

Robert J. Kinsey Youth Center
701 S. Berkley Rd.
Kokomo, Indiana 46901
(PHONE) 765-457-1408

Dear Parent or Guardian:

Your child has been detained at the Robert J. Kinsey Youth Center, Secure Detention. As a parent of this child you have certain rights and responsibilities. The staff of Secure Detention will be happy to assist you as much as possible during your child's detention.

While being detained, your child will be actively participating in a highly structured program designed to protect them and assure their security while at the same time attempting to meet their on-going educational, physical and emotional needs. We will make every attempt to work with you to continue any on-going counseling and remedial programs that you have initiated for your child. Any medical needs will be addressed immediately as required and you, as the parent, will remain responsible for authorization and financial arrangements.

PRISON RAPE ELIMINATION ACT (PREA) (The following is covered with your child during their intake.)

The Robert J. Kinsey Youth Center is committed to providing a safe and secure environment in which residents and their families can work on their individual needs and issues. The facility adheres to a zero tolerance policy for any and all sexual activity on all units within the facility.

If you have been sexually assaulted **REPORT THE ATTACK IMMEDIATELY TO ANY STAFF**. The longer you wait to report the attack the more difficult it is to obtain the evidence necessary for a criminal and or administrative investigation. You will be seen by medical immediately. Do not shower, brush your teeth, use the restroom or change your clothes because you could destroy evidence. To support this commitment, the facility has implemented several reporting methods for students and families in case of a sexual incident:

- On every unit the facility has a reporting system via the phone. A student can use any unit phone and dial 1-800-800-5556 and report sexual abuse or misconduct.
- Students are encouraged to use this system to report sexual abuse issues or any issues or concerns they may have.
- All staff members are trained to respond immediately and report all incidents of sexual abuse or misconduct.
- Students reporting sexual abuse or misconduct will be free of any staff reprisals and will not have the report affect them negatively in any way.
- The Kinsey Youth Center has a grievance system on each unit.
 - Residents who do not feel comfortable using the phone or telling staff can use a grievance to identify sexual misconduct or abuse and submit the grievance into a confidential and secure "lock box" located on the unit.
- Residents who do not feel comfortable talking to staff or using the other reporting methods to report sexual abuse or misconduct, can tell their family or community caseworker, who can then forward the information to the Youth Center for follow up.
- Residents should feel confident that any report, allegation or grievance will be taken seriously and investigated thoroughly. They will further be handled professionally and in a timely manner.
- Residents and staff identified as engaging in any sexual contact, abuse or misconduct will be disciplined or prosecuted in full accordance with policy, procedure and State Laws.

EDUCATION

Education Programming instruction is provided by Kokomo School Corporation. Parents are asked to bring their child's textbooks and/or electronic devices and assignments to the center. Your assistance will allow your child to continue to receive academic credit.

MEDICAL

Parents are expected to bring ALL prescribed medications to the center, as soon as possible. All medications are required to be in their original packaging with a legible label. The prescriptions MUST be dated within thirty (30) days of the child's admission date. If the medication is out of date or has a missing label, it cannot be given.

HYGIENE

Upon admission to the Center, your child will be issued a set of personal hygiene items. They will also be issued a clean set of clothing each day and an opportunity to shower. Your child will not need any personal clothing except what they were wearing when admitted. (If you are aware that your child was not properly dressed at the time of custody and intake, please call Secure Detention and make arrangements to provide what is required.)

COMMISSARY

Your child may purchase hygiene items from the Kinsey Commissary. You may place money, in cash, on your child's account Monday-Friday between 8am and 4pm or during scheduled visitation. There is a locked box in the center lobby for this purpose. Another alternative is to mail a money order, paid to the order of Kinsey Youth Center with your child's name written in the memo section. Upon your child's release any remaining funds will be mailed in the name of your child by check,

COMMUNICATION

The Kinsey Youth Center will provide postage for two letters weekly. Additional postage may be purchased through commissary.

Visitation Hours:

Wednesday evening from 6:30pm to 8:00pm

Sunday afternoon from 1:30pm to 3:00pm.

- You must call ahead and schedule your visitation time.
- Only approved visitors with a valid photo ID.
- Visitors must be older than 21 years of age
- All visitors must be approved by the Probation Officer.
- The maximum number of visitors at one time is two.
- Detainees may have 30 minutes to an hour depending on their level.
- Please leave purses and other items in your car or in lockers provided in the lobby.
- You will be subject to search at any time you are in the facility.
- If your child is leaving for placement he/she is eligible for a one hour special visit. You must call prior to placement to schedule this visit.
- You may purchase a 20 oz. Soft drink and one snack from Kinsey Vending when you come to visit. Soft drinks are \$1.00 and snacks are \$.35 to \$1.00.

Phone Calls:

Phone calls will be made between 6:00pm and 7:30pm on non-visiting days.

- An additional phone call daily will be allowed when your child reaches Level 5.
 - That call will be placed between 8am and 4pm.
- If these phone times or visiting times do not fit into your schedule, please call the Program Director or Caseworker to make other arrangements
- Please note your child is only allowed to make phone calls and cannot receive in-coming calls.
- Your child will only be allowed to speak with persons who are approved by his/her Probation Officer.
- No three way calls are allowed.
- If you would like to add someone to your child's approved contact list, please contact your child's probation officer.
- If you would like to discuss your child's detention or any special needs, please contact the Program Director or Caseworker between 8am and 4pm, Monday through Friday.

Your cooperation and participation are vital. Please make every effort to work with us and for your child.

Release time, at the end of your child's stay, will be coordinated with you on an individual basis. We thank you in advance for your cooperation.

We are not responsible for any property left at the Center past 30 days.

Respectfully,

Tracey Derrick, B.A., JSOCC
Program Director

Jamie "Cherisse" Thompson, B.A.
Caseworker