

EVERYTHING YOU NEED TO KNOW ABOUT YOUR STAY IN JDC



PORTER COUNTY JUVENILE DETENTION CENTER
RESIDENT MANUAL

REV. 1.26.2026

RESIDENT MANUAL QUIZ

Name: _____ Date: _____

1. Staff cannot report things you say in Detention to Probation Officers or the Court.
True False
2. The Behavior Program has three levels. Each level includes more privileges.
True False
3. It is okay to give another resident food from your tray that you don't want to eat.
True False
4. You only have to attend academic classes while at detention if you are enrolled in school. True False
5. You can lose points for horseplay, not following staff directions, and/or not having your shirt tucked in. True False
6. There are different levels of behavior that can result in consequences. True
False
7. It is okay to get out of your seat without permission as long as you don't leave the room. True False
8. You can send letters to a friend who is on probation. True False
9. You can call anyone you want during phone call time. True False
10. You are responsible for any unauthorized item (contraband) found in your room.
True False
11. Your parent/guardian can bring in personal toiletries for your use.
True False
12. You can shave while in detention. True False
13. New charges cannot be added for things you do while in detention. True
False
14. You may request to speak with the facility therapist while in detention. True
False

SEPARATE PROGRAMS:

If you engage in behaviors resulting in a consequence placing you in room confinement or is considered a HIGH consequence, you may be placed on a separate program and away from the other residents.

You will not earn points during this time; however, you will have Level 1 privileges and be able to earn incentives.

You also can receive sanctions during this time. When you return to the regular program, you will be placed on Level 2 privileges.

DISCIPLINARY HEARINGS:

If you engage in behaviors resulting in room confinement, you have the right to a disciplinary hearing. You will be given a list of your behaviors and an explanation of the disciplinary hearing process in writing. You can choose to have your hearing heard by a single Detention Officer or by a disciplinary committee.

A copy of the Resident Manual is given to each resident at intake. A copy is also located in the following areas:

- Classroom
- West Wing
- East Wing
- MPR
- Intake Area
- Waiting Room



OUR PHILOSOPHY

The Porter County Juvenile Detention Center provides a short-term program designed to house you in a safe and secure environment. The center has a ZERO tolerance policy towards any form of abuse and/or harassment.

The center follows a Behavior Management Program. The intent of the program is to allow you to use the time spent in the center in a positive and constructive manner.

By rewarding responsible behavior with increasing privileges, the goal of this program is to help you develop a sense of responsibility for your actions. The program encourages behaviors that promote mutual respect and positive interaction between you, your peers, and staff. At no time will a juvenile or group of juveniles be given control or authority over other juveniles.

YOUR RIGHTS REGARDING BEING QUESTIONED BY LAW ENFORCEMENT

Police may only talk with you with your permission and in the presence of your parent/guardian and/or your attorney. If your attorney is not present, staff will need confirmation from your attorney he/she does not feel he/she needs to be present. Even if your parent/guardian or attorney is present, you do not have to talk with the police officer/detective.

You can refuse to talk with a detective/police officer when a parent/guardian is present and request your attorney be present for questioning.

Even if you have started to talk with a detective/police officer, you may ask to end the interview and request to leave the room at any time.



5. Escape or attempted escape from the center while inside or outside the detention center. This includes having knowledge of and/or conspiring to escape.
6. Involvement in a riot, including conspiring to begin a riot.
7. Deliberately flooding your room.
8. Vandalism
9. Dangerous contraband.

Any repeated behavior increases the consequence level.



CRIMINAL CHARGES:

Dependent on the severity of the action, you can be charged criminally by the Prosecutor's Office for committing certain acts. These can include, but are not limited to, the following:

- Theft
- Placing bodily fluid or waste on another resident or staff (includes spitting)
- Punching/attacking/injuring staff or another resident
- Escape/attempted escape
- Destruction/damage to property

2. Gambling in any form... real or with "play money".
3. No participation in program including gym and school.
4. Any gang related behaviors.
5. Repeated noise alarm infractions.
6. Misuse of the computer.
7. Misuse of center equipment which includes sitting on tables, putting feet on chairs and/or tables, touching any electrical or audio-visual equipment without permission, and/or accessing unapproved websites.
8. Sharing of personal information (social media, addresses, etc.) or passing of notes.
9. Having anything other than authorized materials in your school folder and books. Authorized materials include schoolwork, letters (no envelopes), two blank pieces of paper.
10. Violating any rules posted throughout the center.

