

Morris County Juvenile Detention Center

Resident Handbook

(5/1/2015)

The attached Resident Handbook has been provided to me at intake including the section on the "Prison Rape Elimination Act".

RESIDENT SIGNATURE

Date

INTRODUCTION

This booklet has been prepared to help you understand the operations of the Juvenile Detention Center. It will help you to know what to expect and what is expected of you during your stay at the Center. Read it carefully and ask questions if anything is unclear to you.

The rules and regulations contained in this booklet do not cover all situations, but rather serve as a basic guide for your conduct and Juvenile Detention Center procedures. These rules and regulations are subject to change and these changes will be posted inside the facility.

MISSION STATEMENT

The Morris County Juvenile Detention Center is designed to provide short-term safe, secure custody of juveniles pending court disposition.

INTAKE

Upon your admission to the facility you will go through the intake process. This process will take approximately thirty minutes. You will be able to make an initial phone call to your parent/guardian. At this time you will also receive M.C.J.D.C uniform, proper foot attire, bedding, hygiene items and a resident handbook

VISITS

Only immediate family members, parents, step-parents, grandparents, brothers and sisters over the age of 16, are allowed to visit. Visiting takes place on Saturday and Sunday. Each resident is allowed one visit per day at 1:15pm, 2:15pm, 3:15pm or 7pm. Residents may have a one time initial visit with their parent/guardian prior to scheduled visiting days. All visits will last no more than thirty minutes. Proper photo identification is required for all visitors. Only two visitors at a time will be allowed for each resident and no physical contact is allowed. All other outside contacts such as Attorneys, DYFS, and Probation will make appointments through the Social Worker. Any special visits from other family members not listed above will be on Wednesday and need to be approved by administration. These special visits will be one time only and based on residents' behavior (Gold Level) as well as Probation recommendations.

TELEPHONE PRIVILEGES

Phone calls are allowed on Tuesdays and Thursdays for all levels. These phone calls are outgoing calls 10 minutes in duration to your immediate family. Additional calls based on behavior levels are on Saturday and Sunday. All other calls to probation, DYFS, attorneys, etc will be

facilitated by the Social Worker by appointment.

**See Point System for phone privileges when on Modified Schedule.

MAIL

Residents will be provided stationary and may write letters to anyone unless prohibited by the Court. All mail must be stamped with our return address and the name of the resident. Incoming mail will be searched, not read, for contraband. Male and female residents are not allowed contact. This includes talking, sending out mail for each other, or by passing notes within the facility.

PROPERTY

The M.C.J.D.C. provides uniforms including a jumpsuit, shorts and T-shirt, which will be worn at all times. (Coat, hat and gloves will be provided in cold weather) All property will be stored in the storage closet except any money, jewelry or other items of value. Such items will be stored in the safe. A receipt for all items will be signed and placed in the juvenile's file. Residents will be allowed:

1. One (1) set of personal clothes
2. One (1) pair of sneakers
3. Three (3) pair of underwear
4. Three (3) pair of socks

The M.C.J.D.C. provides all hygiene products to each resident. If special hygiene product is requested, staff will assess the residents need and the product will be provided by the Juvenile Detention Center.

NOTE: Residents are not allowed to share property

ITEMS FOR RESIDENT ROOM

Each Room Shall Only Have The Following:

- 1 Mattress
- 2 Sheets
- 2 Blankets
- 1 Pillow
- 1 Pillow Case
- 10 Pieces of paper
- 1 Photo 4x6 or smaller
- 1 Deck of Playing Cards

- 1 Cup for Water
- 1 Bible
- 1 Book
- 1 Resident Handbook
- *no hard covered books will be allowed in a resident's room

DOUBLE BUNKERS

Each room shall have each item listed above per resident.

- 1 Change of clothes
- Hygiene products
- Towel
- 1 Book
- 1 Bible
- 10 Pieces of paper (not including Court and Education documents) (Silver and Gold see page 10)

For all items listed above, each resident is allowed to have the total number in their box or room. All outside items (CD player, CD's, etc) must be factory sealed and will be subject to search. No **Parental Advisory** CD's are allowed. A resident on Silver or Gold will be allowed 3 CD's. One must be in their CD player and the other two can be in the resident's room or box. A resident will also be allowed ONE set of replacement batteries in their box. Any other replacement batteries will be held in their personal property bag.

