

ORIENTATION

Upon admission, all residents are assigned to a Living Unit. You will be instructed by Unit staff, the Housing Unit Social Worker and the Housing Unit Manager on the Detention Center rules and expectations during your stay. You may be subject to search by staff for contraband for safety and security. They will also answer any questions you may have. The Housing Unit Social Worker will provide information pertaining to Court related detention procedures.

ARRAIGNMENT

You will be arraigned before a Detention Center Magistrate within 48 hours of your admission. At your hearing, you will be told the charges being filed against you and informed of your constitutional rights. Your parent(s), guardian(s), and/or attorney may be present at this hearing. At this hearing, the Magistrate will determine whether you will remain in the Detention Center.

CLOTHING/VALUABLES

Your clothing, money, jewelry, and other valuables you have upon admission to the Detention Center will be stored in a locked area and will be returned to you upon release. If you give permission in writing, your belongings will be given to your parent, guardian, or family member, etc. If you leave your belongings at the Detention Center for more than 30 days after you are released, these things will be considered abandoned and will be donated or discarded at the Courts discretion.

MEDICAL

You will receive a physical examination shortly after arriving in your Unit. If at any time you are feeling ill, you may ask one of the Unit Staff to see a nurse or doctor. Nurses are on duty 24 (twenty-four) hours a day. Medical staff may talk to you about personal hygiene. Unit staff may talk to you about personal grooming, showers, clean clothing, etc.

FOOD

You will receive three healthy meals a day, and an evening snack on the Unit. These meals meet national guidelines for quantity and are approved by a registered dietician. Do not trade food. Do not eat food on the Unit, unless you have staff permission. If you have an appointment outside the Center, such as a Court hearing or medical appointment, unit staff will make sure you get your missed meal. It is important to tell Staff about any food allergies or religious restrictions you may have.

EDUCATION

In collaboration with Juvenile Court, each student attending the Detention Center School will be successful in an individualized instructional program designed to promote academic excellence and improvement in social adjustment.

All residents are required to go to school. All grades and test scores can be transferred to your regular school. There are GED and special needs classes, and computer lab. Emphasis is on Proficiency Test skills.

RELIGION

The Detention Center provides religious services. Non-denominational (not from just one church) religious services are available every week. Attendance to these services is voluntary.

APPEARANCE

All residents must wear a uniform. Shirts must be tucked in at all times. Residents have the right to wear their hair and facial hair in any style they choose as long as it does not pose any health and safety problems. No hair extensions or weaves are allowed and you will be required to remove them. Any artificial or acrylic nails will also be removed. No earrings or jewelry of any type may be worn in the Detention Center.

TELEPHONE

Upon admission, you are urged to make a telephone call to your family, attorney or other person. There are no restrictions on who you call, (unless restricted by court order) except that long distance calls must be collect.

You can make collect telephone calls from the Unit phone. You are also permitted a minimum of twenty (20) minutes of free telephone time a week. If your parent(s) or guardian has a block on their telephone so that collect or charge calls cannot be accepted, contact your Housing Social Worker for help. If you need to call your attorney, contact your Housing Social Worker.

HARASSMENT

You, the staff, and volunteers have a responsibility to keep the Detention Center free from sexual, racial, religious, and ethnic harassment. Harassment happens from repeated unwanted words or actions. You should not be afraid of revenge for raising any concerns you have about this. Detention Center staff will handle these concerns with as much privacy as possible. Talk to your Housing Unit Social Worker with these problems. For further assistance you may contact the Cuyahoga County Ombudsman at (216) 696-2700.

MENTAL HEALTH

The Mental Health Clinic at the Detention Center is staffed by Catholic Charities Mental Health personnel and a psychiatrist. They provide specified services listed below to the residents housed in the Detention Center.

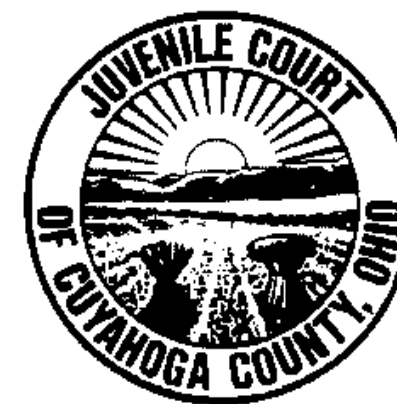
The Clinic operates Monday through Friday between 8:30 AM and 5:00 PM. Emergency on-call service is provided 24 hours per day, 7 days per week. Services provided include, but not limited to, assessments of:

- ❖ Level of suicide risk
- ❖ Level of risk to others
- ❖ Coordination of Medication services needs
- ❖ Coordination of referral to psychiatrist as indicated
- ❖ Emotional disturbance

CUYAHOGA COUNTY COURT OF COMMON PLEAS

JUVENILE COURT DIVISION

DETENTION CENTER RESIDENT HANDBOOK



Kristin W. Sweeney
ADMINISTRATIVE JUDGE

JUDGES

Patrick F. Corrigan
Alison L. Floyd
Thomas F. O'Malley
Michael J. Ryan
Denise N. Rini

Terease Neff
COURT ADMINISTRATOR

Karmin Bryant
SUPERINTENDENT

VISITATION

Parents, grandparents, stepparents, and legal guardians with **proper identification and preapproved by the Housing Unit Social Worker** may visit you at the Center. You can arrange special visitation through your Housing Unit Social Worker.