HIGH (ROOM CONFINEMENT):

The length of room confinement is dependent on what you did and your behavior.

1. Provoking or instigating a fight.
2. Theft of any item.
3. Deliberately destroying and/or damaging center property, including covering room speaker or window.
4. Any violent act or threat (verbal or non-verbal) is serious and **will not be tolerated**. This includes intimidation or physical attack (including, but not limited to, fighting, knocking over/throwing/kicking furniture, throwing objects, and sexual assault).

If you find yourself in a situation where a fight/altercation is happening around you, move away from the fight/altercation, lay face down with your arms/hands at your sides until further instruction. Failure to do so will result in disciplinary action.



RIGHT TO LEGAL COUNSEL

You have the right to remain silent and do not have to talk to any investigating police officer about the alleged crimes you are being charged.

You have a right to an attorney. If you were placed here by a Porter County court, a public defender will be automatically appointed to represent you. However, you have a right to hire private counsel (at your own cost) if you wish. If you have any legal questions you can make a phone call to your public defender/attorney. Your public defender/attorney will be able to explain your rights to you in more detail.

At any time you can request to speak with your attorney.

*If you were placed here by another county, please speak with your probation officer for information regarding legal representation.

YOUR RIGHTS

You have the right to:

- Be treated respectfully, impartially, and fairly by all staff members.
- Be free from discrimination because of race, religion, national origin, color, gender, sexual orientation, or disability.
- Be free from sexual abuse and sexual harassment. We have a Zero Tolerance Policy against sexual abuse, sexual harassment and sexual misconduct.
- Not be subject to corporal punishment, harassment, intimidation, threats, harm, verbal abuse, assault, or humiliation.
- Have equal access to programs and services.
- Education services.
- Have the rules, schedules, and procedures of the facility explained to you.
- Nutritious meals, proper bedding, clean clothing, daily showers, toilet facilities, adequate lighting, and proper ventilation.
- Medical, dental, and mental health care as needed.
- Regular visits with parents or guardians and to send and receive mail.
- Call, write, or meet with your attorney.
- Attend religious programming, if desired.
- Report any problem or complaint by filing a grievance.
- Due process in disciplinary hearings.



BEHAVIORS PREVENTING YOU FROM EARNING POINTS

The listed behaviors are **examples and not a complete list of possible infractions:**

LOW (1 POINT):

1. Inappropriate physical contact (no physical contact is allowed)
2. Foul language.
3. Getting up without permission.
4. Talking in line.
5. Communicating with any resident on the other wing.
6. Excessive noise (including setting off noise alarm in your room).
7. Shirt untucked.
8. Sweatshirt not worn properly.
9. Horseplay.
10. Not wearing shoes/slides.
11. Sharing food.
12. Exchanging clothing items including shoes/slides, and glasses.
13. Not completing hygiene (teeth brushing and showering).
14. Minimal participation in programming, school and gym.
15. Inappropriate drawings/artwork.
16. Misuse of the computer.
17. Crossing the fine line in MPR and the classroom.
18. Not following instructions
19. Non-dangerous contraband

MEDIUM (5 POINTS):

1. Disrespect to staff/residents (name calling, rude remarks, foul language/gestures, bullying & use of nicknames).



CONSEQUENCES:

Staff is here to help you. If you feel yourself losing control, please reach out to staff for assistance. Staff will be redirecting you throughout the day, if needed. If staff notices you are struggling, they may ask you to take a cool down to regain control of yourself. If at any point in time you feel you need a cool down, please inform staff.