MEDICAL SERVICES

All residents will receive a physical exam by a nurse or doctor within twenty-four (24) hours of admission. Any medical attention will be administered by our nurses or the Doctors from Adolescent Services in the medical office unless otherwise specified by the medical staff. Residents should report any injuries or illnesses to staff upon intake. They should also report any medications they are taking, the dosage and pharmacy that the medications are filled at.

SOCIAL SERVICES

The M.C.J.D.C provides two (2) Social workers that will be the case managers. The Social workers will assist the resident with individual case needs. Residents who wish to see the Social Service staff must request it through an officer or Sergeant who will put their name on the Social Service list.

RECREATION

Weather permitting; residents will participate in outdoor recreation, minimally one (1) hour daily. The Sergeant on duty will make any decisions regarding recreation.

EDUCATIONAL PROGRAMING

All residents are expected to participate in the Detention Centers programs Monday through Friday regardless of their educational status or age. The Educational staff will set up a curriculum for each resident based on their individual level. Communication with the school district and the parent will be ongoing throughout the residents stay. *(further information can be found on the last page of the handbook)*

SMOKING

Smoking is prohibited throughout the facility and custody grounds.

FIRE EXITS

Primary Fire Exit- All residents will exit to Blacktop Recreation Area

Secondary Fire Exits- All residents as directed by Sergeant

PRISON RAPE ELIMINATION ACT

The Juvenile Detention Center has a zero tolerance policy on sexual abuse, sexual assault, harassment and victimization. Sexual activity between staff and residents, volunteers/contract personnel and residents or resident and resident, regardless of consensual status, is prohibited and subject to administrative and criminal sanctions. Residents who are victims of sexual assault or misconduct may report the incident to any staff member, contract provider, or volunteer. Residents may also report incidents concerning any other resident to any staff member, provider, or volunteer.

Residents may report any incident of sexual assault or misconduct anonymously, via a written report (such as a grievance), via a third party contact or any other means that will reach staff, whether that incident involves them self or another resident.

GRIEVANCES

Any unresolved grievance will result in the Sergeant forwarding the grievance to a Lieutenant. The Sergeant will give the resident a grievance form with an envelope. The envelope will be sealed by the resident and addressed to the Lieutenant. A grievance is an avenue to report an allegation of a Prison Rape Elimination Act (PREA) violation. Residents cannot write grievances for point loss, Court/Probation Sanctions or timeouts.

TRANSPORTS

All transports to and from the Facility will be authorized by the court. All residents will be transported in the custody of law enforcement or correction officers unless another approved transporter is designated.

DISCHARGE

Upon release from the Morris County Juvenile Detention Center residents will receive all their belongings and sign for them. Residents will only be released by order of the Court to an approved family member or designated adult. All residents will be discharged from the gated exit located in the rear of the building. All resident released from court should have a court order upon returning to receive their property.

DISCIPLINE

When residents exhibit unacceptable behavior, an Officer will give the appropriate sanction. Depending on the severity of the violation, officers will attempt to redirect the resident's behavior. There are four types of violations in the institution 1) Minor 2) Major 3) Program 4) Administrative. All four of these violations will result in point losses. Progressive action will be taken for repetitive violations. Administrative violations can result in one to multiple days of Modified Schedule (M/S). In addition, if the offense threatens the safety and security of Officers, Staff, residents or the facility a Restricted Schedule (R/S) may be imposed. This status will be reviewed by a Lieutenant to determine if additional or any other restrictions are required. Violations are as follows but are not limited to:

MINOR VIOLATIONS

Consequences of violation: (One Point Loss)

