Office of Juvenile Justice

LAMOD

Youth Manual

Fourth Edition

2016

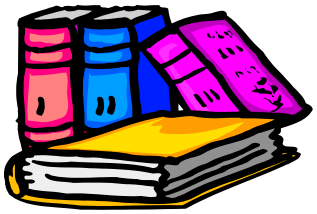


Table of Contents

INTRODUCTION 4
MISSION 4
VISION 4
WE VALUE 4
BELIEFS AND PHILOSOPHIES 5
WHAT IS THIS MANUAL? 6
WHAT WE BELIEVE ABOUT YOU 6
DEFINITIONS 7
YOUTH RIGHTS 9
MENTORS 11
LAMOD OVERVIEW 11
YOUTH STAGES OF DEVELOPMENT 12
YOUTH STAGE EXPECTATIONS 13
STAGE REVIEW 17
CRITERIA FOR MOVEMENT BETWEEN STAGES 17
STAGE PETITION EXPECTATIONS 18
INCENTIVES 21
EXPECTATIONS 22
HOUSING UNIT EXPECTATIONS 23
GROUP EXPECTATIONS 24
DAILY GROUP MEETING AGENDA 25
CIRCLE FORMAT EXPECTATIONS 26
YOUTH EXPECTATIONS 29
LINE EXPECTATIONS 29
MORNING EXPECTATIONS 29
CLEAN-UP EXPECTATIONS 30
LAUNDRY EXPECTATIONS 31
SHOWER EXPECTATIONS 31

MEAL EXPECTATIONS 32
SCHOOL EXPECTATIONS 32
QUIET TIME EXPECTATIONS 33
FREE TIME EXPECTATIONS 34
PERSONAL TIME EXPECTATIONS 34
JOURNALING EXPECTATIONS 35
BED TIME EXPECTATIONS 36
WEEKLY WRAP-UP EXPECTATIONS 36
VISITING EXPECTATIONS 36
EXPECTATIONS FOR TELEPHONE CALLS 37
MAIL CALL EXPECTATIONS 38
RADIO USAGE EXPECTATIONS 39
CLOTHING EXPECTATIONS 39
HAIRCUT EXPECTATIONS 40
BORROWING, GAMBLING, AND LENDING ARE NOT ALLOWED 40
OFF CAMPUS TRIPS 40
YOUTH CODE OF CONDUCT OVERVIEW 41
VIOLATION CONSEQUENCES 43
DUE PROCESS HEARING RIGHTS 45
APPEAL PROCESS 46
FINAL THOUGHTS 48

INTRODUCTION

While you are in our care, you will have the opportunity to learn new skills and change some old behaviors. You will learn how to make healthy decisions. These same skills will also help you be more successful when you return home. We will make decisions with you based on our mission and vision.

Mission

The Office of Juvenile Justice protects the public by providing safe and effective individualized services to youth, who will become productive, law-abiding citizens.

Vision

The Office of Juvenile Justice is a quality system of care that embraces partnerships with families, communities and stakeholders to assist youth in redirecting their lives toward responsible citizenship.

We Value

- *The commitment, expertise and professionalism of our staff.*
- *The continued safety and care of the youth and the public of Louisiana.*
- *The families, the community, and other partnerships that instill productive and positive changes in our youth.*

We will provide you with a safe learning environment so that you can learn new skills. You will learn the principles of our therapeutic model - LAMOD. Through the LAMOD model, you will gain leadership skills, learn to be responsible, and make positive choices. We want to help you to become a successful adult. You will draw on past experiences to achieve your goals. LAMOD will allow you to experience successes while learning from past mistakes.

Beliefs and Philosophies

We believe our young people have a future, and we play a part in preparing them for the future.

We all need to feel safe.
Feelings are not right or wrong.

We all need structure and healthy boundaries.

We believe kids can learn, unlearn and relearn.
It is difficult to change but it is not impossible.

All behavior has a purpose.

We all have needs:
Attention
Belonging
Physical
Emotional & Mental
Spiritual

We all need each other.
True understanding is built upon genuine empathy and caring.

The needs of youth are best served when we work in collaboration with family, community, and the resources they bring to the table.

We all want to do well and succeed.
We all have strengths.
We all are special & unique.
We must do the best we can with what we have.
We each have what we need inside of us to succeed.

What is this Manual?

- This manual is for you to read and use during the time you are with OJJ.
- This manual will help you succeed and get along better with other youth and staff.
- This manual has information about our therapeutic model – LAMOD.
- This manual may contain information that you do not understand or may not have to use right now, but the staff is ready to help you do the work and answer any questions you may have.

What We Believe About You

- You are good and capable of learning new skills.
- You are here because you have made some poor choices.
- You will find better ways to deal with issues in your life while you are here, without being judged by your past behavior.
- You will learn and use new skills in this safe place.
- You can change, and we are here to help.

Definitions

Affirmation – A positive statement used to empower.

Case Manager – A staff member who will provide group/individual counseling, complete monthly reports and assessments, may represent OJJ in court, and will provide other services as needed.

Check-In – A way for the staff to check with the group several times a day to see how the youth are doing.