Behavior resulting in you not earning points could also result in consequences. Consequences can be defined as **Low, Medium or High**.

POTENTIAL CONSEQUENCES:

Low: Extra work, cleaning, activity restriction, removed from activity and given cool down.

Medium: Activity restriction, level restart (0-points for the remainder of the shift - points will restart on next available shift), removal from Honors Level, letter of apology, essay, learning activity, statement of accountability (making amends to staff/residents), removed from activity and/or given cool down.

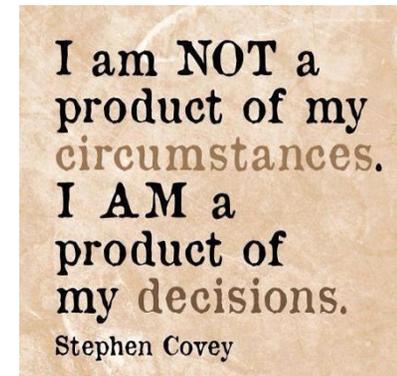
High: Drop to Level 1, even if on Honors level (0 points for the remainder of the shift - points will restart on next available shift), letter of apology, essay, learning activity, statement of accountability, removal from activity, placed on a separate program and/or room confinement.



YOUR RESPONSIBILITIES

You have the responsibility to:

- Treat others respectfully, fairly, and impartially.
- Not discriminate against other residents or staff.
- Conduct yourself in a courteous and respectful manner.
- Follow the rules, procedures, schedules, and directions of staff.
- Do not exchange any items, including money, with staff, volunteers, or other residents.
- Help clean and maintain your living area.
 - Prior to cleaning you will be taught by staff how to use the cleaning supplies and equipment. You **MUST** follow staff instructions and use the personal protective equipment provided as directed.
- Ask for medical, dental, and mental health care when needed.
- Conduct yourself properly during visits and not accept or pass unapproved items.
- Let staff know if you want to contact your attorney, probation officer, case manager, or mental health professional.
- Maintain your body, clothing, and hair in a clean and odor-free condition.
- Properly and respectfully express any grievance you may have.
- Not discuss your case with other residents.



WHAT SHOULD YOU EXPECT FROM STAFF?

The Porter County Juvenile Detention Center will never delegate the role or functions of staff members to any resident or group of residents.

Professionalism: Staff will treat you with respect through appropriate behaviors and conducting themselves in a positive and encouraging manner.

Honesty: Staff will be straightforward with you.

Help: Staff will assist you in problem solving.

Goal Setting: Staff will help you in choosing reachable goals and plan ways of getting there.

Consistency: Staff will provide rewards for positive behaviors and hold you accountable for negative behaviors.

Mistakes: Everyone makes mistakes, including staff members. It is important that you learn how to talk with staff when you believe they have or you have made a mistake so you can work together to correct the mistake.

Confidentiality: Staff will only discuss your case with those they are required.

Listening: Staff will listen to your concerns. Sometimes they may ask you to wait for the right time and place.

Responsibility: Staff will accept responsibility for their actions.



COOL DOWNS & SENSORY ROOM:

We understand there may be times when you feel out of control or upset which may cause you to act out. Other times you might be having a hard time due to things you have experienced. We believe in allowing residents to take time to cool down and process their thoughts and feelings. If you are beginning to feel out of control or that you need a moment to yourself, you may ask staff for a cool down.

During these times, if you are not a current danger to yourself or others, you may ask a staff member for a cool down in the sensory room. You must be approved by the facility therapist to access the room and agree to follow all sensory room rules.



The sensory room is designed as a safe place where you can relax and process your thoughts and feelings with a trained staff member or the center's therapist.

This room will have items like weighted blankets, a white noise machine, scented oils, and fidget items which can help you self-regulate.

Please utilize cool downs and the sensory room to help control your emotions before you act out. While we understand you might become upset, your actions are your responsibility.



INCENTIVE COUPONS:

You will get the opportunity to earn incentive coupons. These coupons may be distributed by any staff member if you go above and beyond and if staff catches you being good.