Abuse of telephone rules (*may result in loss of telephone privileges for 1-3 days*)
Swearing/Use of Profanity
Not fully dressed at appropriate time
Shadowboxing
Lying to Officer/Staff
Disrespect towards Officer (*may be a major violation*)
Playing Officer/Staff against Officer/Staff
Talking/Noise in room (*that which disrupts other residents or Officer/Staff*)
Nuisance Contraband
Borrowing other residents property
Crossing any out of bounds lines outside (*yellow line*)
Spitting on the blacktop area outside
Grouping together outside on the blacktop (*no more than 2 residents can stand together at a time*)
Kicking a ball over the fence outside
Talking during formations or lineups.
Talking between tables
Moving during formation or lineup. Ex: *Scratching, turning around, etc...*
Not notifying Officer/Staff when passing behind
Not having hands behind back
Not standing at attention for a Lieutenant or Administrator
Not ready for room checks (*toilet flushed, bed made, nuance contraband, etc.*)

PROGRAM VIOLATIONS

Consequences of Violation: (Two Point Loss)

Refusing Hygiene
Removed from class (*remain in isolation until class has ended*)
Refusing shower

MAJOR VIOLATIONS

Consequences of Violation: (Four Points and Modified Schedule (M/S))

Note Passing (*if contents threatens the safety and security of the institution, this could be Upgraded to administrative depending on content*)
Horseplay/Rough-housing
ANY gang related activity or discussion
Derogatory remarks regarding Officer/Staff or disrespect
Derogatory remarks or disrespect (flagrant) towards other residents

Repeated interference of Officer/Staff redirection of another resident
Repeated violations of dining area rules will be indefinite meals
Repeated abuse of telephone privileges/ indefinite loss of privilege
Defacing of Facility or other residents property (*To be determined by Administration*)
Stealing (*Petty*)
Threatening Physical injury to others. (*May be seen as Administrative violation and result in R/S and or new charge*)
Self Mutilation i.e.: Piercing, tattooing, burning or cutting within the institution.
Resisting Room Placement (*Only before Sergeant calls Line up*)
Refusing Kitchen clean-up and/or chores
Tampering with computers or Kindles (changing settings, disabling programs, etc)

ADMINISTRATIVE VIOLATIONS

Consequences of Violation: (10 point loss and Restricted Schedule (R/S) or Isolation)

*** May result in additional criminal charges and/or restitution**

Resisting Room Placement (*Based on circumstance can be placed under administrative review*)
Fighting
Attempted Escape
Escape
Tampering with locks, intercoms or alarms
Tampering with Fire Suppressant System
Dangerous Contraband (*Weapons, Drugs, etc...*)
Destruction of Facility Property (*To be determined by Administration*)
Assault
Spitting
Flashing
Inciting a Riot
Attempted Arson
Arson
Sexual Contact

Resident will not be allowed to discuss any information about **Gang** involvement. This includes discussing what **Gang** they are in and what set they are involved with. Using slang and or disrespectful terms towards other residents within the facility or using hand signs and or stacking to identify themselves is not allowed. Any resident involved in the above mentioned activity will receive discipline.

POINT SYSTEM

When a resident first enters the building, they are given 48 hrs to pass their Orientation test. After this is passed they will move to silver. Refusing to take the orientation test will result in a 4 point loss and an automatic move to bronze. A resident must be on silver for two (2) consecutive weeks (Mon-Sun) before moving to Gold.

Wk 1 Monday Pass test - Silver	Wk 1 Tuesday Silver	Wk 1 Wednesday Silver	Wk 1 Thursday Silver	Wk 1 Friday Silver	Wk 1 Saturday Silver	Wk 1 Sunday Silver
Wk 2 Monday Silver	Wk 2 Tuesday Silver	Wk 2 Wednesday Silver	Wk 2 Thursday Silver	Wk 2 Friday Silver	Wk 2 Saturday Silver	Wk 2 Sunday Silver
Wk 3 Monday Move to Gold	Wk 3 Tuesday Gold	Wk 3 Wednesday Gold	Wk 3 Thursday Gold	Wk 3 Friday Gold	Wk 3 Saturday Gold	Wk 3 Sunday Gold

Residents start with 10 points each day equaling 70 points per week. On Sunday night points are tallied and levels are determined using the following chart.

Gold	70 points per week
Silver	66-69 points per week
Bronze	65 or less points per week

*Groups can only be moved on Mondays, except when moving to silver after passing “O” test. You may only move up one group at a time (Bronze to Silver to Gold)

* If 4 points are lost in 1 day resident will drop to bronze level and be placed on MS for 24 hours.

