



Resident Orientation Manual – Juvenile Detention Program

4125 Washtenaw Avenue
Ann Arbor, MI 48101
(734)973-4343

Our Mission

Provide safe, secure, care and custody for young people that is of exceptional quality in all domains.

Our Vision

A community that is safe, healthy, and just, where all can thrive.

We Believe:

- In the diversity and worth of ALL people, and that diversity enriches life.
- In redemption, recovery, and relentless hope.
- In equitable access to resources and opportunities for all people.
- That relationships are our most important tool.
- That education is a right, not a privilege.
- That people are more important than things.

While you are the Youth Center, you have the right to:

- Remain silent. No unlawful means of any kind shall be used to obtain a statement or admission of confession from any person.
- Speak and consult with an attorney.
- Communicate with your family.
- Be treated humanely and provided with proper food, shelter, and medical care.

You will never be denied access to meals, sleep, exercise, clothing, school, legal assistance, or contact with your parents/legal guardians as a means of discipline or punishment.

Here at the Youth Center we respect all aspects of people including race, national origin, color, creed, age, gender, gender expression, sexual orientation, height, weight, physical and/or mental disabilities, and political and/or religious beliefs.

No youth or staff members ever have the right to ask you for a sexual favor or to have sex with you. You also do not have the right to ask any other youth for sexual favors, as they cannot consent due to their age and custodial status. If you are a victim or hear of any allegations of abuse, it is important to let a staff person know or call 517-335-5355.

Who are you allowed to talk to and contact?

Family

A Youth Center staff person will notify your parent or guardian that you are here and answer any questions they have. While you are at the Youth Center, you will be able to speak to and see your family in the following ways:

- **Phone Calls:** Five (5) minute phone calls are a level three (3) privilege (earned with good behavior) that are bought from the store with coupons.
- **Mail:** You are allowed to send mail to people on your approved visitor list. We will provide you with paper, stamps and envelopes. A staff person will inspect mail to make sure it is appropriate. You will get your mail on the day it arrives.
- **Visits:** We offer visitation on three days. 10 youths are allowed visitors (per session) on a first come-first served basis. **No visitors will be admitted after a session has started.** Your parent or guardian will need to arrive early for registration.

Visiting Schedule

Wednesday

- 1st session 6:10 p.m. – 6:40 p.m.
- 2nd session 6:50 p.m. – 7:20 p.m.

Saturday and Sunday

- 1st session 1:15 p.m. – 1:45 p.m.
- 2nd session 2:00 p.m. – 2:30 p.m.

Court personnel and other professional visitors

You will go to court within 24 hours if you arrive any time Monday through Saturday morning. Your court hearing will take place at 1:30 p.m. Monday through Friday or at 10:00 a.m. on Saturday morning. There is no court on Sunday.

In addition, approved professionals may be allowed to visit you during your stay. This could include:

- Lawyer/attorney
- Probation officer
- Caseworker(s)
- Clergy (Priest, Rabbi, Minister, etc.)
- Counselor(s)
- Therapist(s)
- School personnel

Nurse/Doctor

Please tell us if you are injured, sick, or taking any medication!

- We have a nurse here Monday through Friday for daily medical needs.
- A doctor will visit weekly for other medical concerns.
- A dentist will be here once per month for dental care.
- Tell staff if you think you need to see a therapist / counselor/psychiatrist or would like an adult mentor during your stay at the Youth Center.

If you need to see the nurse for any medical requests or concerns, simply request and complete a medical request form prior to nurse call. Nurse call occurs Monday through Friday in the morning. Request forms are confidential and will only be reviewed by the nurse and/or doctor.

WASHTENAW COUNTY YOUTH CENTER MEDICAL REQUEST

Youth Name:	Date/Time:
MEDICAL REQUEST:	
For Medical Use:	
NURSE:	Date/Time:
POR	SOAPE NOTE

Youth Counselors (your group leader) and other staff people

Your Youth Counselor is here to help you build skills to be more successful during and after your stay at the Youth Center and to keep you safe.