These coupons can be “cashed in” for different types of incentives. Incentive lists are posted on each wing.

If you are on Level 1, on a separate program, or in room confinement/isolation due to your behavior, you will not be allowed to cash in coupons.

ONE COUPON

Rewarded to: _____

For: _____

On this day: _____

Awarded by: _____

SAFETY AND SECURITY IN JUVENILE DETENTION

The facility uses equipment to assure that you are safe and secure.

We use an audio/video system to watch and record activities; however, in order to protect your privacy, we do not have cameras in sleeping rooms, washrooms, shower rooms or the medical room.

We also use a combination of verbal de-escalation techniques, physical and mechanical restraints (including handcuffs and shackles) in the instance that you may become a danger to yourself or others.

We will only use these as a last resort.



SEARCHES:

Your room, personal items, and the facility may be searched at any time. You are responsible for anything found in your room, classroom area, and cubby. Pat searches will be conducted after family visits and after transports out of the center. Strip searches will be conducted after transports conducted by non-facility staff and/or upon belief that you may be in possession of contraband.

Contraband is any item not permitted by policy to be in the resident’s possession or which is illegal to possess.

EMERGENCIES:

In case of a fire, tornado, or other emergency situation, remain calm, listen to staff, and follow all instructions.

In the event of an emergency situation when you are in your room:

1. Grab your blanket and stand at your door.
2. Once your door opens, follow all staff directions.
3. Leave your door open.



BEHAVIOR PROGRAM

While you are here, you will participate in a behavior program. The staff's job is to observe your behavior while you are here. These observations will help us treat you fairly, understand your actions, and make your stay safe.

People, other than staff, will ask us about your behavior. These people may include the Judge, your parents, your attorney, the prosecutor, or probation officer. In order to give them an accurate picture, we carefully record the things that you do and say.

Our program is made up of a point and level system. Your behavior will determine how many points are accumulated and what level and privileges you receive.

It is important to remember – you are responsible for your actions.

POINT SYSTEM:

You will begin the day with 50 points (25 points for dayshift and 25 points for 3-11 shift). Your total points at the end of each shift is dependent on your behavior and program participation. Your points will be deducted based on the following guidelines:

0 points: Follows all rules and expectations, no redirections, and being a good example to peers.

1 point (Low): Foul language, getting up without permission, excessive noise (including setting off noise alarm in your room), shirt untucked, sweatshirt not worn properly, horseplay, not wearing shoes/slides, bed not made, not completing hygiene (teeth brushing and showering), sharing food, minimal participation in school and program activities, switching shoes, inappropriate drawings/artwork, misuse of the computer, talking in line, inappropriate physical contact, crossing the “fine line” in MPR and Classroom, not following instructions, disrespect to staff/peers sharing personal information (cases, social media, etc.) **and any other infractions staff deem necessary to deduct points for.**

5 points (Medium): Disrespect to staff/peers, bullying, no participation in program including gym and school, any type of gang related behaviors, repeated infractions of sharing personal information repeated noise alarm infractions, misuse of the computer, gambling in any form, violating any rules posted throughout the center, **and other infractions staff deem necessary to deduct points for.**



GRIEVANCE PROCEDURE:

If you have a complaint or concern regarding any of the services offered, or if you feel that you have been treated unfairly, discriminated against, abused, or harassed in any way and would like to bring it to the attention of Administration, there are grievance forms available on each wing. After filling out the form, place it in a grievance box located on each wing.

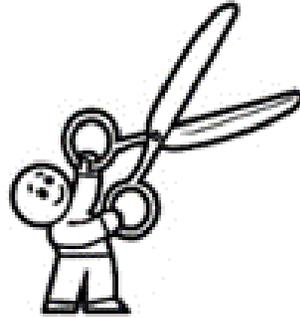
All grievances are confidential and are dealt with promptly.

NOTE: Grievances will be processed by a Supervisor. Results of the grievances can be appealed to the Assistant Director and ultimately to the Director, if needed.

