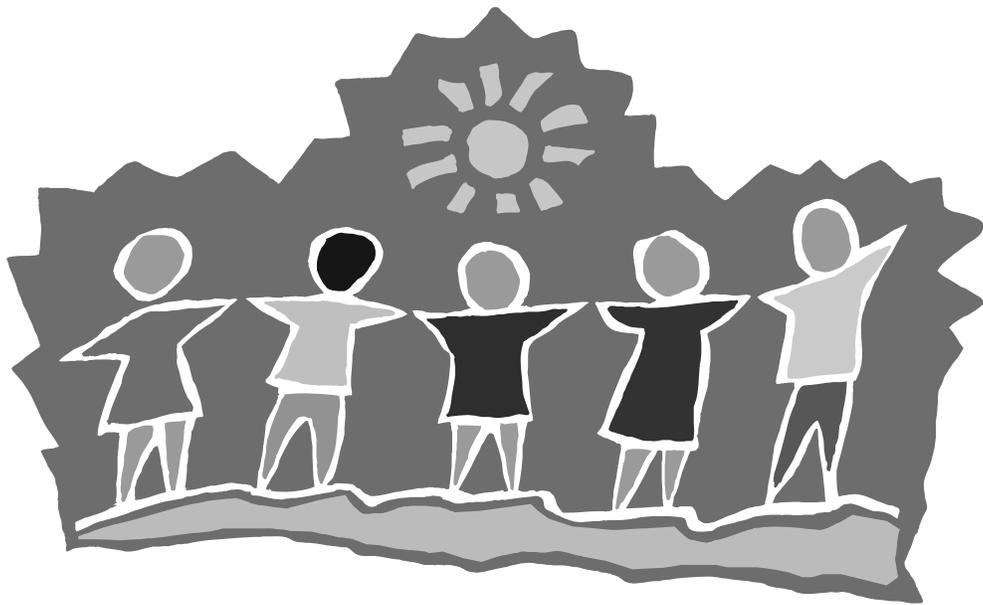


# MORRIS COUNTY YOUTH SHELTER



# RESIDENT HANDBOOK



## **A Message from the Shelter Director**

Welcome to our shelter. The first Youth Shelter in Morris County opened its' doors in 1881. Since that time we have cared for thousands of residents and teens who found themselves in difficult situations. This manual was compiled to help you understand a little bit about what goes on here and what our expectations are of you.

I realize that the circumstances which brought you here are probably less than ideal. There are a lot of things going on in your life right now and adjusting to shelter life is just one more. We will try to make this adjustment as simple as possible.

The staff here did not bring you to the shelter, and we are not the people responsible for planning your departure. We are simply here to ensure that you have a safe and secure place to stay while other agencies work out those details. Hopefully we can assist you by providing some sound advice and teaching you some life skills during your stay.

We do require that you assume responsibility for your actions. We also require that you adhere to our simple rules, clean up after yourself, take care of our facility, participate in the program, and maintain a Gold level incentive status. Above all, we require that you show respect for the staff members and other residents.

Trust is an important element in this environment. When you enter the shelter, we presume that you are trustworthy. This can be sustained by behaving in an acceptable manner and maintaining a Gold level incentive status. We encourage you not to violate this trust, because if you do, it will take a great deal of effort to gain it back.

If there is anything we can do to help you during your stay here, please feel free to let us know. Thank you for your anticipated cooperation.

Jill Cerullo  
Deputy Director  
March, 2010



# **GETTING STARTED**



## New Resident Orientation

- Initial orientation status lasts for a minimum of (48) forty eight hours (2 days). During this period, the focus is on learning the shelter rules, getting to know the *Full Value Contract*, briefing staff on why you are here, and becoming acclimated to the shelter.
  - During the first (24) twenty four to (48) forty eight hours of your stay, both the county doctor and nurse will see you. They will gather medical information from you, so that they can medically clear you to remain under our care. New residents must receive this medical clearance prior to going off grounds.
  - At the end of the designated orientation period, staff will challenge your knowledge of this handbook, by giving you an orientation test. After passing your orientation test, an orientation meeting will be set up for you. The participants in this meeting will be you, a shift supervisor, and one of our adolescent counselors. During this meeting, you will discuss the circumstances which led to you coming to the shelter, as well as your own personal perspective on your placement. You will also talk about other various people's perspective on your placement, including your parents, probation officer, and/or other placing agency. Upon completion of your orientation meeting, you will be placed on the appropriate level, as determined by the orientation committee.
  - If your behavior is satisfactory while you are on orientation, the orientation committee will place you on Silver level. Barring a level drop, you will remain on Silver level for (7) seven days, after which time you will meet with a shift supervisor and an adolescent counselor to review your MBE's and behavior for the previous week. If deemed appropriate, you will then move up to Gold level.
- ◆ On some occasions, you may find yourself in special circumstances that require an adjustment to the basic orientation plan. This planning is generally done between you, an adolescent counselor, and a shift supervisor.
- ◆ You will be required to take and pass your orientation test within your first (2) two days at the shelter. Refusal to prepare for and take your orientation test will result in you being placed on Bronze level.
- ◆ If you violate the shelter rules while on orientation, your privileges may be suspended. If this happens, you will be placed on extended orientation. Once you successfully pass your orientation test and an orientation meeting is held for you, you will then be moved to Bronze level. Upon being placed on Bronze level, you will be required to complete an incentive contract in order to be promoted to Silver level.
- ◆ You will have Bronze level privileges while you are on orientation.

## Resident's Rights

We believe in your right to:

- Communicate with others, as deemed appropriate by the shelter staff
- Send and receive uncensored mail and unmonitored phone calls
- Reasonable visitation with family members
- Prompt and appropriate medical treatment
- Not be subjected to physical or sexual harassment/abuse
- Not be subjected to corporal punishment
- Attend religious services (see shift supervisor for details)
- Be given a secure place to store personal items
- Be informed of the shelter rules
- Education, Exercise, and Recreation

If you ever feel that your rights are being violated, you can:

- ◆ Follow the grievance procedure, or
- ◆ See the Director or a Program Coordinator, or
- ◆ Call the DYFS emergency number at: **1-800-792-8610**

### ***What is the difference between a right and a privilege?***

Your rights are protected and they will never be withheld from you as a disciplinary measure. Your privileges, on the other hand, are not guaranteed. You must earn them. You can acquire them by honoring the *Full Value Contract*, following our rules, and making a positive contribution to our community. You may possess and access privileges, or have them denied. It is entirely up to you! It all depends on how you conduct yourself and manage your behavior while you are here.

## Grievance Procedure

During your stay here, there may come a time when you feel as if your rights are being violated. Should you find yourself in this position, we encourage you to bring the matter to our attention by following these steps:

**Step 1** - Talk about your issue with your primary counselor, the shift supervisor, a case manager, or any staff member that you feel comfortable speaking with.

***If you feel that you were not helped during step 1, then move on to the following steps:***

**Step 2** - Request a grievance form from a staff member and carefully complete it. Give the completed form to a Program Coordinator. If needed, staff will assist you.