- You should expect your staff people at the Youth Center to be:
 - **Honest** and straightforward when communicating
 - **Helpful** in working with you to solve problems and set goals that will help you be successful while at the Youth Center
 - **Consistent** with their expectations of you. You will receive feedback from staff people based on your decisions and behaviors and should expect consistent praise and/or consequences based on those decisions and behaviors.
 - **Confidential.** Staff people at the Youth Center will not share your personal or legal information with anyone unless it is necessary for your well-being.
 - **Responsible** for their actions. You are responsible for your behaviors and the adults here are responsible for theirs.
 - Remember, adults make mistakes too. Please appropriately communicate any concerns with a staff person if you think you are being treated unfairly.

Placing a grievance (official statement of a complaint over something believed to be wrong or unfair)

If you believe that you are being treated unfairly, you may request a **grievance form** from any staff person. The grievance form will allow you to describe any issues and details about what is happening or has happened. You will also be asked to include information on what you have already attempted to do to resolve the issue and what you think should be done to avoid having the issue occur again.

The information you provide is confidential and will be given directly to a shift supervisor. You should receive a response from a shift supervisor within two (2) days, excluding weekends and holidays. If you are not satisfied with the response from the shift supervisor, you may appeal the grievance within 24 hours to the Director of the Youth Center by completing a Youth Grievance Appeal Form. The Director will respond to grievance appeals within three (3) days excluding weekends and holidays.

What does an average day look like?

School Program

You will be in school Monday through Friday during the regular school year (September through June) and Monday through Thursday during the summer. The school program is tailored to meeting each person's specific needs and includes both classroom and online learning. You may earn school credits that may fully transfer back to your home school district.

Food Service

Youth Center staff people provide three nutritional meals and two snacks per day prepared on-site in our facility. All meals are planned according to the USDA guidelines for Child Nutrition Programs. Special dietary needs are addressed on an individual basis for youth needing an adapted menu for medical or religious reasons. All meals provided to youth are free of charge (Breakfast, lunch, dinner & 2 snacks).

Other activities

- During the day you will have the opportunity to take part in the following activities:
 - Exercise – there is a full sized gym and outdoor courtyard.
 - Recreation - board games, cards, puzzles, art, TV, etc.
 - Outside programming – art workshops with Youth Arts Alliance!, structured reading time during the iREAD program, mentoring, relationship building with pets through the Huron Valley Humane Society, gardening education with the Washtenaw County Master Garden Program, life skills and decision making workshops through the Rational Behavior Training program, and more!

Sleep, hygiene, and personal supplies

You will be provided with clothing, bedding, and hygiene items. You will be able to shower daily and will have your own sleeping room. Your room has an intercom button that can be used to speak to a staff person in the case of an emergency.

Your daily schedule might look something like this:

