

INDIANA DEPARTMENT  
OF CORRECTION

**DIVISION OF YOUTH SERVICES**



**YOUTH HANDBOOK**

July 2019

# Table of Contents

Facility Orientation Intake	4
Mail	5
Phone Use	6
Visitation	6
Making a Sick Call Request	6
Religious Services	7
Zero Tolerance for Sexual Abuse (PREA)	7
Incentive Reward/Token Economy	8
Projected Program Completion Date (PPCD)	9
My Basic Rights	9
Basic Responsibilities	10
Moving Through DYS	10
Treatment Program	12
Education	13
Security and Control	13
Code of Conduct	14
Grievances	19
Public Defender Access	19



## DIVISION OF YOUTH SERVICES

### The Vision

To positively impact the future of Indiana's delinquent youth to foster responsible citizenship.

### The Mission

To focus on community protection, accountability, beliefs that foster responsible community living and competency development.

# Core Beliefs and Guiding Principles

- **Safe Environment/Protection from Harm:** Above all else, we will work collectively to ensure the safety of all youth, employees and volunteers and to foster growth and development in a safe and secure environment.
- **Do No Harm:** Services are provided in the least restrictive setting in a manner that does not cause harm or injustice.
- **Hope:** Services are provided to the youth in our care in a manner intended to instill hope. We believe that hope is critical in the positive development of youth.
- **Accountability:** Youth will make amends for their crimes by repaying or restoring losses to victims and the community.
- **Learning Organization:** We value the importance of lifelong learning for employees and the youth in our care.
- **Respect:** All interactions are based upon caring and thoughtful consideration for basic human rights and dignity.
- **Youth Development:** Promote positive lifestyle changes and law abiding behaviors through youth participation in treatment programs, education, and job skill development.
- **Family and Community Involvement:** Working in partnership with families, counties, and other community agencies to build positive youth competencies.
- **Individualized Treatment:** Interventions will be provided based on the individual and collective strengths and needs of each youth and family.
- **Successful Outcomes:** All services provided are designed to facilitate positive growth and development of the youth.
- **Integrity:** We believe in maintaining the utmost integrity and strive to always meet the highest of ethical standards.
- **Workforce:** Build, maintain and empower a diverse, competent and professional workforce.
- **Quest for Excellence:** Our Standards of Care shall be continuously improved upon by evaluating the effectiveness and efficiency of the services provided to the youth in our care and to promote sound juvenile correctional techniques, best practices, and research.

# My Daily Life at DYS

## Facility Orientation

When you arrive at a new DYS facility, you go through orientation for that facility. This is where staff help you understand the rules, your responsibilities, rights, and privileges for your new facility. Some things are the same at all facilities, but other things can be a little different. This is why you should pay attention at each intake and orientation, even if you think you know the rules and how things work.

When you first get to your new facility, you will learn about:

1. Goals and services
2. The rules of conduct and possible consequences
3. All of the different buildings and units at the facility
4. How to talk to staff and who to talk to when certain problems arise
5. Daily activities

You also receive your clothing and personal hygiene items. After you get settled, you will have orientation that covers:

Youth rights and expectations, family notification and involvement, facility emergency evacuation plans, juvenile classification, orientation to Comprehensive Case Management System, public defender information, access to medical, dental, optical and mental health, confidentiality guidelines, escape law, battery law, trafficking law, access to state ombudsman, zero tolerance for security threat group, sexual assault prevention and reporting.

You will also be receiving orientation to policies, for example: code of conduct, reporting of child abuse, grievance process, tort claims for property loss, delivery of recreation and religious services, personal property, telephone privileges, telephone hotline information, searches, shakedown, and trust fund.

## Schedule

Each facility has its own schedule to keep you busy during your wake hours; with school, programming, volunteer activities, recreation, etc. There will be different schedules for weekdays, weekends, and holidays, but you will always be busy with many different activities.

## Personal Items

DYS gives you all the basics, but you are allowed to have some personal items like religious books, family photographs, mail, etc. You may also purchase items off of the commissary. Each facility may have a different process for commissary. Commissary procedures will be reviewed with you during orientation at your receiving facility. Staff at the facility will let you know what you can order off of the commissary and what personal items you are allowed.