**Step 3** - A meeting will be set up between you, a Program Coordinator, and any other staff member that may be needed to help resolve the matter. This meeting will give you a chance to air your concerns and answer questions regarding the incident. This meeting will take place within (5) five working days of your grievance being submitted.

**Step 4** - DYFS will be contacted immediately, if the Director or a Program Coordinator believes that your concerns require the attention of an outside agency.

✦ You have the right to speak with your social worker, probation officer, and/or the Juvenile Court Judge about your concerns.

✦ Staff will never seek retribution for a grievance being filed against them or one of their co-workers.

# RESIDENT GRIEVANCE FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Briefly summarize the grievance/issue:

List all parties involved (staff & residents):

Was the grievance/issue discussed with shelter staff?

Primary Counselor	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Name: _____
Shift Supervisor	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Name: _____
Case Manager	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Name: _____
Staff	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Name: _____

Supervisor Signature: \_\_\_\_\_

Of the staff you spoke to, what was the outcome?

◆Please submit this form to a Program Coordinator. A meeting will be set up to discuss this matter. You will be notified as to the time and date of the meeting.

## The Full Value Contract

During your stay here, you will hear a lot about *Full Value* and something called the *Full Value Contract*. It is our way of communicating what we feel is important. These values will form the basis for our interactions with you.

Simply put, the four main parts of the *Full Value Contract* are:

- **Agree to work together as a group towards your goals**
- **Agree to follow safety and group behavior guidelines**
- **Agree to give and hear information to help change or improve behavior**
- **Agree to find value in the efforts of other group members and yourself**

*Full Value* is recognizing and valuing anything that goes into making you the individual that you are, and seeking the same in others. Through *Full Value* we look to create the best learning environment possible. This means taking care of yourself and others to the best of your ability.

This contract will serve as a guide for how you manage the issues which led to your arrival at the shelter. Your shelter team will work with you on this. Together you will develop a plan to help you get back on your feet and on your way.

How you communicate your feelings to others is a vital part of your *Full Value* commitment. "I feel..." statements are the standard way that you should try to express your feelings. Feeling statements always start with "I feel" and they never place blame on others. Feeling statements are meant to help you talk about how you are feeling in a way that focuses on yourself and not others.

## Challenge by Choice

Challenge by choice is our philosophy of group participation. This idea gives you control over your level of participation in a given activity. It is our expectation that everyone take part, at some level, in shelter activities. If you feel uncertain or uncomfortable about participating, you may step back from the activity and remain less active, but still involved with the group.

Remember, not participating is a choice, but it does not represent a commitment to the *Full Value Contract*.

# **FREQUENTLY ASKED QUESTIONS**



## ***What is Feedback?***

Feedback is information that is either given or received. Listed below are some criteria for feedback.

### **Ten Criteria for Helpful Feedback**

1. It is *specific*, rather than general.
2. *It is focused on behavior*, rather than the person, and is descriptive, not judgmental.
3. It takes into account the *needs of the receiver* of the feedback.
4. It is directed toward *behavior* the receiver can do something about.
5. It is *asked for* rather than imposed.
6. It involves the *sharing of information* rather than the giving of advice.
7. It is *well timed*.
8. It involves the amount of information the receiver can use, so *don't overburden*.
9. It concerns what is said or done, or how it is said or done, *not why*.
10. It is *checked* to insure clear communication.

◆ Adopted from material developed by Albert Wight - Guidelines for Peace Corps Cross-Cultural Training - Part II

### ***How long do I have to be here and how do I get out of here?***

From the moment you arrive here, a team of people will be working on your case, in an attempt to have you placed in the most appropriate and healthiest setting for you. However, this takes time. The length of which varies, depending on the particular circumstances surrounding your case. Your case manager will keep you informed on the progress being made on your case and you are always welcome to check in with them for updates.

### ***When do I see the judge?***

On every other Wednesday, the Juvenile Court Judge comes to the shelter and holds court. At that time, the judge reviews your case to gather information from you and your family, as well as other professionals involved in your case. Everyone will be trying to find the best possible outcome for you. We encourage you to use this time to bring any issues or concerns you have to the judge.

### ***What is a Case Manager?***

In short, your case manager serves as your link to the community. They are responsible for setting up and maintaining your approved contact list, arranging all of your appointments, visits, and passes, and assisting with your discharge plan.

### ***What is a Weekly Focus?***

A weekly focus is a goal that will aid you in better dealing with life's challenges. Your case manager will assist you in developing your weekly focus goal.

### ***What are Groups? What are they for?***

You will be responsible for attending various group discussions throughout your stay here. The purpose of these groups is to discuss different topics, such as anger, drug abuse, family issues, etc... These groups will help you stay on track and focus on your issues and concerns.

### ***What is a Time Out?***

Handling stress or anger is an important part of your *Full Value* commitment. We recognize that shelter life can be very overwhelming at times. We encourage you to ask for a time out if you are feeling stressed. Time Outs are to be taken alone and should not exceed (15) fifteen minutes in length. The shelter staff will determine an appropriate location for your time out. You should seek the assistance of your case manager if stress and/or anger is an ongoing issue for you.

### ***What is a Parent/Guardian Handout?***

Your parent or guardian will receive a *Parent/Guardian Handout* that describes the basic components of your program while you are residing here. The handout will include topics such as the shelter mission statement, your daily program (i.e. school, community service, recreational activities, etc...), and the Minimum Behavioral Expectations. This way they can understand how you can earn privileges, such as passes with family members.

### ***What is a Primary?***

Your primary counselor will be assigned to you during your intake. The role of this counselor is to be the shelter expert on what is going on for you. This counselor will be responsible for writing your bi-weekly court report. If you are on Gold level, you and your primary counselor can arrange small incentive trips to take together (i.e. dinner, store, nail salon, etc...). These trips are limited to (1) one per month and they may not exceed (2) two hours in length, unless prior approval is given by a shift supervisor.

### ***Where do I keep my stuff?***

Staff will provide you with a bed, clean linens, a blanket, a pillow, towels, and any personal hygiene items that you may need. They will also show you where you can store your belongings. There isn't much room for clothing in the bedrooms, so you will only be allowed a limited quantity, as outlined on your clothing inventory log sheet.

It is expected that your belongings are kept neat and organized at all times. Most items should remain in your bedroom when not in use (i.e. compact disc player & clothing). Leaving items around the shelter creates clutter and contributes to things becoming lost or broken. If you leave your things lying around, staff may confiscate them.

### ***Can I bring other things here that I don't have now?***

Yes, within reason. Any items brought into the shelter (clothing or property) must be logged into your file by staff. Some items are not allowed (see contraband section). Other items are allowed, but must be kept in a locked staff area and returned after use. These items include, but are not limited to, razors, electrical appliances (i.e. hair dryer & curling iron), scissors, and hygiene products containing alcohol. Ask a staff member if you have a question on something.

***Where does my money go?***

With the exception of clothing money provided to you by DYFS, you are allowed a maximum of \$100.00 at any given time during your stay here. All of your money will be kept in a secure location and you will be able to access it, as per your incentive category of eligibility. It is your responsibility to turn over any money that you are not permitted to possess (see incentives section for details). If you fail to do so, your incentive level will be dropped.