HAIRCUT PROCEDURE:

You must be on Honors Level and not on a sharps restriction.

Your hair may be cut by a parent, or by a licensed professional accompanying your parent, during a regularly scheduled visit. A Haircut Request and Authorization form needs to be signed by both you, your parent, and the licensed professional, if applicable.



The haircut must be approved and scheduled in advance. You are responsible for completing any necessary clean-up from the haircut within the scheduled visit time. Gang style haircuts are not allowed.

RELIGIOUS SERVICES:

Services are conducted by volunteer clergy. Participation is strictly voluntary. If you choose to not participate, you will be expected to quietly read during the designated time.

If you wish to speak with your own clergy while in detention make your request known to staff.

If you have any special needs, including dietary, of a religious nature, direct your requests to JDC administration.



(High) Room Confinement: Threats and/or acts of violence, intimidation, escape and/or attempts of escape, vandalism, contraband, destruction of any JDC property, theft of any item, provoking or instigating a fight, smuggling anything inside the center, involvement in a riot and/or conspiring to begin a riot, deliberately flooding your room, **and any other infractions staff deem necessary to deduct points for.**

Loss of 5 points in a shift = Level Restart

Loss of 10 points in a shift = Level Drop

LEVELS:

Level 1: You will find yourself on Level 1 if you participate in inappropriate behaviors while on Level 2 that result in a drop to Level 1. You must earn 100 points to move up to the next level.

- Bedtime 8:00 P.M.
- Three 5-minute calls
- Three 30-minute personal visits (face-to-face/Zoom)
- One religious text/book in bedroom
- One other piece of reading material in bedroom (soft back book)
- Access to puzzles
- Access to greeting cards to send to family/friends during holidays
- Ability to earn coupons but not turn them in
- Snack during family visitation on federal holidays. ONE 20oz. (or smaller) factory sealed beverage (no energy drinks or hot beverages) and ONE individual sized factory sealed snack



Level 2: All residents start on this level.

- Bedtime 8:30 P.M.
- Three,5-minute calls
- Three 30-minute personal visits (face-to-face/Zoom)
- One religious text/book in bedroom

Level 2 continued:

- Two other pieces of reading material in bedroom (soft back books)
- Access to TV, colored pencils, jigsaw puzzles, cards, games and ping pong table
- Access to greeting cards to send to family/friends during holidays
- Deck of cards in your room
- Ability to turn in coupons for incentives
- One photograph or JDC art work in bedroom that are deemed appropriate by staff such as mail received at detention facility or art made in group
- Snack during family visitation on federal holidays. ONE 20oz. (or smaller) factory sealed beverage (no energy drinks or hot beverages) and ONE individual sized factory sealed snack

Honors Level: Once you have earned at least 200 points on Level 2 you will automatically be placed on Honors Level. You must maintain 45 points per day to stay on this level and are expected to display “Honors Level” behavior. This means going above and beyond, and having almost no redirections during the day. Patterns of misbehavior, and serious behavior violations considered to be not Honors Level worthy, will result in being removed from the Honors Level.

- Bedtime 9:30 P.M.
- Three 10-minute calls with parent/legal guardian or grandparents
- Three 1 hour personal visits. Siblings/grandparents may visit. Siblings must be accompanied by parent/legal guardian unless he/she is 21 years or over. Other adult family members may be approved. (Face-to-face/Zoom)
- One religious text/book in bedroom
- Two other pieces of reading material in bedroom (soft back books)
- Access to TV, colored pencils, cards, games, ping pong table, jigsaw puzzles, playing cards, and Wii.
- Ability to use the rocking chairs during Honors Hour.

12

PERSONAL HYGIENE:

You are expected to shower each day. Brush your teeth twice daily. Use deodorant and keep hair neat and combed. Keep fingernails neat and clean. If you do not complete daily hygiene you will not earn all obtainable points.

You can shave during shower time on Saturday and Sundays. Unless you are on a sharps restriction for your safety. Shaving will be supervised by staff. If there is not enough time to shave, you may have to wait until a more appropriate time.