## **Contraband**

Contraband is anything you are not allowed to have. If what you have is not allowed at the facility then it is contraband. If what you have is allowed at the facility but is not assigned to you or you have more than the allowed amount of an approved item then it is also contraband. Here are some examples of contraband: drugs, alcohol, weapons, Security Threat Group material, and items used for tattooing. All contraband that is discovered will be taken from you. You can also be given a conduct report for having anything that is contraband.

## **Personal Hygiene**

The DYS will give you soap, shampoo, toothpaste, toothbrush, deodorant, and shaving products. You will also have the opportunity to order commissary items to purchase items that are not state issued. You will also be given the opportunity to practice good hygiene skills, such as daily showers, good dental care, and the ability to get your hair cut. You will be given clean bedding and sheets that are washed regularly.

## **Dress Code and Appearance**

DYS provides all of your clothes and shoes. You can order some items, such as shoes off of the commissary. You could have different clothes depending on which unit/program you are assigned to. You will get clothes for recreation for example, shorts or sweats. Clothing will be clean, fit properly and appropriate for the activity. Your hair must be clean, neatly cut and well-groomed. Boys must be clean shaven.

You will receive a wristband with your name, DOC #, picture and other information about you. You are required to wear your wristband at all times for identification. Removing your wristband could result in a conduct report.

## **Mail**

You can send and receive mail. All of the incoming and outgoing mail will be inspected. You can buy postage off of the commissary. You will be provided the opportunity to send two letters a month at no cost to you according to facility procedure. You will receive two envelopes and paper that are provided by the facility.

## **Tablet/Kiosk**

All DYS facilities have tablet/kiosk for you to email, order commissary and have access to media/games. DOC has contracted with a service provider to all families of incarcerated individuals to submit money transfers, send emails and participate in video visitation. You will be provided more information during facility orientation.

## **Family Involvement**

We want your family to be a part of your treatment. They are encouraged to participate in treatment teams, family sessions and case conferences.

If your parents/guardians do not speak English, DYS can utilize a translator to help in communication between them and the facility. DYS will also make arrangements to translate written materials in the language spoken by your parents/guardians. Let staff know if your parents do not speak English.

## Phone Use

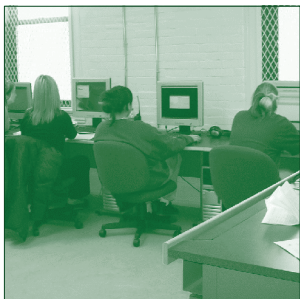
Each facility has telephones that you can use to call your families, unless you have received restrictions from the phone due to conduct. You will be given a Personal Identification Number (PIN) to use when you make telephone calls. You are not to let anyone else know or use your PIN. Your calls will be monitored and recorded. During your call, you will hear a voice saying that the call is from a correctional facility and the call may be monitored and recorded.

## Visitation

Regular visitation is allowed during the week and the weekends. Your facility will have the schedule of visitation hours. Visitation is encouraged with individuals on your approved visitation list. Your guardian will get a copy of the visitation rules, guidelines, etc. If there is an emergency at the facility, visitation could be suspended until everyone is safe. Please let your facility know if your family can't afford to visit you. They may have resources, such as gas cards, volunteer services or reduced rate services that can assist.

You are allowed to have visits from your attorney and personal minister, pastor or religious counselor as long as they have contacted the facility to make arrangements.

You have the right to refuse visitors.



## Youth Council

DYS is working to have Youth Councils at every facility. The youth council will be made up of youth who represent their peers. The youth council works as a group to bring up student concerns, suggest ways to improve the facility, recommend new programs or incentives and communicate ideas.

You will be provided three meals a day and a snack every evening. The food will be part of a well-balanced diet and will be prepared in a sanitary way. You will get a medical diet if recommended by the doctor. Every year, the contract meal provider will send out a survey about the food in the facilities so that you can give your feedback about the food and offer suggestions.

## Medical Care

You will get appropriate and timely medical care in the facilities. You will get a physical, dental, mental health, and optical evaluation upon intake. You will also get any shots you need, including Hepatitis B and possibly a flu vaccine when available. You will receive medical attention for any health issues.

