

Linn-Benton  
Juvenile Detention Center  
*Orientation Packet*



“The Key To Your Success In Detention!”

**Implemented**  
6/11/2007

## **WHAT IS THIS HANDBOOK ALL ABOUT?**

There are some things that I should know that will make my stay here at the detention center more helpful. These things will also help me get along with the staff and other residents. When I finish reading this guide, a staff member will review the expectations with me, and then I will be given a test.



Knowing the correct answers will help me pass this test and do well in detention.

It is important that I understand everything in this orientation packet as it contains all the answers to the orientation test.

I will move forward in the level system once I show that I understand the program rules and expectations.

If I have any questions, or find something in this orientation packet that I do not understand, I will ask one of the staff to explain it to me.

## **IMPORTANT INFORMATION ABOUT THIS FACILITY**

### **Where am I?**

Linn-Benton Juvenile Detention Center  
4400 Lochner Rd. SE  
Albany, OR 97322



### **What is this place?**

Juvenile detention is a place where juveniles are held because they have been charged with a criminal offense, violated probation/ parole, have a warrant, or are ordered by the court. The basic purpose of detention is to help me make positive changes in my thinking, behavior and to provide me with a safe environment.

### **When will my parents be notified of me coming to detention?**

Juvenile detention staff will inform my parents/legal guardian, as soon as possible. **Only my parents/guardians will be notified I am in detention.**

## **IMPORTANT INFORMATION ABOUT MY RIGHTS**



### 1) Treatment While In Custody:

1. Upon being taken into custody I shall have the right to remain silent regarding the reason I am being detained.
2. Staff may not use unlawful means of any kind to obtain a statement, admission or confession from me regarding the reason I am here.
3. While in detention I shall be treated humanely and provided with proper food, shelter, and if necessary medical treatment.
4. While in detention I shall be free from any kind of abuse or mistreatment.
5. While in detention I will not be discriminated based on race, national origin, color, creed, gender, physical handicap, religious or political beliefs.
6. While in detention I will not be subjected to corporal punishment, harassment, intimidation, harm, humiliation or interference with normal bodily functions.
7. While in detention I have the right to participate in religious services, programming and counseling on a voluntary basis. If I need specific religious materials or have special dietary needs based on my religion I need to contact the Detention Manager or designee.
8. While in detention, I will have proper bedding, clean clothing, toilet facilities, and be allowed to shower.
9. While in detention I may send or receive uncensored mail and be allowed to have regular visits with my family/guardians.
10. While in detention I may request to contact, write and meet with legal representation. Staff will leave a message for my attorney at my request. I may access legal materials upon request.

**WHAT IS A GRIEVANCE? (griev-ance)** *If I feel my rights have been violated, I have the right to file a grievance.*

1. I will attempt to work the situation out with the staff on shift.
2. If I am unable to work out the difference I will ask staff for a grievance form and provide as much information as possible.
3. The Detention Manager or designee will meet with me to discuss the grievance. If a staff member is involved a meeting may be arranged for all parties to meet.
4. The grievance will be resolved.

**APPEAL** *I have the right to appeal any disciplinary action taken against me as a result of a rule violation, or program restriction. This process will occur during the grievance procedures listed above.*

1. I will be afforded the opportunity to speak in my own defense, call witnesses or present evidence.
2. Upon hearing and evaluating all the evidence pertinent to the rule violation or program restriction, the Detention Manager or designee will make a determination to follow the recommendation made, deny the recommendation or modify the recommendation.

## **What professional visitors can I have during my stay at detention?**

Approved case related professionals are allowed to visit me at detention. This could include my: Lawyer, Probation Officer, Caseworker, Clergy/Minister, Counselor(s), Therapist, or School Staff.

If I would like to speak with my attorney I need to ask the detention staff to contact them. I need to remember Detention staff will only contact my attorney once a day so there is no need to ask more than once.

## **Who are the staff?**

There are Juvenile Detention Supervisory personnel, Detention Workers, and Teachers who will work with me during my detention stay. They are trained to help me learn new ways of thinking in order to assist me in making positive changes. They will also ensure I am safe while in detention.

- I am expected to follow all staff instructions. I will not argue or question staff directives.
- If I don't agree with something or if an explanation is needed, I will wait until an appropriate time to ask questions.
- All staff will respect me, and in return I will respect staff.

