

Linn-Benton
Juvenile Detention Center
Orientation Packet



“The Key To Your Success In Detention”

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 or 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

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 against 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.
11. You have the right to be protected from sexual abuse, sexual misconduct, sexual harassment, or retaliation under the Federal Law, Prison Rape Elimination Act (**PREA**) of 2003. **The detention center has zero tolerance for sexual misconduct involving any juvenile.** Refer to the youth safety guide in your room for more information.

What is a grievance? (gree-vance) *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.

Who are the staff?

There are all types of Juvenile Detention staff including a Detention Manager, Detention Workers, Teachers, and Medical Professionals. If I have any questions I will wait for staff members to come by my room to check on me so that I can ask my question.

What can I expect from the staff?

The primary goals of the staff are to:

- Help me take responsibility for the behavior that got me here.
- Help me learn some new skills so that I will not return to detention.
- Provide a safe environment for everyone in detention.

What the staff are like:

- Staff are here to make sure that I am safe.
- Staff will treat me with respect.
- Staff will be honest with me.
- Staff will help me solve problems.
- Staff will be fair and consistent with me.
- Staff will listen to my concerns when the time and place is appropriate.
- Staff will not talk about me outside of here.
- Staff will help me set goals and help me reach those goals.

When I am interacting with staff:

- I am expected to follow all staff instructions. I will not argue or question the directions that staff give me.
- If I don't agree with something or I don't understand something, I will wait until an appropriate time to ask questions.
- All staff will respect me, and in return I will respect staff.

What is expected of me regarding my behavior here?

Appropriate Behavior is any behavior:

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

Inappropriate Behavior is any behavior:

- That 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.



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

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

- I will call staff Ma'am or Sir.
- I will keep my hands below my waist at all times (unless I'm in my room).
- If I have a question I will stick my hand out to the side until staff ask me what I need.
- When walking behind a staff member, I will say in a loud voice, "Approaching!" at least 10 feet prior to reaching the staff member.
- I will not look around, gesture, or communicate verbally or non-verbally with other youth. (i.e. Smiling, waving, winking, etc)
- I will not have physical contact with staff or peers. This means that I won't touch other people.
- I will not fight, harass or horseplay with anybody.
- I won't war story. (talking about why I'm here, my past drug use, my past crimes, who I know "on the outs", etc.)
- 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 try my best here)
- I will not destroy or damage any property. If I damage anything, I will be charged for the item.
- I will tell staff about any broken or damaged items. (pen, books, clothing, spoon)
- I will not use bad language or name-calling while in detention.
- I will not carry or try to hide any contraband, which is anything that has been damaged or changed without permission.

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

- When a staff directs me or someone else to "get down on the ground" 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 told by staff to get up from the floor.
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- If I am in the shower I will continue to shower and wait for staff to give me directions.
 - If I am in the classroom, I will put my head down on the desk and cover my eyes.
 - If I am in my room, I will respond as if I was in the commons area.
 - If I am on the stairs, I will turn around, sit on a stair, put my head down and cover my eyes.

What should I do if I hear an alarm sound?

If I hear an alarm, I will remain where I am and wait for instructions from staff. I will listen carefully and follow all staff directions. It is important for me to not ask questions at this time - staff will tell me exactly what to do and where to go.

What kind of clothes do I wear while in detention?

I will receive detention issued clothing. These include a shirt, underwear, socks, sweatpants and a sweatshirt. 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 report any damaged clothing to staff.

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.

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.

- I will not cut corners.
- When walking on the green squares I will not look around.
- When lining up, I'll come to a stop on a green square giving me space between the person in front and behind me.

What should I do when a staff comes to my door?

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

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 bookmarks as long as I don't bend them)
- 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 the day, I will not sleep, lie down, lean against the sidewalls, or touch the bedding (blankets and pillow).
- I will not look out my window to try to see what is happening outside of my room.
- I will not get my hair wet in the sink.
- 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 also will not yell out from my cell. If I make a lot of noise in my cell it is distracting for everyone else!
- 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.

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 and wait for staff to say, "step around."
- 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.
- 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.



When do I eat?

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

Breakfast	6:00 am
Lunch	11:30 am
Dinner	4:30 pm
Snack	7:00 pm

MEAL RULES

1. I will be respectful 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, as well as any uneaten food and non- food items.
4. When eating in my room I will not flush my toilet during mealtime.
5. When eating in the dayroom I will not share, trade or take food from anyone.
6. When eating in the dayroom I will remain on silence until staff give me permission to talk quietly.
7. When eating in the dayroom it is important for me to remember I can only talk with other youth if staff can hear me. If the staff walks 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.

What happens if I misbehave in detention?

Every time I misbehave, I will most likely receive some kind of consequence. This consequence could be a verbal warning, it could be a written assignment or it could be 5, 10 or 15 minutes of **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.

If I continue to misbehave, or I am given multiple consequences for my behavior, I may be placed on **Individual Program** or **Special Program** (these programs will be explained later in this packet).

WHAT HAPPENS AS A RESULT OF MY BEHAVIOR HERE?

