

*Cuyahoga County Juvenile
Detention Center*

HANDBOOK



THOMAS F. O'MALLEY
ADMINISTRATIVE JUDGE

JUDGES

Alison L. Floyd
Kristin W. Sweeney
Jennifer L. O'Malley
Anne C. McDonough
Nicholas J. Celebrezze

TIMOTHY MCDEVITT
COURT ADMINISTRATOR

BRIDGET GIBBONS
DEPUTY COURT ADMINISTRATOR





**DETENTION CENTER
ADMINISTRATION**

BRANDON WINARCHICK
SUPERINTENDENT

JASON LANZO
ASSISTANT SUPERINTENDENT

CELESTE WAINWRIGHT
DEPUTY DIRECTOR OF PROGRAMMING



IMPORTANT CONTACTS

Mental Health Office -
216-443-3107

CMSD School Office -
216-443-4902

Medical Department -
216-443-3311

Creating a Securus Account (payphone) -
1-800-844-6591

Create account using the number, then you can use the Securus app to
add money and/or phone numbers to the account



IMPORTANT CONTACTS

Unit	SSC Name	Email	Phone Number
1	Lizzie McNeill	emcneill@cuyahogacounty.us	216-698-4799
2			216-443-3512
3			216-443-3316
4	Cedric Jamerson	cjamerson@cuyahogacounty.us	216-443-5917
5	Sandra Pryor	spryor@cuyahogacounty.us	216-443-4959

Each Housing Unit has a Social Service Coordinator (SSC) who will contact parents/guardians upon residents' arrival to a housing unit.

DETENTION CENTER UNIFORM

Cuyahoga County Juvenile Detention Center Uniform



Acceptable Housing Unit Uniform w/Shorts

Graduate



Level 4



Housing Unit
T-Shirt



Housing Unit
Polo



Housing Unit
Sweatshirt



Cuyahoga County Juvenile Detention Center Uniform

Acceptable Housing Unit Uniform w/Pants

Graduate

Level 4

Housing Unit T-Shirt

Housing Unit Polo

Housing Unit Polo w/Sweatshirt

Housing Unit T-Shirt w/Sweatshirt



Cuyahoga County Juvenile Detention Center Uniform

Family Visitation & Barber Day:

T-Shirt, Shorts & Flops

Gymnasium & Spring/Summer Outdoor:

T-Shirt, Shorts, Socks & Tennis Shoes

Fall/Winter Outdoor:

T-Shirt, Sweatshirt, Pants, Coat, Socks & Tennis Shoes



Cuyahoga County Juvenile Detention Center Uniform



Travel to Professional Visits, School, & Court

T-Shirt, Sweatshirt, Pants, Socks & Flops

Optional Courtroom Attire

We will try our best to provide you with Courtroom attire for Trials, Dispositions and Bindovers. If your family would like to provide you with Courtroom attire, please have them speak with your Housing Unit Social Service Coordinator. You CANNOT wear belts, ties or shoes with laces.



WHAT NOT TO WEAR

Cuyahoga County Juvenile Detention Center Uniform



UNACCEPTABLE Facility Uniform

Thermal Shirt Only w/Rolled Pants

No Shirt On



Rolled Pants

VISITATION

Residents have access to visitation twice a week: one 30 minute visit during the week and one 60 minute visit on the weekend.

Levels 0-2 of the Behavior Management Program can receive up to 2 visitors per visit, including: residents' biological children, parents, grandparents, stepparents, and legal guardians with proper identification.

Levels 3-4 of the Behavior Management Program can receive up to 3 visitors per visit including all of the above people, plus siblings with proper identification (Siblings only on weekend visitation day).

NOTE: Residents' attorney may visit at any time.

All visitors must provide a photo ID that will be copied by the SSC and saved in a file under the resident's name.

Birth certificates of children/sibling visitors must be copied by SSC along with photo identification (school/work/state).

For younger visitors who may not have an ID, please visit lifetouch.com/smilesafe/ to see if you can obtain a record of school photo.



POD

Each resident is assigned to a pod within a housing unit. This is where they spend the majority of their free time.



POD

Residents enjoy watching TV, playing cards, and engaging in various programming activities on the pod.



ROOM

Each resident has their own room within their pod. Rooms are not shared with other residents.



GYM

Residents receive their daily required 1-hour of large muscle activity. This may occur indoors or outdoors, weather permitting.