## **What will I be doing while I'm at the detention center?**

I will participate in various educational programs, social skill groups, discussion groups, exercise programs, pro social activities, art, and assignments from my probation officer or the court.

## **When can I visit my family?**

-Visitation is a privilege.

-Visitation occurs on Monday from 7 PM to 9 PM, Saturday and Sunday from 12:30 PM to 2:30 PM and from 7 PM to 9 PM.

-Visits are 15 minutes long.

-There will be no letters or cards exchanged during visiting.

-Phone visits are rare here at detention. I will be allowed a phone visit with a family member if there are specific circumstances that limit my family's ability to come to the center to visit.

-Phone visitation has to be pre-approved by my Probation Officer and will occur during regular visiting hours. Phone visits are 15 minutes long.

-I need to remember to not ask staff if I have a visit. Staff will notify me when my visitors arrive for my scheduled visit.

## **May I write and receive letters?**

I may send 2 letters in the mail per week.

I may send more if my family provides additional stamps.

If I am on Probation or Parole I am not allowed to send or receive letters from people who are on probation, parole, or currently incarcerated. These letters from the above persons will be sent to my Probation Officer or returned to sender.



When I write letters, I will be allowed to have a pencil.....however, the use of a pencil is a privilege and like most privileges, there are specific rules that apply.

- I will never raise my hand with a pencil in it.
- I will always keep my pencil visible on or above the table.
- If my pencil lead breaks, I need to alert staff immediately. The piece of broken lead must be accounted for.
- If I hear a Down Drill while I am using a pencil, I will leave it on the table in plain view and proceed with the down drill.



### When do I eat?

I will receive three (3) meals a day and an evening snack.

Breakfast	6:30 am
Lunch	11:45 am
Dinner	5:00 pm
Snack	7:30 pm

### MEAL RULES

1. I will be respectful and courteous at all times. (examples: please, thank you and you're welcome)
2. Napkins will be placed on my lap during meals. I will not wipe food on my clothing.
3. All utensils will be returned to staff, including my napkin.
4. When eating in my room I will not flush my toilet during mealtime.
5. I will not share, trade or take food from anyone. (Level III youth)
6. I will remain on silence until staff gives me permission to talk quietly. (Level III youth)
7. During level III meal time it is important for me to remember I can only talk with other youth if staff can hear me. If the staff walk out of the area it is my responsibility to stop talking. If I am unsure I should stick my hand out and ask staff if it is okay to talk.

### Where do I sleep?

To help assure my safety and the safety of other youth I will have my own room.



My room will have all the necessities for me to address my personal needs. My room also has an intercom system so that I can talk directly to staff should I have any **EMERGENCY**. Staff will come by and do visual checks and they will handle most requests at that time. I can have up to 3 rolls of toilet paper at one time.

### **What can I do while in my room?**

- I can walk around.
- I can exercise.
- I can read the orientation packet and the pamphlets located in the windowsill. (I can also use the pamphlets as bookmarkers as long as I don't bend them)
- If I have long hair, I can pull my hair up in a bun (however, I must take it out before I leave my room).
- I can lean against the back wall.
- Only bodily waste and toilet paper may be flushed down the toilet.

### **What can I NOT do while in my room?**

- During daytime hours, I will not sleep, lie down, lean against the sidewalls, or touch the bedding.
- I will not look out my window.
- I will not wet down my hair.
- I will not push the call button unless I have an emergency.
- I will not knock on my door (I will wait for staff to walk by my room for all questions).
- I will not stand on my toilet, sink, or bed.
- I will not attempt to talk with other youth, whistle or make noise while in my room.
- I will not touch the smoke detector or sprinkler heads.

### **When is it time to go to bed?**

- Lights out is at 9:00 pm. (If I am on level III, I can choose to go to bed early or stay up until 10:00 pm.)
- I will hear staff say, "MAKE YOUR BEDS".....at this point, I can make my bed and go to sleep. **REMEMBER-** Don't cover your head!!!!

### **What time do I get up in the morning?**

- Wake up call is at 6:00 am.
- When I hear staff say, "TIME TO GET UP", I wake up and fold up my bedding.
- Blankets and sheets will be folded neatly and placed in the following order from bottom to top:
  - \* dark blanket
  - \* white blanket (or second dark blanket)
  - \* two sheets (if you have them)
  - \* pillow
  - \* pillow case (if you have one)
- The stack of bedding will be placed at the end of my bed facing the door window.

