet with:

Unit Manager, Social Worker and Unit Youth Specialist, who will:

- explain the rules, procedures and expectations
- explain how to use the services that are available to him

Length of Stay

By the time he comes to DYS, he already has a minimum sentence expiration date (MSED). Usually the MSED is 6 months or 1 year, including his detention credit. It is the judge who gets to decide the earliest date that he could be released.

His judge is the only one who can let release him on or before the original date that he/she gave for his release (MSED).

If the judge does not grant an early release, then the Release Authority will complete a review before he returns back to the community. They will look at:

- behavior while in the facility
- treatment programs that he participated in and reentry goals
- if he is a threat to the safety of the public
- they will also look at the part of his reentry plan which identifies what the court and Release Authority expect him to do while in DYS to prepare for going back to the community

Depending on what they find, the Release Authority will either approve his release or deny his release, which means that he would have to stay in the facility longer.

He can be kept in the institution until age 21 if he has not completed needed treatment or he continues to be a threat to public safety.

Judicial Release Request

If his MSED is 6 months, his first half would be 3 months; if his MSED is 1 year, his first half would be 6 months, and so on.

During the first half of his minimum commitment:

- he may ask for a judicial release 2 times (this means he can formally ask his judge to let him out of DYS early)
- If his first request is denied, he must wait 30 days (from when he first asked for judicial release) to ask a second time
- If his request is granted (aka, he gets released early), he will be released to Juvenile Court Probation

During the second half of his minimum commitment:

- he may ask for a judicial release every 90 days
- If his request is given, he will be released to DYS Parole

If he is held past his minimum commitment (so, longer than the 6 months or 1 year that the judge gave him):

- he may ask for a judicial release (asking the judge to let him out of DYS) every 90 days
- if his request is given, he will be released to DYS parole, unless the court wants him on Juvenile Court Probation

If his sentence includes any gun or other specifications (special conditions):

- he must serve one year before he asks for a judicial release
- after one year, he may ask for a release every 90 days



Release Authority/Reviews

DYS staff in the Release Authority will complete a reentry plan for your son with release goals that are to be worked on during his time in DYS.

These goals are meant to help him be more successful when he returns to the community.

He will participate in the review of his reentry plan. Also, he will receive a copy of his plan and review schedule and a copy will be sent to you. You may also participate in the review.

Types of Reviews

Reentry Plans: Goals set for him to work on based on court requirements, his crime and treatment assessments (tests).

Expedited Release Reviews: Some youth are approved for release on their MSED without a release review panel. This happens soon after the reentry plan is done and it is sure that the release review panel is not needed.

Long Term Youth Progress Reviews: A progress review happens every 6 months for youth with at least a 1 year sentence. It will be done by a Release Authority rep, staff members, and your child. They check on his progress and to be sure he is receiving the right programming. You may join in person, by phone, or webcam with his Parole Officer. The results will also be mailed to you and his judge.

Release Reviews: These reviews will be completed at least 30 days before his expected release date to decide if he are ready for release based on program progress, behavior, public safety, and information and opinions from the court and victim (if s/he chooses to provide information). His family may join in person, by phone, or webcam with his Parole Officer.

Special Reviews: These reviews can happen if he are doing well (which leads to an early release) or are doing badly (which means staying longer).

Discharge Reviews: These reviews happen after he have been released from the facility. They decide when he is ready to be released from parole.

Office of Victims' Services

The Office of Victims' Services (OVS) is part of the Release Authority.

By law, all victims of crime have certain rights. These rights include:

- giving information on how the crime your son committed hurt their lives
- being told when his release and discharge reviews are
- when he will be discharged from DYS and released to Parole/Probation

The Office of Victims' Services is responsible for making sure his victim knows his or his rights and that those rights are honored.

It is possible that his release or discharge could be delayed in order to give his victim the right to provide information.

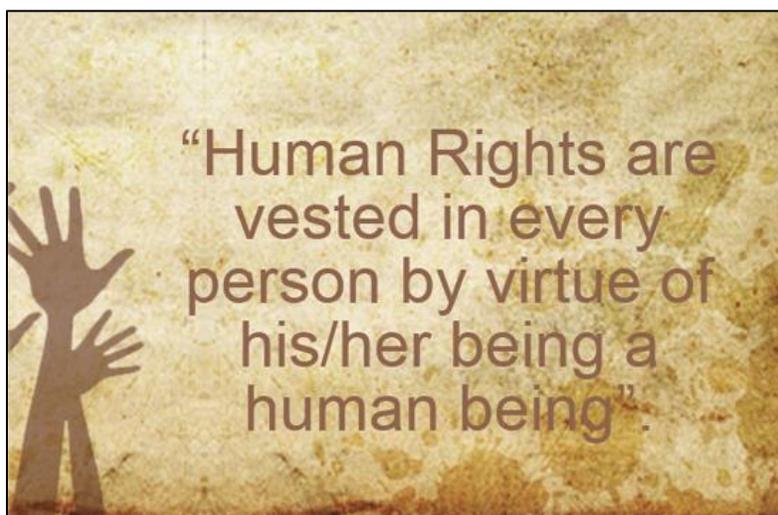
Victims may also ask to speak with their offender.