Circle-Up – A way for the group to gather together for important discussions about what is going on within the group. Either youth or staff can call a circle up.

Core Issues - Interpersonal problems that have been identified based on your history and needs.

Genogram – A family tree that has information about your relationships, and details about family members.

Group Leader – A staff member who will oversee treatment, supervise staff on the unit, participate in multidisciplinary staffings, and hold groups.

Group Meeting – The way that youth and staff come together in a safe and helpful way to talk about different subjects. A staff member will call for the meeting and lead it.

Individualized Intervention Plan (IIP) – A plan to help you meet your treatment needs. It lists problem areas and ways to deal with the problems. The plan explains what you are to do, and what the staff is to do.

Juvenile Justice Specialist – Engages and supervises youth in all daily activities to ensure their safety and the safety of others; acts as a role model facilitating appropriate communication by helping youth to develop suitable problem solving and conflict resolution skills through role modeling and group processes.

LAMOD - LAMOD is the catalyst that drives the therapeutic process in Louisiana's secure care facilities. It's the philosophy that we build our culture upon. With LAMOD you will move through stages as you acquire new skills. Each person advances at their own pace, based on learning new skills and healthy decision-making. This all takes place within your group.

Lifeline – A way to tell about important things that have happened to you throughout your life - from birth to now.

Multidisciplinary Team – A team that consists of group leaders, housing unit staff, teachers, medical staff, and chaplain.

Peer Mentor – Another youth who will work closely with you to provide guidance, encouragement, and tutoring on specific skills and tasks that you must acquire in order to advance through the stages.

Probation and Parole Officer/Juvenile (PPO/J) – A staff person in the Regional Office located in your community, who is assigned to you and who will help coordinate services for you throughout your stay with the Office of Juvenile Justice. This person will be assigned to you after adjudication, throughout your stay in secure care, and after release if you are still on supervision.

Staff Mentor - A staff person who speaks on behalf of a youth and looks out for his best interests.

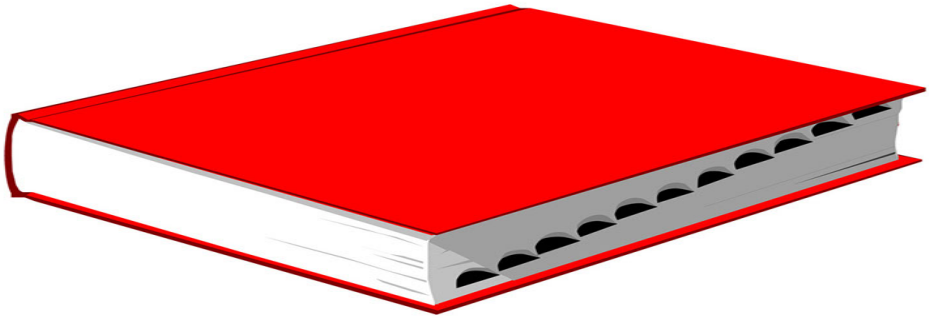
Stage Review Meeting – A multidisciplinary team meeting held to review your progress and readiness to advance in the stages of youth development.

Team Meeting – A meeting held every week for just the housing unit staff. They will talk about how each youth and the group are doing. They will decide if you are ready to advance to the next stage of development.

Thinking for a Change (T4C) – A group class that teaches new ways of thinking about life and gives you a chance to practice new skills you have learned.

Time-Out – A space where a youth is allowed to “cool off” for a period of time not to exceed 59 minutes if they become agitated or angry.

Values – The beliefs, ideas and attitudes of a person or social group.



YOUTH RIGHTS

You *have the right to*:

1. **Equal treatment** without discrimination because of race, sex, language, religion, sexual orientation, national origin, political views, physical, mental, or other disability.

2. **Communicate openly, appropriately and respectfully** as long as it does not interfere with the safety and operation of the facility.

3. **Practice your faith** and participate in religious services and religious counseling on a voluntary basis unless a particular practice threatens the safety and order of the facility.

   - *You will not be* REQUIRED *to participate in any religious activity. These activities are voluntary.*

4. **Be free from corporal punishment, physical or psychological abuse.**

   - *The Investigative Services (IS) hotline is available at all times to report any claims of abuse. You may also report claims of abuse to any staff member.*

5. **Have visitors that comply with agency and facility rules.**

   - *Visitors are allowed only at certain times and in certain places.*
   - *Staff where you reside will tell you about the visitation rules.*
   - *You have the right to refuse to see visitors.*

6. **Send and receive mail and use the telephone.**

   - *Mail includes letters, packages, pictures, and approved publications.*
   - *Staff in your housing unit will tell you about the mail and telephone use rules.*

7. **Medical, mental health and dental care.**

8. **Due process in the Conduct of Code and other proceedings.**

9. **Daily exercise and structured recreation.**

10. **Adequate food, clothing and shelter.**

11. **Talk to your lawyer** in private at any reasonable time and place.

12. **Be informed of the rules**, procedures, and schedules of the facility in which you reside.

13. **Be treated fairly** when decisions are made about you.

14. **File complaints** through the Administrative Remedy Process (**ARP**); to have them answered in a fair and timely manner; and to be free from punishment or mistreatment for filing a complaint.