* If a resident has achieved GOLD level during this detention stay they only need one week of 70 points to be on GOLD level again (from silver).

** Any resident who is released from the facility and returns within 72 hours due to new charges, violation of probation or failure to comply with placement will be placed in the bronze level until they are eligible to obtain a new level.

POINT LOSS

Minor Violations 1 point lost.

Program Violation 2 Points lost (*Remain in room until activity has ended*)

Major Violation 4 points lost and M/S

Administrative Violations Restricted Schedule/Isolation (*no points earned for that*

day) Any Major Violation (4 points lost) will automatically result in Bronze status.

Residents who commit major violations may have mandatory community service in addition to M/S. An example would be graffiti in the rooms. This will be decided by the Sergeant.

DEFINITIONS OF DISCIPLINARY TERMS

M/S (Modified Schedule) - Twenty-four hours in duration. Residents on M/S will be allowed to shower, participate in programming, recreation, and visitation and make a phone call on the designated days (if appropriate). **4 points lost** (first day if more than one day)

R/S (Restricted Schedule)- Twenty-three hours of room confinement only allowed one (1) hour for shower, recreation, visitation (Sat. or Sun.) and phone call. **No points earned on R/S**

Meals– if a minor offense occurs during a meal, the resident will be removed from the dining area for the remainder of the meal and the next meal. The resident will be allowed to rejoin the group for subsequent meals. A second violation will result in loss of dining room privileges for one day. If the behaviors continue an administrative decision will be made.

Privileges for each level

Modified Schedule	Orientation (48 Hrs)	Bronze	Silver	Gold
No Free Time	9pm Bed	8pm Bed	9pm Bed	930pm Bed
2 five minute phone calls	Tuesday and Thursday phone call	Tuesday and Thursday phone call	Tuesday and Thursday phone call	Tuesday and Thursday phone call
Saturday & Sunday visit	10 pieces of paper in box	10 pieces of paper in box	15 pieces of paper in box	20 pieces of paper in box
No kindle use or library Time	Initial visit before the weekend	Saturday & Sunday visit	CD/Radio player on Sat and Sun during free time and in room	CD/Radio player during free time and in room
	Sunday 10 minute phone call	Kindle use if available	10 pm Bed on Saturday	Wednesday visit
	Saturday & Sunday visit		Sunday 10 minute phone call	Friday and Saturday Snack
			Saturday & Sunday visit	Saturday 10 minute phone call
			Kindle use if available	Sunday 10 minute phone call
				Friday night Internet 1 hr
				Soap, lotion if available
				Saturday & Sunday visit
			9	Kindle use if available

Educational Program

The **Morris County Juvenile Detention Center** will offer you an educational program that will meet your needs to the best of our ability while you are here at the center. You will be given class instruction in English, math, social studies, science, health and physical education. In addition to these classes, you will also receive basic skills, computer skills and other Life Skill type programs of instruction. Our program runs five days a week and a minimum of 220 days per year. You will receive at least four hours of educational programming each day. We ask that you participate to the best of your ability and let us do our job as educators to help you as needed to reach your full potential.

Communication

Your school district and parent/guardian will be made aware of your entry into our education system within five working days of your admission. They will be kept up to date at regular intervals as to the progress you make

while at the center. Upon discharge from the detention center, your school and parent/guardian will receive discharge paperwork within ten working days. It will include attendance and classes you participated in during your stay at the detention center. **All records received from your school will be sent back.**

Testing

You will be given the **TABE** (Test of Adult Basic Education) test within five school days of entering the facility. The validity of this test is important for it is one determining factor for placement in the facility and to help you in math and language arts areas that may need to be addressed. This test also becomes part of your permanent school record while at the center and is **valid for six months**. After any six month interval from the last test, you need to be retested based on New Jersey Department of Education guidelines.

Therefore, it is important that you do your best on this test. Deliberate and intentional guessing will result in losing one (1) point for each section that is deliberately and intentionally guessed. Intentional guessing will also result in loss of computer use privileges in basic skills and possibly other classes at the discretion of the instructors. Any destruction of the test will automatically result in one day of M/S.

The detention center facility and staff educators will **offer and administer any and all state mandated tests** that you are eligible to take.