## Making a Sick Call Request

You can fill out a "Request for Health Care Services" form if you need to see any of the doctors including mental health staff. If it is an emergency and you cannot wait, you need to tell your staff and they will contact medical. If you receive medication, you will be given the medication according to the doctor's orders. Never take any other youth's medication. You are not to "cheek" or hold your medication.

## Money

You cannot have cash in a facility. Cash is contraband. You will have a trust fund account set up. Approved visitors are able to deposit money into your account through approved process. Your parents/ guardians have been provided information about how to send money to your trust fund account.

## Volunteers

DYS is fortunate to have caring volunteers at each facility who give their time and talent to help you and your family. Volunteer services range from religious services, AA/NA, musical talents and crafts, etc.

## Religious Services

DYS allows you an equal opportunity to practice, observe, and enrich your religious faith. Your chaplain/religious representative can help you with religious counseling, worship and learning about different religions if you want. Volunteers are also available to provide religious services.

## Zero Tolerance for Sexual Abuse

### **PRISON RAPE ELIMINATION ACT (PREA)**

The Division of Youth Services of the Indiana Department of Correction is committed to providing a safe and secure environment in which youth can work on their individual needs and issues and successfully return to their community.

The Division of Youth Services adheres to a zero tolerance policy for any and all sexual abuse and sexual harassment at all facilities within the Division.

- Sexual abuse involves touching another youth on certain parts of their body without their consent. A youth touching another youth on their breast, genitals, inner thigh, anus, or buttocks is never allowed, whether on top of or under clothing.
- Sexual abuse also includes contact of a sexual nature by a youth against another youth without their consent or any sexual contact with staff. If staff request sexual contact with you, that is also sexual abuse.
- Sexual contact between youth in a juvenile correctional facility is against the rules, policy, and state law.
- Sexual harassment is when a youth makes repeated and unwanted sexual advances, comments, or gestures to another youth.
- Sexual harassment also involves repeated comments of a sexual nature about your body or sexual orientation/expression by staff.

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 staff immediately. Do not shower, brush your teeth, use the restroom or change your clothes because these actions could destroy evidence. To support this commitment the Division of Youth Services has implemented several reporting methods for youth and families in case of a sexual incident:

- Youth can make a verbal or written report to any staff. All Division of Youth Services 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. Youths 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 Division of Youth Services has placed at every facility a youth reporting system call the “Pound 22 System”. A youth can pick up any unit phone and dial # 22 and report sexual abuse or misconduct. All reports are taken seriously and investigated thoroughly. Youth are encouraged to use this system to report sexual abuse issues or any issues or concerns they may have.
- The Division of Youth Services has a grievance system at each facility. Youth who do not feel comfortable using #22 or telling staff can use a grievance to identify sexual misconduct or abuse and submit the grievance into a confidential and secure location within the facility. All submitted grievances will be taken seriously and fully investigated. Youth 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 Division of Youth Services for follow up. Your family can call the IDOC sexual abuse hotline at 1-877-385-5877 or email [idocprea@idoc.in.gov](mailto:idocprea@idoc.in.gov). The Division of Youth Services takes all reports from outside agencies or entities very seriously and will investigate the claims thoroughly.
- If you have been a victim of sexual abuse, there are victim advocate services available to you from an organization outside of the facility. Staff can assist you in making contact with a victim advocate.
- If your facility has a kiosk, you may also send an email report to the Ombudsman via the Sexual Abuse Report button, if you are not comfortable making a report to IDOC staff.

All youth have the right to be respected and treated fairly, no matter your sexual orientation, gender identity/expression or committing offense.

## **Keep Healthy Boundaries**

You can reduce your risk of being sexually abused or assaulted by keeping healthy boundaries. Some sexual predators are good at what is called “grooming”. This is where they try to break down normal, healthy boundaries so they can take advantage of you.