15. **Have your records kept confidential.**

16. **Personal possessions**

    - You will be given the opportunity to earn the privilege of having limited personal possessions according to the LAMOD stage you are on that are not dangerous to others, and do not disrupt programs or activities.
    - Staff will tell you about the rules regarding personal possessions.

17. **An education**

    You will be enrolled in one or more of the following programs:

    - Academic/Hi-SET Preparation; and/or
    - Vocational Education Classes

    Once you have completed your Hi-SET or received your high school diploma, you may still be able to enroll in vocational education classes. In addition, you may be able to enroll in college correspondence courses or possibly off-campus college courses.

MENTORS

Mentors are staff members assigned to youth at the beginning of the Orientation Stage. Your Mentor will work closely with you while you are here. Your Mentor will meet with you individually on a regular basis. He or she will help you to prepare for Stage Advancement and help keep you focused on your progress. Your Mentor is here to guide and support you.

LAMOD OVERVIEW

The LAMOD treatment model will allow you to learn new behaviors, practice new skills, and develop in a responsible manner. If you take your work seriously, you will learn things that you can use for the rest of your life. You will be able to make the choice to “act responsibly” when you want to do so and when you know how to do it. You will learn to relate to others in a more positive way. This will help others relate to you better and support you during your time with OJJ.

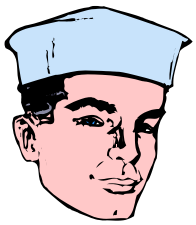
Youth Stages of Development

Stage 1: Orientation – Learning and Safety

Stage 2: Emerging – Self-Awareness

Stage 3: Adaptation – Applying Skills

Stage 4: Transformation – Role Model and Leadership



Youth Stage Expectations

Stage 1: Orientation – Learning and Safety

You are expected to:

1. Attend group meetings and participate without being disruptive.
2. Attend school, show effort, and put into practice classroom expectations.
3. Follow directions of staff.
4. Get to know group members, staff, daily routine, and surroundings.
5. Maintain personal hygiene, and a proper, neat appearance.
6. Get to know and accept what is expected of you for all activities, programs, and procedures.
7. Get to know what is in the Youth Packet.
8. Get to know your Rights and Responsibilities.
9. Show respect for staff and peers.
10. Write in your personal journal every day.
11. Begin participation in some Restorative Justice activities.
12. Be compliant with all medication prescribed.
13. Begin working with staff to develop an initial Reintegration Plan/ Transition Plan.

Stage 2: Emerging – Self-Awareness

You are expected to do everything in Stage 1 PLUS:

1. Begin to identify your family's strengths, expectations, and problems.
2. Talk about why you are here.
3. Talk openly and honestly with the group and staff about yourself and your feelings.
4. Show tolerance of others by accepting staff and group member differences.
5. Show flexibility by being willing to work with others in all areas.
6. Respect and participate in group sessions, activities, and treatment.
7. Begin using appropriate communication skills in order to give and receive feedback.
8. Begin to learn your Individualized Intervention Plan (IIP) goals and take steps to achieve those goals.
9. Talk with your mentor who will help you identify your Core Issues.
10. Choose, complete, and present an activity to the group for at least one of your core issues.
11. Work with your Mentor to finish your Personal Inventory, Collage, Lifeline, Genogram, and Critical Life Events.
12. Begin and present your Genogram and life line to the group.
13. Begin to give and accept support and positive recognition to and from others.
14. Continue to expand and review the Reintegration/Transition Plan.
15. Observe and begin learning how to do circle-ups and start practicing this skill with staff's assistance.
16. Attend, participate, and complete work in school. Continue to show improvement in school performance and maintain classroom expectations.

Stage 3: Adaptation – Applying Skills

You are expected to do everything in Stages 1 and 2, PLUS:

1. Continue to conduct community or Restorative Justice Projects as assigned by group leader.
2. Talk about why you are here and how it affected others.
3. Be able to identify and share feelings, and tell the difference between thoughts and opinions.
4. Use alternative ways for showing both positive and negative feelings.
5. Continue to explore and develop your aftercare plan.
6. Share with the group the information you've learned about yourself from working your program core issues, and how you will use this information in your daily life.
7. Help group members meet their expectations and responsibilities.
8. Practice good hygiene and encourage others to do the same.
9. Begin to show leadership and model good behavior for others.
10. Begin to hold group members accountable who do not show respect for staff and others.
11. Call needed circle-ups, give others help, and accept help from others.
12. Perform assigned tasks independently.
13. Recognize mistakes and destructive patterns you use as coping skills and correct them.
14. Be considerate of fellow group members' feelings, showing them you accept, respect, and value them as individuals.
15. Develop and initiate a Reintegration/Transition Plan, and present plan to family, staff, group leader, and probation officer.
16. Write a letter to a family member or parent (not to be mailed), consisting of appreciations, concerns, needs, and expectations, and process the letter with your group.
17. Show a willingness to work on family issues while showing sensitivity to family members' feelings; accept, respect, and value each member as an individual.
18. Discuss an aftercare plan with your family/probation officer.

