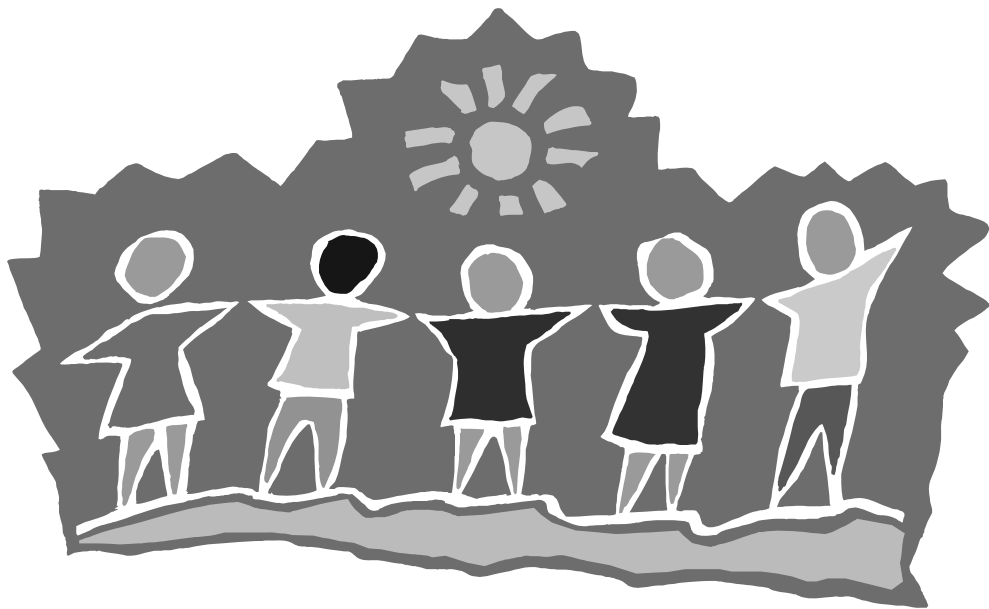


MORRIS COUNTY YOUTH SHELTER



RESIDENT HANDBOOK

GETTING STARTED



New Resident Orientation

- When you first arrive at the shelter, you will be placed on a temporary orientation status. This period of time will vary in length for each resident, depending on the circumstances of your placement. As soon as your case manager is able to set up your contact sheet and get pertinent background information from parents/guardian, probation, CMO etc..., you will be off of orientation and available to participate in all activities.
- During the first twenty-four (24) to forty-eight (48) 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.

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 DCP&P 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 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 - DCP&P 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.

FREQUENTLY ASKED QUESTIONS



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, to find you the most appropriate and healthiest placement. 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.

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 Reset?

A reset is an opportunity to self-regulate your emotions, using whatever coping skills work for you. During your intake, you will be asked by staff what things trigger you and what things help you to reset or calm down. You are encouraged to reset whenever you feel the need to. IT IS NOT A CONSEQUENCE, but rather a prompt to use tools available to you to express your feelings safely and appropriately.

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. If you are in good standing, 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 one (1) per month and they may not exceed two (2) 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. 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 DCP&P, 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 if you are in good standing. It is your responsibility to turn over any money that you are not permitted to possess. If you fail to do so, you will be subject to a privilege restriction(s).

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 two (2) staff members, one (1) 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 some cases, a metal detecting wand may be used to assist in the search.

Can I write letters?

You may write and send as many letters as you wish. We'll provide the envelopes and postage for you. 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?

Yes, you are 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.

- Use of e-mail accounts and social media websites is permitted. However, visitation to any inappropriate or explicit websites is strictly prohibited.
- You are not permitted to message other residents at the shelter, as this is considered the equivalent of note passing.
- You are not permitted to use the laptop computers to take, send, or receive pictures.
- 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.
- Residents must remember to “log off” from any social media websites or e-mail accounts that they “log in” to.
- We have a “one strike” policy, in regards to computer and internet use. Violation of any of the above mentioned rules will be deemed a major infraction. A second violation of these 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. 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 inappropriately, 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, you may incur a privilege restriction.
- 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, you will be issued a major infraction.
- 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 first or 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.
- 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, you will be issued a major infraction.

General Language & Conduct (continued)

- If you participate in or encourage staff splitting or manipulation, you will be issued a major infraction. 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 “missing”. 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 (in the building); 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 anything 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 one (1) pair of stud earrings (no hoop, gage, or dangling earrings) and one (1) 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.
- Your clothing must be folded and neatly stored in your drawers and closet.
- You must make your bed using a fitted sheet, two (2) 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.
- 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.

Television Usage

- The volume must be at a reasonable level.
- Channel/Program decisions are made by a consensus of residents in the room. If you enter a room after a decision has been made, you are to be respectful of those already watching.

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 that can be used to cause bodily harm, such as large medallions, long chains, screw drivers, rope, lighters, matches, mirrors, sharp objects, etc...

Contraband (continued)

- 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...
- IPOD's, MP3 players, DVD players, 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). Staff will complete a confiscation ticket every time an item is confiscated and provide you with a receipt. All confiscated items will remain in the confiscation locker until you are discharged.



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". You must also receive the driver's permission to exit a vehicle. If you violate this rule, you will be issued a major infraction and your vehicle privileges will be lost for an extended period of time.

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 every day.

♦Evening “sign-offs” must be completed by 7:00 PM every day.

Nightly Chores

- Staff will assign chores on a daily basis.



