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Horton v. Williams



JI-WA-0002-0048

# *GREEN HILL SCHOOL* **RESIDENT HANDBOOK**



**ART SCHMIDT, SUPERINTENDENT**

# ***Green Hill School Resident Handbook***

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## **What is Green Hill School's purpose?**

Welcome to Green Hill School (GHS). Regardless of how you got here, it is our mission to help you change those aspects of your life which have prevented you from living without crime. It is your responsibility to read this handbook and become familiar with the information contained in it. If you should have trouble reading or understanding its contents, one of our staff will be happy to assist you with reading and/or explaining its meaning.

Green Hill School's purpose can best be explained by reading and understanding our mission statement: *To Help Young Men Change...Everything Else is a Cost.*

Within Washington State's Juvenile Rehabilitation Administration (JRA), GHS is considered a maximum security facility. This essentially means that the institution was built to provide the maximum amount of protection for you, staff, and the community. By providing this structure, you are afforded an excellent opportunity to participate in programs which maximize your developing strengths.

*"Remember, Green Hill is a non-violent community. All persons will learn to resolve their differences through discussion and tolerance."* Art Schmidt, Superintendent



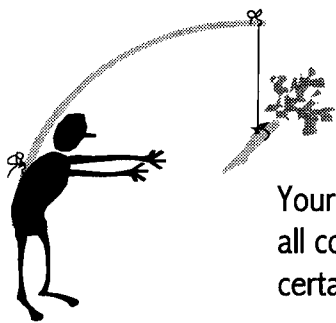
## **What are Green Hill's expectations of me?**

Let's begin with what we don't expect. We don't expect you to be "*perfect*." However, we do expect you to work towards fulfilling your goals. We also expect you to learn, follow the rules, and to take responsibility for your actions. Take a few minutes, write on a separate sheet of paper, the following ten guidelines:

1. Treat others with respect, courtesy, and dignity;
2. Tell the truth;

3. Participate in academics, skill-building classes, vocational training, recreation, and counseling;
4. Be on time to all programmed activities;
5. Resolve problems through discussion;
6. Learn and practice good personal hygiene;
7. Follow staff directives and GHS Standard Rules of Conduct;
8. Identify and work on problematic behavioral patterns; and
9. Challenge yourself to learn something new.

Green Hill School is a non-smoking facility. Possession of tobacco or smoking paraphernalia is a violation of the Standard Rules of Conduct (SRC).



## **How is my Release Date determined and what is a Community Risk Assessment (CRA)?**

Your release date is your aggregate maximum (this is the combined total of all commitments). However, an adjustment to this may occur if you meet certain criteria:

1. Youth at an institutional minimum or minimum security classification may be released upon serving the aggregated minimum term for all commitments, provided the most recent "CRA" score is 20 or less.
2. Youth whose consecutive CRA eligibility scores do not meet requirements for institutional minimum or youths at minimum security classification whose most recent CRA is greater than 20, may be released prior to serving the maximum term if an administrative exception has been granted. The reasons for the exception shall be documented in an Record of Official Action (ROA).

Even though you qualify for an institutional minimum or minimum security classification you may be held past the aggregated minimum term. If you are being considered for retention beyond the aggregated minimum release date or the date on which you become eligible for release, you shall be provided with:

1. A local administrative review;
2. Written notice at least three working days in advance of the review indicating the reason(s) for the consideration;
3. A neutral chairperson for the administrative review;
4. An opportunity to appear in person at the review, present witnesses and documentary

- evidence, and question adverse witnesses unless the chairperson specifically finds good cause for not allowing confrontation; and
5. A copy of the ROA indicating the reason(s) for not being released;

Manifest Injustice or standard sentences may require an offender to be held in custody until his 21<sup>st</sup> birthday.

1. If a juvenile court issues a manifest injustice order stating that you shall not be released before your 21<sup>st</sup> birthday, release shall occur on your 21<sup>st</sup> birthday.
2. If a court order specifies a period of confinement resulting in an aggregated minimum release date beyond your 21<sup>st</sup> birthday, release will occur on your 21<sup>st</sup> birthday.
3. If a court order states that you are “committed” until your 21<sup>st</sup> birthday, the 21<sup>st</sup> birthday shall become the maximum and a minimum release date will be calculated.

### **COMMUNITY RISK ASSESSMENTS (CRA):**

The CRA is an instrument used to determine your rehabilitation progress and potential risk to the community. The CRA assesses behavior displayed during the previous 90 days and assists us in assigning a Security Classification, determining your eligibility for community placement (group homes), and assigning your release date.



### **What Living Unit will I stay in?**

Your security risk (which includes the assessed risk to escape, assault, behave aggressively or attempt suicide) will determine your initial placement at GHS. Residents on a new commitment, will participate in the Intake and Assessment program.

