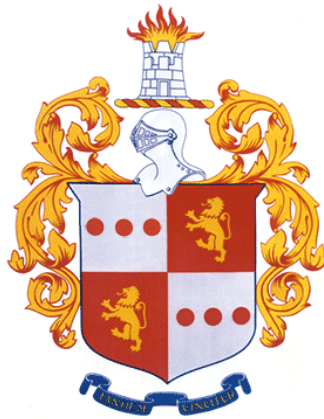


Morris County Juvenile Detention Center

Resident Handbook



(1/29/2020)

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 1:30 pm, 3:30 pm, or 7:15 pm. Residents may have a one-time initial visit with their parent/guardian prior to scheduled visiting days. All visits will last approximately 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, DCP&P, and Probation will make appointments through the Social Worker. Gold Group residents will be allowed an additional visit on Wednesdays at 9:00 pm. All other visits will be based on residents' behavior as well as Probation recommendations and final approval by the Director.

TELEPHONE PRIVILEGES

Phone calls are allowed on Tuesdays and Thursdays for all levels. These phone calls are out-going calls 10 minutes in duration to your immediate family. Additional calls based on behavior levels are on Saturday and Sunday. Phone calls alleging sexual assault or harassment may be conducted at any time. All other calls to probation, DCP&P, attorneys, etc. will be facilitated by the Social Worker by appointment.

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 in the presence of the resident. 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 medical staff will assess the resident's 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*
- Photo 4 x 6 or smaller (refer to page 7)
- 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

*does not include "legal paperwork"

MEDICAL SERVICES

All residents will receive an assessment by a nurse within twenty-four (24) hours of admission and then a physical exam by a Doctor within 72 hours. Any medical attention will be administered by our nurses or the Doctors from Morristown Medical Center 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 where the medications are filled.

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 education program, regardless of their educational status or age. The educational staff will set up a curriculum for each resident based on their individual needs. Communication with the school district and the parent will be ongoing throughout the residents stay. (*see Education section*)

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. The Resident can appeal the Lieutenant's decision to the Chief.

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. Administrative violations may result in Restricted Schedule if the offense threatens the safety and security of Officers, Staff, residents or the facility. 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 privilege*)
- 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 resident's 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 table to table
- Excessive moving during formation or lineup.
- 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 (*may result in Time Out or working independently outside the class*)
- Refusing shower

MAJOR VIOLATIONS

Consequences of Violation: (Four Point Loss and drop to Bronze level)

- Note Passing (*if contents threatens the safety and security of the institution, this could be Amended 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 assessed by Sergeant
- Repeated abuse of telephone privileges will be assessed by Sergeant
- Defacing of Facility or other resident's property (*To be determined by Administration*)
- Stealing (*Petty*)
- 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.)

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.

ADMINISTRATIVE VIOLATIONS

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

* May result in additional criminal charges and/or restitution

Resisting Room Placement (*Based on circumstance can be placed under administrative review*)

Fighting

Attempted Escape or 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

Arson and attempted Arson

Sexual Contact

Threatening Physical injury to others. (*May be seen as Administrative violation and result in R/S and or new charge*)

False accusations, statements or ideations about oneself or another person

POINT SYSTEM

When a resident is admitted they will be placed in Bronze level. After 48 hours each resident will be given the opportunity to take an Orientation Test. If they pass the test they will move to Silver level. Refusing to take the orientation test will result in a 4-point loss and remain in Bronze level. A resident must be on Silver for two (2) consecutive weeks (Mon- Sun) with 69 or more points before moving to 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	69 points per week
Silver	66-68 points per week
Bronze	65 or less points per week

- * Groups can only be moved on Mondays, except when moving to silver after passing Orientation test. You may only move up one group at a time (Bronze to Silver, Silver to Gold)
- * If 4 points are lost in 1 day, resident will drop to Bronze level.
- * If a resident has achieved GOLD level during this detention stay they need one week of 69 points to be returned to GOLD level from SILVER. No direct movement from BRONZE to GOLD is permitted.

POINT LOSS

Minor Violations 1 point lost.

Program Violation 2 Points lost

Major Violation 4 points lost and drop to bronze level

Administrative Violations Restricted Schedule (*no points earned for that day*)

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

DEFINITIONS OF DISCIPLINARY TERMS

R/S (Restricted Schedule)-Restricted to your room for no more than 8 consecutive waking hours in a 24-hour period without two hours of out of room time including recreation, meals, shower and other activity deemed appropriate by the shift supervisor. No points earned on R/S.

Meals– if a minor offense occurs during a meal, the resident will be separated from the dining area for the remainder of the meal. The resident will be allowed to rejoin the group for subsequent meals. If the behaviors continue the shift supervisor will determine disciplinary action.

Privileges for each level

Bronze	Silver	Gold
8 pm Bed	9 pm Bed	10:15 pm Bed
Tuesday and Thursday -10 min phone call	Tuesday and Thursday -10 min phone call	Tuesday and Thursday - 10 min phone call
10 pieces of paper in box	15 pieces of paper in box 2 Photos	20 pieces of paper in box 3 Photos
	Kindle/CD/Radio player on Sat and Sun during free time and in room.	Kindle/CD/Radio player/iPod during free time and in room
TV : 7-8 pm M-F 4-8 pm Weekends and Holidays	TV : During Free Time	TV : During Free Time
Basic Snack	Saturday Snack choice	Friday and Saturday Snack choice
	Sunday 15 minute phone call	Saturday & Sunday 15 minute phone call
	Magazines Sat and Sun	Magazines all week
	Friday Movie 7-9 pm Pizza	Movie Friday 7-9 pm Pizza
Saturday & Sunday visit	Saturday & Sunday visit	Saturday & Sunday visit
		Wednesday visit 9-9:30 pm
		Wed & Friday night Internet 1 hr.
		X Box use 9 pm Daily(time to be evenly distributed for all in gold)

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. The 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.

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. All work/grades earned while in detention must be accepted by your home school district.

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. **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.** This test 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. 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/HiSet 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 regardless of age, sex or current educational status.
- If separated from the general population due to disciplinary reasons, you will 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 as described in this 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 effective manner.
- Residents will have access to the laptop computers and Amazon Kindles in class. Their use 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 **Technology Discipline Guidelines** for an explanation of discipline if these rules are not followed.

TECHNOLOGY DISCIPLINE GUIDELINES			
Discipline	Failure to Work	Inappropriate Internet Use	Change Settings
Points	2 POINTS	4 POINTS	4 POINTS
Loss of Computer Privilege	YES – 1 day	YES – 1 day	YES – 1 day
Loss of Kindle Privilege	NO	YES – 1 day	YES – 1 day
Replacement Class		REPLACE WITH TRADITIONAL TEXT BOOK BASED ASSIGNMENTS	REPLACE WITH TRADITIONAL TEXT BOOK BASED ASSIGNMENTS
Comments:	If rule violations continue then Education Supervisor will determine consequence	If rule violations continue then Education Supervisor will determine consequence	If rule violations continue then Education Supervisor will determine consequence