***Does the shelter conduct bedroom searches?***

We conduct bedroom searches randomly. You will be made aware of when a search is going to be conducted and you will be given the opportunity to be present if you so choose. However, the staff reserves the right to not disclose the nature of the search. Staff will define for you where to remain during the search. Searches are conducted in the presence of (2) two staff members, (1) one of which has supervisory responsibilities. The exception to this rule is any situation where a delay in action could compromise the safety of the residents and/or staff.

***Are there other types of searches?***

When staff has a reasonable suspicion that you may be in possession of contraband, a plain view search of your person and belongings may be conducted (in accordance with Search and Seizure Policy 2.1).

***When do I have time to myself?***

We provide you with a structured daily routine that differs during weekdays and weekends (you will see the schedules in pages to follow). Within this structure, there are certain times designated as “free time”. You can use this “free time” to relax, play a game, write a letter, watch television, etc...

***Can I write letters?***

You may write and send as many letters as you wish. We'll provide the envelopes and postage for you. However, you are not permitted to send letters to any juvenile and/or adult detention facility, without prior approval from our Social Services Department. Our mailing address is:

**Your Name  
C/O Morris County Youth Shelter  
P.O. Box 900  
Morristown, NJ 07963-0900**

### ***Who does my laundry?***

While you are here, you will be responsible for doing your own laundry. If you are unsure of how to use the washing machines and/or dryers (located in the laundry room), a staff member will assist you.

Every weekend you will be responsible for stripping your bed of all linens and exchanging them for fresh ones. The male residents exchange linens every Saturday morning. The female residents exchange linens every Sunday morning. You will not be responsible for laundering the sheets and blankets provided to you by the shelter. However, if you have your own personal towels or bedding, you will be responsible for washing them on a weekly basis.

### ***Do I get to use the internet?***

- Once you reach the appropriate incentive level, you will be permitted to access the internet, using our laptop computers. You are also permitted to use the internet during trips to the Morris County Public Library. See below for the rules governing computer and internet use.
- Silver and Bronze level residents are only permitted to use the laptop computers, as well as access the internet, for school related projects, program time activities, and incentive contracts.
- Personal use of the laptop computers is limited to once a day, per resident, with a (1) one hour time limit. This rule does not apply to residents who are working on school related projects, program time activities, or incentive contracts.
- The laptop computers must be placed on a solid stationary surface (i.e. desk, table, counter top, etc...) when in use, and the screen must remain visible to shelter staff at all times.
- Due to restrictions being placed on the people that you are permitted to have contact with, the use of any e-mail accounts or social networking websites (i.e. Myspace, Facebook, etc...) is prohibited. Visitation to any inappropriate websites is also prohibited.
- We have a “one strike” policy, in regards to computer and internet use. Violation of any of the above mentioned rules will result in you having your computer and internet privileges permanently revoked. This policy also applies to any resident who, in any way, damages one of our laptop computers.

## **SHELTER RULES**

# RULES

1. YOU CAN....

2. YOU CAN'T...

3. YOU CAN....

4. YOU CAN'T

Any time that a group gets together, there are guidelines that influence how they act. Our guidelines (called shelter rules) are based on the *Full Value Contract*. Having these guidelines ensures everyone equal access to the services we offer. However, guidelines alone do not make for a safe and healthy atmosphere. People do. This is where you play a part. If you and/or other residents act in such a way that violates the *Full Value Contract*, everyone is affected. Therefore, it is important that you pitch in and lend a hand, by holding yourself and the other residents accountable to the rules of the shelter.

### **General Language & Conduct**

- You are only permitted to speak English while you are here, unless you are not capable of doing so, or you are speaking with a family member whose primary language is not English.
- Your language must be considerate of the feelings of others. The use of profanity, name calling, devaluing, and other hurtful expressions have no place here. If you violate this rule, appropriate “zeros” will be given. If you continually violate this rule, your incentive level may be dropped.
- You are not permitted to whisper to other residents.
- You are not permitted to pass notes to other residents. If you are caught passing a note, attempting to pass a note, or accepting a note that is being passed to you, your incentive level will be dropped.
- Pornography and music containing explicit lyrics are strictly prohibited in the shelter.
- Your movement throughout the shelter should be done with respect to others conducting business. This includes, but is not limited to, walking instead of running and refraining from loud yelling.
- You must address staff members as Mr. or Ms. followed by their last name. There are no exceptions to this rule.
- Sexual harassment towards another resident or staff member will not be tolerated under any circumstances. Sexual harassment includes, but is not limited to, inappropriate sexual talk, touching, provocative behavior, or propositioning another resident or a staff member. Please see a supervisor or administrator if you ever feel that you have been sexually harassed during your stay here.

### ***General Language & Conduct (continued)***

- You are not permitted to go near the property of the Morris County Juvenile Detention Center, located in the rear of the shelter. If you are caught anywhere near the detention center's property, your incentive level will be dropped.
- If you participate in or encourage staff splitting or manipulation, your incentive level will be dropped. This means that when one staff member says "no" to your request, the issue is dropped. You are not to ask another staff member the same question, in an effort to receive a different answer.

### ***General Supervision***

- You must seek permission from a staff member when moving throughout the building. Please make sure that a staff member is aware of your intentions at all times, to avoid being identified as "out of program" or "AWOL". You may not enter any part of the shelter without staff permission.
- The lights are ***never*** to be turned off in any room (excluding bedrooms) that is being occupied by residents. The viewing of movies and television does not negate this rule.

### ***Care of the Building***

- You must respect our facility by keeping it clean, safe, and free of damage.
- Your bedroom will be inspected prior to you moving into it, as well as during your discharge process. If you cause any damage to your bedroom, you may be charged with destruction of property and held monetarily responsible for the repairs.
- The bedroom window screens are equipped with a highly sensitive alarm monitoring system and they contain wiring that is woven directly into the screen itself. If you are caught intentionally damaging one of these screens, you will be subject to criminal charges being filed against you.
- You are only permitted to eat food and drink beverages in the dining area.
- You must respect the furniture here by only using it for its' intended purpose. You are not permitted to put your shoes on any of the furniture.
- You must keep the fire escape doors clear and free of debris. The fire escape doors are only to be used during an actual emergency.

## ***Personal Appearance***

- You are expected to maintain proper hygiene through daily showers and proper grooming. We will supply you with the toiletries you need.
  - Your clothing must be seasonal and weather appropriate. Your clothing may not expose your shoulders or stomach.
  - Female residents must wear a bra, in addition to their top.
  - Your clothing should not be extreme and it must not in any way be distracting to the shelter environment. Your clothing may not contain drug and/or alcohol logos/references.
  - You are not permitted to wear the following items: hats; bandanas; scarves; hoods; “do-rags”; studded belts; skirts; and dresses.
  - You must wear appropriate footwear in the common areas of the shelter. You are not permitted to walk around the shelter barefoot or with only socks on your feet.
  - You must wear appropriate attire and footwear (no slippers) when attending court appearances, appointments, visits, etc...
  - You are not permitted to walk around the shelter with clothing or a towel wrapped around your head.
  - You must remain fully clothed at all times, in all areas of the shelter (except the restroom).
  - You are **only** permitted to perform wardrobe changes in the restroom. You are **not** permitted to change your clothes in your bedroom.
  - You are not permitted to have body piercings of any type, except for your ears. You are allowed (1) one pair of stud earrings (no hoop, gage, or dangling earrings) and (1) one piece of alternate jewelry (bracelet, necklace, ring, etc...). Jewelry that is too large or could present a safety issue will be confiscated. You are advised not to bring any jewelry of significant personal value to the shelter. We are not responsible for lost or stolen jewelry.
- ◆ It is staff discretion as to whether or not an article of clothing is appropriate.
- ◆ You may not share your clothing and/or makeup with other residents.