This program provides academic, vocational, substance abuse, medical, physical fitness and psychological testing. During this time you, your counselor, and a GHS assessment team, will develop your self betterment plan. Our Self Betterment Program incorporates all aspects of skill development including goal setting, interpersonal relations, education, health, diet, physical fitness, work, ethics, respect and dignity. It is to your benefit to be honest and actively participate in the assessment process.

A Classification Committee will determine your classification and living unit assignment upon

completion of the assessment process. You are encouraged to participate in the classification determination.

### **OPEN LIVING UNIT PROGRAMS:**

These programs provide housing and education centered around the JRA Competencies. Competencies are behavioral and cognitive (knowledge) based skills. The competencies will assist staff to evaluate your progress. The competencies address nine mandatory and three specialty areas:

The mandatory areas are:

1. Aggression management
2. Substance abuse education
3. Work
4. Education/vocation
5. Life skills
6. Family
7. Problem solving
8. Constructive response to frustration
9. Victim empathy/restoration

The specialty areas are:

1. Substance Abuse treatment
2. Sex Offender Treatment
3. Mental Health

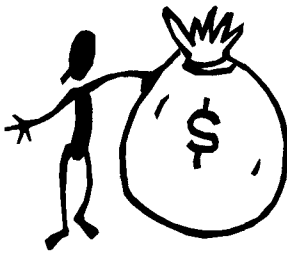
### **INTENSIVE MANAGEMENT UNITS (IMU)**

IMU provides secure housing for residents requesting protective custody, serving a disciplinary sanction, or residents presenting a threat of physical harm to self, others, property, or to escape. IMU is for residents who display a pattern of hostile and defiant behaviors. If you are considered for transfer to the IMU, you will receive due process. Due process includes written notice of a hearing; the right to be present, give evidence, and to receive written notice of the hearing officer's decision. You also have the right to appeal the hearing decision to the Superintendent.

Residents attend academic classes in the unit and are not eligible for work programs outside the unit.

*"It is the policy of GHS to place residents in the least restrictive living unit consistent with their risk to jeopardize the security and safety of the community, our staff, and other residents."*

Art Schmidt, Superintendent



### **Are there ways in which I can earn money while at Green Hill School?**

You will have an opportunity to earn money while at GHS. The Self-Betterment program is designed to provide you with income based upon achievement in multiple areas of your plan. Successful program achievement on a per-item basis will determine the amount of money earned.

Evaluation will be on your ability to meet expectations in the following areas:

1. Commitment to change and behavior;
2. Vocational preparation and practice; and
3. Educational success.

You and your counselor will be responsible for tracking progress in each of these areas. All residents, except those who have not completed the 30 day orientation period, those housed in IMU, or those here on a parole revocation, are eligible for participation in the Self-Betterment Program.



### **What about education and going to school?**

The Chehalis School District oversees the academic program at GHS. Every resident shall have an academic program unless he has received his diploma or completed his GED. The school will work with previously attended schools and conduct testing to determine an appropriate academic schedule. The program may include vocational education, training and/or work.

*"We believe the Academic School and staff can make a difference in your life while you are here and*

*after you leave. The staff will be of great help to you if you allow them the opportunity to share what they know and assist you in making plans for life after GHS.” Ron Franklin, Principal*

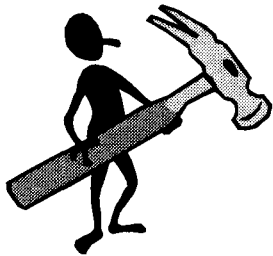
### **Open-Campus School**

The main academic school building is at the center of campus. To attend this program you must be a medium or institutional minimum security classification. You must complete the intake and assessment process before attending the school program. This usually takes 30 days. The school offers three educational pathways. They are:

1. Pre-vocational - Prepares you for transfer to a vocational school or job training site.
2. Vocational - Prepares you for a specific job skill allowing you to transition into work directly after release from GHS.
3. Academic Preparation – Prepares you for completion of your GED certificate or High School Diploma or re-entry into a community school program. This pathway also prepares you to attend post secondary institutions (colleges, universities).

### **IMU School Program**

IMU has an “in-house” academic program, which includes a five day-a-week instruction program.

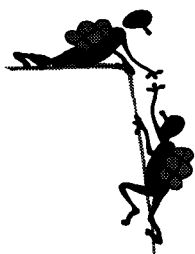


### **What kinds of work and vocational programs are available?**

The mission of the Work Experience Program is to provide residents with a variety of skills required by today's employers. This program offers the unique opportunity to gain first-hand knowledge of the world of work through on-the-job training, classes, and life skills programs. Because these programs must reflect the expectations of employers, we monitor them to ensure that each resident is provided with the best chance for his success. Examples of Work Experience and Vocational Programs include:

- ◆ Cosmetology
- ◆ Culinary Arts and Food Service
- ◆ Gardening/Landscaping/Horticulture
- ◆ Grounds Maintenance
- ◆ Building Maintenance
- ◆ Recycling

- ◆ Carpentry
- ◆ Painting
- ◆ Laundry
- ◆ Plumbing
- ◆ Recreation Aide
- ◆ Commissary Aide