VISITATION RULES

All visitors to the Detention Center are required to pass through a metal detector and may be subject to a manual search upon entrance to the center.

Any visitor that is obviously intoxicated, has a strong odor of any mind-altering substances, extremely hostile, verbally abusive, and/or unable to control their behavior or comply with the rules and regulations will be denied visitation.

All visitors must arrive 15 minutes prior to the scheduled visitation time, **late arrivals will be denied visitation.**

All visitors must secure all personal items in provided lockers, i.e., cellphones, purses, wallets, money. **No outside items are allowed.** Bring a quarter for the locker.



VISITATION DRESS CODE

NOT PERMITTED:

- **Shorts, skirts, and dresses shorter than mid-thigh**
- **Tops showing excessive skin (back, stomach, cleavage)**
- **Strapless/spaghetti strap shirts and/or tank tops**
- **See through/ fishnet clothing**
- **Headwear, hats, bandanas, scarfs, bonnets, durags etc.**
- **Hoodies, coats, and baggy jackets**
- **Cell Phones, smart watches, electronic devices**
- **Pins, buttons, bangles, and any jewelry that could be used as a weapon**

Failure to adhere to the dress code and visitation rules will result in your visit being canceled.

Visitation times may vary depending on the unit, so please look for emails/voicemails from your Social Service Coordinator (SSC).

VISITATION SCHEDULE

HOUSE 1

THURSDAY

4:30-5:00PM

5:15-5:45PM

6-6:30PM

6:45-7:15PM

7:30-8:00PM

8:15-8:45PM

SUNDAY

12:15-1:15PM

1:30-2:30PM

2:45-3:45PM

4:00-5:00PM

5:15-6:15PM

6:30-7:30PM

HOUSE 2

TUESDAY

A: 4:30-5:00PM

B: 5:15-5:45PM

C: 5:15-5:45PM

SATURDAY

A: 8:30-9:30AM

B: 9:45-10:45AM

C: 11:00-12:00PM

HOUSE 3 & MEDICAL

WEDNESDAY

3A & Medical:

6:45-7:15PM

3B & 3C:

7:30-8:00PM

8:15-8:45PM

SATURDAY

3A & Medical:

4:15-5:15PM

3B & 3C:

5:30-6:30PM

6:45-7:45PM

HOUSE 4

TUESDAY

A: 6:45-7:15PM

B: 7:30-8:00PM

C: 8:15-8:45PM

SATURDAY

A: 12:30-1:30PM

B: 1:45-2:45PM

C: 3:00-4:00PM

HOUSE 5

WEDNESDAY

A: 4:30-5:00PM

C: 5:15-5:45PM

B: 6PM-6:30PM

SUNDAY

A: 8:30-9:30AM

C: 9:45-10:45AM

B: 11:00-12:00PM

FOOD

Residents will receive three healthy meals a day, and an evening snack on the Unit. These meals meet national guidelines for caloric and nutritional value and are approved by a registered dietician. Residents are not allowed to trade food. If a resident misses a meal due to an appointment outside the Center, such as a Court hearing or medical appointment, unit staff will make sure the resident gets their missed meal. It is important to tell medical staff about any food allergies or religious restrictions.

MEDICAL

Residents will receive a physical examination shortly after arriving at the facility. If at any time a resident is feeling ill, they may ask one of the Unit Staff to see a nurse or doctor. Nurses are on duty 24 (twenty-four) hours a day. Residents have the ability to receive vaccinations, and participate in dental and vision clinics when available.

EDUCATION

In collaboration with Cleveland Metropolitan School District, each student attending the Downtown Education Center will be enrolled 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 home school districts. Teachers will contact parents occasionally for parent teacher conferences throughout the school year.



RELIGION

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

SEARCHES

While in the Detention Center, the staff has the right to search residents, their belongings, and room. The reason they are being searched is to make sure they do not have anything they aren't supposed to have. These things are called contraband. The staff will tell the resident that a search is going to be conducted and all appropriate steps are taken to spare any embarrassment or intimidation to residents during this process. In order to keep the facility safe, residents may be subject to a frisk search at any time.

TELEPHONE

Upon admission, residents are allowed to make a telephone call home. If no contact is made, detention center staff will try to provide an additional phone call to the resident.

Residents are also permitted a minimum of 2 thirty (30) minutes of free telephone time a week. During that time, residents are only allowed to contact their parent/legal guardian and grandparent.