- Don’t ask for or accept favors or gifts that are against the rules
- Don’t have inappropriate conversations with other youth or staff
- Avoid anyone who is overly complimentary of you, tries to get you alone or wants to share inappropriate secrets
- Report anyone who threatens you
- Report anyone who has a pattern of touching you too much
- Report anyone who develops a pattern of looking at you in a way that causes you to feel uncomfortable

## **Incentive Reward/Token Economy Program**

Each facility has an incentive reward/token economy program. You have the opportunity to earn points and then use your points for rewards. Each facility has



rewards that you can earn daily and weekly.

Youth are reinforced positively for displaying appropriate positive behaviors, good decision making skills and meeting the requirements of the target behaviors. The target behaviors are: Respect for Staff, Follows Facility Expectations and Respect for Peers. Each of you shall be evaluated regarding these target behaviors. You will receive information about the facility reward/token economy program during orientation. Once points are earned, they cannot be taken away from you. The staff will be completing your point sheets for token economy and will be reviewing with you at the end of every shift how many points you earned for their shift.



### **Projected Program Completion Date (PPCD)**

Each facility will set out guidelines to establish a Projected Program Completion Date (PPCD) for you in order to provide clear program and target goals. Your PPCD is directly affected by your daily points, program compliance, behavior and demonstration of a good faith effort to participate in all required educational and treatment programs as well as any other assigned activities. These dates can be positively or negatively affected by your progress.

### **My Basic Rights**

Just because you are in DYS, doesn't mean that you lose all of your rights. At DYS, you have the basic rights listed here. There are some limits to your rights in order to ensure that everyone is safe and to ensure that you are getting the best treatment.

1. The right to be treated respectfully and fairly.
2. The right to be informed of rules that apply to your stay at this facility
3. The right to not be subjected to corporal punishment, harassment, intimidation, threats, harmful assault or humiliation.
4. The right to be supervised by trained staff and/or trained volunteers.
5. The right to not have the loss of meals, sleep, showers, mail, or legal representation used as a form of discipline.
6. The right to not be discriminated against because of race, religion, national origin or ancestry, color, creed, sex, handicap or political views and to have the same access as all youth to all services, programs or assignment to housing or jobs.

7. The right to participate in religious services and counseling on a voluntary basis, subject only to the limitations necessary to maintain safety and security. You have the right to have access to clergy, spiritual advisors, publications and related services that allow you to adhere to your religious practices.
8. The right to nutritional meals, proper bedding, clean clothing, daily showers, toilet facilities, adequate lighting, proper ventilation for warmth and fresh air, and an overall safe environment maintained in compliance with state and local fire and safety laws and regulations.
9. The right to appropriate medical and dental treatment.
10. The right to have regular visits with family and to send and receive mail.
11. The right to have access to an attorney, if you do not have an attorney and feel there are grounds to test the legality of your commitment, you have the right to be represented by an attorney from the Public Defenders office.
12. The right to indoor and outdoor recreational opportunities and equipment.
13. The right to report any problems or complaints without fear of punishment.
14. The right to an education

### **Basic Responsibilities**

1. You have the responsibility to follow the rules, procedures, schedules and directions of the staff during your time in DYS.
2. You have the responsibility of respecting others.
3. You have the responsibility to ask for medical or dental care when you need it. Just fill out a request for medical services.
4. You have the responsibility of maintaining appropriate personal hygiene.
5. You have the responsibility of helping to maintain a clean living environment at the facility.
6. You have the responsibility to be neatly groomed and appropriately dressed at all times.
7. You have the responsibility to participate in activities-school, education, recreation and treatment programs.

### **Moving Through DYS**

#### **1. Juvenile Court**

The decision to send you to DYS was made by the juvenile court judge who handled your case. Most youth who are sent to DYS are given an Indeterminate Sentence, which means they are not given a specific number of years or days to spend in DYS. Some courts send youth to DYS with specific sentences. These are called Determinate Sentences. Representatives from the Public Defender's Office will meet and discuss with you about their services and may review your case.

## 2. Orientation and Assessment

The first place you go in DYS is an orientation and assessment unit. For females, it is the LaPorte Juvenile Correctional Facility and for males it is the Logansport Juvenile Correctional Facility.

During orientation, staff will work with you to figure out your strengths and needs so that we know the best way to help. Your medical, emotional, educational and psychological needs will be evaluated. DYS will also determine your risk to break the law and to commit very serious offenses. Staff will collect information about you through tests, interviews and questionnaires that you complete. You will be asked questions about you and your family that may be hard or embarrassing to answer. Be honest, staff are not here to judge you. They need to know this information to help you.