- This is through a program called Victim Offender Dialogue which is overseen by the Office of Victims' Services.

Under Ohio law, all victims of felony levels 1-3 crimes are automatically given these rights, unless they say that they do not want to be told the above listed information (when he is released, etc.).

Victims of felony levels 4-5 crimes must say that they want this information.

- If they do not say so, they are not automatically told about the details of his reviews and discharge.



Release from DYS

The Release Authority will have a panel reviews hearing to check on his progress and behavior. Your son cannot appeal intervention time at the panel review.

They decide if he is prepared for release by getting information from:

- the court, institution and parole officer
- possibly the Office of Victim Services
- and you, his parent or guardian

Things that could stop him from getting out of DYS as early as possible:

- if he break the rules that results in an intervention hearing and the Superintendent recommends intervention (extra) time
- if the Court orders treatment that he failed to successfully complete

If he disagrees with the decision of the Release Authority and he has received 31 or more days added to his time, he can file an appeal on these conditions:

- his appeal must be completed and sent to the Office of Legal Services within 7 days.
- he can appeal for the following reasons:
 - missing or wrong information used to make the decision
 - required treatment was unavailable to him or can be safely provided on parole
 - DYS did not follow the rules
 - he has information that makes the decision unfair

Your son's Social Worker can help him complete the appeal forms.

Your Son's Rights

During your son's stay at DYS there are certain things that he has the right to receive or avoid. This section goes over those different rights so that you can be assured that he is being treated with fairness and respect.

He has the right not to be discriminated against because of race, color, sex, sexual orientation, language, religion, political or other opinions, national or social origin, social class, or physical handicap. There is equal access to programs and services for all youth.

He has the right to:

- be provided with the necessities of life (clothing, shelter and food)
- express his ideas and opinions
 - ***This does not mean he can verbally abuse another individual.***
- be protected from acts or threats of harm or mistreatment from peers or staff
 - Corporal (physical) punishment is not allowed
- access medical and dental care
- hold any religious belief and to attend institutional religious services
 - This is subject to the security and rehabilitative needs outlined in Ohio Department of Youth Services Policy.
- access courts and authorized representatives

Right to be Free from Sexual Abuse/Assault/Harassment

DYS has zero tolerance for sexually abuse/assault/harassment.

Your child has the right to:

- be free from sexual abuse/assault/harassment
- be free from getting hurt for reporting incidents
-

If he or someone he know is sexually abused/assaulted/harassed, he needs to report it to a staff member immediately!

- This will make sure that he and others are safe from harm.

If any youth or staff member is sexually abusive/assaultive/harassing, DYS will investigate the allegation (possible abuse).

- The investigation will follow laws and rules that hold the person accountable

If your son sexually abuse/assault/harass someone, we will investigate the incident and seek criminal charges.

- if he is found guilty he could face more time in DYS custody, or be placed in an adult correctional facility.

If your son needs to report sexual abuse/assault/harassment he can talk to or send a note to any of the following:

- Unit Manager
- Social Worker
- Youth Specialist
- Chaplain
- Psychology staff
- Teacher
- Nurse
- Any other staff member at his facility



He can also file a grievance and put it in the locked grievance box on his unit or call the Legal Assistance Program (LAP) collect at: **1-614-466-5394**.

To avoid being sexually abused/assaulted/harassed, your son should:

- always avoid being isolated away from the main group
- position himself in plain view (incidents happen more when a youth is alone with someone).
- be aware of situations that make him uncomfortable
- trust his feelings - if it feels wrong, tell a trusted staff member
- not be afraid to say "NO!" or "STOP IT NOW!"
- avoid talking about sex or being partly dressed (these things may be considered a "come on").
- not accept commissary items (goods) or other gifts because this may lead to the belief that he will give sexual favors.
- avoid secluded areas

If your child is sexually abused/assaulted/harassed in any way, he should:

- **report the incident to staff immediately!**

- request to see the nurse for immediate medical attention
- not shower, brush his teeth, use the restroom, or change his clothes as these things may be needed for evidence

If your child witness or is sexually abused/assaulted/harassed but does not want to talk to his unit staff, he can:

- fill out a grievance
- request to see:
 - the Chaplain
 - Youth Advocate
 - Victim Support Staff

If your child is sexually abused/assaulted, he can also request that a Victim Support Staff person go with him to the hospital.