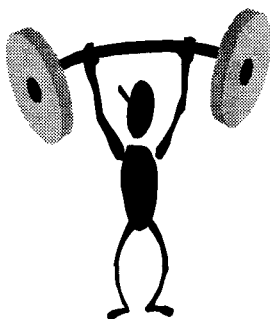


## **Who can help me stop abusing Drugs and/or Alcohol?**

Many residents of juvenile facilities have drug/alcohol problems. At intake, each resident is intervened by the GHS Chemical Dependency Treatment Coordinator, who evaluates the need for a specific drug/alcohol treatment plan. If determined to be in need, a consultation session is held between the Coordinator, the juvenile, and the case manager to determine which program is most suitable:

- The SAGE intensive outpatient program at GHS;
- The OMNI inpatient program at Maple Lane School; or,
- The Parke Creek Group Home program for those eligible for community transitional programming.

All JRA chemical dependency treatment programs are accredited through the Washington State Division of Alcohol and Substance Abuse (DASA), who conducts yearly reviews of these programs to ensure they meet professional standards for treatment. All counselors are qualified Chemical Dependency Counselors (CDC's), having completed studies and supervised experience as provided in State law. Once a resident has completed any of these programs, an aftercare program is designed to assist the resident to follow through on plans made during treatment.



## **What about Recreation and Sports?**

Participation in recreational activities is an important part of how you spend your time at Green Hill School. Your involvement in recreation will begin with participation in the National President's Physical Fitness program. Our staff, with your help, will design a program which permits you to engage in activities and sports which are both fun and educational.

You will be expected to participate in at least one hour of large muscle group activity per day.



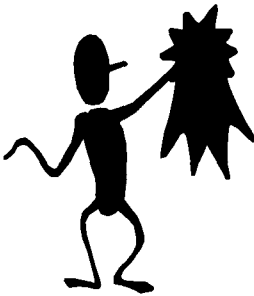
Staff are available to coach, referee, and ensure equal participation in all events.

*"Sports, crafts, and other recreation activities allow us to expend our creative energies in ways which foster self-discipline, teamwork, and respect for others."* Barrie Maxey, Associate Superintendent

## **What kinds of religious programs are there at GHS?**



Religious services are available to residents on a scheduled basis. Various program events such as bible study, prayer, or guest performances are available throughout the year. The chaplain will visit during the time you spend in the Intake and Assessment program to determine the needs of your particular faith. You are encouraged to participate in religious programs. If you should have questions about the programs, you may ask staff to contact the chaplain for an appointment.



## **What is the Honor Program?**

The Honor Program was created to encourage residents to distinguish themselves among their peers through superior behavior, participation in programs, and demonstrated leadership. Honor residents receive additional privileges and responsibilities as an incentive and as a means of gaining experiences that will benefit you upon your return to the community.

To be considered for the Honor Program residents must be assigned to an open-campus program and able to demonstrate achievement of the following standards:

- Treat others with respect, courtesy, and dignity
- Attain the highest living unit level
- Display initiative
- Maintain an average score of three or greater, since the last programming committee review, on the weekly Self-Betterment Program evaluation
- Do not incur any high moderate or major SRC violations since the last programming committee review.

If you believe that you have achieved the requirements for this level, you may start the process by talking to and submitting a request to your counselor. If your counselor agrees, he/she will do an in-depth review of your achievements. If your performance in all areas is superior, your counselor

will make the nomination to the programming committee. If staff deny your request at any point they will provide you with an explanation of what else you need to do to achieve honor status.

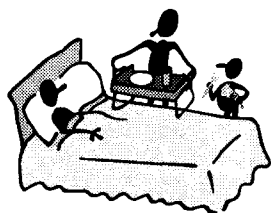
### **Honor Level Resident Responsibilities**

You must maintain the standards that qualified you for the program. Part of the requirement is to serve in a leadership position within your living unit. Typical leadership positions include detail coordinator, activity coordinator, living unit group leader, and resident council member. An essential aspect of the Honor Program is to be a positive role model and assist other residents in making appropriate and responsible decisions.

Under no circumstances will a resident keep his Honor Level if he fails to progress in programming, behaves inappropriately, or fails to meet academic or work standards.

### **Honor Level Privileges**

- A state issued television for your room
- Up to 15 cassettes/CDs
- Exemption from communal housekeeping details
- Freedom of movement within the living-unit (only in designated living unit areas) during quiet or detail time, as long as it does not disrupt the orderly administration of details
- Regular late night programming, when staffing permits
- Unescorted walks in a designated area, from 0800 to 1430 hours, as long as it does not interfere with your program
- Four (4) incoming and four collect calls a day, based on telephone availability
- Authorization to expend available personal funds to order precooked delivery food from an approved local establishment



### **What happens if I need medical, dental or mental health care?**

Our Health Center provides medical, dental and mental health care for all residents. A Registered Nurse (RN) will assess each resident upon intake to GHS. These assessments address past medical history, chronic and/or acute medical, mental health and dental conditions. You will receive a comprehensive physical examination by the physician within seven days and a dental evaluation within thirty days of arrival to GHS. You may request or be referred to Mental Health Counseling if you demonstrate the need or have a history

of such a condition. Each resident who resides in the facility for more than one year will receive an annual physical examination by the doctor.