Refusal of any state mandated test may carry any or all of the following consequences which will be at the discretion of the education staff; point loss, alternative assignments and loss of technology privileges

The detention center **does not offer the GED test**, but we can help you in preparation for testing and finding locations and programs that can assist you once you leave the detention center.

Rules of Behavior

You will be required to adhere to the following rules of behavior while attending classes:

- Residents will participate to the best of their individual ability in the Education Program at the

Morris County Juvenile Detention Center regardless of age, sex or current educational status.

- If you are separated from the general population in the detention center due to disciplinary reasons, you will still be given the opportunity to receive education during your time in separation.
- Residents will follow and obey the general rules of acceptable behavior on the school floor, in the classrooms and toward the teaching staff in the **Morris County Juvenile Detention Center** or receive consequences of their actions as described in the **Morris County Juvenile Detention Center Resident Handbook**.
- Residents will follow the individual rules posted in each classroom as well as any that are deemed necessary and proper by the teacher in charge of that classroom to conduct their lessons in an affective manner.
- Residents will have access to the laptop computers and Amazon Kindles in which they will be responsible for their actions while using them in class. The use of these in the center is a privilege and should be used as such. Residents may not make any changes to the desktop, settings, programs or physical nature of these devices. Residents will only work on their assignment during class or as described by the instructor. Please refer to **Computer Discipline Guidelines** for explanation of the rules and procedures for discipline if these rules are not followed.

ALL RESIDENT COMPUTER DISCIPLINES WILL BE RESET AT THE END OF EACH MARKING PERIOD OR UPON RELEASE OF THE FACILITY**

** For offenses committed within five days of the end of a marking period, the discipline will carry over into or throughout the next marking period

COMPUTER & KINDLE DISCIPLINE GUIDELINES

Tier One

Discipline	Failure to Work	Inappropriate Internet Use	Change Computer Settings
Points	2 POINTS	4 POINTS = 1 DAY M/S	4 POINTS = 1 DAY M/S
Room Placement	YES	YES	YES
Loss of Computer Privileges	YES - 1 DAY	YES - 5 DAYS	YES - 5 DAYS
Loss of Kindle Privileges	NO	YES - 5 DAYS	YES - 5 DAYS
Marking Period Grade	NO CHANGE	DROP ONE GRADE	DROP ONE GRADE
Replacement Class	NONE	REPLACE WITH TRADITIONAL TEXT BOOK BASED ASSIGNMENTS	REPLACE WITH TRADITIONAL TEXT BOOK BASED ASSIGNMENTS
Comments:	First offense for residents who are not actively and thoughtfully engaged in assignments or they refuse to participate, etc...	First offense for residents using the computer's internet accessibility inappropriately or for purposes outside the normal range of the assignment	First offense for residents who change ANY properties, folders, security measures, etc settings on ANY of the devices

Tier Two

Discipline	Failure to Work	Inappropriate Internet Use	Change Computer Settings
Points	4 POINTS = 1 DAY M/S	4 POINTS = 1 DAY M/S	4 POINTS = 1 DAY M/S
Room Placement	YES	YES	YES
Loss of Computer Privileges	YES - 5 DAYS	YES - REMAINDER OF MARKING PERIOD	YES - REMAINDER OF MARKING PERIOD
Loss of Kindle Privileges	YES - 5 DAYS	YES - REMAINDER OF MARKING PERIOD	YES - REMAINDER OF MARKING PERIOD
Marking Period Grade	DROP ONE GRADE	AUTOMATIC "F"	AUTOMATIC "F"
Replacement Class	REPLACE WITH TRADITIONAL TEXT BOOK BASED ASSIGNMENTS	REPLACE WITH TRADITIONAL TEXT BOOK BASED ASSIGNMENTS	REPLACE WITH TRADITIONAL TEXT BOOK BASED ASSIGNMENTS
Comments:	Any further offense for a resident who is not actively and thoughtfully engaged in assignments or they refuse to participate, etc...	Second offense for residents using the computer's internet accessibility inappropriately or for purposes outside the normal range of the assignment	Second offense for residents who change ANY properties, folders, security measures, etc settings on ANY of the devices