### **Shift Supervisor Stations**

- Residents are not allowed to congregate at the staff stations.
- You are not permitted to hang over the staff station counters.

### **Bedrooms**

- You are not permitted to touch the personal belongings of another resident, unless you receive permission from that resident and a staff member is notified. You are not permitted to lend your clothing and/or personal belongings to other residents. We are not responsible for items that become lost or damaged as a result of them being lent out.
- You may remain in your bedroom during “free time” if:
  - ◆ You’re in good standing
  - ◆ You’re demonstrating *Full Value* behavior
  - ◆ You have received permission from staff
- Your clothing must be folded and neatly stored in your drawers and closet.
- You must make your bed using a fitted sheet, (2) two top sheets, a pillow with case, and a comforter. Staff will show you how to make up your bed if you need help.
- You are not permitted to hang pictures, posters, blankets, etc... over any part of your bed, as this may interfere with the staff’s ability to properly supervise you. You may tape pictures to your desk and doors, but nothing may be taped to the walls.
- Your furniture must be arranged to meet safety and fire codes. You are not permitted to move your furniture.
- Residents of the same gender are permitted in each other’s bedrooms, but only when prior approval has been given by a staff member, as well as the residents of that bedroom. Residents of differing genders are not permitted in each other’s bedrooms under any circumstances.
- You are not permitted to store hygiene products containing alcohol in your bedroom. You must turn these items over to a staff member for proper storage.

### ***Quiet Time***

- You must spend Quiet Time in your own bedroom, completing homework or reading.
- The focus of this time should be involvement in an educational activity. If you complete your assigned work prior to the conclusion of Quiet Time, you should involve yourself in an additional skill building activity to finish out the time.

### ***Television Usage***

- The television may only be on during designated “free time”.
- We do not permit the viewing of any music channels (i.e. MTV, VH1, BET, etc...) and they have been blocked from our televisions.
- The volume must be at a reasonable level.
- Channel/Program decisions are made by a consensus of Gold and Platinum level residents in the room. If you enter the room after a decision has been made, you should be respectful of those already watching, regardless of incentive level.

### ***Contraband***

It is imperative that our environment remains safe at all times. As a means to this end, certain items have been designated as contraband and are not permitted here. These items include, but are not limited to, the following:

- Weapons or dangerous items that can be used to cause bodily harm or injury, such as large medallions, long chains, screw drivers, rope, lighters, matches, mirrors, sharp objects, flammable items, etc...
- Drugs, alcohol, over the counter medications, and/or any other controlled substance. All medications are administered with the approval of our nurse.
- Products containing alcohol, other than approved personal hygiene items
- Aerosol products
- Cigarettes or any other tobacco product
- Pornography, sexually suggestive pictures, condoms, compact discs containing parental advisories, “burnt” compact discs, “R” rated movies, any item containing drug or alcohol logos/references, etc...
- Glue, rubber cement, white out, etc...

### ***Contraband (continued)***

- IPOD's, MP3 players, DVD players, pagers, cell phones, hand-held video games, cameras, and clock radios

Items that can be abused will be locked in a storage closet and may only be accessed under staff supervision. These items include, but are not limited to, the following:

- Hair Dryers
- Curling Irons
- Scissors
- Markers
- Nail Clippers
- Tweezers
- Nail Files
- Razors
- Nail Polish & Nail Polish Remover
- Any Personal Hygiene Item Containing Alcohol

### ***Confiscation Locker***

The confiscation locker is used to store any items that have been confiscated from you (i.e. contraband or items not permitted under your current incentive level). Staff will complete a confiscation ticket every time an item is confiscated and provide you with a receipt. If an item is confiscated due to it being considered contraband, it will remain in the confiscation locker until you are discharged. If an item is confiscated due to you not being on the appropriate level to possess such an item, it will be returned to you once you achieve the appropriate incentive level.



## ***Vehicle Behavior***

- The driver will always have complete control of the vehicle radio.
- It is the driver's discretion as to who will be sitting in the front seat.
- Yelling out a vehicle window and tossing articles from a vehicle are strictly prohibited.
- Males and females will sit separately in a vehicle.
- You must always wear your seatbelt while riding in a vehicle.
- You are not permitted to eat food or drink beverages in a vehicle.
- Upon returning from an outing, all vehicle occupants are to ensure that the vehicle is free of litter, that all windows are up, and that all doors are locked.
- You are not permitted to open a vehicle door, prior to the vehicle coming to a complete stop and being placed in "Park". If you violate this rule, your incentive level will be dropped and your vehicle privileges will be lost for an extended period of time.
- You must receive the driver's permission to exit a vehicle.

## ***Theft and Related Offenses***

If you take property that does not belong to you, you are committing a crime. We require that you respect everyone's right to possess property, without the fear of it being stolen. If you are ever caught stealing someone else's property, the police may be called and criminal charges may be filed against you.

## ***Gangs***

We have a "zero tolerance" policy in regards to street gang affiliation/representation in our facility. If you are ever caught "flashing" gang signs or colors, involving yourself in any type of gang discussion, drawing gang related pictures or symbols, etc..., you will be subject to disciplinary actions.

### ***Clean Room Description***

- Bed is made (this means sheets and pillowcases secured to cover all surfaces, all edges tucked in, and covers pulled tight)
- Clothing and personal items neatly stored in drawers and closet
- Floor is clear of all litter and debris
- Garbage is taken out

✦Your day will begin when a staff member inspects your bedroom and signs it off. This is your responsibility, not the staff's.

✦Morning "sign-offs" must be completed by 9:00 AM on weekdays and 12:00 PM on weekends and holidays.

✦Evening "sign-offs" must be completed by 7:00 PM every day.

### ***Weekly Chore List***

Upon completion of the weekly MBE results, the shift supervisor will create a weekly chore list. You will be given an opportunity to pick a chore for the week. The order of chore selection is based on each resident's weekly MBE score. For example, the resident with the highest MBE score for the week will be the first to pick their chore. As some chores are less desirable than others, this is one way in which we attempt to reward positive behavior. Failure to complete a chore will result in MBE "zeros" being given and the possibility of you not being permitted to participate in that evening's activity.



## The Daily Routine (Weekdays)

The following is an outline of what a typical weekday will entail. Of course there are times when other activities or special events will occur, including holidays, trips, medical appointments, etc... This schedule will adjust at those times.