Sick Call is held at the health center daily and emergency services are available at all times.

To access services you must:

1. Obtain a "Request for Health Services Slip" from living unit staff.
2. Submit completed form to the nurse in the Central Dining Facility, during meal time. It is your responsibility to deliver the slip to the RN (for open program residents).
3. IMU residents must submit your request to the living unit staff. Staff will forward your request to the Health Center.
4. Our nurse will review the request and schedule an evaluation.

## **Services**

- Routine Examinations
- Testing and treatment for sexually transmitted diseases
- Confidential AIDS testing
- Counseling and health education
- Referrals to physician specialists, appropriate health agencies, or hospitals
- Trauma response
- Eye sight screening
- Dental services
- Mental health services

Health Center personnel may restrict residents from a particular activity, on a short term basis, due to an acute medical problem. Once placed on a medical restriction, residents will not be able to return to the activity until cleared by Health Center staff. When this occurs, the Health Center staff will notify you and the living unit staff of any special medical care needs or restrictions. Mental health services exist for residents who have problems with their moods, problem-solving abilities, behavioral problems associated with mental health problems, or are in need of medication to cope with learning, mood, thinking, or behavioral disorders. Residents may be self-referred for these services, or may be referred by a counselor or family member. Staff providing mental health services include qualified psychiatrists, psychologists, or counselors who have received specialized mental health training.

## **Restitution for Health Related Services**

Residents may be charged restitution for health services if they are involved in horseplay or assault incidents in which one or more persons sustain injuries that require medical treatment. Restitution may also be charged for certain instances of non-compliance with a health care plan.

## **Medication Administration**

Residents taking medication are responsible to take it at the scheduled times. Residents, in an open living unit, shall receive their medication at the nurse's station, in the central dining facility during meal times. Tylenol, antacids, and a limited variety of topical medications are available and administration is supervised by the program staff in the living units. Residents' respiratory inhalers are in the health center. Residents needing to use their inhaler go to the Health Center for dispensing.

### **In order for you to receive your medication at the Central kitchen:**

1. You must line up in single file to receive your medication.
2. A security or living unit staff will be present at the front of the medication line to assist the nurse in accurate identification of each resident.
3. You will need to state your names clearly, if asked by the nurse.
4. You will dispose of the medication cup and water cup as directed by the staff.
5. You may have to perform a self oral exam to assure that the medication has been ingested appropriately. Failure to comply will result in a SRC violation.
6. Any resident found stashing, cheeking or abusing medications may immediately have the medication(s) discontinued, in addition to receiving a SRC violation.

Health Center staff may, at their discretion, decide to crush medication prior to administration.

## **Mental Health Services**

GHS contracts for certain psychiatric services. GHS employs a full-time psychologist for mental health assessments, consultation with counselors, and clinical supervision of residents' treatment plans. The *Special Needs Program (SNP)* provides specialized individual and group counseling for appropriate residents. Checking "Mental Health" on the Student Health Center Services Request form will result in an appointment to see one of these professionals.

## **Refusal of Dental, Medical and Mental Health Services**

Residents may refuse dental, medical and mental health services. If you are planning to refuse services, we recommend that you consult your parent(s)/legal guardian and your lawyer prior to refusal.



## **What about meals at GHS?**

You will receive three well-balanced meals daily plus some additional snacks. Special religious diets are available but must be approved by the GHS chaplain. Medical diets are available but must be approved by medical service personnel.



## **What are the general program rules and housekeeping procedures?**

All residents will be responsible to clean a portion of the living unit daily. Staff assign details each Sunday and will rotate your assignment with those assigned to your peers. Open campus living units complete details twice each day. The IMU and intake unit complete details three times daily. Once you have completed your detail, staff will check it before you go back to your room. Regular programming will resume at the conclusion of details.

The Superintendent, Associate Superintendents, the Program Manager 2, the Safety Officer, and the Health Center Supervisor will inspect the living unit each week. The unit(s) determined to be the neatest, safest, and cleanest inside and out will receive weekly awards.