### **What are the expectations when a staff comes to my door?**

- I will sit down in the middle of my bed and wait for staff instructions.
- I will not leave or enter a room without staff's permission.
- When a staff asks me to line up at my door, I will stand under my room number and wait for instructions. If the youth next to me is under their number, I will face my door.

## **What if my room is upstairs?**

If my room is upstairs, I will listen closely to all staff instructions when moving up and down the stairs.

### **WHEN I GO UP THE STAIRS.....**

- I will line up at the bottom of the stairs.
- I will wait for staff to give me instructions.
- I will keep my right hand on the railing.
- I will walk up the stairs at a very slow pace, keeping my eyes on my feet. **I will also remember NOT to skip any stairs.**
- Once I am at the top of the stairs, I will STOP.
- I will walk along the red line until I reach my room.
- I will turn and line up outside of my room and wait until I'm told to enter.

### **WHEN I GO DOWN THE STAIRS.....**

- I will come out of my room when staff direct me to exit.
- I will line up outside my room, under the number on the wall.
- I will turn and walk along the red line until I reach the top of the "down" stairs.
- I will wait until staff instructs me to move down the stairs.
- I will keep my right hand on the railing (FOR MY SAFETY).
- I will keep my eyes on my feet while moving down the stairs.
- I will take one stair at a time.
- When I reach the bottom, I will stop and wait for staff instructions.

## **What are the green squares on the floor?**

The green squares on the floor are used as a guide for me when walking around the facility. I should always follow the green squares unless directed to do otherwise.

## **What should I do if I hear "DOWN ON THE GROUND!"?**

- When a staff directs me to "get on the ground" or I hear "DOWN!" I will respond as quickly and safely as possible.
  - I will get on my stomach.
  - I will lay with my legs apart and my toes pointed outward.
  - I will tuck my arms in as close as I can into my body.
  - I will use my hands to cover my eyes.
  - I will remain in this position until I am given instructions to get up from the floor.
- 
- If I am in the shower I will continue to shower and wait for staff to respond to me.
  - If I am in the classroom, I will put my head down on the desk and cover my eyes.
  - If I am in my assigned room, I will respond as if I was in the commons area.
  - If I am on the stairs, I will crouch down, keeping my hand on the rail.

## What happens if I misbehave in detention???

- Every time I misbehave, I will most likely receive some kind of consequence.
- Depending on the rule violation, I will probably get consequence in this order:
  1. Verbal warning.
  2. 5, 10 or 15 minutes wall time.  
**What exactly is “wall time”?** Wall time or “nosing up” means to get as close to the wall as possible without actually touching any part of my body against the wall. I will keep my hands to my side and look straight ahead.
  3. Written consequence.
  4. Individual Program (more information later on IP).
  5. Special Program  
(Consequences may vary depending on the violation)
- If I am temped out of the detention facility for any appointment or work crew, my behavior will be reported to my probation officer and the judge. (If I cannot follow detention rules, I will NOT be allowed to leave the facility for work crew)

## Basic things for me to remember, so I don't get into trouble:

The things I have to try and remember are.....

- I will not engage in physical contact with staff or peers. Nor will I engage in fighting, harassment, or horseplay.
- When outside of my room, I will not look around, gesture, or communicate verbally or non-verbally with other youth. (i.e. Smiling, waving, winking, etc)
- I will keep my hands below my waist at all times. (unless in my room)
- I won't war story. (talking about why I'm here, who I know “on the outs”, etc.)
- I will address staff as Ma'am or Sir.
- When walking behind a staff member, I will say, “Coming behind you Ma'am or Sir” at least 10 feet prior to reaching the staff member.
- I have to remember to **not** volunteer for chores. They will be offered to the highest level youth. (I guess that's another reason to get my points up)
- I will not destroy, alter or misuse county property. If I damage anything in the facility, I will be charged for the item.
- I will alert staff to any broken or damaged items. (pencil, books, clothing, spoon)
- I will not use vulgar / abusive language or name-calling while in detention.
- I will not possess any contraband, which is anything that is altered or misused.
- I may be given an assignment by my probation officer while in detention, it is my responsibility to remind staff during group time of my assignment.