Stage 4: Transformation- Role Model and Leadership

You are expected to do everything in Stages 1, 2, 3, PLUS:

1. Model responsibility, understanding, and concern for self and others.

2. Continue to discuss problem areas and feelings with your family/probation officer.

3. Know and follow expectations with little help from staff and peers.

4. Demonstrate the ability to cope with change, failure, and disappointment.

5. Demonstrate leadership by being supportive of staff decisions.

6. Show others how to provide encouragement and positive recognition to others.

7. Evaluate and finalize Reintegration/Transition Plan, including: plans for health, mental health treatment, educational, vocational, and employment upon release, with family and probation officer.

8. Write a letter to yourself, to be delivered to you one month after your release, reminding you of the skills you learned to deal with your core issues.

STAGE REVIEW

You will advance through LAMOD as you learn new skills, apply them to everyday life, and learn to make healthy decisions. It is the responsibility of staff to continuously review your progress while you are in our care. Your initial staffing will occur within seven days of your arrival. All of the staff involved with your care will be present for the staffing (Group Leader, Teacher, Juvenile Justice Specialist, Social Service Counselor, intake case manager and others).

Once you are placed in a housing unit, the staff team will formally review your progress once a week in the team meeting. They will meet to discuss your accomplishments, your challenges, and your needs. Once you feel you have met the expectations of each stage, you can submit a stage petition for advancement to the next level. The stage petition must first be submitted to your youth group and Group Leader for approval.

Staff may also request a review of your progress at any time.

A stage reduction recommendation to the Facility Director is to be considered by the Group Leader and dorm team in the following circumstances:

1. If you have been found guilty of a Code of Conduct Violation.

2. If you have been accepted into the Victory Treatment Unit.

CRITERIA FOR MOVEMENT BETWEEN STAGES

While you are in our care, you will have the ability to move through the stages at your own pace, working within your group. You can advance to the next stage by:

1. Meeting the requirements of your stage.
2. Completing the Youth Stage Petition Form.
3. Presenting the Youth Stage Petition Form to your youth group and staff at a Staff Team Meeting.

4. Receiving the youth group and staff recommendation for advancement to the next stage.

The Staff Team in your unit will review your Youth Stage Petition Form at the mandatory Team Meeting, and will make a decision. If the Staff Team cannot agree, your application for stage advancement will be forwarded to the Senior Team for their review at the next Senior Team Meeting for approval.

Stage Petition Expectations

1. All stage petitions will take place during the Mandatory Team Meeting.

2. The Staff Team and all of the youth will come together to allow you to present yourself for advancement.

3. Staff that is mandated to be at the meeting are:
   - Group Leader
   - Case Manager(s)
   - Deputy Director (Group Leader Supervisor)
   - LAMOD Coordinator (Optional)
   - CCS Representative (SMI youth) may submit Staff Input Form
   - Educational Staff – may submit Staff Input Form
   - Mentor

   You can only petition for a stage advancement every 90 days.

During the Stage Advancement Petition meeting (Mandatory Team Meeting), you will present the following information:

1. Your achievements
2. What you have learned
3. If you have not met all expectations for the level you are petitioning, you must offer an explanation as to why and what you need to do in working towards change.

Once you have finished your presentation, each youth in your housing unit will be allowed to provide feedback and vote Yes/No relative to his stance on you advancing.

You will not be allowed to provide feedback until all the youth have given their feedback and voted.

NOTE: At no time will the Staff Team allow you to provide feedback on any individual youth, feedback, and/or vote. You will be allowed to provide feedback to all youth comments once every youth has provided their feedback.

Next, each member of the Staff Team will provide feedback relative to your petition for stage advancement. When all staff have finished, you will be allowed to provide feedback on staff comments. Again, you will not be allowed to provide feedback after each staff makes a comment. This is allowed only after all staff has made their comments.

The Staff Team will deliberate and vote on whether you will be granted an advancement. Staff will provide a Yes/No vote without names attached to the vote.

NOTE: You will not ask staff to disclose any information as to what took place during the Staff Team deliberations.

If you are not meeting the expectations of your stage, staff can recommend that you stay frozen in your current stage. Recommendations for a freeze in your current stage can also be made by the Code of Conduct Committee due to a Code of Conduct Violation. You will remain on your current stage until you meet all of the expectations of that stage. Once you feel you have met those expectations, you can submit another stage petition.

YOUTH STAGE PETITION

All group members who have met their current stage requirements are eligible to petition for stage advancement. The group will review a youth's petition in group meeting and will decide if the youth can go before the team for review of his petition during the team meeting. Youth wishing to advance will answer the following questions. This form will be discussed with the youth's mentor before presenting it to the group and will be signed by the group leader before it is brought to the team meeting for a vote.

Name: _____ Client ID#:_____ Date: _____
Mentor: _____
Case Manager: _____

Stage you are petitioning for: _____

1. What have you achieved at your present stage?

_____
_____

2. What have you learned through these experiences?

_____
_____

3a. What problem areas do you feel you need to deal with as you move to the next stage?

_____
_____

3b. If you did not meet the expectations for this stage, specifically, what will you need to do in working to change?