## **Room Guidelines**

Residents may have the approved items described under the heading of "Resident Property" in their room. Staff will regularly check to ensure the following steps have been taken when grading a room:

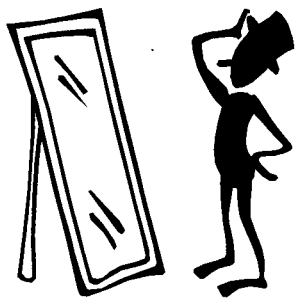
- Dust rooms with a damp cloth;
- Floors/Corners must be swept and mopped;
- Bed must be made;

- Walls must be cleaned with damp cloth; posters and pictures must be neat and meet size and number requirements;
- Windows/Sills must be cleaned and neat;
- Trash/Trash Can must be clean and empty with a clean trash can liner in it;
- Closet must be neat and clean;
- Room items must be in compliance with property rules;
- Placement and condition of the GHS Resident Handbook must meet living unit's requirements;
- Personal Hygiene of resident must meet living unit's requirements;
- No graffiti, unauthorized property, or destruction of state property.

Room changes must be approved by your assigned counselor. If an immediate need arises for a room change, the staff on shift will discuss it with you. Remember, no state issued food is allowed in your room.

## **SHOWER/RESTROOM GUIDELINES**

Scheduled shower times vary depending upon assigned living unit programs. Staff will limit the number of residents in the shower/restroom area for safety and security reasons. You must take a shower daily.



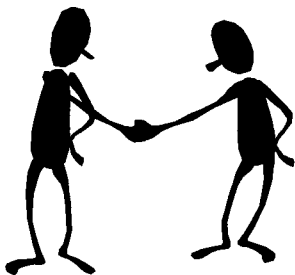
## **PERSONAL HYGIENE AND HAIR CARE**

Hygiene refers to those things we do to maintain good health. Most people use the word to describe daily washing and cleansing practices. The practice of a consistent hygiene routine will decrease the chance of infections. GHS will provide all the necessary hygiene items required for maintaining sound health. Some general guidelines you should follow are:

- Brush your teeth at least twice daily, once in the morning and once in the evening. It is desirable to brush after meals. *Never use another person's toothbrush.*
- Floss your teeth daily.
- Shower daily. Your routine should include recreational activities that increase perspiration. In addition to body odor, perspiration and oils on the skin make acne worse and can also lead to skin infections. When showering, be sure to use generous amounts of soap to clean areas that are odor producing or have high amounts of bacteria such as the underarms and groin area.
- Use deodorant after showering.
- Wash and comb your hair frequently.

- Always use a clean razor when shaving. *Never use another person's razor.*
- Always wash your hands after using the bathroom and before meals.
- Wash your face in the morning and before bed.
- Change your underwear daily.
- Always wear clean, dry socks.
- Cover your mouth and nose when sneezing or coughing. Decrease the spread of colds and flu by practicing a good hand washing routine.
- Keep your fingernails and toenails cut to an appropriate length. Staff may ask you to cut your fingernails if they become a safety, health, or security concern.

GHS will provide hair cuts to residents. One hair cut per month is free to you. Any obvious change in your appearance will require that you have a new resident identification picture taken.



### **How can I resolve a complaint?**

First, talk to the person(s) involved. It may be just a simple misunderstanding and the discussion may be all that is needed to resolve the problem.

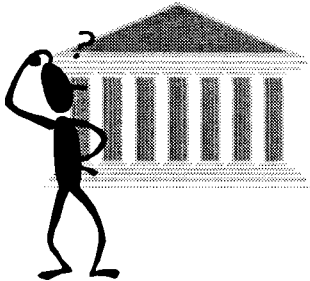
If that did not resolve things to your satisfaction, complete a Resident Complaint/Appeal Request form and place it in the Resident Complaint Box in the Central Dining Facility. Birch and the IMU have complaint boxes in the living unit. Pickups from the complaint boxes occur three times weekly. Staff will log in the complaint and forward it to the appropriate location for resolution. The complaint will be discussed with you and a written decision will be provided within three working days.

If you still feel that your complaint has not been resolved to your satisfaction, you may appeal the decision. In these instances, a manager will review the complaint and issue a decision within five working days.

If you are still unsatisfied, you may appeal this decision within three days by requesting a review by an Associate Superintendent and then the Superintendent. To do this you must complete this section of the form and return the Resident Complaint/Appeal Request to the Resident Complaint Box. An Associate Superintendent and subsequently the Superintendent or his designee will issue a decision within five working days of receipt of the complaint/appeal.

If the results are not satisfactory, you may request the matter be sent to the Juvenile Rehabilitation Administration Institutional Director. An ombudsman, who handles all complaints, will address your complaint. This decision is final.

Even if you do not like the final decision, nothing in this procedure prevents you from obtaining legal counsel to pursue the complaint farther.



## **How can I get legal assistance while I'm at GHS?**

For your legal questions, JRA contracts with an independent law firm, allowing you the opportunity to receive legal assistance. We refer to this firm as "Legal Services." Keep in mind that telephone contact with Legal Services must be within the rules outlined in the Telephone Use Rules and Procedures. The following is a notice from Legal Services:

### **NOTICE TO YOUTH COMMITTED TO JUVENILE REHABILITATION ADMINISTRATION**

#### HOW TO OBTAIN LEGAL ASSISTANCE

Write to: Charlie Rosenberry  
Attorney at Law  
PO Box 2728  
Vashon, WA 98070

Call Toll Free 1-888-463-3757 or collect (206) 463-4845

If you have a legal question, or problem, you should contact Legal Services by calling or writing. If writing, you should fill out a Legal Assistance Request Form. These can be obtained from your living unit staff or by calling us, if necessary.