Please know:

- ***Sexual abuse/assault/harassment has nothing to do with sexual orientation.***
- ***Becoming aroused during an incident does not mean that he said yes. These are normal reactions that are out of his control.***
- **All sexual contact between staff and youth is against the law!**

As part of his orientation, your son will receive a separate Youth Safety Guide which tells him how to:

- be safe in ODYS facilities
- get help if he is sexually abused/assaulted/harassed
- report if he is sexually abused/assaulted/harassed
- define sexual abuse, sexual assault, and sexual harassment
- Contact the Rape Crisis and Victim Advocacy Organizations

If your child has any additional questions, please encourage him to discuss them with:

- his assigned Social Worker
- Psychology staff
- Unit Manager
- Program Deputy
- Social Work Supervisor
- Psychology Supervisor
- Superintendent



Right to Grieve Concerns

If your son does not want to talk with staff, he has the right to file a grievance.

The Youth Grievance Coordinator can help him in writing grievances. He should let the Grievance Coordinator, Unit Manager or unit staff know if he cannot find the grievance forms.

He may grieve any harmful or unjust:

- action
- incident
- living condition
- dispute
- policy or practice

The following cannot be addressed through the Grievance Process:

- Court matters
- release decisions
- Intervention Hearing results and discipline

While at his initial facility, and again upon arrival at this assigned facility, he will:

- receive grievance orientation
- view a video about the grievance process
- be given a copy of the Youth Grievance Handbook
- sign that he received the Youth Grievance Handbook
- sign a Letter of Understanding regarding orientation; a copy of that receipt will be placed in his original file

Sometimes he may file a grievance that needs to be investigated

- he will receive a letter from Administration telling him what happened as a result of the investigation

Right to Accommodations

The Ohio Department of Youth Services, (ODYS), supports youth with disabilities. If your son has a disability, he has the right to receive education services, equipment, facility needs and any other support he may need while in DYS.



DYS staff will:

- **not** tolerate or ignore discriminatory (unfair) comments and/or treatment of disabled youths and/or staff within the facility.
- treat youth or staff with disabilities with respect and courtesy
- offer assistance when requested or required
- provide youth with disabilities with the same programming opportunities as any youth
- provide accommodations to make sure that youth are able to participate in all programming

If your child has not been given the opportunity to participate in any portion of programming at this facility, (e.g. education, recreation, meal service), due to a physical disability, please report this to his Unit Manager or the Social Work Supervisor. Both of these staff members have been trained to address any issues regarding youth with disabilities. If his issue is still not properly resolved, your son may write a grievance regarding the issue to ensure further follow-up and resolution.



Right to an Account

Your child has the right to purchase commissary (acceptable goods). He will have a money account set up for this purpose.

If he has no money in his account, a small monthly allowance may be provided by the I & E Fund.

He is not permitted to have any currency, coins, checks, or any type of money in his possession.

When a money order is received through the mail or visitation, it will be placed into his account. A receipt will then be issued to tell him how much money has been credited to his account.

Right to Receive and Send Mail

Your son has the right to mail at least 2 letters a week to maintain community ties. We will provide him with 2 stamps per week for this reason.

If he uses his own stamps, there is no limit on the letters he can send or receive.

He is not permitted to receive gang-related or sexually oriented material or have contact with youth who are at other DYS facilities or on parole.

If money is sent to him, it will be placed in his commissary account and he will be provided with a receipt. DYS institutions do not accept personal checks. Only money orders can be accepted.

In order to be mailed out, all mail must have:

- his name
- the return address
- the proper mailing address
- absolutely no other writing on it



If needed, it may be opened by staff to identify the sender, so that it may be returned to your child. The only acceptable return address is:

YOUTHS FULL NAME, UNIT NAME & DYS #

Facility Name
Facility Address

FAMILY MEMBER/FRIEND'S FULL NAME
STREET ADDRESS & APARTMENT NUMBER
P.O. BOX (IF NEEDED)
CITY, STATE, ZIP CODE

Right to Phone Calls

Your son has the right to make two supervised collect telephone calls per week. Time limits for telephone calls are set at 15 minutes. Additional attempts may be given based on his progress.

Youth accounts are set up through parents/guardians through the GTL system. If you have problems setting up your account you can call them toll free at 877-856-3184. If you have billing issues with GTL the number is 877-650-4249.

Each facility uses a PIN system to track youth phone calls, meaning that staff will know:

- who he is talking to
- how often he is talking to them

He will be assigned an individual number which he will use during the call connecting procedure

- he should only use his number when making calls
- ***attempted use of any other number is a violation of rules and could result in disciplinary action***
- phone calls may be monitored for security purposes

Your child is not permitted to receive incoming calls. If there is an emergency call, a staff member will forward it to Administrative Staff.

Right to Youth Advocate

Your son has the right to have a youth advocate present to assist him in the Intervention Hearing Process if he is ever charged with a severe or high rule violation, and receive a Hearing Notice.