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:15-8:00		HYGIENE BREAKFAST	HYGIENE BREAKFAST	HYGIENE BREAKFAST	HYGIENE BREAKFAST	HYGIENE BREAKFAST	
8:00-8:40		SCHOOL					HYGIENE
8:40-9:20							BREAKFAST
9:20-10:00							UNIT MEETING
10:00-10:40							RBT
10:40-11:20							WING CLEAN
11:20-12:00							
12:00-12:30		LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
12:30-1:15		RBT	RBT	RBT	RBT	RBT	
1:15-2:00		SCHOOL					VISITATION/RECREATION
2:00-2:45							FREE TIME
3:30-4:15	ROOM CLEAN/IREAD	ROOM CLEAN/IREAD	ROOM CLEAN/IREAD	ROOM CLEAN/IREAD	ROOM CLEAN/IREAD	ROOM CLEAN/IREAD	ROOM CLEAN
4:00 - 4:15	STORE	STORE	STORE	STORE	STORE	STORE	STORE
4:15 - 5:00	DID YOU KNOW	RBT	EMPOWER HOUR	RBT	RBT	RBT	RBT
5:00-5:30	DID YOU KNOW	EDUCATIONAL TV	VISITATION 4:20 TO 5:30	EDUCATIONAL TV	STREET LAW	EDUCATIONAL TV	EDUCATIONAL TV
5:30-6:30	DINNER	DINNER	DINNER	DINNER	STREET LAW/DINNER	DINNER	DINNER
6:30 - 7:00	GYM	DAYROOM CLEAN	GYM	DAYROOM CLEAN	GYM	DAYROOM CLEAN	FREE TIME
7:00 - 7:30	IREAD	GYM	IREAD	GYM	IREAD	GYM	GYM
7:30 - 8:00	SHOWER PREP/SNACK	SHOWER PREP/SNACK	SHOWER PREP/SNACK	SHOWER PREP/SNACK	SHOWER PREP/SNACK	SHOWER PREP/SNACK	SHOWER PREP/SNACK
8:00 - 9:00	SHOWERS	SHOWERS	SHOWERS	SHOWERS	SHOWERS	SHOWERS	SHOWERS
9:00 - 10:00	MEDS/ FREE TIME	MEDS/ FREE TIME	MEDS/ FREE TIME	MEDS/ PLUS PARTY	MEDS/ FREE TIME	MEDS/ FREE TIME	MEDS/ FREE TIME
9:00	LEVEL 1 BEDTIME	LEVEL 1 BEDTIME	LEVEL 1 BEDTIME	PLUS PARTY - 9:30 to 10:30	LEVEL 1 BEDTIME (9:30)	LEVEL 1 BEDTIME (9:30)	LEVEL 1 BEDTIME
9:30	LEVEL 2 BEDTIME	LEVEL 2 BEDTIME	LEVEL 2 BEDTIME		LEVEL 2 BEDTIME (10:00)	LEVEL 2 BEDTIME (10:00)	LEVEL 2 BEDTIME
10:00	LEVEL 3 BEDTIME	LEVEL 3 BEDTIME	LEVEL 3 BEDTIME		LEVEL 3 BEDTIME (10:30)	LEVEL 3 BEDTIME (10:30)	LEVEL 3 BEDTIME

What is RBT?

Rational behavior training is a program that will help you to understand the relationship between thoughts, feelings, and behaviors. One of the main goals of the program is to help replace negative thoughts, feelings, and behaviors with positive thoughts, feelings, and behaviors to help you in being successful and happy during and after your stay at the Youth Center. You will receive an RBT handbook to help guide you through the program.

Level and incentive system

Our program is based on a point and level system. There are three (3) levels that you reach by earning points. You can earn points by demonstrating appropriate behavior.

The point earning week runs from Thursday - Wednesday. If you have enough points on Thursday morning, you can move up a level by taking a short quiz on RBT. With higher levels, you earn privileges like later bedtime, more hygiene product choices that can be bought in the store with coupons, and phone calls home.

Additionally, **coupons** can be earned for demonstrating new appropriate behavior, displaying continued positive behavior, and going above & beyond regular expectations.

- Appropriate Behavior:
 - Moves you closer to your goals.
 - Helps you earn rewards.
 - Improves your chances of being successful back in your home community.
 - Is helpful to you and others.

- Inappropriate Behavior:
 - Keeps you from your goals.
 - Interferes with earning rewards.
 - Gets you into trouble.
 - Is harmful to others.

Washtenaw County Juvenile Detention

Youth Name: _____ Level: _____ Unit: _____

Daily Point Sheet

Date: _____

Day:	Am Staff:			PM Staff:			Midnight Staff:		Room
	1st 7am-10am	2nd 10am-Noon	3rd Noon-3pm	4th 3pm-6pm	5th 6pm-9:15pm	6th 9:15pm-11pm			
Ignore									AM
Cooperate/ Participate									PM
Talk									Midnight
Area									
Gestures									Midnight /25
Total	/25	/25	/25	/25	/25	/25			Daily TOTAL /100

Youth must earn 100 pts to get free time after showers

Free Time Earned: YES NO

Pro-rate points: Time periods out of program earn zero points. 30 minutes out of program is approximately 1 point. Example: Youth is in timeout for 30 minutes during an earning period, the maximum points possible for that earning period is 4 per category or 20 total.