THIS HANDBOOK IS NOT INTENDED TO BE A LEGAL DOCUMENT.



## **What about making or receiving phone calls?**

We approve family members and/or significant others for phone contacts. When appropriate, we will add approved people to your phone list.



We will not add the following list of people to your phone list: *Victims, co-defendants, ex-JRA/GHS residents and staff, current staff, residents/inmates in other rehabilitative/correctional facilities, and people who are a detriment to your rehabilitation.* Staff will verify all information.

If someone is not on the approved list, you will not be able to call or receive calls from them. Your living unit program level determines the number of calls you receive/place per day. Special arrangements may be made through your counselor to place calls to a parent or guardian who is incarcerated.

Level 1: 1 incoming and 1 collect;

Level 2: 2 incoming and 2 collect;

Level 3: 3 incoming and 3 collect;

Honor : 4 incoming and 4 collect.

Collect and incoming calls are ten minutes in duration. Residents on special programs, or in an intake or Intensive Management Unit, have more restrictive phone use. Residents receive a five (5) minute SCAN call every seven (7) days. The purpose of the SCAN call is to improve or maintain communication with parent(s), guardian(s), or the mother of the resident's child. If you are calling approved people in the local area, this will replace the SCAN and collect calls.

Staff will maintain a record of all calls, including date, time, name and telephone number of the person called/calling in the Telephone Log. This also allows staff to keep track of how many calls a resident has made and received.

Telephone contact may be restricted and/or monitored by staff for reasons of public safety, facility security, protection of involved individuals, or treatment concerns. Both parties will be notified of any restrictions or monitoring by staff. You will be given written notice if communications are restricted, modified, or monitored.

### **Residents Responsibilities for Using the Telephone**

- Keep track of how many calls you are allowed and how many you have made.
- Get permission from staff before placing a call. If you call a number and the person is not home, inform the staff. Before placing another call make sure to get permission.
- You may only talk to the person whom you called or who called you.
- No three-way calls. No credit or calling card calls.
- You may not receive or make phone calls consecutively (one after another). All residents deserve an equal opportunity to use the telephone.
- Staff will accept your incoming calls based on your allowable number of calls.

- Abusing the use of the telephone by breaking the rules/procedures, or any inappropriate behavior regarding the phone, can result in sanctions which may include loss of phone privileges for a specified length of time.
- You may receive daily call(s) from approved family members while on a room confinement if your behavior and attitude are appropriate and if the call does not interfere with regular living unit activities/programs.
- When your time is up, briefly end your conversation and say good-bye. You must end your call within one minute



## **What about Visits from friends or family?**

Visiting hours are from 1230 hours to 1600 hours (12:30 to 4 p.m.), on weekends and holidays. We will allow only pre-approved visitors to enter institutional grounds.

Visitation requirements are:

- Parent(s) or legal guardian(s) must accompany visitors under the age of 18.
- All visitors 13 years or older must present valid picture identification.

## **Visiting List**

Each resident has a permanent Visitors List. The list may consist of immediate family, guardians, and/or the mother of your child (should you have a child).

You may have up to six visitors at one time. Anything above that number will need pre-approval. Special occasions are the only considerations. These arrangements need at least 72 hours of advance notice. These arrangements will need to have an Exception to Visitor Policy form completed prior to the visit and a living unit staff must be available to supervise the visit.

You must complete a "Visitor's Registration Form" for each person you wish to place on your list. Your counselor and the living unit supervisor or the program manager will process your request. Visitor approval requires verification of that visitor by your assigned counselor. This is not always a quick process. It is your responsibility to turn your request form in at least seven days before you expect to visit. If you have been at GHS less than seven days, complete the exception form for visitors. This exception is only temporary, so you must complete the "Visitor's Registration Form" as soon as possible.

Residents with a maximum security level, or living in the intake or the IMU shall normally receive visits within their units. These programs may limit visitors. Residents in open living unit programs will visit in the Visiting Center unless safety or security reasons require use of another area.

Your visit will be terminated if your behavior or the behavior of your visitor(s) threatens the safety and security of this institution.

### **Exception to Visitor Policy**

An "Exception to Visitor Policy" form must be completed whenever a visit is held other than regular visiting hours or days. Visitor exceptions must meet the same requirements as the permanent list. An example of possible situations in which an Exception to Visitor Policy form must be done is if a person lives too far from GHS to visit on a regular basis. Another example is if someone is on your approved visiting list but is unable to visit during regularly scheduled hours or days.