**5:00 AM** - Wake-ups begin for those attending school. ♦The time you wake up is determined by meeting with staff, ensuring that enough time is given for all pre-school activities (shower, room cleaning, breakfast, medications, etc...) to be completed.

**6:00 AM** - Kitchen open for breakfast for those departing before 7:30 AM. ♦You are expected to clean up after yourself.

**7:30 AM** - Last wake-up call for all residents. ♦In-house residents must remain in their respective bedrooms until this time.

**9:00 AM** - Program time begins. ♦Kitchen closed. ♦All showers must be completed and all rooms must be cleaned by this time.

**12:00 PM** - Kitchen open for lunch. Set up for lunch.

**1:00 PM** - Kitchen closed. Program time continues.

**2:00 PM** - Free time begins (television use okay – see guidelines).

**3:00 PM** - Kitchen open for afternoon snack.

**3:30 PM** - Kitchen closed.

**3:45 PM** - House Meeting held with residents to discuss pertinent issues and evening activities.

**5:00 PM** - Kitchen open for dinner (to include (2) two separate meals, cleanup, chores, and “quiet time”).

**7:00 PM** - Evening Activities begin.

**8:00 PM** - Kitchen open for snack.

**8:30 PM** - Kitchen closed.

**9:00 PM** - Curfew time for Bronze and Silver level residents.

**9:30 PM** - Curfew time for Gold level residents.

**10:00 PM** - Lights out.

**10:30 PM** - Closet lights out.

♦Program time is the time when, if you are not in school, you will be required to participate in all of the activities planned for you. Program time occurs Monday through Friday, between the hours of 9:00 AM and 2:00 PM. Program time includes educational activities, community service projects, life skill presentations, and recreation. If you refuse to participate in program time, you will be assigned mandatory chores. If your behavior is disruptive during program time, you will be considered “out of program” and you will receive the appropriate consequences.

## The Daily Routine (Weekends)

The weekend routine is a bit more relaxed than that of the weekday, but there are still things that need to get accomplished, such as chores.

Below is an outline of what a typical weekend day will entail. Of course, the better you are at holding yourself to these guidelines, the more control you will have in choosing from our incentive options.

**7:30 AM** - Kitchen open for breakfast.  
**12:00 PM** - Kitchen open for lunch.  
**1:00 PM** - Kitchen closed.  
**3:00 PM** - Kitchen open for afternoon snack.  
**3:30 PM** - Kitchen closed.  
**3:45 PM** - House Meeting held with residents to discuss pertinent issues and evening activities.  
**5:00 PM** - Kitchen open for dinner (to include (2) two separate meals, cleanup, chores, and "quiet time").  
**7:00 PM** - Evening Activities begin.  
**8:00 PM** - Kitchen open for snack.  
**8:30 PM** - Kitchen closed.  
**9:00 PM** - Curfew time for Bronze and Silver level residents.  
**9:30 PM** - Curfew time for Gold level residents.  
**10:00 PM** - Lights out.  
**10:30 PM** - Closet lights out.



# The Phone

## ***General Information***

While you reside here, we will make arrangements for you to use the phone. There are two types of phone calls, **clinical** (calls to DYFS, YCM, CMO, probation, or other professional providers) and **incentive** (personal calls).

- Our phone number is: **973-285-2970**

## ***Your Status***

Before you will be permitted to make or receive any phone calls, approval must first be obtained.

In most cases, the following will hold true:

- If you are on probation, you will require approval from your probation officer, before you will be permitted to contact anyone outside of the shelter.
- If you are not on probation, but you have a DYFS, YCM, or CMO worker, you will require their approval, before you will be permitted to contact anyone outside of the shelter.

## ***Guidelines for Phone Use***

- You may make or receive incentive/personal phone calls during the following times:
  - ◆ Weekdays - 2:00 PM - 5:00 PM & 7:00 PM - 9:00 PM
  - ◆ Weekends & Holidays - 8:00 AM - 5:00 PM & 7:00 PM – 9:00 PM
- You may make or receive clinical phone calls at anytime during the day.
- You will be permitted to make or receive (1) one (15) fifteen minute phone call per day on weekdays and (2) two (15) fifteen minute phone calls per day on weekends and holidays. You will be cued once by staff when you are approaching your (15) fifteen minute time limit. Any phone calls not concluded after (15) fifteen minutes will be terminated.
- You are not permitted to participate in three-way phone calls. If you violate this policy, your phone privileges will be lost for the day.

***Guidelines for Phone Use (continued)***

- If you are assigned “early curfew”, your phone privileges will end at your new curfew time.
- You must act respectfully and responsibly on the phone, even if you receive bad news.
- You must place all phone calls through a shelter staff member. You are not permitted to place a phone call on your own.

✦ Any other use of the phone is at the discretion of the shift supervisor.



## Meals & Other Food Related Topics

### *The Kitchen*

#### *Hours of Operation*

Breakfast - 7:30 AM - 9:00 AM  
Lunch - 12:00 PM - 1:00 PM  
Afternoon Snack - 3:00 PM - 3:30 PM  
Dinner - 5:00 PM - 6:00 PM  
Evening Snack - 8:00 PM - 8:30 PM

✦*Times may change at the discretion of the shift supervisor.*

- You are not permitted in the kitchen, unless you are participating in a life skill exercise or assisting with clean up or food delivery.
- At the discretion of the shift supervisor, Gold and Platinum level residents may access the kitchen to prepare themselves a meal. This may only take place during lunch and dinner, except on weekends and holidays, when breakfast may also be prepared.
- If you abuse our cooking appliances (i.e. toaster, microwave, stove, etc...) in any way, you will automatically forfeit your ability to use them.

### *Food & Beverages*

- **Breakfast** – You will be given the choice of bagels, toast, various cold cereals, various flavors of oatmeal, muffins, etc...
  - ✦At the discretion of the shift supervisor, you may be given the option of having a hot meal prepared for you by a staff member or a Gold or Platinum level resident. This may only take place on weekends and holidays.
- **Lunch** – A balanced meal will be delivered to the shelter for you from an “outside” facility.
  - ✦At the discretion of the shift supervisor, if you are on Platinum level, you may prepare yourself an alternative meal from our inventory of food items.
  - ✦If you are on Gold or Platinum level, you may eat leftovers that you brought back to the shelter from a pass or primary time.

## ***Food & Beverages (continued)***

- ***Lunch (continued)***

- ✦ If you are on Platinum level, you may prepare yourself a meal from your own personal inventory of food items.

- ***Dinner*** – A balanced meal with dessert will be delivered to the shelter for you from an “outside” facility.

- ✦ At the discretion of the shift supervisor, if you are on Platinum level, you may prepare yourself an alternative meal from our inventory of food items.

- ✦ If you are on Gold or Platinum level, you may eat leftovers that you brought back to the shelter from a pass or primary time.

- ✦ If you are on Platinum level, you may prepare yourself a meal from your own personal inventory of food items.

- ***Snacks*** – You may choose from a variety of fruits, vegetables, and “junk food” items.

- ✦ You may have as many servings of fruits and vegetables as you wish (within reason), but you may only have (1) one serving of “junk food”.

- ✦ You must eat at least (1) one serving of fruits or vegetables, before you will be permitted to have a “junk food” item.