## 3. Placement at Treatment Facility

You will be classified to a general treatment facility during your stay at DYS. General Treatment Facilities are for males Logansport Juvenile Correctional Facility, Pendleton Juvenile Correctional Facility and for females LaPorte Juvenile Correctional Facility for females.

Several issues are considered when making placement assignments. Primarily you are placed according to your individual needs. If you have been adjudicated on a sex offense, you will be placed at Pendleton Juvenile Correctional Facility to participate in the Sex Offender Treatment and Education Program (STEP). If you have a medical condition or mental health concerns could also affect which facility you are placed at.

## 4. Facility Release Administrative Review Committee (ARC)

Each facility has an Administrative Review Committee (ARC) comprised of the Facility Head/Designee, and three other administrative designees: one representing custody, education and treatment. The Facility Head may designate additional members. During ARC, you will discuss your treatment progress, educational accomplishments and facility conduct. The ARC Committee will then vote for either approval for release, denial at this time or no action at this time to gather additional information. Those youth who are denied will be given specific goals and objectives to meet and once completed they will be eligible for Release ARC again.

## 5. Community Supervision/Discharge

Youth who are age 17.5 or older or are low or moderate risk will be returned to the community as discharged or returned back to the court supervision through probation. Sentencing courts have the right to reassume jurisdiction on any of these youth.

Youth who are under 17.5 or classified as high risk will be placed on community supervision. They will be supervised by a Parole Agent with the length of time varying by youth risk level and progress while on supervision. Identified Sex Offenders will all be returned on community supervision unless the sentencing court reassumes jurisdiction. All identified sex offenders will be required to continue sex offender treatment once returned to the community.

## 6. Discharge/Successful Completion of Program

Youth who follow all terms of community supervision will be discharged according to individual progress.



### **Treatment Program**

You will have an Individual Growth Plan that will be developed along with your Projected Program Completion Date (PPCD) that will match your needs, risk level, and services needed. The foundation of the DYS program is The Balanced and Restorative Justice Model. The three goals of this approach are Accountability, Competency Development and Community Safety. The following are the levels that you will need to achieve as you progress through your program.

*Orientation Level:* a facility specific standardized orientation will be conducted within the first 24 hours of you arriving to the facility.

*Growth Level 1:* the primary purpose of this growth level is to acknowledge and educate you on what your problems are that brought you to DYS.

*Growth Level 2:* the primary purpose of this growth level is to promote an understanding of the problem areas of your lives and the effect of your decisions on others, the community, school and your goals.

*Growth Level 3:* the primary purpose of this growth level is to provide you opportunities to apply the knowledge and skills that you have learned in practicing these skills with staff and youth.

*Growth Level 4:* the primary purpose of this growth level is to give you the opportunity to demonstrate the skills that you have learned throughout your program.

*Re-Entry Level:* the primary purpose of this level is to focus on relapse prevention and reconnecting to the community. This phase requires an approved promotion from the Administrative Review Committee.

*Release Level:* the last phase with a promotion approved by the Administrative Review Committee, the youth's treatment focus is on aftercare and returning to the community.

Your Counselor is one of the most important people assigned to your case. He or she:

- Will help you plan your treatment
- Will help keep an eye on your progress and help you keep on track
- Will be the main DYS contact with you and your parents/guardians to keep them informed about your progress
- Will encourage your family to be involved in your treatment
- Will provide group and individual counseling
- Will help you decide the best way for you to be successful at home



## Education

DYS facilities have accredited schools. That means the credits that you earn will count when you return home and go to school. You can also earn your TASC (Test Assessing Secondary Completion) or get your high school diploma in DHS. Some facilities have vocational classes for you to participate in. Staff will tell you what is available to you. During orientation, you will take tests to help DHS figure out where you are in school and whether you should be in Special Education.

Education is one of the few things in this world that can't be taken from you, stolen, lost or misplaced. And it is the best way to improve yourself and reach your dreams. Most of you are years behind in school or dropped out and think why bother?