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

If my behavior does not meet expectations I will not earn privileges and may receive a consequence. I need to be aware that staff members are constantly grading me on my behavior while I am here. My behavior will be reported to my probation officer and the judge. It is important for me to understand that my behavior while in detention may have an effect on my release.

How Am I Graded?

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!

I will be graded in 3 different categories:

- Interactions with others
 - It is important to be polite and respectful to both staff and peers. This means putting my hand out and being called on before speaking, calling staff Sir or Ma'am, and following all of the directions that staff give me.
- Cooperation/Participation
 - This means giving my best effort during exercise, school and during group activities.
 - This means joining in discussions during group activities when given permission by staff.
- Rules
 - This means doing my best to follow all of the rules in this packet and that staff tell me about. This also means changing my behavior when staff tell me I'm breaking the rules.

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. I will go to bed at 9:00 PM.

WHAT ARE MY PRIVILEGES ON LEVEL TWO?

1. I may eat lunch and dinner out of my cell at staff discretion.
2. I will exercise daily.
3. I will participate in school.
4. I may attend all group activities.
5. I will go to bed at 9:00 PM.
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 if detention operations allow.
2. I will exercise daily and may have the opportunity to lead exercises.
3. I will participate in school.
4. I may attend all group activities.
5. I can participate in outside activity and gym time.
6. I can be allowed breaks such as, naps, free time, letter writing, and extra food when staff offer these things to me.
7. I can participate in games, video and recreation time.
8. I can go to bed early or can stay up until 10:00pm.
9. I can come out of my room and help with chores if staff ask me to help.

What level am I right now?

-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.

- 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 follow rules well because if I take the test and end up failing that shift, I must retake the test the following shift.

-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 group status. This means that I will be on level one, two, or three.

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 basics for my personal needs. I have a water fountain, a sink and a toilet. My room also has an intercom button to alert staff if I have an **EMERGENCY**. I will only push this button when I have an **EMERGENCY!** Staff will come by and check on me and they will handle most questions or concerns at that time. If I have questions I must wait until staff come by my cell to check on me. I can have up to 3 rolls of toilet paper at one time.

When is it time to go to bed?

- I will go to bed at 9:00 PM. I will not lie down or make my bed before I am told to. (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?

- I will wake up at 6:00 AM during week days and 8:00 AM on weekend days and non-school days.
- 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:
 - * 2 dark blankets
 - * 2 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 will I be doing while I'm at the detention center?

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

Do I get to exercise?

I will exercise while in detention. In the morning I will participate in a daily exercise routine and in the afternoon and evening I may play sports or other activities.

- It is important for me to remember to follow all rules and give my best effort during exercise. Otherwise, my grade for the shift could go down.
- It is important that I do not physically touch staff or other youth.
- Any bad behavior means that I will go back to my room and will be graded down. I could also be given a consequence.
- I will follow all staff's instructions.

When can I visit my family?

-Visits are allowed from my parents/guardians or other visitors approved by my Probation Officer on Mondays, Wednesdays, Saturdays, and Sundays. My parents/guardians will be notified that they are able to schedule visits with me.

-Visits are 15 to 30 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 send or receive a letter to someone I am not supposed to have contact with, my probation/parole officer will be notified. Some examples of people I should not contact are co-defendants, victims, someone I have been court ordered to not have contact with as a condition of my probation/parole order or conditional release agreement.

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

- I will never raise my hand with a pen in it.
- I will always keep my pen visible on or above the table.
- If staff tell me to put my head down while I am using a pen, I will place the pen on the table in plain view then immediately put my head down and cover my eyes.

When I receive a letter staff will open the letter in front of me or will have me open it.

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

Per ORS 169.076, detention is only required to let me 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, get dressed and knock on the door.
- 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.
- Sweatpants and sweatshirts are considered “dark” clothing and when dirty, go in the “dark” bucket.
- I will make sure that my clothes are turned right side out.
- I will show staff my comb or pick before throwing it in the trash.

What if I have medical needs or counseling needs?

The juvenile center has a nurse and doctor available to take care of all my medical needs. Within 72 hours of my arrival I will meet with a medical staff member to talk to them about my medical history.

I will be certain to always tell staff if I am sick, injured, pregnant, and/or require medical attention. Upon arrival in detention I should tell staff if I am currently taking prescribed medication. If I need to see the doctor or nurse I will ask staff to fill out a Nurse Sick Call Form. 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 this 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 per day.

Will I go to school during my detention stay?

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

- School is held Monday through Friday. (except holidays)
- I will not write inappropriate things in group 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 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 Court Hearing is for the Judge to decide if I need to remain in the detention center.

SEARCHES

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 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.

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 for a youth with special needs. This program will include all the daily activities plus extra conditions. This program is not a result of a rule violation or program failure. This program is designed to create opportunities for positive interaction and to meet the direct needs of a youth.

LONG TERM STAY: refers to a program that is intended for youth that have remained in detention "Long Term" and is available to youth that have been here for 56 days. If you have been here for at least 49 days then staff will inform you of the criteria to enter the Long Term Program.

TIME FOR 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 may follow different rules than you.

Focus on this orientation packet, the rules & expectations that are outlined are 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.