_____
_____

Youth_____ _____ Mentor_____ _____
(Signature) (Date) (Signature) (Date)

Case Manager_____ _____
(Signature) (Date)

Youth Group Vote Granted_____ Denied_____ Date_____

Staff Team Vote Granted_____ Denied_____ Date_____

Senior Team Vote Granted_____ Denied_____ Date_____
(Only if Staff Team cannot agree)

Reasons Youth Group and Group Leader Agreed With Advancement:

_____
_____

Reasons for Denial:

_____
_____

INCENTIVES

If you are able to advance in stages due to positive behavior, incentives can be given to you at the discretion of the Director, after consulting with the Unit Team.

Some incentives you may receive according to your stage are:

Orientation	Emerging	Adaptation	Transformation
Weekly Telephone Call (Speakerphone)	Weekly Telephone Call	Weekly Telephone Call	Weekly Telephone Call
	Magazine	Magazine	Magazine
	Art Activities	Art Activities	Art Activities
	Group Off-Campus Trip	Group Off Campus Trips	Group Off Campus Trips
	Pavilion/Game Room/Boys Club	Pavilion/Game Room/Boys Club	Pavilion/Game Room/Boys Club
		Personal Radio	Personal Radio
		Tennis Shoes	Tennis Shoes
		Off Campus Team Sports	Off Campus Team Sports
		Off Campus Choir	Off Campus Choir
		Furloughs	Furloughs
		Escorted Absences	Escorted Absences
		Snacks/Treats	Snacks/Treats
		Youth Ambassador	Youth Ambassador
		Fun Days	Fun Days / Family Picnic

EXPECTATIONS

Expectations for group members

1. Deal with issues in a helpful manner.
2. Be attentive and involved in all group activities with positive input.
3. Encourage and support others.
4. Respect self, group, and staff.
5. Participate in group discussions and group meetings.
6. Do not give up on group members, their issues, or yourself.
7. Give help to any youth who needs to express himself.
8. Show willingness to listen to any youth who needs to express himself.
9. Handle all assigned tasks without complaining.
10. Conduct self in a positive and respectful manner on campus, and during off-campus activities.
11. Show progress toward working out personal issues, and issues within the group.
12. Successfully achieve the Individual Treatment Goals you set throughout your program.

Housing Unit Expectations

1. Talk to each other in a respectful manner NO PROFANITY – RESPECT EVERYONE.
2. Television may be permitted Friday 7 PM – Sunday 8 PM.
3. Complete assigned chores as scheduled on a daily basis.
4. Respect everyone's personal space.
5. Report to activities on time, such as check-in, groups, etc.
6. Housing unit equipment will be properly used and cared for – NO GRAFFITI.
7. Dress for respect:
   a. Assigned shirt.
   b. Properly fitted pants with a belt.
   c. All shoes and socks shall be worn appropriately.
8. Sit upright on sofas – NO LYING DOWN / LOUNGING AROUND.
9. Eat meals ONLY at dining room table/dining area.
10. Work as a group to accomplish goals.
11. ONLY approach the designated staff workstation with permission.
12. Get permission to move furniture.
13. Keep the housing unit clean and orderly.
14. In preparation for movement, set expectations, form a line by height, and communicate only with youth/staff in your unit.
15. Use restroom one person at a time.

Group Expectations

1. Everyone participates in group.
2. Speak one at a time.
3. Pay attention, stay awake, and sit up during group.
4. What we say in group stays in group.
5. Respect yourself and others:

    a. Listen to the speaker/facilitator – Do Not Interrupt.
    b. No Profanity, Abusive Comments, Name Calling or Rude/Inappropriate Gestures.
    c. No side conversations, Disrespect, and Distracting the Speaker / Facilitator.
    d. We will engage in ACTIVE LISTENING. There will be no other activities going on during group. (Turn off TV, Radio, and computer games. All books and magazines will be put away.).
    e. Dress for Respect (pants pulled up with belt on and no visible underwear or slippers).

6. We will confront to help, not hurt.
7. Once we enter group we will stay there until the group is over.
8. We will not eat in group unless it is a part of the group's activity.
9. We will summarize before leaving group.

Daily Group Meeting Agenda

- Check-In: The group facilitator will initiate a Check-in that will prompt you to state the feeling(s) you are having. You should share any major concerns or accomplishments. The staff will also participate in the Check-in.

- Presentation of Topic: The group meeting may be about certain CORE topics that are covered such as: anger management, substance abuse issues, victim awareness, or Thinking for a Change. A group meeting may also involve you or a group member presenting assigned work, such as presenting a core issue, life line, or a genogram. The topic may also center on a current issue that someone in the group is struggling with such as: problems or anxiety at home, school, community, or the program. The topic may also be about something the group is struggling with as a whole.

- Closing: The group facilitator will summarize the topic/main idea of the group.

- Post Meeting Quiet Time: After the closing, you will be provided quiet time to write in your journal, and reflect on the group meeting.

Circle Format Expectations

Circles are to be used as a problem solving or helping tool when necessary, and can be called during any activity, or at any time during the day. They are not for blaming, shaming, or get backs. Circles can also be called to highlight positive behaviors. These are the ways that circles should be handled. You can call "Circle-up" at any time.