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 – Wake-ups begin for those not attending school. ♦In-house residents must remain in their respective bedrooms until this time.

9:00 AM - Kitchen closed. ♦All showers must be completed and all rooms must be cleaned by this time. ♦ House Meeting held with residents to discuss pertinent issues and the day's activities.

12:00 PM - Kitchen open for lunch. Set up 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 two (2) separate meals, cleanup, and chores.

8:00 PM - Kitchen open for snack.

8:30 PM - Kitchen closed.

9:30 PM - Curfew time.

10:00 PM - Lights out.

10:30 PM - Closet lights out.

The Daily Routine (Weekends)

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 two (2) separate meals, cleanup, and chores.
8:00 PM - Kitchen open for snack.
8:30 PM - Kitchen closed.
9:30 PM - Curfew time.
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 (2) types of phone calls, **clinical** (calls to DCP&P, CMO, probation, or other professional providers) and **personal**.

- 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 by Social Services.

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 DCP&P 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 personal phone calls beginning at 7:00 AM and ending at 9:30 PM.
- You may make or receive clinical phone calls at anytime during the day.
- You are not permitted to participate in three-way phone calls. If you violate this policy, your call will be terminated and you will only be permitted to make clinical calls for the remainder of the day.
- 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.
- Use of the phone and length of calls must be done with respect to the other residents.

♦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.
- 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. This may only take place on weekends and holidays.

- **Lunch** – A balanced meal will be delivered to the shelter from an outside facility.

✦At the discretion of the shift supervisor, you may prepare yourself an alternative meal from our inventory of food items.

✦You may eat leftovers that you brought back to the shelter from a pass or primary time.

- **Dinner** – A balanced meal will be delivered to the shelter from an outside facility.

✦At the discretion of the shift supervisor, you may prepare yourself an alternative meal from our inventory of food items.

✦You may eat leftovers that you brought back to the shelter from a pass or primary time.

Food & Beverages (continued)

- ***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 one (1) serving of “junk food”.

✦ You must eat at least one (1) 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 two (2) cups of a powdered beverage or juice.

✦ You may drink soda from your own personal inventory of beverages.

✦ At the discretion of the shift supervisor, you may be permitted to drink coffee from an “outside” source (i.e. Dunkin’ Donuts, Starbucks, etc...).

- ***Miscellaneous***

✦ You may bring in snacks and/or beverages from the “outside”, but you are not permitted to share these items with other residents. If you are caught sharing these items with another resident, you will be subject to disciplinary action.

✦ 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.

Resident Expectations

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*

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

School: school is attended (if applicable) and assignments are completed

Boundaries: no horseplay or physical contact of any kind with other residents and/or staff; respecting other's personal space; remaining focused on one's self, and not getting involved in other's situations, conversations, and/or personal business; addressing staff as Mr., Ms., or Miss.

Cooperation & Compliance: staff directions/instructions are followed at all times; able to work well with others; shelter rules are adhered to

Respectful to Others: refrain from making negative and/or inappropriate comments/gestures to, or in reference to, others; treating others in a way that you wish to be treated; being courteous at all times

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: no use of profanity; no whispering; speaking only in English, unless otherwise approved

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 twenty-four (24) 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 one (1) 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 twenty-four (24) 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 in good standing in order to be eligible for any type of pass.

CONSEQUENCES



MESSING UP

What is a Privilege Loss?

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 follow the rules of the shelter, there will be consequences for your actions. The exact nature of these consequences will depend on the severity of your infraction.

What does it mean to be Missing?

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, you will frequently go 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 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 placed in the Morris County Juvenile Detention Center. At the very least, you will be issued a major infraction.

♦ You will be considered Missing 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 happens if I get in trouble at school?

You are expected to follow all of the rules of your school. If you get suspended from school on more than one (1) occasion, you will be issued a major infraction.

Summary of Consequences

If you break a shelter rule, you will be subject to disciplinary action (see below).

Minor Infraction	Staff Discretion	Major Infraction
<ul style="list-style-type: none"> -Cursing -School Problem (refusal to do homework) -Refusing Chores -Inappropriate Hygiene -Refusal to follow program -Not properly addressing staff -Entering another resident's bedroom -Gum or Food in Bedroom -Food in Vehicle -Not following piercing policy 	<ul style="list-style-type: none"> -Verbal altercation with peers or staff -Property Damage -Vehicle Infractions -Refusal to attend mandatory obligations -Threats to peers or staff -Sharing other's personal information 	<ul style="list-style-type: none"> -Physical Altercation -Going Missing -Misbehavior in Public -Violations of Law -School Suspension (2nd offense) -Contraband -Smoking -Racial or sexually suggestive comments -Use of drugs or alcohol -Gang Related Offenses -Note Passing -Speaking with residents of opposite sex

Minor Infraction

The consequences for these types of behaviors can range from an early curfew, to loss of a specific privilege, to a loss of all privileges for the day.

Major Infraction

The consequences for these types of behaviors are a loss of all privileges for three (3) days, as well as a loss of one (1) paid activity.

✦ We take all threats made by residents very seriously. If you threaten to harm yourself or someone else, preventive action will be taken. 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 may be called and criminal charges may 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.

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

Summary of Consequences (continued)

- ◆ If you assault or threaten to assault a staff member, you may be arrested and placed in the Morris County Juvenile Detention Center.
- ◆ The shift supervisor will make the final decision regarding the type of infraction issued.

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, and/or scenario 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.