The following are the only items allowed in your personal hygiene bins. You must accept all given items at intake:

- Toothbrush
- Toothpaste
- Comb/Brush/Pick (only one)
- Deodorant
- You will be given a bar of soap for your room.



All personal hygiene items must be placed back into your bin after use.

You will get clean socks, underwear, shirt and shorts on a daily basis. Your pants, sweatshirt, and bra will be washed three times a week.

You will receive a clean towel during shower time.

You will be issued a double panel sheet, two (2) blankets (may have three in colder temperatures) and a mattress. Your bedding will be washed weekly.

You are responsible for returning your clothing and bedding in good condition and leaving your room clean upon release.

RESPONSIBILITY
starts with *me.*

23

Sick call:

If you become ill or have an urgent physical complaint, please notify staff.

If you would like to see the nurse, you can fill out a confidential Medical Request form. You don't have to tell staff why you are filling out the request, but if you need help filling out the form, staff can help you.

Our nurse sees residents for sick call starting at 11:00 AM Monday through Friday. We also have a doctor who comes in once a week for resident concerns and complaints.

Confidential testing for HIV & STD's is available through the Porter County Health Department who comes to the facility twice a month.



THERAPIST/COUNSELING SERVICES:

Group counseling is conducted throughout the week by the center's therapist.

During groups you are expected to remain respectful to all group members. If you wish to leave group, you must ask permission. All discussion in group is to remain confidential. Any violations of this will result in the inability to earn points.



Individual counseling is available to you by the center's therapist. If you have an existing therapist you would like to continue to see while in detention, make your request known to staff.

If you wish to meet with the facility therapist, fill out a confidential Medical Request Form and place it in the box in the MPR.

Honors Level continued:

- Access to greeting cards to send to family/friends during major holidays
- Three pictures or JDC art work in bedroom that are deemed appropriate by staff such as mail received at detention facility or art made in group
- Ability to request a haircut
- Snack during family visitation on Saturdays and Sundays. ONE 20oz. (or smaller) factory sealed beverage (no energy drinks or hot beverages) and ONE individual sized factory sealed snack
- Snack during family visitation on federal holidays . ONE 20oz. (or smaller) factory sealed beverage (no energy drinks or hot beverages) and ONE individual sized factory sealed snack
- Honors Level snack during afternoon snack.
- Ability to turn in coupons for incentives
- Pillow case plus additional blanket to be used as a pillow
- Ability to use a MP3 player while in your bedroom, and during Honors hour (8:30pm-9:30pm). Any intentional damage to the MP3 player will result in privilege being revoked. MP3 players are not to be shared
- Choice to take longer showers (push shower button twice)
- First choice in everything
- Ability to use final 10 minutes of gym in weight room
- Ability to have travel size personal items brought in by your parent/guardian (toothpaste, shampoo, conditioner, body wash and deodorant)
- Ability to participate in pizza/movie night every other Friday evening.



EXPECTATIONS

Now that we have covered what the behavior program and levels look like, let's talk about what is expected of you in order to progress through the behavior program. Throughout this section, you will also learn what services will be provided to you while you are here.

Failure to follow listed expectations will result in the inability to earn all points and could result in further consequences.

When in the Multi-Purpose Room, East Dayroom, West Dayroom, Main Classroom, Arts and Crafts Room, or the Dining Room, you are to remain seated at all times unless given permission by staff to leave your seat. Raise your hand to ask permission.

When groups of residents move from one area or activity to another, you are to remain quiet (no talking) and walk single file with arms at your sides.

Your pants must be positioned around the waist at all times and your shirt tucked in. Your hands are not to be covered in your shirt sleeves at any time.

WAKE-UP/BEDTIME:

- Make your bed and be sure your toilet is flushed.
- Books must be brought out of rooms and placed in the appropriate multi-purpose room (MPR) cubby.
- To ensure your safety, when in your room you are to lie in your bed with your head **uncovered** and your feet closest to the door. Staff will be checking on you regularly while you are in your room, if your head is covered by your blanket, you will be asked to uncover it.