1. A group member or staff calls circle up.

2. Once a circle is called everyone stops what he or she are doing. Everyone, including staff, gathers in a circle - in a safe and roomy spot, quietly. No talking after a circle is called. Everyone should drop his or her hands. Everyone should participate.

3. The person who called the circle begins with one of the following:
   a. I called this circle for/to (state the person's name you want to address or state the problem you want to address). When you (state the name and problem) say "I feel _____."
   b. I called this circle to process (the topic).
   c. I called this circle to set expectations for (state task).

4. After the person who calls the circle speaks, other group members are allowed to speak (starting counter clockwise). The circle facilitator calls on staff after all of the group members are finished speaking. After staff talk, and a resolution to the problem has been agreed upon, the circle facilitator says "circle out." NOTE: Make sure staff provides an appropriate transition to the next activity before "Circle Out" is indicated.

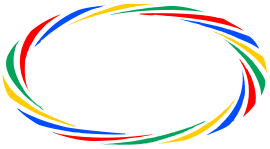
Circle-Up Expectations to remember:

- No talking once a circle is called.
- Circles are for helping, not hurting.
- Everyone needs to take turns talking one at a time.
- Don't repeat the same thing over and over.
- State the problem and a solution.

- No cursing, threatening, or hurting behavior is allowed.
- Listen to what others are saying-you may learn something.
- Circles will not be called on staff.
- Circles will occur immediately after the problem is identified.
- Any youth or staff member can call a circle.
- Circles must always be called in a safe place.
- Everyone must feel safe before they leave the circle.
- Circles should be short and direct, unless help is being given. It should not become a bashing session.
- Circles should be focused on one topic. In order to switch topics, the circle should be closed and a new one opened.

****If you have a problem with staff, you need to talk to them directly.**

More Circle-Up Behavior Expectations



Circles are the main way that the group members and staff communicate to each other. They are mainly used to highlight good behavior, and address behaviors that group members are showing, especially behaviors group members and staff want to stop. Circles are a chance for group members to show they are willing to work through the therapeutic process. Circles are not to hurt other group members; they are to help.

Behavior Expectations:

1. Group members are to wait their turn to speak. Group members should not attempt to blurt out or talk over others.
2. Once a circle is called, group members are to stop what they are doing and immediately come to the circle. No circle starts until everyone is present.
3. Circles are to help not hurt.
4. The problem or behavior should be stated quickly and clearly. The situation is to be explained. The group and staff are to give help or solutions to the problem or behavior, not the group member who addresses the problem.
5. Proper communication is to be used at all times. No cursing or name-calling.
6. The circle facilitator is the only one who addresses the behaviors during the circle.

7. Permission is needed to break from the circle. If allowed, do not walk through the middle of the circle, go around.
8. Group members should stand still in the circle dropping their hands. Their focus should be toward the center of the circle, or on the speaker.
9. Use “I” messages when you are communicating.
10. Be organized and cooperative.
11. Have a clear understanding of the topic.
12. Go in to all circles thinking about feelings and with a willingness to grow.

You should not:

1. Use circles in an unhealthy way, for example, for personal gain or to hurt others.

2. Bring up past sessions.

3. Leave a circle confused. (You should ask for more information if you are confused).

4. Break from a circle and cause safety concerns.

5. Make excuses for your behavior.

6. Blurt out of turn.

**** The circle facilitator is the one who calls the circle. This may be a youth or staff member. The circle facilitator opens and closes a session, and corrects any group member who is engaging in behavior that is not positive. Examples of reasons why a circle might be called: problem solving, communication, processing, helping, feeling, support and clarification.**

Youth Expectations

Line Expectations

The group is expected to move in line when moving from place to place. This can either be single file or in rows of twos or threes. The purpose of moving in a line is to promote safety and organization in the group.

While in the line, the following expectations are to be followed:

1. Talking is allowed in a low tone, unless you are told differently.

2. Group members are to face forward at all times.

3. Awareness should be kept to the group only. Group members are not expected to communicate in any way with other groups or staff.

4. Group members are not to break from the line.

5. The line should be kept tight.

6. Hands should be kept at your sides walking normally. Personal boundaries should be respected.

7. While waiting to move, group members should not lean against the desks, walls, or doorframes.

8. No skipping, hopping, dancing, or stomping.

Morning Expectations

1. Once lights are on, the entire group will dress, perform personal hygiene and make beds.
2. The entire group will complete chores as assigned.
3. There will be minimal talking unless it is related to the task, chore of clean-up, or hygiene.
4. Group members should gather all materials needed for school.
5. Morning check in as noted on the daily schedule.
6. Be aware of all time frames.

Clean-Up Expectations

The purpose of clean-up is to promote a safe and clean environment. Everyone is involved. Clean-up is performed twice daily as part of the morning and evening routines.

Clean-up should be accomplished in an appropriate manner.

Youth will:

1. Be prepared with all clean-up supplies.
2. Be cooperative, organized, and involved.
3. Work together as a group.
4. Do their part taking pride in their responsibilities.
5. Use the clean-up supplies carefully.
6. Be aware of all time frames.
7. Have a clear understanding of what needs to be done.
8. Respect staff's input on their job completion.
9. Expect staff to check all jobs.