### **Visiting Center Rules and Procedures**

When visitors arrive, security will notify the living unit. The living unit staff will send you directly to the Visiting Center to check in at the security desk. You may not leave the Visiting Center at any time without the approval of security staff. If you need to use the restroom, staff will arrange to send you back to the living unit, after which you may return to the Visiting Center to complete your visit. However we advise you to take care of personal needs prior to your visit. Security will search you prior to leaving the visiting center.

- You may give a brief kiss and hug to your visitors, upon arrival and departure. We prohibit body contact during visiting.
- At the end of your visit, you are to say goodbye and remain in the Visiting Center until staff give you approval to leave.
- Your visitor will have to take all items they brought with them. Anything left with you is contraband.
- We will terminate the visit if you or your visitors' behavior becomes inappropriate. In some cases we will suspend visiting privileges for a specific amount of time.



### **What about my personal property?**

You are solely responsible for any property you choose to keep in your

possession. GHS allows personal property with a replacement value of less than \$50.00. Property which you are not allowed to retain, will be confiscated and placed in storage at intake. We will inventory your belongings once they arrive and record the item(s) on the "Personal Property Master Inventory Form." At this time we'll assist you in placing your JRA number somewhere on the approved property. Property which you choose not to have marked will be placed in storage. You may not make claims on property that isn't on your property inventory. We will require that you complete the "Release of Liability Form" at the time you permanently mark your property and indicate whether you choose to inventory your property or not.

Update your Personal Property Master Inventory Form whenever you dispose of or receive items of allowable personal property. Complete this form with your counselor at the time you permanently mark your property. You will have the opportunity to secure your property prior to any move, transfer, or release unless you are a safety or security risk at the time of the move or transfer.

If you are seeking reimbursement for damaged or lost property due to staff negligence, you must complete a "Standard Tort Claim Form." You may send your claim to the Office of Risk Management or turn it into the Program Manager. *The claim(s) may not exceed the \$50.00 per item limit.*

Staff will confiscate any property that does not have your JRA number on it and/or is not on your Personal Property Master Inventory Form. If you are in possession of property that is illegal or deemed a safety or security risk, you will face disciplinary action and/or criminal charges.

You are not to lend, borrow, trade, gamble, sell, or give any property to anyone while at GHS. Such behavior may result in disciplinary action. In addition, the property will be confiscated. Personal property is accepted from approved commercial sources via the mail. The only exception is property brought in at intake. Items which are available from the canteen may not be ordered from a commercial source.

Honor level residents may have additional property. See the Honor Level policy for details.

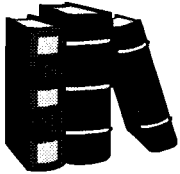
Residents at GHS wear standard issue clothing. However, the purchase of shoes is your responsibility. If you cannot afford to purchase shoes GHS will supply you with tennis shoes and/or work boots.

If your parent(s) would like to assist you with obtaining property, they must send the money into GHS. Staff will assist you in ordering shoes from the canteen. You may purchase new clothing prior to leaving GHS, if the clothes that you came to GHS in do not fit.

## **Toiletries**

The living unit and the commissary carry toiletries. The Health Center may approve, because of allergies, certain items that GHS does not carry. You will have to purchase such items from an approved source with your own money.

You may check out a razor and shaving cream from living unit staff. Staff shall maintain all razors in the staff office.

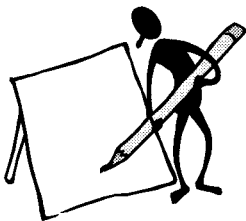


## **Reading Materials**

You are encouraged to read, study, and utilize the library and reference services available to you through the Academic School. If there are additional topics you would like to explore, your counselor can assist you in finding an appropriate vendor. Note: we will confiscate all materials, books, magazines, etc. that contain violence, pornography, nudity, gang-related, antisocial, racial or culturally inflammatory subject matter, material that is demeaning to others, or offense related. We will also confiscate materials that endorse tobacco, drugs, alcohol, violence, or victimization.

## **Photographs and Posters**

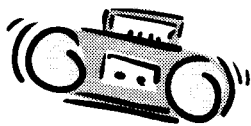
Photographs and posters must meet the same guidelines as reading materials. Neither are you allowed to possess a photograph(s) of your victim(s). Total space allotted for photographs and posters is 2 ½ by 3 feet.



## **Writing Materials**

In the open campus living units, you may have paper, envelopes, and 2 pencils in your room. Residents are encouraged to ask staff for these items.

### **Radios, Tapes & Compact Disc (CD) Players, and Accessories**



You may have a "Walkman" or a portable radio/tape/CD player valued at no more than \$50.00. You may play the radio at a low level. Staff should not be able to hear the sound from outside your door.

The radio must be off by 2400 hours. You may begin listening to your radio in the morning at 0700.

You may possess up to ten cassette tapes and/or CDs, if the content of the music is appropriate. They must meet the same guidelines as reading materials.

You may not have individual televisions or radios with televisions. The only exception is a state approved television for Honor Level residents.

### **Miscellaneous**

You may maintain one shoe box for storage of letters, etc. Other types of boxes or suitcases will go to storage.