The answer is simple- you can catch up and DHS will help. You don't have to be perfect and you don't have to do it all at once, but you can do it. Don't worry about impressing anyone or being embarrassed by setbacks. This is just about you and your choice to work hard and do it. Education is about progress not perfection. DHS can help you get your diploma or TASC, or possibly a vocational skill.

Earning your TASC lets people who aren't going to do a formal diploma prove they know the same things as someone who did.

*There are five tests that you have to pass to earn your TASC: Mathematics, Science, Social Studies, Writing Skills, and Interpreting Literature and Arts (Reading). If you don't pass the test you can re-take the test until you do. While you are in DHS you can take classes that will prepare you for this test.*

## Security and Control

Security and control are important to keep you and your peers safe. To do this, staff may conduct searches and use force, if needed. You may also be temporarily separated from your peers and regular program.

### Room Searches

This is when staff search your living area. Staff are allowed to search your room/property with or without you present. These searches can be unannounced.

### Strip Search

Staff can ask for this type of search after a visit, if you have been off grounds, or if staff think you might have contraband. This search must be done in private because you have to take off your clothes.

### Use of K-9's (Dogs) to Conduct Searches

Specially trained dogs (K-9's) are used to detect contraband and illegal narcotics. The dogs can search anywhere on DHS property, including your room and personal area.

## **Drug Testing**

You may be tested for drugs and alcohol. These tests may happen regularly or randomly or if staff think that you have been using drugs or alcohol.

## **Use of Force**

Staff may use force for the following reasons:

- Self-protection from threat of physical harm
- Protection of others from threat of physical harm
- Prevention of self-inflicted injury
- Protection of property
- Prevention of escape or to cause the apprehension of a youth
- When a youth continues to passively resist/refuses to comply (move) after all appropriate verbal interventions have been exhausted and a supervisor has been notified and has approved the use of force.

There are physical restraints, mechanical restraints (handcuffs, black box, shackles) and OC Pepper Spray.

## **OC Pepper Spray**

DYS has approved the use of Oleoresin Capsicum Spray (also known as pepper aerosol, pepper spray or OC) It will be used in situations where your behavior has justified force to be used. OC spray will only be deployed by staff that are trained in the use of this agent and in the proper decontamination of individuals exposed to it.

## **Separation**

All facilities have at least one separation cell to temporarily remove youth who engage in certain dangerous or disruptive behaviors from the general population. Here are reasons that you could be sent to separation:

- You are a serious and continuing escape risk
- You are a serious and immediate physical danger to others
- It is necessary to prevent substantial damage to property
- It is necessary to control behavior that disrupts programming
- You are likely to interfere with a pending or ongoing investigation

## **Code of Conduct**

In addition to your basic expectations there are many other rules. All of the rules are important, but some violations of these rules are more serious than others. This is why they are listed as minor violations and major violations. If you commit any of them, no matter how serious, you can be disciplined. You can also be disciplined if you just try to break the rules or help someone else break them. Your discipline depends on the rule violation you committed.

You have due process rights before being disciplined. You also have the right to appeal, which means you can ask that any disciplinary decision about you be reviewed if you do not agree with it. It doesn't mean it will be changed, just that someone else will look into it. You can ask staff for a disciplinary appeal form.

Remember if you do something that is against the law you could be charged with a crime. DYS staff members report criminal activity.

## **MINOR VIOLATIONS**

Making insulting, disrespectful, or derogatory remarks, gestures, or acts to or about any person.

Misrepresentation or lying to staff.

Careless misuse of any machinery, tools, equipment or property.

Horseplay: Wrestling, rough contact, or roughhousing between youths that rises to the level of an incident but is not considered assault by staff.

Out-of-place within the facility or a work study program.

Failure to follow facility guidelines and rules.

Arguing: involved in a heated discussion, staff is able to neutralize.

Loaning, borrowing, or trading any property without staff permission.

Sexual Gestures: making overtures of a romantic nature or sexual gestures towards another person (visitor, youth, staff, volunteer).

## **MINOR VIOLATION SANCTIONS**

Verbal warning, discussion with staff/counselor. Written/Verbal apology to person offended.