Youth will not:

1. Become playful, endangering others.
2. Manipulate, short cut or try to get out of their responsibilities.
3. Misuse any of the supplies or equipment.

Youth need to understand that everyone is assigned a job role by staff each week.

Laundry Expectations

All youth are responsible for laundry. Everyone should participate in washing dirty clothes and linens on the group's wash days. The group's wash day will be determined by the youth, the staff, and written into the daily schedule.

When doing laundry, youth should:

1. Remove all items from pockets.
2. Sort items to be laundered by color before putting items into the washer.
3. Be mindful of water temperatures and dryer settings.
4. Complete all washing and drying of laundry on the youth's designated day(s) in accordance with the chore list.
5. Youth need to be aware of the amount of detergent they put into the washer.

Youth should not:

1. Overload the washer.
2. Overuse detergent.

Shower Expectations

- Everyone takes showers each night and has 8 minutes to complete his shower.
- Showers are taken according to the schedule and before any special event.
- Youth should be prepared with shampoo, soap, toothpaste, toothbrush, and any other personal hygiene items.
- Youth should move with assigned subgroups.
- Youth should spend their time in the shower wisely.
- Youth should wash all body parts with soap.
- Youth should complete showers in the time allowed.
- Youth should be properly dressed before exiting the shower area.
- If only female staff is present on the housing unit, only one male youth can shower at a time.

Meal Expectations

Meals are provided 3 times a day and are usually served in the dining hall.

During meals youth should:

1. Enter the dining hall with “awareness” of surroundings, and safety, and give special attention to noise level.
2. Get their meal, condiments, napkins, utensils and beverages before sitting down.
3. Wait until everyone at the table is seated before beginning to eat.
4. Talk in a normal voice tone, and have appropriate conversation.
5. Use proper table manners.
6. Be aware of time frames set by staff.
7. Empty and stack trays after eating.
8. Move tray to the center of the table when the meal is finished allowing assigned youth to wipe the table.
9. Follow the protocol of using the utensils.

During meals youth should not:

1. Play with their food.
2. Trade food.
3. Get out of your seat without permission from staff.
4. Focus on other groups or talk to peers who are in other groups.
5. Wear hats.
6. Take food out of the dining hall.

School Expectations

School is in session Monday through Friday year round. School is not in session on holidays that are observed by state employees.

In school youth **WILL:**

1. Complete all assigned school work.
2. Achieve and work to potential.
3. Use their time wisely.
4. Share their progress with their family, mentor, and group leader.
5. Talk only when staff or teacher gives permission.
6. Ask for help when necessary.
7. Do their own work.

8. Use effective communication skills.
9. Ask permission to move out of their seat.
10. Remain in the classroom until dismissed.
11. Youth will use the restroom only after getting permission from the teacher.

In school youth will **NOT:**

1. Be disruptive.
2. No RADIOS should be permitted in the school.
3. Sleep.
4. Attempt to keep others from meeting their personal goals.
5. Put their feet on furniture or lean back in chairs.
6. Cheat or copy another students work or allow others to copy their work.
7. Do their group work.
8. Get out of their seat without permission.

Quiet Time Expectations

Quiet time is a chance for the group members to relax after the day's activities and prepare for the night. Group members should take this time to write letters, finish mentor work, or to work on consequences. It is also a time to journal, and to prepare for the upcoming group meeting. Group members may use this time to have meetings with their mentor.

1. Group members should be quiet.
2. Mentor work or program work should be done.
3. Group members should stay in their own personal areas. Permission is needed from staff to leave their personal area.
4. Group members are to respect others and not create distractions.
5. If finished with all work, group members may relax but not sleep.
6. Group members may not play cards, games, or watch movies during quiet time.

****Quiet time may also be used to regain organization and safety.**

Free Time Expectations

The purpose of Free Time is to allow the group to relax and not do anything program related. You will need to follow expectations during this time.

Expectations:

1. Group members should spend their free time wisely and not aggravate others.
2. If playing a game, show good sportsmanship. Youth should not cheat. Youth should not trash talk. This often leads to problems.
3. When free time is over, the group should quickly put the room in order.
4. Free time is a privilege and should not be expected.
5. If youth do not have free time, they should work on program work or youth consequences

Personal Time Expectations

Personal time lasts 45 minutes and is usually pre-planned on the evening schedule before bedtime. Everyone is involved.

During personal time youth should:

- Be respectful of others' personal boundaries
- Use their time wisely to clean, straighten or organize personal items in their dresser or locker, journal, read, write letters, draw, and complete program assignments
- Speak quietly
- Stay in their own personal area

Journaling Expectations

(Feelings Log)

The purpose of journaling is to record happenings in a youth's life. The Feelings Log is like a diary. Writing in a journal gives an individual the opportunity to express feelings, concerns, and experiences in healthy ways. Journals are personal, giving you the chance to express yourself in your own way by writing or drawing. Journaling helps youth identify and get in touch with their feelings.

All youth are allowed and encouraged to journal.

Journaling time occurs at given times of the evening. Journaling should take place during quiet time, after group meeting, and during personal time. Staff will not read youth journals unless warranted by their behavior.