- ***Beverages*** – You will have a choice of either water, milk, juice, or a powdered beverage (i.e. iced tea) during meals and snacks.

- ✦ You may have as many cups of water or milk as you wish (within reason), but you may only have (2) two cups of a powdered beverage or juice.

- ✦ If you are on Gold or Platinum level, you may drink soda from your own personal inventory of beverages (snack time only).

- ✦ At the discretion of the shift supervisor, if you are on Gold or Platinum level, you may be permitted to drink coffee from an “outside” source (i.e. Dunkin’ Donuts, Starbucks, etc...).

- **Miscellaneous**

- ◆ If you are on Gold or Platinum level, you may bring in snacks and/or beverages from the “outside”. You may share these items with other Gold and Platinum level residents, provided that the food and beverage rules are adhered to.

- ◆ If you provide food and/or beverages to residents that are not on the appropriate level to have them, your incentive level will be dropped.

- ◆ At the conclusion of all meals and snacks, you are expected to clean your place at the table.

- ◆ The shift supervisor will make the final determination, regarding all food, snack, and beverage decisions.



## Privilege/Incentive Chart

<b>Privilege/Incentive</b>	<b>Bronze</b>	<b>Silver</b>	<b>Gold &amp; Platinum</b>
Radio and/or Compact Disc Player (must be used with headphones)	No	Yes (bedroom only)	Yes
Video Games	No	Staff Discretion	Yes
Free Time Computer Usage	No	No	Yes
In-House Program Activities	Yes	Yes	Yes
On-Site Indoor & Outdoor Recreational Activities	Yes	Yes	Yes
Car Rides	No	Staff Discretion	Yes
Off-Site Recreation (hikes, parks, etc...)	Staff Discretion	Yes	Yes
Educational Trips	No	Staff Discretion	Yes
Store Trips with Staff	No	Staff Discretion	Yes
Off-Site Incentive Activities	No	Staff Discretion	Yes
Day Pass (requires approval of placing agency)	No	No	Yes
Overnight Pass (requires approval of placing agency)	No	No	Yes
Possession of Money	No	No	Yes Gold = \$5.00 max Platinum = \$10.00 max
Community Job	No	No	Platinum Only

◆ Staff Discretion = Joint decision between staff and supervisor.

- Your behavior will dictate the quality and quantity of privileges that you earn. In general, the higher your incentive level, the greater number of privileges you will earn. However, regardless of your incentive level, you can be held back from trips and have privileges revoked, due to your behavior.

### ***Privileges/Incentives (continued)***

- If you are on Administrative Review, you are only eligible for on-site indoor & outdoor recreational activities and in-house program activities.
- If you are on Orientation or Extended Orientation, you will have the same access to privileges/incentives as Bronze level residents.
- If you have any outstanding incentive contracts, you must begin working on them before you will be eligible to participate in any trips, outings, activities, etc...
- There may be certain off-site incentive activities that will require you to be on Gold or Platinum level in order to participate.
- When an activity has a limited amount of tickets (i.e. baseball game, basketball game, hockey game, etc...), participation will be based on incentive levels and MBE scores.
- The shift supervisor will make the final determination, as to whether or not you are eligible to participate in a trip, outing, activity, etc...
- You must be on Gold or Platinum level in order to hold money or have items purchased for you.



## Behavioral Indicators

### ***Bronze Level***

- Needs high degree of staff supervision to satisfactorily meet basic program requirements
- Is unresponsive to verbal directives or staff cues
- Continued use of insensitive language and profanity
- Disregard for shelter rules and makes no attempt to learn them
- Behavior is disrespectful to others
- Greets attempts at correction with sarcasm and/or defiance

### ***Silver Level***

- Meets basic program requirements with minimal staff supervision
- Shows a concern for the safety and wellbeing of others, even when upset
- Follows the shelter rules
- Is responsive to feedback
- Shows a willingness to use information to maintain *Full Value* behavior
- Stays "in program" (i.e. at the right place at the right time)
- Can set goals and makes effort to improve behavior
- Can identify how behavior aligns with *Full Value Contract*

### ***Gold Level***

- Independently meets basic program requirements
- Demonstrates a strong understanding of the shelter rules
- Offers assistance (at appropriate times) to struggling residents
- Participates in "self-correcting" behaviors

### ***Gold Level (continued)***

- Gives and receives information, with consideration to the needs of others
- Works to resolve disagreements with an open mind

### ***Platinum Level***

- Independently meets basic program requirements
- Demonstrates the highest understanding of the shelter rules
- Offers assistance (at appropriate times) to struggling residents
- Routinely goes above and beyond, in regards to chores, community service activities, program time assignments, and assisting staff when called upon
- Rarely, if ever, requires re-direction

### ***Platinum Level – Requirements to Achieve***

- You must be on Gold level for at least (3) three consecutive weeks.
- You must not receive more than (3) three MBE “zeros” during any (1) one of those (3) three weeks.
- You must submit an application, consisting of the answer to (1) one of (5) five essay questions (to be provided by staff), as well as the signatures of (3) three staff members that support your promotion to Platinum level.
- If your incentive level is ever dropped from Platinum, you must complete all of the previous steps, in order to re-achieve Platinum level. You will not be promoted from Gold level to Platinum level by completing an incentive contract and participating in an RRC meeting.

### ***Platinum Level – Requirements to Remain***

- You must not receive more than (3) three MBE “zeros” during any given week, or be involved in any serious/negative incidents.
- You must maintain an excellent attitude and outstanding behavior.
- You must follow all of the shelter’s rules and regulations.

### ***Platinum Level - Incentives & Privileges***

- You will be permitted to purchase (or have purchased for you) food to prepare as an alternative meal during lunch or dinner.
- You will be permitted to go out on primary time twice a month (as opposed to once a month) and you will be given \$20.00 (as opposed to \$10.00) to spend during these outings. You may also pick the staff member of your choice (must be same gender) to accompany you on primary time, if your primary counselor is unavailable.
- You will be permitted to stay up until 10:00 PM (as opposed to 9:30 PM) on weekdays and 10:30 PM on weekends.
- You will be permitted to make or receive (1) one additional (15) fifteen minute phone call on the weekends.
- You will not be required to complete a weekly chore, but you may be called upon to assist staff when needed.
- You will be permitted to get a job in the community. However, you must remain on at least Gold level, in order to continue working.

*Platinum*

**What are Minimum Behavioral Expectations (MBE's)?**

MBE's are basic requirements that you are expected to follow. Staff will track your MBE's on a daily and weekly basis. If you earn more than (8) eight "zeros" in any given day, or more than (21) twenty one "zeros" in any given week, your incentive level will be dropped and you will be required to complete an incentive contract and participate in an RRC meeting. To inquire about your daily and weekly MBE totals, ask any staff member to go over it with you. However, this must be done before 9:00 PM.