A youth advocate is someone who will:

- explain/review charges against your child
- explain possible sanctions
- be present with him at his Intervention Hearing
- make sure that the process is fair
- make sure that he is heard at the hearing

The advocate is not there to:

- get him out of trouble
- act as his lawyer

The Youth Advocate wants to help your son take responsibility and to learn from his mistakes through better decision making. The Youth Advocate can also assist him in appealing an IH decision.

Right to the Legal Assistance Program

Your son has the right to legal assistance within DYS. The Legal Assistance Program (LAP) provides this service.

Your son can use the program anytime he has problems with:

- DYS Staff
- other youth
- getting medical and/or dental care
- his education
- conditions of lock-up
 - any legal violations
- determining how much detention credit should be applied to his time



The Legal Assistance Program does not provide help for:

- criminal appeal
- judicial release from DYS
 - Instead, your son's attorney or public defender will help him

Your son will watch a video on the LAP process while at Reception/Orientation.

There are posters and forms on your son's unit regarding the LAP process and how to request to speak to a LAP attorney.

- Your son can tell the Unit Manager if he cannot find any of the forms

Your son can call 1-614-466-5394 if he has any questions about the LAP.

Right to Visitation

Youth have the right to have family visit during accepted times.

Youth should receive a visitation schedule along with their orientation book.



Staff will be available to talk with family in order to answer any questions they might have.

CHJCF has two types of visitation Regular visitation that occurs

- Friday: 6:00 pm to 9:00 pm
- Saturday: 8:00 am to 12:00 pm Saturday: 1:00 pm to 5:00 pm
- Sunday: 1:00 pm to 5:00 pm and

Special visitation that occurs

- Monday, Tuesday, and Thursday: 8:00 am to 12:00 pm (Graduates)
- Monday, Tuesday, and Thursday: 8:00 am to 12 pm (Non-graduates during intersession)
- Monday through Thursday: 6:00 pm to 9:00 pm (All eligible youth).

To be eligible for special visitation youth will have to be in good standing with SBBMS and in the building for at least 90-days. Visitors will not be restricted to family members alone. The only restriction will be that visitors under the age of 18 will need to be accompanied by a family member that is at least 21 years of age. Youth may have anyone who has been cleared by youth's social worker on their visitation list. The youth will identify five people to place on their list while on the orientation unit and be able to add two more visitors every thirty days with a cap of 15 visitors.

Prior to being placed on the list perspective visitors will have to complete a visitor application. The application will be reviewed by the Social worker who will call the person to confirm their identity. The very first special visit will be supervised with the Social worker and be one-hour in length. Minimum youth are able to have up to five (5) visitors during one visit and medium up to four (4) visitors during one visit.

If your son has a child, we encourage their child and the additional parent to visit. Please have your son work with his social worker to make sure this happens.

Visitation may be terminated (ended) or denied whenever it becomes dangerous to the safety and security of the institution or the well-being of youth or staff.

Right to Telephone Access to their Attorney



Your son has the right to speak with an attorney (person who helps the youth defend themselves) by phone.

- This request will be granted within 24 hours unless they are in seclusion due to an Act of Violence.

If your son makes any threats of harm (physical or verbal), the 24-hour time frame may be reset and their request denied.

- If your son's request is denied, we will tell their attorney they would like to speak with them.

A Typical CHJCF Youth Daily Schedule

5:30 am	Institution Wake-Up
6:00 am – 7:20 am	Breakfast & Hygiene
7:25 am – 11:37 am	School/Graduate Activities
11:37 am – 12:52 pm	Lunch/Graduate Activities
12:53 pm – 2:31 pm	School/Graduate Activities
2:50 pm – 3:50 pm	Treatment Group Sessions
4:30 pm – 6:00 pm	Dinner
6:00 pm – 7:30 pm	Recreation, Volunteer & Religious Activities
7:30 pm – 8:30 pm	Showers, SBBMS Meetings & Snacks
8:30 pm – 9:00 pm	Bed Time



Services

While here, there are several services that your son will receive. These are outlined below.

Food Service

Meals are prepared and served cafeteria style. We encourage your son to make sure that they eat enough to stay healthy and keep growing.

The food service department provides:

- breakfast
- lunch
- dinner
- evening snacks



All youth will go to the cafeteria for meals unless they are on some type of restriction. If your son has personal safety concerns regarding going to the cafeteria, they need to immediately let staff know. Staff will work with your son to develop a safety plan.

Special menus are allowed for medical or religious reasons, if approved by the Doctor or the Chaplain.

It is not acceptable to take someone else's food. If someone takes or tries to take your son's food, they are to tell staff immediately.

Recreation Services

The recreation department provides a program designed to promote behavioral/attitude change.

DYS hopes to help your son improve his self-image through :

- athletics
- sports
- leisure games
- crafts
- other supportive activities



Youth are required to attempt all available activities and will receive at least one hour of Recreation daily.