MEDICAL SERVICES/NURSE CALL:

You will receive a health assessment by medical staff within the first couple of days you are here. It is important to let staff know if you need immediate medical or mental health care and if you are taking any medication you need to continue while here. You will have access to a doctor once per week, if needed.

Medication Administration:

You will receive prescribed medication as ordered by a doctor. You are to take the medication as prescribed.

Medications will be dispensed in the intake area at 8:30 AM-9:30 AM and between 7:00 PM-8:00 PM unless otherwise specified per your prescription.



During medication distribution:

- You will be escorted to the intake area.
- You are expected to walk quietly and sit in the chair provided until the nurse/staff is ready for you.
- Prior to medication being given to you, you shall take off your sweatshirt and tuck in your t-shirt.
- You will be asked to verify your name and the medication being handed to you.
- Once your medication is given to you, you are to drink all the water in your cup and return it to staff.
- You will be expected to complete a mouth sweep for staff.
- When done, you will be escorted back to programming/room.

RESIDENT MAIL:

All mail is to be sent and/or received via U.S Mail; however, will be considered to be hand delivered during a parent/guardian visit.

According to the rules of juvenile probation, you cannot have contact with others who are on probation. If you are currently on probation, you **will not** be allowed to receive letters from or send letters to others on probation. Accepting letters from or sending letters to others on probation will result in further action by the Juvenile Probation Department and sanctions within the Juvenile Detention Center.

J. Doe Porter County JDC 1660 South SR 2 Valparaiso, IN 46385	
Family or Friend's Name	
Address	
City, State and Zip	

Incoming Mail:

Your incoming mail will be opened in your presence and inspected for contraband. Anything other than the letter or photos is considered to be contraband. Letters and photos may be kept in your folder; you may not keep envelopes in your possession. If you wish to keep an envelope, it will be placed in your property locker. Letters in folders may be read by staff when there is a reason to do so. Letters may be placed in your lockers.

Outgoing Mail:

You will have access to envelopes during your stay that can be used at any time. Parents may bring in additional stamps and envelopes. Letters may be kept in your folder while it is being worked on. Envelopes will not be given out until the letter is ready to be mailed.

- While in your room, do not make any loud noises, such as banging and yelling. There is an intercom in your room that can be used to contact staff (only in the case of an emergency).
- Non-emergency requests, such as requesting your light be turned on or off, should be made when staff comes around to check on you. If you use your intercom for a non-emergency request you will not earn all points for the hour. You are not permitted to cover your speaker or window.

DINING:

- You will be provided breakfast, lunch, dinner, and three snacks each day.
- If you have a known food allergy, (confirmed by your parent, nurse, or doctor) you must position yourself at the front of the line. There will be no special requests during any meal.
- There will be no talking until sitting down at your table. You are only permitted to speak with the residents at your table.
- You may not share food with other residents.
- You are responsible for scraping your own dishes and placing your tray in the dish rack and silverware in the bin. You will need to wipe the tables at the end of each meal and ensure that the floor around you is presentable. Staff will assign extra duties such as sweeping and mopping the floor.



CLEAN UP THE CENTER:

Staff will give you cleaning assignments from time to time. Prior to cleaning you will be taught by staff how to use the cleaning supplies and equipment. You **MUST** follow staff instructions and use the personal protective equipment provided as directed. The Center needs to be swept, dusted and picked up. You are responsible for ensuring your area is kept clean and organized (desk, room, etc.).



EDUCATION:

Education services will be provided while you are here and classes are led by teachers, volunteers, and other staff. Education classes run year-round and you will be required to participate in academic services whether or not you are currently enrolled in school.

Services may include:

- Working on homework from your home school.
- Testing to identify educational needs.
- Individual tutoring.
- HSE prep/testing.



Computer/internet access is often required for classwork. **This is a privilege**; misuse can cause you to not earn all points or lose the privilege. Residents will not be allowed access without the permission of education staff.

LIBRARY:

The library is available to all residents.