Approved Sick Day Points:
 Level 1 - 133
 Level 2 - 152
 Level 3 - 171

Comment (1st): _____

Comment (2nd): _____

Comment (3rd): _____

Comment (4th): _____

Comment (5th): _____

Comment (6th): _____

Comment (Room): _____

Comment (Midnight): _____

	1st 7am-10am	2nd 10am-Noon	3rd Noon-3pm	4th 3pm-6pm	5th 6pm-9:15pm	6th 9:15pm-11pm	Total Coupons
5 minute TO							
Short TO							
Extended TO	TR	TR	TR	TR	TR	TR	
Room Rest.							
Coupons							

Points Earning Key

- 5 - Meets expectations consistently
- 4 - Mostly meets expectations w/ consistent effort
- 3 - Sometimes meets expectations
- 2 - Seldom meets expectations but shows effort
- 1 - Seldom meets expectations w/ no effort
- 0 - Out of program

Contract Goal	AM	PM	TOTAL +
---------------	----	----	---------

Award a (+) for achieving contract goal
 Award a (-) for not achieving contract goal

One WCCS Coupon
For making good CHOICES

DATE _____ BEHAVIOR _____

STAFF _____ RESIDENT _____

This is a sample coupon and your daily **point sheet**. Think of your point sheet like a report card for your behavior. There are six (6) earning periods for each day, and you can earn an extra 15 points just for having a clean room!

You are graded on five (5) areas:

- **Ignore:** avoid egging on other youth's negative behaviors and/or having your behaviors be instigated by other youths.
- **Cooperate/Participate:** work together with your group and take part in group activities.
- **Talk:** speak kindly about others, keep your volume low, and keep conversations appropriate.
- **Area:** keep your area clean, ask a staff person before getting up or leaving an area, and bring what you need to participate in the activity you are doing.
- **Gestures:** keep your hands to yourself, give others appropriate personal space, be mindful of your body language (e.g. eye rolling).

There are 190 points possible for the whole day. Each earning period is a fresh start. Once you earn points for an earning period, they **cannot be taken away**. If you earn **100 points** before the end of the 5th period you can get up after showers for free time.

Staff will assign a **contract goal** to you each week. It will help you focus on building skills around behaviors to help you to be successful. The default goal you will have the first time you come to the Youth Center will be to learn RBT and to follow staff directions. You will be graded on this twice a day, once for the morning shift and once in the afternoon. If you are successful in reaching your goal, you will earn a plus (+), if you are unsuccessful, you will receive a minus (-).

If you have earned 11 pluses (+) and have reached level two (2) or three (3) by Thursday morning then you will be rewarded by attending the plus party. The plus party takes place on Thursday night. Going to plus party means you get to play video games, have extra rec time, and eat special food and dessert.

Rules and expectations

Your room: You will have your own room while you are at the Youth Center. You should take pride in keeping it clean and orderly by following these guidelines:

- Sheets/blankets folded (largest to smallest) and placed on corner of bed.
- You are allowed two (2) books, one (1) spiritual/religious book.
- Court paperwork is allowed in your room.
- Books, court and school papers should be stacked (largest to smallest) on shelf.
- Room should be swept daily, stainless steel cleaned, and all other surfaces disinfected.
- Hygiene should be stored in your locker. Any items left in your room will be considered contraband.
- Please keep your locker shut. A staff person will open it for you when needed (morning hygiene, shower time, etc.).
- Sandals are to left outside of your room, lined up with the wall.

Showers: You will be able to shower and will receive clean clothing every evening.

- Two (2) youth of same gender are allowed out of their room at a time during showers.
- Your door window is to be completely covered with a magnet while you are still in your room during showers.
- Sharing hygiene items is not allowed.
- You are expected to complete your shower in the allotted time of five (5) minutes.
- Dirty clothing and towels should be placed in laundry basket.
- Any extra clothing should be removed from your room.

Transitions: Expectations when moving around the building.

- You are expected to walk in a single-file line with your hands behind your back.
- There is no talking allowed in transition.
- Stand up straight, do not lean on walls.
- Walk on the carpet in the dayroom, do not cut through tables and never walk in front of the control station.
- Always ask permission before getting up from your seat.
- Do not open any doors without a staff person's permission.
- You are not allowed to press an intercom under any circumstances.

Emergencies

Though they are rare, there may be emergencies while you are here at the Youth Center. Staff people may need to respond to keep everyone safe during these types of situations. If you hear a staff person say “**code red**” then you must immediately line up, without talking and wait for a staff person to give you directions. You may be instructed to go to your room at this time. You will be expected to follow directions and wait calmly and quietly if you are asked to go into your room. Failure to do so will result in a consequence.