Team sports are offered on a seasonal basis.

- In some of these sports, youth will participate in interscholastic competition (meaning different units will compete against each other) or travel to other facilities to compete.

Community Services

Your son will be provided the opportunity to participate in Community Service Activities designed to promote giving back to the community without expecting anything in return. It is also designed as a way for each youth to make up for any previous indiscretions.

In-House Community Services

Your son will be scheduled for a minimum of 4 hours each month to complete projects, while at the facility, for community organizations .

Off-Grounds Community Service

A program offered to youth that meet certain criteria in which youth travel outside of the facility to help partner organizations.

Beneficiaries include:

- Nursing Homes
- Faith Based Organizations
- Non-Profit Organizations
- General Community



Medical & Dental Services

While in our institution, your son will receive medical/dental treatment.

When your son first arrives, he will:

- be seen by a nurse
- receive a welcome letter with additional instructions on how to access medical and dental care
- be introduced to the Medical Department where his medical records, dental records, and need for medication will be reviewed. At that time, he should tell a nurse if he has any medical problems.

Units have a Health Call Form available 24/7 allowing him health care access.

If your son has a medical/dental issue, he must sign up for a health call. He will:

- Write his first and last name and his DYS number on the list, as well as his health concerns before he hands in the form
- Wait for Health Call, which occurs daily

Confidential HIV/STD counseling and testing are available.

If he has mouth pain or a dental emergency, tell his staff immediately. His staff will contact the nurse.

Cleanings/fluoride treatment/necessary x-rays are done every 6 months and will be scheduled by the dental department. The dentist will schedule and determine any necessary treatment.

Doctor clinics are held once a week to provide annual physical exams and to evaluate and treat any illnesses and minor injuries.

He will receive an eye exam and if necessary, he will be referred to an optometrist (eye doctor). Glasses may be replaced or ordered. Contacts are not permitted in our facility.

In an emergency, he will go to a local hospital and you will be called.

Education Services

DYS's school is fully accredited by the State Department of Education (this means that when he leaves here, all his credits will count, and if he graduates while here, he will be given a true high school diploma). Our school maintains an Educational Placement Committee that meets with every new student after all testing is completed. The committee works with him to determine what classes he should take as well as what his future in education looks like. Each school has 2 graduation ceremonies per year.

We offer a full range of programs including

- English
- Math
- Science
- Social Studies
- Special Education
- Health and P.E.
- Art
- Vocational classes, such as:
 - Nursery and Greenhouse Management
 - Advanced Office Technology
 - Masonry



Although we encourage all students to earn a true high school diploma, DYS does offer a full GED program if a diploma is not possible.

The following expectations apply to him while in the Education area:

- Observe all general rules and dress code regulations
- Avoid running in the hallways and walk in the specified direction as indicated
- Be on time for all classes
- Know and follow the rules set in each class
- Hall movements are to be made quietly, keeping hands by his side and walking in a single file line
- He is not to enter into classes that he is not scheduled for
- Avoid bringing letters/pictures to school
- Avoid slamming classroom doors
- No items are to be removed from the school area
- Respect all electronic devices

Behavioral Health Services

Mental Health Services

It is our job to make sure that your son is safe both physically and emotionally. We will work with him from reception until he is released back to his community to help deal with his concerns.

Please ask to talk to someone if he ever tells you he is feeling:

- sad
- afraid
- lonely
- worried

Anytime your son wants to talk to someone in private about something that is bothering him, he can complete a “Request for Services” form, which is located on the unit.

A trained behavioral health care staff will talk to him and give him ideas of what he can do to deal with the feelings that he is having.

If at any time he is feeling so bad that he thinks he might want to hurt himself or someone else, he can tell any staff member on the unit and they will get someone to talk to him immediately.

Programming Services

Your son will have access to individual and group services while he is here. Your son will also have meetings with Youth Specialists and his Social Worker. The purpose of these meetings is to:

- help him learn, cope, and grow as a person
- make sure he is receiving all the services he needs
- prepare him for release to his community
- help him understand if and what medicines he may need
- help your son complete his treatment plan called the Integrated Treatment Plan (ITP) it:
 - addresses his specific needs
 - was developed by a behavioral health staff member with input from your son, you, and the Interdisciplinary Team (IDT)
 - is followed by your son, you, and all IDT members

Programming topics include:

- Managing Anger & Violence (MAV)
- Basic Cognitive Behavioral Therapy (CBT)
- Alcohol & Drug Treatment
- Sex Offender Treatment
- Anger Management
- Thinking for a Change
- Trauma Group
- Victim Awareness
- Advanced CBT



The programming that your child is a part of will depend on his treatment goals. Programming is more than just a way to complete their release requirements, it's a process to help them develop individually and prevent re-offending. If you or your son do not feel that his programming is right, please talk to:

- the Unit Manager
- a Social Worker
- Youth Specialists
- Psychology staff member

Religious Services

A full-time Chaplain is on staff to meet your son's religious needs. Additionally, many volunteer groups provide religious programming that he can attend.