- Books must be signed in and out. The sign out sheet is in the classroom.
- Books are to be brought out of your room in the morning and placed in your MPR cubby.
- Returned books are to be put in the bin in the classroom. You will be responsible for any damage.
- There is a suggestion box in the classroom for you to request new books.

GYM/RECREATION:

- You will be given at least one hour of large muscle exercise every day.
- Use the restroom prior to entering the gym.
- Follow the gym/weight room rules posted in the gym.
- During recreation time, you will have access to level appropriate games, music and TV. Phone calls and visits will take place during recreation time.

PERSONAL CALLS:

Phone calls will only be made according to the daily resident schedule. You will receive 3 personal phone calls per week. Levels 1 and 2 will receive 5-minute phone calls and Honors Level will receive 10-minute phone calls. The week will reset on Sunday.

Calls can only be made to your parent(s) or legal guardian(s). Siblings may participate on these calls. If unauthorized people join on the call, the call will be ended. Honor's Level may call parent/guardian and/or grandparents.

You are allowed to make a 5-minute call to your parent/guardian at intake. This does not count as one of your level calls. Intake calls must be completed within 24 hours of intake or the opportunity is lost. Phone calls may be monitored by the facility unless protected by attorney-client privilege.

BUSINESS CALLS:

You are allowed to call your attorney, Probation Officer, Department of Child Services Case Manager or any other approved professional.

Calls are to be made during regular business hours (Monday—Friday 8:30 AM—4:30 PM) and will be made when staff is available and within a reasonable timeframe. In order to request a phone call, you must sign up on the call log located on the cubbies in the MPR by 10am on dayshift and 5pm on evening shift.

If the person is not in, you may leave a message and/or request that a call be returned.

Exceptions to the above must be approved by Administration.

These calls do not count against your overall calls for the week.



VISITS AND PHONE CALLS

If you are committed to the Indiana Department of Correction (Boy's/Girl's School) or ordered to a residential placement, you will be given a one-hour pre-placement visit with your family the evening prior to transport. Resident's going to a short term diagnostic facility **will not** receive a pre-placement visit.

NOTE: Your behavior will determine whether or not a placement visit will be allowed.

FAMILY VISITATION TIMES:

Saturday and Sunday

Monday through Friday

5:00pm-5:30pm

5:30pm-6:00pm

7:00pm-7:30pm

7:30pm-8:00pm

1:30pm-2:00pm

2:00pm-2:30pm

3:30pm-4:00pm

4:30pm-5:00pm

5:30pm-6:00pm

7:00pm-7:30pm

7:30pm-8:00pm



BUSINESS VISITS:

Your Probation Officer, Attorney, Department of Child Services Case Manager and therapist can automatically visit. Any other potential professional visitor must be approved by Administration.

Business visits are usually scheduled during business hours (Monday—Friday 8:30 AM—4:30 PM) or as approved by a supervisor.

These visits do not count against your overall visits for the week.

PERSONAL VISITS:

You may visit with parents/guardians, spouse, and children 3 times a week for 30 minutes (1 hour if on Honors) each unless visits have been revoked by the Judge, Detention Administration, Probation, or DCS. Only 3 people may visit at a time. Visits must be scheduled no earlier than 24 hours in advance. The week will reset on Sunday.

You may exchange a visit for a phone call. Phone calls cannot be exchanged for visits.

Visits may be split (15 minutes/15 minutes) to accommodate additional family members, or (30 minutes/ 30 minutes for Honors).

If you were placed here from another department outside of Porter County, you may combine two 30 minute visits for a 1-hour visit if the schedule allows.



Honors Level residents will be allowed an additional snack during visits on Saturday and Sunday (provided by visitor). This snack must be a 20oz (or smaller) factory sealed beverage (no energy drinks or hot beverages) and an individual sized factory sealed snack.

While on Honors Level, siblings and grandparents will be permitted to visit. Parents must accompany siblings during visits unless the sibling is 21 years old or over. Other adult family members may be approved to visit by administration.