Residents can contact their attorney and/or Probation Officer through their Social Service Coordinator.

Guardians are not permitted to call the facility and request to speak with their child. Guardians may contact Securus at 1-800-844-6591 to set up an account to receive collect phone calls from their youth.

All telephone calls will be monitored by staff and recorded.

MAIL

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

INCOMING MAIL

- All non-attorney correspondence is subject to search by Detention Center Staff (Activity Coordinators) when evidence of illegal or gang related material is present. Any evidence of gang or illegal activity shall be forwarded to a designee in the County Prosecutors' Office.
- Residents 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.
- Residents may not send mail to adult and juvenile correctional facilities (except to a parent, with Social Service Coordinator supervision). Outgoing mail should be sealed and given to unit staff.
- Mail being sent to or coming from another facility (parent only) should be given to the Unit SSC.
- 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;
- Mail sent within the facility (sending mail to other CCJDC residents is prohibited)

Resident Name
9300 Quincy Ave
Cleveland OH 44106

Family/Friend Name
Family/Friend Address
City, State Zip Code

Name
Address
City, State, Zip

Resident Name
Housing Unit/Pod
Cuyahoga County Juvenile Detention Center
9300 Quincy Ave
Cleveland, Ohio 44106

Sending Mail **OUT** of the
Detention Center

Sending Mail **to a Resident** in
the Detention Center

HARASSMENT AND REPORTING

Residents, the staff, and volunteers have a responsibility to keep the Detention Center free from sexual, physical, verbal, racial, religious, ethnic harassment, and all other forms of harassment. Harassment happens from repeated unwanted words or actions. Residents have the right to be free from any type of abuse. Residents should not be afraid of retaliation for raising any concerns you have about this. Detention Center staff will handle these concerns with as much privacy as possible. Residents can talk to any detention staff with these problems. If a resident feels that they are being harassed by staff, they may speak to their Unit Manager. Residents may also write a grievance so that their concerns can be addressed.

BEHAVIOR MANAGEMENT

It is important to remember that residents are held accountable for every action in the Detention Center. Our center has a Behavior Management Program that rewards good and productive behavior but discourages all disruptive behavior. Residents' behavior determines whether they receive points for good behavior that will result in extra activities, snacks, phone calls, etc., but disruptive behavior will result in points not being earned and/or activities being restricted. Residents over the age of 18 and/or residents who are bound over may be transferred to the Adult County Jail for Behavior Guideline infractions. Activities Coordinators and staff will explain the Behavior Management Program in depth to residents once on the Living Unit.

Because this is a Detention Center, and residents are living in a group situation, rules of behavior are important for your and others protection. Residents may not at any time act in a way that puts another person's health or safety at risk. Housing unit staff will explain the Behavior Guidelines to residents when they arrive on the unit.

ARRAIGNMENT

Residents may be arraigned before a Detention Center Jurist within 48 hours of admission. At the hearing, the resident will be told the charges being filed against them and informed of their constitutional rights. Their parent(s), guardian(s), and/or attorney may be present at this hearing. At this hearing, the Jurist will determine whether they will remain in the Detention Center.

CLOTHING/VALUABLES

Residents clothing, money, jewelry, and other valuables they have upon admission to the Detention Center will be stored in a locked area and will be returned to them upon release. If permission is given in writing, residents belongings will be given to their parent, guardian, or family member, etc. If residents leave their belongings at the Detention Center for more than 30 days after they are released, they will be donated or discarded at the Courts discretion.

Residents' family can pick up residents' property Monday-Friday between 9am and 3pm.

RESIDENT RIGHTS

- To treat others respectfully without name calling or cursing.
- To know the rules of the detention center.
- To not harass, bully, make threats of abuse, damage to property or humiliate others.
- To keep the living area clean, eat the meals served to you, use the personal grooming products appropriately, and complete your daily hygiene.
- To use respectful language when talking to everyone in the detention center. This includes phone calls, during visits, and when writing mail.
- To participate in daily exercise and recreation.
- To attend school daily.
- To make honest reports of any problems you might have while in the detention center.
- To not discriminate against anyone because of race, national origin, any physical disability or impairment, religion, sex

PREA

Residents have the right to be free of physical, verbal, or sexual abuse and harassment by other youth and staff. Residents can report abuse to Mental Health, Social Service Coordinator, Grievance Officer, or any staff person.