## **What kind of clothes do I wear while in detention?**

During the intake process, an assessment will be performed determining whether I am on regular or no-white status.

If I am on no-white status I will receive a sweatshirt and sweatpants. During the day I will receive a t-shirt, socks, and under garments. At shower time those items will be removed and then returned the following day.

If I am on regular status, I will receive all the above clothing items.

I will not sag my sweats or pull them down over my feet.

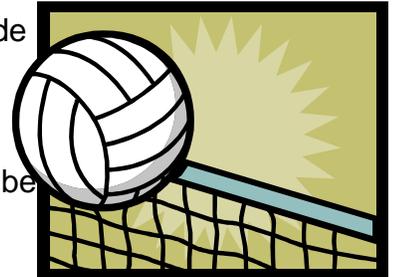
I will keep my shirt tucked in at all times. Sweatshirt sleeves should remain down. My sweatshirt will be folded up if it's not being worn.

I will always wear my sandals when not in my assigned room unless otherwise directed by staff. I will not misuse my sandals by bending them. My sandals will remain on the floor outside my door while in my room.

## **Do I get to exercise?**

I will be able to participate in the daily exercise program. If it is nice outside we will exercise outside in the courtyard area. If the weather is bad outside, we will exercise either in the gym or in the commons area.

- It is important for me to remember to follow all rules and provide full effort during exercise. Otherwise, my grade for the shift could be affected.
- It is important that I will not engage in any physical contact.
- Any misconduct means that I will go back to my room and will be graded down. I could also receive a consequence.
- I will follow all staff's instructions.
- If I am outside, I must remain arms distance way from the perimeter fence. If a ball or some other object goes near the fence then I need to ask staff to retrieve the ball or object.



## **How often do I get to shower while I am here?**

Per ORS 169.076, detention is only required to allow me to shower twice a week. However, I will be offered a shower once a day providing I have good behavior.

- ⇒ I will have 8 minutes to shower.
- ⇒ When I am done showering and dressed, I will simply knock on the door to notify staff that I am finished.
- ⇒ After I shower, I will drop my dirty clothes in front of the laundry bins and shake the clothes out one piece at a time.
- ⇒ I will make sure that my clothes are turned right side out.
- ⇒ I will report any damaged clothing to staff. Failure to do so could result in me being charged with restitution.
- ⇒ Sweatshirts will be exchanged every Saturday afternoon.
- ⇒ Sheets will be exchanged every Saturday morning. Blankets will be exchanged as needed.

## What if I have medical needs or counseling needs?

The juvenile center has a licensed nurse and doctor available to respond to all my medical needs. Within 72 hours of my arrival the medical staff will have me complete a medical history interview with the nurse. An exam by the doctor may follow the interview.



I will be certain to immediately report if I am sick, injured, pregnant, and/or require medical attention. Upon arrival in detention I should have notified staff if I am currently taking prescribed medication. If I need to see the doctor or nurse I will ask staff to fill out Sick Call Form. Staff will complete the form and when the nurse receives the form he/she will contact me.

## Do I get any books or reading materials?



- The first day I am in detention, I will receive the orientation packet. I will also be able to receive religious materials. (if I request)
- After passing the orientation test, I will be able to have books and/or magazines.
- I am allowed a total of 3 reading materials. This includes bibles, magazines, books, and schoolbooks.
- I am allowed to change my reading materials ONCE A DAY.

## Will I go to school during my detention stay?

Yes, I will go to school and I will earn credit for the academic work I do while I am here.

- School is conducted Monday through Friday.
- The mission of the educational program is, "To provide students with skills and attitudes to re-enter school and/or work constructively."
- All youth attend school while they are detained at the detention center. My school will receive information regarding my attendance and the grades I receive for work completed at the detention center. If I am no longer enrolled in a school program, my attendance, grades, attitude, and growth while at the detention center may be helpful to me.
- I will not write any inappropriate things in group work or schoolwork.
- I will not draw/doodle in school or group unless I am given permission to do so.
- While in school, I will remember to stay on task and only ask school related questions.



## When will I have court?

If I have not already had court I will have a "Detention Hearing" within 36 hours of coming to detention (excluding weekends and judicial holidays). **Generally, I will have a detention review hearing the day after I come to the Detention.** The court is closed on holidays and weekends, so if I come in just before or on a holiday or weekend I will appear the next day that Court is open.