Written/verbal report related to the behavior or violation, not to exceed one (1) page, followed by discussion with the staff member issuing the disciplinary response.

Why Try metaphor activity, followed by discussion with staff member issuing the disciplinary response.

Informal conflict resolution meeting

Extra work, not to exceed one (1) hour for a single rule violation.

Loss of specified privileges - maximum of 24 hours.

Specific activity restriction, not to exceed 24 hours per violation and cannot restrict the required one (1) hour of recreation or any religious program/activity.

Restitution.

## **MAJOR VIOLATIONS**

**CLASS A:**

### **Assault:**

Any instance in which a youth or a staff member is involved in a physical conflict with another individual(s), including any staff person, contractors and volunteers, even if no one is injured. This includes unprovoked and provoked attacks and sexual assaults. Distinctions should be made between assaults and fights where fights are defined as mutually instigated attacks.

**Criminal Act:**

Violation(s) of any state or federal law.

**Fighting:**

A mutually instigated assault between two or more youth.

**Escape/Walk-Away/ AWOL:**

Planning, attempting or succeeding to flee from custody or supervision of a facility, training school, detention center or from someone assigned to supervise the youth, the unlawful departure of a youth from a facility or from custody while being transported, or failure to return to the facility while on leave.

**Rioting:**

Encouraging, directing, commanding, coercing or signaling one or more other persons to participate in a disturbance to facility order caused by a group of two or more youth which creates a risk of injury to persons or property, participating in such a disturbance or remaining in a group where some members of the group are participating in such a disturbance.

**Trafficking:**

Giving, selling, trading, transferring, or in any other manner moving an unauthorized physical object to another person; or receiving, buying, trading, or transferring; or in any other manner moving an unauthorized physical object from another person without the prior authorization of the Facility Warden or designee.

**Threatening/Intimidating Staff, Contractor, or Visitor:**

Committing an act (verbal or non-verbal) which threatens or causes physical injury to staff, contractor, or visitor.

**Mass Destruction of State Property:**

Willful or malicious destruction or damaging or altering State property of significant value or property of others with significant value.

**Theft Against Staff, Contractor, or Visitor:**

Possessing or taking of property belonging to others without owner's knowledge.

**Fleeing/Resisting:**

Fleeing or physically resisting a staff member in the performance of his/her duty.

**Nonconsensual Sexual Act with a Visitor:**

*Contact of a sexual nature by a youth with a visitor including: contact between the penis and the vagina or the penis and the anus including penetration, however slight; contact between the mouth and the penis, vagina or anus; or, penetration of the anal or genital opening of a visitor by a hand, finger or other object. (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)*

**Nonconsensual Sexual Act with Another Youth:**

*Contact of a sexual nature by a youth with another youth including: contact between the penis and the vulva or the penis and the anus including penetration, however slight; contact between the mouth and the penis, vulva or anus; or, penetration of the anal or genital opening of another youth by a hand, finger or other object. (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)*



**Nonconsensual Sexual Act with Staff:**

*Contact of a sexual nature by a youth with a staff person including:* contact between the penis and the vulva or the penis and the anus including penetration, however slight; contact between the mouth and the penis, vulva or anus; or, penetration of the anal or genital opening of a staff person by a hand, finger or other object. (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)

**Abusive Sexual Contact Against Staff:**

Contact of a sexual nature with a staff person which includes intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or buttocks of any person. (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)

**Abusive Sexual Contact Against Visitor:**

Contact of a sexual nature with a visitor which includes intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or buttocks of any person. (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)

**Abusive Sexual Contact Against Another Youth:**

Contact of a sexual nature with another youth which includes intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or buttocks of any person. (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)

**Sexual Contact:**

Contact between persons that includes any of the following:

- a. Touching of the intimate parts of one person to any part of another person whether clothed or unclothed; or,
- b. Any touching by any part of one person or with any object or device of the intimate parts of another person or any parts of the body that may result in sexual arousal or gratification for either party.

**Security Threat Group Activity:**

Engaging, pressuring or authorizing others to engage in security threat group or unauthorized organizational activities, meeting or criminal acts. Unauthorized organizational activity shall include engaging in the above activities by or on behalf of an organization that has not been approved by the Department of Correction.