The Chaplain will provide religious materials and appropriate holy text.

If you would like to send him a holy text from any outside source, it must be mailed to the Chaplain, who will make sure that he gets it.

In order to provide an opportunity for home and community involvement, pastoral and family visitations are encouraged.

Every youth has the right to practice his religion. He is permitted to have the resources of his faith as long as it does not affect the safety of facility (RLUIPA-Religious Land Use & Institutionalized Persons Act).

Order and Safety

The number one priority during your son's time here is to keep him safe. In order to do that, there are certain systems that we set up and your son is expected to respect.

Staff Support

Staff members are here to assist your son if he feels scared, unsafe or have issues that require immediate attention. Staff support includes:

Unit Management Team

- Youth Specialists
- Social Workers
- Unit Manager

Please go to these staff with questions or issues

Unit Ashland

- Unit Ashland is designed to provide a safe structured therapeutic environment for medium to high risk youths who are STG involved.
 - Cheryl Cook, Unit Manager (216) 285-9924
 - Benita Reaves, Social Worker II (216) 464-0403
 - Victor Osula, Social Worker II (216) 285-9924

Unit Butler

- Unit Butler is designed to provide a safe structured therapeutic environment for medium graduates.
 - Lorie Lee, Unit Manager (216) 682-2229

Unit Cuyahoga

- Unit Cuyahoga is designed to provide a safe structured therapeutic environment for medium youth.
 - Patrice Hudson, Unit Manager (216) 682-2258
 - Deborah Watkins, Social Worker II (216) 682-2255
 - Megan, Raleigh, Social Worker II (216) 682-2242

Unit Delaware

- Unit Delaware is designed to provide a safe structured therapeutic environment for non-aggressive medium youth who are having difficulty in their peer interactions on other units.
 - John Murchie, Unit Manager (216) 682-2250
 - Toi Montgomery, Social Worker II (216) 464-0460
 - Ester Sackey, Social Worker II (216) 464-6033

Unit Erie

- Unit Erie is designed to orientate and provide a safe structured therapeutic environment for all the youth that enters the facility. Orientation is from 3 to 28 days.
 - D'lano Angel, Unit Manager (216) 682-2253
 - Karen Lemons, Social Worker II (216) 285-9914
 - Leslie Gates, Social Worker II (216) 464-6031

Unit Franklin

- Unit Franklin is designed to provide a safe structured therapeutic environment for minimum graduates.
 - Terry Florence, Unit Manager (216) 682-2245
 - Cynthia Smith, Social Worker II (216) 682-2256

Unit Geauga

- Unit Geauga is designed to provide a safe structured therapeutic environment for minimum youth age 15 years – 17 years of age.
 - Susan Stuckey, Unit Manager (216) 285-9922
 - Christine Boozer, Social Worker II (216) 285-9909

Unit Huron

- Unit Huron is designed to provide a safe structured therapeutic environment for minimum youth age 18 years – 20 years of age.
 - Corey Sharkey Unit Manager (216) 285-9919
 - Yvette Zeigler, Social Worker II (216) 682-2244
 - Dorothy Chapman, Social Worker II (216) 464-0167

Unit House Meetings

- weekly house meetings let youth discuss issues
- youth use this time to find solutions to their problems

- before each meeting, youth can submit things to discuss
- staff will assist youth in filling out agenda items and learn problem solving skills so that issues can be resolved

If at any point your son feels pressured to join a gang or if he is being singled out by STG (gang) members, he should tell a staff member right away.

Strength Based Behavior Management System (SBBMS)

SBBMS is a way for your son to earn daily, weekly and monthly incentives by following the rules and also consequences when the rules are not followed.

He will be given an SBBMS Youth Handbook that explains:

- the differences in incentives
- what is expected of him daily
- what a “made day” is and how to get one
- what a daily review checklist is
- how he can buy items from the incentive store
- what the Monthly Incentive Party is and how he can attend it
- how he loses the stuff he earned (rule violations)



His staff will let him know when he is on track and doing well through:

- Verbal Applause
 - Ex. “good decision” or “what a neatly made bed”
- Character Coupons
 - tickets awarded to him when he displays one of the Six Pillars from Character Counts
 - Character Coupons provide him an opportunity to be recognized for pro-social behavior
 - there will be Character Coupon Drawings which your son can win prizes!

Security Classification

While your son is here, he will have a security level of Minimum or Medium. This level is based on the behavior he had in the community. Youth with Close security classifications do not generally house at CHJCF.

- The types of security levels are:
 - Minimum - They get to do the most stuff
 - Medium - They get to do some stuff
 - Close - They get to do less stuff
- Every six months, your son’s social worker will do a security level evaluation. The social worker will also talk to your son’s staff to find out how he have been behaving.