Timeouts/Consequences

Five (5) minute timeout

If a staff person tells you to “take a five” they mean a five (5) minute timeout. A five (5) minute timeout may be earned for uncooperative, inappropriate behaviors including, but not limited to: not following directions, refusing to cooperate and/or participate, being out of your assigned area, using inappropriate language, making fun of others, rowdiness, etc.

A time out is not meant to be a punishment. It is meant to help you by giving you time to:

- Recognize an inappropriate behavior.
- Demonstrate that you can behave appropriately.
- Think of how you could have acted differently to avoid a time out.
- Stop your behavior before it snowballs into something bigger.

How do you complete a five (5) minute time out?

- Stand facing the wall with your hands at your side or behind your back.
- Ignore everything around you, except for a staff person talking to you.
- A staff person will tell you when your time out is complete; you do not need to ask.
- When your timeout is completed, you will process the situation by discussing the behavior(s) that earned you the time out with a staff person.

If you are unable to determine the reason that you earned the time out then you will be given another five minutes to think about it, this can occur up to three times for a maximum total of 15 minutes.

A **short timeout** may be earned if you refuse to take a five (5) minute timeout or if you are unable to do it correctly. A short time out may last up to 30 minutes and is served away from the group. You will still be required to complete the original five (5) minute timeout after completing the short timeout.

An **extended timeout** may be earned by failing to complete a short time out, being physically aggressive, making threatening statements, having contraband in your possession, refusing a staff person’s direction, and/or for fraudulent use of Youth Center items (such as counterfeit coupons or sharing store items). An extended timeout may include up to 60 minutes away from your group, during which time you will be required to complete a **thinking report**. A thinking report will help you to process what happened and how you could be more successful next time.

No points are earned when you are out of program serving timeouts or consequences.

A **room restriction and/or re-entry** may be earned in the event that you demonstrate behavior that disrupts the safety and security of yourself, other youths, staff people, and/or any other people in the Youth Center.

Extracurricular Activities

In addition to regular daily programming, you will have the opportunity to participate in various other extracurricular activities. Some examples include:

iRead

iRead allows 30 minutes of structured time each day for you to pick a book from the library and read silently on your own. You will receive coupons for successful participation in the program and when you finish a book, you can receive a voucher good for one store item after passing a 10-question quiz.

Youth Mentoring Program

The Youth Mentoring Program provides an outlet for you to share and express your thoughts, feelings, and emotions during your time at the Youth Center. Youth Counselors and Youth Attendants volunteer to act as mentors and if you are interested, one can be assigned to you. You can meet with your mentor for up to an hour each week, giving you the opportunity to share what you have been dealing with, seek advice, or just vent about something that may be bothering you. If you are interested, please inform a staff member or supervisor.

Youth Arts Alliance!

Youth Arts Alliance! (YAA!) offers three twelve week cycles of creative arts workshops annually which provide creative spaces to facilitate incredible impact through taking positive, artistic risks while exploring the issues that may have brought you to the Youth Center. You will be provided with the opportunity to feel safe and free to express yourself through things like dance/movement workshops, painting, drawing, mosaics, murals, music, and more.

MSU Extension/4H – Master Gardeners

Master gardeners are available to work with you on vegetable gardens, and gardening/farming education from soil preparation to harvest throughout the growing season. Additional creative projects have included creating a butterfly garden and moss painting.

Youth Connect

Focusing on strengthening relationships between young people and law enforcement, school personnel, and community agencies. Partners include the Washtenaw County Sheriff's Office, Washtenaw County Youth Center, and Washtenaw County Community Mental Health. Youth Connect focuses on the need for positive community engagement and prioritizes the importance of healthy belongingness. Youth Connect is a commitment to understanding, acceptance, respect, and peace.

Healing through animals

The Humane Society of Huron Valley provides bi-weekly opportunities to interact with animals on-site, as well as providing animal care education.

Additional Enrichment Activities

Additional enrichment activities, community service projects, and awareness programs are offered on an ongoing basis, including but not limited to: spiritual services, Denim Day, and engaging with a variety of other youth service providers from local agencies.