**The purpose of the Detention Hearing is for the Court to determine if I need to remain in the detention facility.**

## **Court Rules:**

1. I will remain on silence in the van and in the courtroom. This includes verbals and non-verbals. (example: looking at each other, smiling, nodding, waving, etc.)
2. When in the courtroom, I will sit as still as possible.
3. When in the courtroom, I will not look around. I will not communicate verbally or non-verbally with family or friends that are in the courtroom.
4. I will address the Judge as Your Honor, not Sir or Ma'am.
5. I will not ask to talk to my attorney or Probation Officer. They will come up to me when they are ready to talk to me.
6. If it is determined I will be released, I will follow all detention rules until I am released from custody. If I cannot follow rules at court or during the transport, my behavior will be reported to my Probation Officer and my stay could be extended. I will also receive a consequence and or be placed on Individual Program.
7. If I am being released directly at court I am expected to follow rules until I am released from custody. **CAUTION:** The judge has kept youth in detention based on courtroom behavior.

## **WHAT CAN I EXPECT FROM THE STAFF?**

**The primary goals of the staff are to:**

- Help me assume responsibility for my behavior, identify risky thoughts and actions.
- Help me to develop problem solving and social skills, so that I will not return to detention and experience greater personal success and involvement with my community.
- Provide a safe and secure environment for everyone in detention.

**What the staff are like and what I can expect from them.**

- **Professionalism**--- staff will treat me with respect and not use inappropriate language (profanity, hurtful comments, etc.) or unapproved physical contact (aggressive or sexual touching, etc.)  
(I should use the grievance process described on Page 3 or contact a Supervisor immediately if I experience any of the above treatment from staff.)
- **Safety & Security**---staff are here to assure that I am safe.
- **Honesty**---staff will be straightforward with me and will not play games.
- **Help**---staff will assist me in problem solving.
- **Goal Setting**---staff will help me set goals and assist with direction on how to reach my goals.
- **Consistency**---staff will reinforce both positive and negative behaviors.
- **Confidentiality**--- staff will not discuss my performance here, the reasons for me being here, or my family situation with anyone for whom it is not appropriate.



- **Listening**---staff will listen to my concerns whenever the time and place are appropriate.
- **Responsibility**--- the staff will accept responsibility for their actions, but they will refuse to accept responsibility for my behavior.

**In order to provide a safe and secure environment for everyone in the facility staff members are required to perform searches.**

### Types of Searches

- *Pat Down Searches*- will occur during the intake process and after any personal or professional visit, and upon returning from being temped out or work crew. A pat down search requires a detention staff of the same sex to “pat down” my body and clothing.
- *Comprehensive Searches*- will occur when reasonable suspicion exists that I may have contraband in my possession and a pat down search has failed to reveal any contraband. Comprehensive searches are to protect all youth from the presence of contraband, by locating and removing concealed items that could be used for self-mutilation or harm and to check for any signs of abuse. A comprehensive search requires me to remove my clothing in the presence of a detention staff of the same sex. Comprehensive searches occur during the initial intake process, as well as returning from work crew and being temped out.
- *Room Searches*- are conducted periodically to check for contraband. During a room search a staff member will search my clothing, bedding, books, and all other belongings that are in my room.

During all searches I am expected to remain on silence and follow all directions given by staff members.

### WHAT IS EXPECTED OF ME REGARDING MY BEHAVIOR HERE?

***Appropriate Behavior*** is any behavior:

- Which moves me closer to my goals.
- That helps me earn rewards.
- That improves my chances of never coming back to the detention.
- That is helpful to others and myself.

***Inappropriate Behavior*** is any behavior:

- Which keeps me from my goals.
- That interferes with earning rewards.
- That interferes with my future.
- That gets me into trouble.
- That is harmful to others.

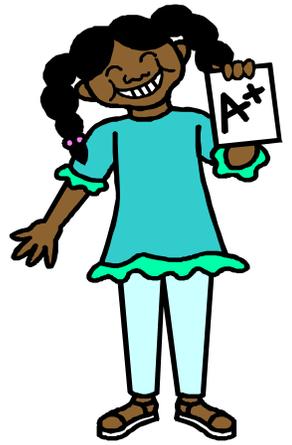


## WHAT HAPPENS AS A RESULT OF MY BEHAVIOR HERE?

There are a number of privileges and activities that can be earned for appropriate behavior.