**MINIMUM BEHAVIORAL EXPECTATIONS**

Name: \_\_\_\_\_

Week of: \_\_\_\_\_

Descriptors	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Wake Up	<input type="checkbox"/>						
Hygiene	<input type="checkbox"/>						
Room Clean	<input type="checkbox"/>						
Chore	<input type="checkbox"/> <input type="checkbox"/>						
School/AM & PM Program	<input type="checkbox"/> <input type="checkbox"/>						
Meals	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
Inappropriate Contact	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
Accountability	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
Response to Feedback	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
Language	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
Observe Curfew	<input type="checkbox"/>						
Daily Total	_____	_____	_____	_____	_____	_____	_____
Weekly Total _____							

PERFECT MBE'S GET REWARDED!

## MBE Descriptions

**Wake Up:** out of bed on time and ready to begin morning program

**Hygiene:** showered; hair groomed; teeth brushed; appropriate clothing worn; no public belching and/or expelling of gas

**Room Clean:** see *Clean Room Description*

**Chore:** assigned chore is completed at designated time and approved by staff

**School/AM & PM Program:** school is attended (if applicable) and assignments are completed; daily program schedule is adhered to

**Meals:** proper food is consumed in an appropriate manner; food is consumed in designated areas only; all messes are cleaned and all garbage is disposed of

**Inappropriate Contact:** no horseplay or physical contact of any kind with other residents and/or staff

**Accountability:** responsibility is taken for actions; time schedules are adhered to; prescribed medication is taken; meetings and appointments are attended

**Response to Feedback:** staff warnings are positively responded to; information is accepted and used

**Language:** respectful and sensitive towards others; no use of profanity

**Observes Curfew:** in bedroom on time; lights out on time; quiet

## Visitation/Passes

We would like to help you maintain positive connections with your family and community during your stay here, by arranging visits and passes between you and approved family/community members. In most cases, we will seek input from the court and/or your placing agency on the appropriateness of family/community members for visitation and passes.

### ***How Visits & Passes Are Arranged***

Requests for visits and/or passes are made through your shelter case manager. This request can be made by either you or your parent/guardian, but it must be confirmed between your case manager and the supervising adult. Requests for visits and/or passes must be made at least (24) twenty four hours in advance. A meeting between your case manager and your parent/guardian must take place prior to your initial visit with them. This meeting is to review visitation policies with your parent/guardian and to collect the necessary documentation.

Upon conclusion of your visit, you and your visitor may be required to speak with either your case manager or a shelter staff member, to share information about the visit. The goal of this information exchange is to discuss any issues related to your behavior, accountability, and/or health needs. Your case manager will routinely contact your parent/guardian to maintain open lines of communication.

### ***Types of Visitation/Passes***

Visitation takes place on the shelter grounds, and passes take place off-site. Visits and passes are generally arranged in a sequential order, starting with on-site visits, and working towards off-site passes. The following is a list of the different types of visitation/passes:

- **On-Site** – These are visits that take place on the shelter grounds, in an area determined by the shift supervisor. A visit may not exceed (1) one hour in length, unless prior arrangements have been made to extend it.
- **Day Pass** – These are off-site passes that take place during a pre-defined period of time. A pick-up and drop-off time will be established.
- **Overnight Pass** – These are off-site passes that take place over a (24) twenty four hour period.
- **Extended Pass** – These are off-site passes that exceed the duration of an overnight pass. A shelter administrator must approve these passes.

◆ You must be on Gold or Platinum level in order to be eligible for any type of pass.

# CONSEQUENCES



## MESSING UP

### What is a Privilege Restriction?

There may be times when you choose not to follow the *Full Value Contract*. This may happen when you interact with others in an inappropriate way and/or choose not to follow our rules and procedures. If you choose not to honor the *Full Value Contract*, there will be consequences for your actions. The exact nature of these consequences will depend on the severity of your infraction.

### What is an Incentive Contract?

An incentive contract is a plan put together by you and an adolescent counselor. It outlines what you plan to do to return to good standing. There is a (24) twenty four hour waiting period after a violation has been committed before you can begin to work on your contract. Once you and a counselor have drawn up a contract, it is to be submitted to a Program Coordinator for approval. Once your contract has been approved, you may begin working on it. ***You may not begin working on your contract until it has been approved.*** As you complete each assignment on your contract, you are required to have a counselor initial it. Once your contract is complete, you are required to have (2) two counselors and (2) two Gold level residents sign it, indicating their support for your promotion to the next incentive level. You must then re-submit your contract to a Program Coordinator for final approval. An example of an incentive contract is located on pages (44) forty four & (45) forty five of this handbook.

### What is a Restriction Review Committee (RRC) Meeting?

Once you've completed your incentive contract and it has received final approval, you must submit an RRC letter to a shift supervisor or Program Coordinator, requesting an RRC meeting. An RRC meeting is a meeting between you, a shift supervisor, and an adolescent counselor. The topics of discussion during this meeting will include the circumstances surrounding your level drop, your behavior since your level drop, and your plans to prevent similar incidents from occurring in the future. At the conclusion of the meeting, the RRC committee will determine whether or not they believe that you are ready to be promoted to the next incentive level.

◆RRC meetings are held every Tuesday. However, you must wait at least (7) seven days from the date of your level drop, before you will be eligible for an RRC meeting. For example, if your level is dropped on a Wednesday, you must wait until the following Tuesday (13 days) before you will be eligible for a meeting.

◆If you are promoted from Bronze level to Silver level, you must submit another RRC letter, requesting another RRC meeting for the following Tuesday. During this meeting, the RRC committee will determine whether or not they believe that you are ready to be promoted to Gold level.

◆If you are not promoted to the next incentive level, you must wait one week and submit another RRC letter, requesting another RRC meeting for the following Tuesday. However, you will not be required to complete another incentive contract.

## **What is Administrative Review?**

If you exhibit any behavior that is considered extreme by the shelter administration, your incentive level will be placed on “hold” until further notice and your caseworker, your probation officer, and/or the Family Court Judge will be advised of your behavior. Should you continue to engage in disruptive behavior, charges may be filed against you and you may be required to appear in court. Furthermore, your placement at the shelter will be in jeopardy, as we reserve the right to have you removed from here and placed elsewhere. The staff will provide the shelter administration with daily updates of your behavior, to assist them in determining when it is appropriate for you to be taken off of Administrative Review.

## **What is Adjusted Activity Schedule?**

You may be placed on Adjusted Activity Schedule for a variety of reasons, such as leaving the shelter grounds without permission (AWOL), not following staff directions, disruptive behavior, etc... Once you have been placed on Adjusted Activity Schedule, you must remain in your bedroom, under staff supervision, until the administration or the shift supervisor believes that you are ready to rejoin the general population. While you are on Adjusted Activity Schedule, you will be required to eat all of your meals and complete all of your chores apart from all of the other residents.

◆The goal of Adjusted Activity Schedule is not punishment. It is intended to stabilize the shelter environment. During this time, you should be reflecting on your behavior, as well as the steps that you need to take to convince the staff that you are ready to rejoin the general population and act in an appropriate manner.

◆While you are on Adjusted Activity Schedule, you will be permitted to leave your bedroom for (15) fifteen minutes every (2) two hours, to participate in a recreational activity.

◆If you go “AWOL”, you will automatically be placed on Adjusted Activity Schedule for (3) three days.