NOTE: **Your attorney may visit at any time.**

HOUSING UNIT VISITATION SCHEDULE

HOUSE 5: Ms. Godfrey @ 216-443-4959

WEDNESDAY 5:15 PM – 6:15 PM
SATURDAY 12:30 PM – 1:30 PM

HOUSE 4: Ms. Pryor @ 216-443-3334

SUNDAY 2:00 PM – 3:00 PM
WEDNESDAY 4:00 PM – 5:00 PM

HOUSE 3: Ms. Michaelsen @ 216-443-3316

MONDAY-Pod B 5:10 PM - 6:10 PM
TUESDAY-Pod A 4:00 PM – 5:00 PM
THURSDAY-Pod C 4:00 PM – 5:00 PM
SUNDAY-Pod B 8:30 AM - 9:10 AM
SUNDAY-Pod A 9:30 AM - 10:00 AM
SUNDAY-Pod C 11:00 AM – 11:30 AM

HOUSE 2: Mr. Ivey @ 216-443-3521

SUNDAY 10:00 AM – 11:00 AM
SUNDAY 12:00 PM – 1:00 PM
TUESDAY 5:30 PM – 6:30 PM

HOUSE 1: Ms. Malone @ 216-698-4799

THURSDAY – Pod A 5:15 PM – 5:45 PM
THURSDAY – Pod B 6:00 PM – 6:30 PM
THURSDAY – Pod C 6:45 PM – 7:15 PM
SATURDAY– Pod A 8:30 AM - 9:30 AM
SATURDAY – Pod B 10:00 AM -11:00 AM
SATURDAY – Pod C 11:15 AM -12:15 PM

NO OUTSIDE ITEMS OF ANY KIND MAY BE BROUGHT INTO THE VISITATION AREA.

MAIL

You may send and receive mail while in the Detention Center under the following rules:

INCOMING MAIL

- All non-attorney correspondence is subject to search and review by Detention Center Staff. Any evidence of gang or illegal activity shall be forwarded to a designee in the County Prosecutors' Office.
- You may not receive mail from other residents. There is no limit to the amount of mail you can receive or send while at the Detention Center.
- You may not send mail to adult and juvenile correctional facilities (except to a parent, with Superintendent's permission). Outgoing mail should be sealed and given to unit staff.
- If the unit staff finds any of the following, the letter will be returned to you:
 - Bad address; inappropriate markings; gang insignia.
 - Letters to people restricted by Court order; letters overstuffed or too heavy for postage; letters to another resident.

GRIEVANCE

If you have a complaint about the treatment you have received at the Detention Center, you should talk to your Housing Unit Social Worker (see the Orientation section). He or she will help you try to find an answer to the problem.

If your complaint cannot be taken care of as described above, you should fill out a **Resident Grievance Report**.

The form is available through the Housing Unit Social Worker, Detention Officers, Unit Manager, Juvenile Rights Advocate or the Mental Health Department. When completed, **PLACE YOUR COMPLETED FORM IN THE LOCKED GRIEVANCE BOX**. Every unit also has a locked grievance box available.

YOU MUST FILL OUT THE RESIDENT GRIEVANCE REPORT WITHIN FIVE (5) DAYS AFTER THE INCIDENT OR COMPLAINT HAPPENED.

The Community Education Coordinator (CEC) will meet with you within fourteen (14) days after receiving the Resident Grievance Report. If your report is an emergency and there is a threat to your immediate health or security, the Unit Manager will respond within 48 hours of receipt.

If you are not satisfied with the CEC response, you may file an appeal to the Superintendent by marking the appeal box on the Resident Grievance Report. **YOU MUST DO YOUR APPEAL WITHIN 5 DAYS OF WHEN YOU GET THE RESPONSE FROM THE CEC.** Return the appeal to the CEC. You can also put your request for appeal in the Unit grievance box.

The Superintendent will answer the appeal within five (5) working days.

BEHAVIOR GUIDELINES

Because this is a Detention Center, and you are living in a group situation, rules of behavior are important for your and others protection. You may not at any time act in a way that puts another person's health or safety at risk. Your Housing Unit Social Worker will explain the Behavior Guidelines to you.

Unacceptable behaviors at the Detention Center can be categorized as major or minor rule violations.

Major Rule Violations: Those violations that may result in room confinement and/or violations that may result in additional delinquency or criminal charges being filed. These are behaviors resulting in potential injury to staff or residents and/or a threat to safety and security.

Examples of such behavior include (but are not limited to):

1. Any violation of local, state, or federal law.
2. Any act of violence.
3. Possession of contraband that poses a direct threat to the safety and security of the Detention Center. Contraband is defined as any item not

issued to you or approved for use by the detention center.

4. Encouraging others to participate in a severe behavior disturbance.
5. Intimidating, threatening, or hostile behavior toward anyone that may lead a reasonable person to believe that violence may occur.
6. Sexual abuse, assault, or acting out of any type.
7. Any other action that severely hinders Detention Center operations or programming, or causes threat or harm to the safety and security of staff, residents, visitors; or has a negative impact on the quality of life in the Detention Center.

Minor Rule Violation: Less serious rule violations that do not include potential room confinement or the filing of additional delinquency charges. Examples of such behavior include (but are not limited to):

1. Any violation of **Detention Center Rules** and **General Expectations**.
2. Any violation of **Resident Responsibilities**.
3. Possession of contraband that does not present a risk to the safety and security of the Detention Center. Contraband is defined as any item not issued to you or approved for use by the detention center.
4. Argumentative, defiant, or challenging behavior toward anyone.
5. Self-injurious / self-mutilating behaviors.
6. Horseplay: rough, loud, disorderly play.
7. Leaving pens, pencils, utensils, etc., unattended.
8. Any other act that causes distraction or disruption; but does not directly threaten the safety and security of staff and residents.

Residents over the age of 18 and/or residents subject to bind over process may be transferred to Adult County Jail for Behavior Guideline infractions.