If my behavior does not meet expectations I will not earn points and I may receive a consequence.

I need to be aware that staff members are constantly grading me for the appropriateness of my behavior while I am here.



## WHAT ARE MY PRIVILEGES ON LEVEL ONE?

1. I will eat all my meals in my room.
2. I will exercise daily.
3. I will participate in school.
4. Lights out at 9:00pm.

## WHAT ARE MY PRIVILEGES ON LEVEL TWO?

1. I will eat all my meals in my room.
2. I will exercise daily.
3. I will participate in school.
4. I may attend all group activities.
5. Lights out at 9:00pm.
6. I am eligible to come out of my room and help with chores if asked by staff.

## WHAT ARE MY PRIVILEGES ON LEVEL THREE?

1. I will eat lunch and dinner at a table with Staff.
2. I will exercise daily and may have the opportunity to lead exercises or cool downs.
3. I will participate in school, usually both sessions.
4. I may attend all group activities.
5. I am eligible for outside activity and gym time.
6. I am eligible for breaks such as, naps, free time, letter writing, and extra food at staff's discretion.
7. I am eligible for games, computer, and recreation time.
8. I am eligible for early bedtime or can stay up until 10:00pm.
9. I am eligible to shave. (ask at shower time)
10. I am eligible to come out of my room and help with chores if asked by staff.



## HOW AM I GRADED?

1. When I enter detention I will be on E1 status (entry level 1). This means that I will be responsible for reading the orientation packet, completing a cost/benefit analysis and I will be accountable for knowing the rules in detention. I will either pass my shift by being respectful and following all the rules and expectations or I will fail my shift and remain on E1 status the following shift.
2. If I pass my first shift, I will be on E2 status (entry level 2). This means that I get to take my open-book orientation test and complete a thinking report. I have to remember to do well with all the rules because if I take the test and end up failing that shift, I must retake the test the following shift.
3. If I take the test and pass that shift, I will be able to have 3 reading materials in my room and will be on level status. This means that I will be on level I, II, or III.
4. I will be graded twice a day, once by day shift and once by swing shift. At the end of each shift staff will complete the grading which will give me my status for the next shift. Each shift I will start over. I can go from a level one on day shift to a level three on swing shift or vice versa all in the same day!
5. I will be graded in 3 categories.
  1. Interactions with Others
  2. Cooperation/Participation
  3. Rules

## ARE THERE ANY OTHER PROGRAMS AT DETENTION?????

**INDIVIDUAL PROGRAM:** refers to a long-term program designed to meet specific behavior problems. If I am placed on IP it means that I am not able to follow the basic detention rules. This program will include daily review by staff and myself. Goals are set by the staff to encourage appropriate behavior and/or change. I will lose or have restrictions put on daily activities which I will have the opportunity to earn back. Each day I am on IP, I can earn a privilege back for positive behavior or lose a privilege for negative behavior.

**SPECIAL PROGRAM:** refers to a program that may be applied after I have failed to be successful on IP. This program includes daily review by staff and myself, and is specifically written for me. This program is more restrictive and will limit the access I have to privileges. For example: I may only get two showers per week and/or NO visitors.

**SPECIAL NEEDS PROGRAM** refers to a program that is written specifically for a youth with special needs. This program will include all the daily activities plus specific conditions. This program is not a result of a rule violation or program failure. This program is specifically designed to create opportunities for positive interaction and to meet the specific needs of a youth.

**TIME FOR A CHANGE (T4C):** While in detention you may see other youth wearing green shirts. These youth are in a separate program inside the detention walls. These youth follow different rules than you.

Focus on this orientation packet, the rules & expectations that are outlined for you, not what rules the youth in green follow. Don't hesitate to ask if you have questions.

## ***ONE FINAL THING THAT IS THE MOST IMPORTANT!!***

Changing my thinking may help me change my behavior and deal with my problems, so I will not have to ever come back here or any place like this again!

Some youth return; some do not.

The difference is that some learn to change their behavior and learn how to deal with their problems.

**My new beginning is at my fingertips and a part of my life that I now control!**