## **What does it mean to be AWOL (Absent Without Leave)?**

The shelter is not a “locked down” facility, meaning that our entrances are locked, but our exits are not. During your stay here, you will reside in a bedroom, not a cell, you will frequently be transported to various off-site locations (i.e. incentive activities, appointments, school, etc...), and you will never be placed in any type of mechanical restraint (i.e. handcuffs or shackles). As a result, the possibility of you running away, or going AWOL, does exist. However, we strongly encourage you not to do so, as this would be a direct violation of the court order that placed you here and it may result in you being “locked up” in the Morris County Juvenile Detention Center. At the very least, you can expect to be placed on Adjusted Activity Schedule for (3) three days, owe (5) five hours of mandatory chores, your incentive level to be dropped, your belongings to be confiscated, your case to be set back several steps, and most likely your stay here to be lengthened.

## **AWOL (continued)**

✦ You will be considered AWOL if you:

- Leave the shelter grounds without permission, or
- Remove yourself from the supervision of shelter staff while out on activity, or
- Remove yourself from the supervision of the agency, caseworker, or facility whose care you are under

## **What is "Out of Program"?**

There may be times when you choose not to participate in our daily programming activities, or you behave in a manner that interferes with others who are participating. At these times, a staff member will inform you that you are considered out of program and they will track the amount of time that you spend as such. You will then be required to make up this time by completing mandatory chores.

## **What are Mandatory Chores?**

If you are assigned mandatory chores, you will be required to complete various chores around the shelter for a pre-determined amount of time. You may be assigned mandatory chores for violating our rules, missing your scheduled transportation (i.e. school bus), getting suspended from school, being "out of program", AWOLing, etc...

## **What happens if I misbehave at school?**

You are expected to follow all of the rules of your school. If you get suspended from school, you will be assigned mandatory chores to complete here during the hours that you would normally be attending school. If you get suspended from school on more than one occasion, your incentive level will be dropped, you will be required to complete an incentive contract, and you will be assigned mandatory chores to complete here during the hours that you would normally be attending school.

## Summary of Consequences

If you demonstrate inappropriate behavior while you are here, you will receive MBE “zeros” or have your incentive level dropped by at least (1) one level. If your behavior is extremely poor, you may be placed on Administrative Review and/or Adjusted Activity Schedule.

◆ If you commit a crime, such as damaging our property, threatening another resident, or assaulting another resident, a complaint will be signed against you.

◆ If you assault or threaten to assault a staff member, you will be arrested and immediately remanded to the Morris County Juvenile Detention Center.

### What types of things will get me in trouble?

Simply put:

- *Harm to Self*
- *Harm to Others*
- *Harm to Property*

Behavior that results in ***Harm to Self***:

- Use or Possession of Drugs, Drug Paraphernalia, or Contraband
- Breaking any Law (on-site or off-site)
- Truancy, Curfew Violations, Running Away (AWOL), Etc....

Behavior that results in ***Harm to Others***:

- Physical Assault (with or without intent to harm another person)
- Observing or Having Knowledge of Another Resident Committing a Violation and not Promptly Reporting it
- Fire Related Offenses
- Interfering with Staff Interventions
- Inappropriate Body Contact
- Devaluing

Behavior that results in ***Harm to Property***:

- Destruction of Shelter, Community, or Personal Property
- Intentional Misuse of Property
- Defacing Property

◆ We take all threats made by residents very seriously. If you threaten to harm yourself or someone else, preventive action will be taken. Our staff cannot attempt to distinguish between passing comments and serious threats, so all comments regarding harm to self or others will be treated the same.

◆ We have a “***one strike***” policy regarding threats to harm yourself or others. If you threaten to harm yourself, a staff member, or another resident, you will permanently lose your privilege to use a razor, scissors, tweezers, nail clippers, etc... during your stay here. This policy also applies to any resident who enters the shelter, having harmed themselves in any way during the past year.

◆ We firmly believe that all fire related offenses are life threatening, regardless of the emotional state of the offender. If you commit one of these acts, the police will be called and criminal charges will be filed.

◆ If you participate in any behavior that results in “***harm to property***”, the police will be called and criminal charges may be filed against you.

**Morris County Youth Shelter**  
**Incentive Contract**

The Full Value Contract is:

- **Agreeing to work together as a group towards your goals**
- **Agreeing to follow safety and group behavior guidelines**
- **Agreeing to give and hear information to help change or improve behavior**
- **Agreeing to find value in the efforts of other group members and yourself**

Full Value means recognizing and valuing anything that goes into making you the individual that you are, and seeking the same in others. Through Full Value we look to create the best learning environment possible. This means taking care of yourself and others to the best of your ability.

I, \_\_\_\_\_, have committed a violation of the Full Value Contract (broken house rules, inappropriate behavior) by \_\_\_\_\_.

I will do the following to demonstrate my recommitment to Full Value:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Staff Signature & Date

Resident Signature & Date

\_\_\_\_\_

\_\_\_\_\_

**The following people support my return to Full Value:**

Staff Signature & Date

Resident Signature & Date

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

**ADMINISTRATIVE**

Draft Approved: \_\_\_\_\_ Contract Completed: \_\_\_\_\_

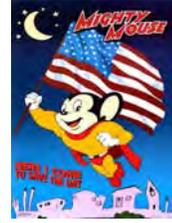
**Comments:**

\_\_\_\_\_

\_\_\_\_\_



## Contract Checklist



- Make a contract with a staff member. You & that staff member sign the contract. This must be done prior to turning in the contract to be approved.
- Turn in the contract to Mr. Ambrosino to be approved & initialed.
- Get back the contract. If the contract was approved, start completing the contract tasks. If it was not approved, make the necessary changes and re-submit the contract to Mr. Ambrosino.
- Complete your contract tasks and get them **ALL** initialed by staff.
- Find (2) two staff members that support your eligibility for an RRC meeting and get them to sign your contract. Then find (2) two Gold level residents who support you moving up a level and have them sign your contract.
- Turn in your completed contract to Mr. Ambrosino. He will check over your contract. If he approves of the work you have done, he will initial your contract and give you an RRC date. If does not approve of your work, you will get your contract back to make the necessary changes. Once you have re-done your contract, re-submit it to Mr. Ambrosino for approval.
- By the morning of your scheduled RRC meeting, submit a letter to the shift supervisor, requesting an RRC meeting. Make sure you have a specific reason as to why you deserve an RRC meeting. **YOU MUST HAVE AN MBE SCORE OF AT LEAST (140) ONE HUNDRED FOURTY FOR THE WEEK TO BE ELIGIBLE FOR AN RRC MEETING!**

## Final Thought

◆ This handbook is simply an outline/guide of what you can expect, as well as what is expected of you, during your stay at the shelter. It by no means addresses every question, situation, scenario, and/or mitigating circumstance that may arise. As a result, the shelter administration and/or staff reserve the right to make decisions and/or take actions to address situations that are not specifically stated in this handbook. The shelter administration and/or staff also reserve the right to make decisions and/or take actions that may differ from those which are stated in this handbook.

## Cardinal Rules



- Cooperate
- Accept Responsibility
- Respect others
- Do your best
- Stay focused