- The security level may stay the same or go up if your son:
 - has been getting into fights
 - is part of a gang
 - breaks a lot of other rules
 - gets a lot of YBIRs or write-ups
- The security level may go down if your son:
 - does not get into trouble
 - goes to school
 - attends all of their assigned programs
- If he follows all the rules and goes to all of his programs, he can even request his social worker to do a security test early.

Youth Rules of Conduct (posted on each unit)

Rules are here to make sure your son, other youth, and the staff are safe. The Department of Youth Services has one policy that lays out the rules for all the facilities. If your son breaks a rule he could receive sanctions (discipline).

A staff member will go over the Youth Behavioral Incident Report (YBIR), which is written when a youth violates one of the following rules:

The Severe Rule Violations are:

- Rule #1 Assault
- Rule #2 Escape or Attempting to Escape
- Rule #3 Riot/Disturbance
- Rule #4 Sexual Assault
- Rule #5 Sexual Misconduct

The High Rule Violations are:

- Rule #6 Sexual Harassment toward youth or staff
- Rule #7 Unforced Sexual Misconduct – Youth on Youth or Youth on Staff
- Rule #8 Creating a Health/Safety Hazard
- Rule #9 Contraband
- Rule #10 Security Threat Group (STG) Activity
- Rule #11 Fighting
- Rule #12 Damage or Destruction of Property

The Moderate Rule Violations are:

- Rule #13 Complicity
- Rule #14 Offensive Conduct
- Rule #15 Threatening Conduct
- Rule #16 Stealing/Possessing Stolen Goods

The Low Rule Violations Are:

- Rule #17 Making a False Statement

- Rule #18 Misusing or Abusing Property
- Rule #19 Unauthorized Exchange of Property or Services
- Rule #20 Out of Area
- Rule #21 Horseplaying
- Rule #22 Refusing to Attend Required Programming
- Rule #23 Refusing to follow staff instructions

If your son does not agree with the YBIR and consequences, they can talk to their Unit Manager or write the issue on their YBIR.

Contraband

Contraband are items that are not allowed in the facilities. If your son is found to have any of the items, he could receive an Intervention Hearing and/or treatment team sanction. The following list gives you an idea about what things are considered contraband at all times:

- Cords, rope, string, and wire, chains
- All metal, unless issued to the youth
- Glass of any type or form/mirrors
- Pornographic materials
- Homemade speakers or furniture
- CD, DVD, flash drives, SD cards
- Razors, scissors or cutting tool
- Anything covering lights or windows
- Empty containers
- Any items with toxic, harmful vapors
- Excessive amounts of commissary items
- Liquid Paper (white-out)
- Money in any form
- Cell phones or cell phone chargers, cameras
- Lighters, matches, steel wool or anything else used to start a fire
- Any materials taken from the school area and not approved
- Personal clothing not authorized by the State
- Medications not issued by the Medical Department
- Ace bandages not prescribed by the Medical Department
- Metal combs or rakes
- Coat Hangers
- Nail clippers
- Alcohol, illegal drugs, tobacco in any form
- Weapons of any kind
- Chewing Gum
- Gang Material



Youth Discipline

Remember, your child has a clean slate right now! They are to make it a goal to remain discipline free so they can go home on time.

If your son breaks a moderate or low rule they will be issued a YBIR and may:

- be required to complete up to 10 hours of facilities services
- be referred to treatment team
- be required to provide a written or verbal apology
- be required to write an assignment to address specific behavior
- be suspended one to three SBBMS privileges for up to 10 days
- not make their day
- be suspended from assigned job up to 10 days

Your son cannot challenge YBIRs through the grievance process. If your son thinks he did not deserve the YBIR, he is to write his concerns on it or talk to the Unit Manager about it.

If they are charged with committing a severe or high rule violation, they may:
be referred to treatment team

- have a hearing before an impartial (not on anyone's side) intervention hearing officer and a youth advocate

If the violation is referred to an Intervention Hearing (IH),

- a hearing must occur within 7 days of the unproven violation, excluding weekends and holidays
- your child will be notified at least 24 hours before their hearing
- hearings can be postponed beyond 7 days for certain circumstances

If your son is found proven of violating a severe or high rule in an intervention hearing they may:

- be required to complete up to 20 hours of facility service
- be suspended from all SBBMS privileges and activities for up to 30 days
- be suspended from assigned job for up to 20 days
- be given up to 30 days of intervention time (additional time that delays a youth's planned release)
- be given up to 24 hours of seclusion time

Youth may not grieve the results of IH's but they have the right to appeal (formally challenge) the intervention hearing results through the intervention report.

