

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.

**Zero Tolerance for Sexual Abuse  
PRISON RAPE ELIMINATION ACT (PREA)**

The Robert J. Kinsey Youth Center is committed to providing a safe and secure environment in which students can work on their individual needs and issues and successfully return to their home or community. 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 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:

- The facility has placed on every unit a student reporting system via the phone. A student can use any unit phone and dial 765-437-7828 and report sexual abuse or misconduct. All reports are taken seriously and investigated thoroughly. Students are encouraged to use this system to report sexual abuse issues or any issues or concerns they may have.
- All Kinsey Staff receive PREA training and are ready to respond to any and all reports of sexual misconduct or abuse. 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 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. All submitted grievances will be taken seriously and fully investigated.
- 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. The Kinsey Youth Center takes all reports from outside agencies or entities very seriously and will investigate the claims.
- The facility maintains a zero tolerance policy for any and all sexual behavior and pledges to fully investigate any and all claims of sexual misconduct or abuse. Students will be free from staff retaliation and should feel confident that any report or allegation will be handled professionally and in a timely manner. Students 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.

Educational instruction is provided by Kokomo Center School Corp. Parents are asked to bring their child's textbooks and assignments to the center as soon as possible so that the child will continue to receive their class credits.

Parents are expected to bring **ALL** medications that their child is prescribed to the center as soon as possible. All medications **MUST** be in their original packaging w/legible labeling. The prescriptions **MUST** be dated within 30 days of the child's detention. If the medication is out of date or has a missing label, it will not be given.

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 when they shower. They will not need any personal clothing except what they came in with. Your child may purchase hygiene items from the Kinsey Commissary. You may place money in your child's account Monday-Friday 8-4. (cash only). If you live out of town and are unable to come to the center to leave money for your child, you may send a money order. This money order **MUST** be filled out as follows: Pay to the Order of **Kinsey Youth Center**. Please place your child's name in the MEMO section. ***PERSONAL CHECKS WILL NOT BE ACCEPTED AND WILL BE SENT BACK TO YOU.***

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

Visitation hours will be on **Wednesday evening from 6:00pm to 8:00pm, Saturday morning from 10:00am – 12:00pm and on Sunday afternoon from 1:30pm to 3:30pm.** You must call ahead and schedule your visitation time. Only approved visitors **with a valid photo ID and over 18 years of age** are allowed to visit as approved by the Probation Officer. The maximum number of visitors at one time is two and 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** when you come to visit. Soft drinks are \$1.00 and snack prices vary.

Phone calls will be made between 6:00pm and 8:30pm on non-visiting days. An additional phone call daily will be allowed when your child reaches Level 5. That call will be placed during the day. If these phone times or visiting times do not fit into your schedule, please call the Program Director or Caseworker to make other arrangements. All phone calls must be made using a phone card. Phone cards are available through Commissary. **\*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. 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, is 1:00pm unless otherwise specified on the court order. We thank you in advance for your cooperation. We are not responsible for any property left at the Center past 30 days.

Thank you,

Tracey Derrick, B.A., JSOCC  
Program Director

Jamie "Cherisse" Thompson, B.A.  
Caseworker