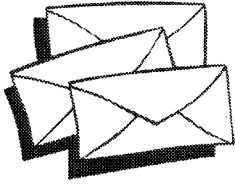
You must send unauthorized property home at your expense. We will store some property if you do not have a place to send it.

You may have a watch with a value no greater than \$25.

If you have a driver's license, ID card, social security card, money, jewelry, etc. in your belongings, you must turn them over to staff. We will place these items in a secured location until you leave. If you do not turn them in and staff find them in your possession, we will confiscate them.

Following a transfer, release, or escape, we will consider unclaimed personal property and the money in a resident's account abandoned, after six months,.

Property left behind because of an escape will immediately be considered abandoned. GHS staff are not responsible for the protection and care of your property while you are on escape status or in a holding facility.



## **What are the procedures for Mail and Packages?**

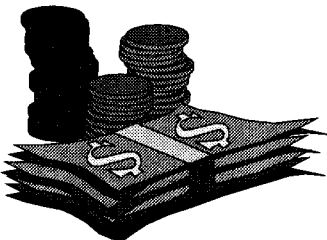
GHS staff opens all incoming mail to check for money and contraband. If money is received, staff will write up a receipt for the amount of the check or money order. The money and a copy of the receipt will go to the business office. Your counselor will receive a copy for placement in your treatment file and the original will be sent to the person who mailed the money.

GHS pays for the cost of two letters per day. You may pay for additional out-going mail if you have prior approval from your counselor. It is your responsibility to pay for special postage letters, packages, or excess mail.

When sending out mail, you must have your name and the complete return address on the envelope. The complete name and address of the person you are sending the letter to must be on the envelope.

Staff are instructed to review all outgoing mail for contraband prior to sealing the envelope and forwarding it to the post office. If staff have further concerns about your mail because of security, custody, and/or treatment reasons, they may read the letter in your presence. We will notify you and the correspondent of any mail we intend to monitor or restrict.

## **Money**

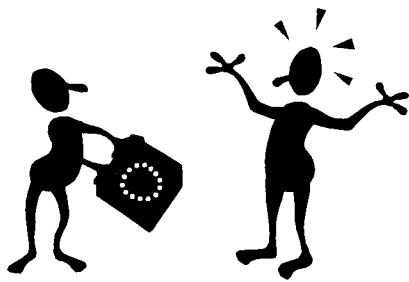


Money of any denomination is considered contraband and will become the property of GHS if found in your possession.

We place any money that you came to GHS with into your personal account. Once a month, the Business Office sends out an Account Balance Sheet for you to track your account balance.

Expect to learn how to track your money. This includes earnings, spending, and savings. 50% of what you earn will go directly to restitution (unless court or administratively ordered otherwise) or court order fees. 25% percent will go towards savings and the other 25% you may spend with approval from your counselor.

You may not enter into financial obligations with anyone or any companies. This includes charging items, or entering into contracts (examples include: magazine subscriptions, joining book clubs or tape clubs, etc.).



## **Are there snacks or items I may purchase with my own money?**

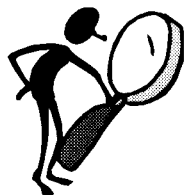
You may order a variety of items from the GHS Canteen.

Ask staff for the current list. You may spend no more than what your living unit level allows for canteen and other purchases per month:

Level 1	\$10.00
Level 2	\$15.00
Level 3	\$20.00
Honor Level	\$20.00

Special program level residents may not spend any money. The only exception will be special hygiene products with approval from the Health Center.

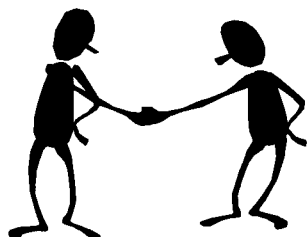
To place a Canteen order complete the Canteen Order Form and a GHS resident check. You may get a check from your counselor. You must turn in your orders by Tuesday to receive the order by Friday.



## **Searches**

Staff may search living units at any time. Searches promote and maintain the security of the institution and your personal safety.

Staff may request that you submit to a personal search. These searches are considered part of our standard procedure. Failure to comply is grounds for disciplinary action.



## **What are the SRC's?**

The Standard Rules Of Conduct, known as the SRC's, is a set of rules



defining the types of behavior that violate the policies and procedures of the Department of Social and Health Services, JRA, and GHS. The SRC's ensure consistency and fairness in the application of rules and discipline and are divided into five categories of increasing seriousness. Any High Moderate and Major rule violations require a formal disciplinary hearing while the three lower categories can be resolved within your living unit.

When we conduct disciplinary hearings it is with the intent that your individual rights are protected. This process involves written notice of allegations, findings, and the opportunity for a formal hearing. An impartial staff member conducts all hearings. The hearing officer may call witnesses, assess evidence and determine the outcome due to an alleged involvement in a High Moderate or Major SRC violation. This may effect your release date.