If the rule infraction is severe (Felony 1,2,3,4, or Misdemeanor), an investigation may occur. Depending on the results of the investigation, possible consequences could include:

- filing of criminal charges against your child
- extending the length of your child's stay in DYS
- additional sanctions are also possible

Individual Response to Acts of Violence (IRAV)

Choosing to resolve conflict through violence is unacceptable. Youth who commit one of the six Acts of Violence (AOV) will immediately be placed in seclusion until they can be assessed and to determine that he no longer poses a safety risk to himself or others.

Youth who commit an AOV will also receive an Intervention Hearing for a severe rule violation and if proven, will receive disciplinary sanctions.

A youth who gets in a fight could have an Intervention Hearing or be referred to treatment team for sanctions.

Remember for your son's safety and the safety of others, he is to use his verbal skills or seek help rather than resorting to violence.

There are 6 Types of Acts of Violence (AOV)

An AOV is considered a high or severe rule violation requiring immediate confinement to ensure the safety of the juvenile, other juveniles, staff and the security of the facility. An AOV includes the following:

1. Fighting

A physical conflict which two or more individuals act aggressive

2. Assault on Youth

3. Assault on Staff



A physical attack on a youth/staff including but not limited to:

- spitting at or on a youth/staff
- throwing feces, blood, urine or any other substance
- beating, striking, or biting a youth/staff
- throwing any object that could cause physical harm
- making contact with youth/staff in a sexual way

4. Inciting and/or Engaging in a Riot or Disturbance

5. Sexual Assault

6. Sexual Misconduct

7.

DYS TIP LINE

DYS has set up a tip line to provide youth and staff a direct line to report safety issues, including those related to sexual misconduct. Understand this process does not replace the Grievance Process or Legal Assistance Program.

You son has access to the tip line through the phones on each living unit to report issues or concerns. The call will go directly to DYS Central Office voicemail box that will be checked every 24 hours on business days. Please note that your son will not talk to a live person. He does not have to leave his name. If the call is to report a crime, an investigation may be conducted.

D Y S T I P
3 9 7 8 4 7

FYI

There are a few more things we want to make sure that you know as your son begins his stay with us. In no particular order, they are...

Emergencies

In the unlikely event of an emergency, it is very important for your son to listen to what the staff is telling him to do.

Staff are

- trained how to handle any possible emergency
- here to keep your son safe
- asking your son to follow their instructions during any crisis



CHJCF will conduct regular fire and tornado drills to prepare your son on what to do if we have a fire or if there is a tornado.

The staff will also give your son direction whenever we experience bad weather.

Commissary

DYS has an outside vendor (sort of like a store) through which your son can order commissary.

Acceptable commissary includes:

- personal hygiene items
- paper
- envelopes
- stamps
- candy bars
- pop
- various snacks
- other items which are offered

Youth are not permitted to lend funds or give money/items to another youth or staff. They are also not permitted to take money or items that belong to someone else.

The amount of money youth may spend depends upon his SBBMS status level.

Laundry



A laundry schedule is posted at all sites.

Youth are expected to learn the days and times that laundry is collected, and must include all assigned bedding!

Searches

While youth are at DYS, they are subject to searches. This includes their body, property, and rooms.

Examples of searches include:

- being patted down before they return to their unit from any other area in the institution
- being strip-searched following visitation, off-campus trips, all AWOL's, or when returned from court (if more than one day)
- routine weekly room searches for any type of contraband



If, at any time, there is a strong reason to suspect that your son has inserted contraband into a body cavity (ears, mouth nose, etc.), the Nurse, Deputy Superintendent and the Medical Director in Central Office will be consulted to determine whether or not a body cavity search is necessary.

- If this search is thought appropriate, it will be done in the method that is approved by the established medical procedure.

Safety Plan

A Safety Plan is created for any youth who is afraid for his or his safety. A Safety Plan gives staff directions to make sure that youth can safely participate in all programming.

Safety Plans include the following:

- Reason for plan
- Description of how youth will safely participate in all programming (e.g. recreation, education, religious services and visitation)
- Description of how youth will receive all meals & snacks
- Description of how youth is to be escorted for any off unit event
- Description of how youth is to receive Behavioral Health Services (group, social worker contact, mental health services, etc.)

Once a plan is written it becomes part of the youth's programming. If your son is placed on a Safety Plan, he is required to follow the plan. Youth are to direct any Safety Plan questions to their unit staff. The Interdisciplinary Team (IDT) reviews the plan weekly to determine if the youth needs to continue on the plan.

My Important Information Page

Youth Name _____

DYS # _____

Superintendent of Facility _____

Deputy Superintendent-Direct _____

Deputy Superintendent-Programs _____

Deputy Superintendent-Indirect _____

Unit Manager Administrator _____

Housing Unit _____

Unit Manager _____

Social Worker _____

Psychology Supervisor _____

Chaplain's Name _____

Parole Officers Name _____

Grievance Coordinator _____

Youth Advocate Name _____

Health Service Administrator _____

Principal _____

Guidance Counselor _____