**Failure to Comply Resulting in a Reportable Incident:**

A youth's refusal to obey facility rules or staff orders that compromises the safety and security of staff and residents, and requires staff response and written documentation. Such incidents may involve staff, youth, or others. A reportable incident is defined as an event or crisis which:

- a. Leads to a use of force;
- b. Results in an injury to staff, youth, or others; or,
- c. Involves the destruction of property that compromises safety and security through environmental risk, such as broken window, thrown furniture, damaged doors, or blocked exits.

**Habitual Failure to Comply:**

A youth's refusal to obey facility rules or staff directions that results in a pattern of misconduct.

**Conspiracy/Attempting/Aiding or Abetting:**

Attempting by oneself or with another person or conspiring or adding and abetting with another person to commit any Class A offense.

CLASS B:

**False Reporting:**

Giving false/inaccurate information, which could be damaging to others or create a major disruption to the routine operations of the facility.

**Failure to comply:**

A youth's refusal to obey facility rules or staff directions despite youth receiving a Minor Violation for failing to follow that specific rule, guideline, or direction.

**Failure to Complete a Minor Disciplinary Response:**

A youth's failure to complete any Minor Disciplinary Response whether verbal, written, or action in the time allotted and/or by the directions given in response.

**Contraband/Prohibited Property:**

Any item(s) introduced or found in the facility, including improperly possessed drugs (whether illegal or legal) and weapons, that are expressly prohibited by those legally charged with the responsibility for the administration and/or operation of the facility.

**Sexual Harassment:**

Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one youth directed toward another.

**Threatening/Intimidating Another Youth:**

Committing an act (verbal or non-verbal) which threatens or causes physical injury to another youth.

**Destruction of Property:**

Willful or malicious destruction or damaging or altering State property or property of others.

**Theft Against Another Youth:**

Possessing or taking of property belonging to another youth without the owner's knowledge.

**Security Threat Group Representation:**

Writing, drawing, displaying, wearing, possessing or using security threat group or unauthorized organizational insignia or materials; or giving security threat group or unauthorized organizational signs.

**Verbal Abuse of Staff, Contractor, or Visitor:**

Using discriminatory or derogatory remarks, gestures, or acts to or about staff, contractor, or visitor.

## **MAJOR VIOLATION SANCTIONS**

### **CLASS A:**

Referral for a change in status review; and/or,

Restitution

### **CLASS B:**

Contract for specific behavior change;

Formal conflict resolution;

Loss or limitation of privileges – three (3) days, not to exceed five (5) for multiple offenses;

Specific activity restriction – not to exceed three (3) days per violation and cannot restrict required one (1) hour of recreation and any religious program/activity; and/or

Restitution

## **Reporting Safety and Security Concerns – Hotline #22**

DYS is very concerned about your safety and security while in our facilities. For this reason, the Department has a special hotline telephone number that you can call if you have concerns about serious or life-threatening issues. You can go to any of the youth telephones and dial #22 to report any safety and security concerns.

## **Grievances**

Anytime that you have a problem, incident or concern you may fill out a YOUTH GRIEVANCE FORM. You may first attempt to talk to staff to resolve your concern but you do not have to speak to anyone first. You may go straight to filing the grievance. There are forms available on all the units and other areas throughout the facility. If you do not understand how to complete the form, please ask any staff for help. After you complete the form place it in the confidential Grievance Box for the Grievance Specialist to pick it up.

## **Public Defender Access**

Should you wish to contact the Public Defender, the address is:

Deputy Public Defender  
One North Capitol, Suite 800  
Indianapolis, IN 46204



## Conclusion

We know that this time away from your family and friends is difficult. DYS staff will work hard with you to help you learn what you need in order to be successful at home, at school and in the community. Ultimately, though, the power to change is yours. You will have to make the decision to participate in treatment and take advantage of what DYS has to offer.

There are many people rooting for you. DYS staff know you have the potential to walk out the doors and do great things in your life. You all have someone who wants you to succeed; it may be your family, friends or mentors/volunteers.

As you progress through DYS you will have many choices. Right now, you have to decide what you will do with this opportunity. It's about your future and about looking ahead.