During journaling time, youth should:

- Respect the privacy of others.
- Take the opportunity to journal seriously.
- Be comfortable with expressing yourself freely.
- Complete any journal assignments to the best of your ability.
- Request a new journal if yours is full.
- Keep all of your completed journals, and refer back to them when needed.
- Date each entry.

You should not:

- Use your journal as extra paper.
- Share your journal with others for the purpose of glorifying past mistakes.
- Leave your journal unprotected.

Bed Time Expectations

*These expectations are to be met by youth each night.

1. The youth are ready for bed at 9pm o'clock Sunday-Thursday and 9:30pm on Friday and Saturday.
2. All personal hygiene must be completed during personal time.
3. You must ask for permission to get out of bed.
4. No reading after lights out.
5. No playing or talking once in bed or after lights out.
6. No talking to staff after lights out.
7. No personal items in your bed. (ex. clothes, books, belts)
8. No leaning over or talking to your peers.
9. Be prepared to give your values before lights out. This is a chance for you to reflect on your day.
10. Do not interrupt others who are giving their values.
11. You are not allowed to sit on other youth's beds.

Weekly Wrap-Up Expectations

Weekly Wrap Up should be done at the end of the week, and is a chance to get feedback from the group and the staff on youth behaviors for the past week. It allows group members to set goals and learn where improvement is needed, and where achievements have been made. It should be taken seriously, and not be used as a tool to aggravate or hurt the progress of others. All group members and staff who are on duty attend the wrap-up session each week. Everyone in the group offers a positive comment, and needs to be prepared with comments for each group member.

Weekly Wrap-Up should be treated as a group meeting. All group meeting expectations apply.

Visiting Expectations

Persons Allowed to Visit: Approved family members and caregivers are allowed to visit. Youth need to see their group leader to add others to their list.

During visits youth should:

1. Welcome and greet all visitors.
2. Be respectful and polite to all visitors.
3. Be conscious of their noise level.
4. Have all visitors sign the visitors' log.
5. Use visiting time to their advantage by discussing program progress and issues.
6. Be helpful by making sure that all visitors leave at the scheduled time.
7. Follow all program policies and procedures during visits to ensure a safe, clean, and organized environment.
8. Process each visit, and clean dayroom immediately after visitors depart, if the visit took place in the housing unit.
9. May only receive items supplied or purchased by the facility.
10. Be searched according to policy.

During visits youth should not:

1. Receive items.
2. Interfere with other visitations.
3. Should not help secure contraband into the facility.

Special visits approved by the Director will be arranged as agreed to by the Group Leader and the visitors. To ensure the safety of group members, staff, and visitors, rules and expectations must be followed.

Rules and expectations are as follows:

1. Youth are allowed five visitors during visitation.
2. Only approved persons on the visitors list will be allowed to visit (no exceptions).
3. Once the visit has ended, visitors cannot return to visit a second time that day.

Expectations for Telephone Calls

1. Two group members at a time should be "aware of" telephone calls. Staff is also there to be aware. The rest of the group sits quietly paying attention.

2. During orientation stage, youth will have telephone calls on a speaker phone. Staff should inform the family member before beginning the conversation that they are on speaker phone, and told who is present in the room. Staff should get permission from the parent to continue the phone conversation on speaker phone before proceeding.

3. All group members are to be quiet during telephone calls. This is a simple sign of respect. If youth do not respect others' telephone calls, then the youth will not receive his full telephone time. It is recommended that group members bring either mentor work or program work to do while telephone calls are going on. No T.V., video games, or cards may be used to occupy their time.

4. Only family members are to be called. Youth are to provide a list of numbers of their family members to staff.

5. There is to be no three way calling. If this is attempted, the telephone call will be immediately ended.

6. Telephone calls are privileges youth earn that **may** be allowed once per week, for a maximum of ten (10) minutes, as determined by youth's participation in the treatment process. Their ten (10) minutes starts when they reach their family member.

7. Special arrangements may be made if their parents or family members are not home at the time that telephone calls are made.

Mail Call Expectations

1. Youth are encouraged to write to their family members or caregiver at least once a week. The youth's group leader will provide them with three (3) stamps per week if they do not have enough money to purchase stamps.

2. Outgoing letters, cards and other items must remain unsealed and turned in to staff for mailing.

3. Incoming mail will be distributed after the evening Check-in.

4. No inappropriate writing on envelopes and letters. This includes gang symbols, signs and sexual comments.

5. Indigent youth shall have access to postage necessary to send out a minimum of three personal letters per week, postage necessary to

send out approved legal mail on a reasonable basis, and basic supplies necessary to prepare legal documents.

Radio Usage Expectations

- Youth will **only** be allowed to possess a personal radio with headphones. This is a privilege that will be earned beginning with the adaptation stage. Some exceptions can be made in specialized housing units.
- No radio will be played unless it is **free time** or time designated by staff.
- No singing or clapping with the radio or it will be turned off.
- The volume of the radio will be kept at a level that will not disrupt the group or other individuals.
- Television will **only** be utilized for treatment, programmatic and educational purposes. However, the group leader may decide to use it for special events or free time activities that promote the treatment process.
- Television may be restricted if the group is exhibiting inappropriate behavior.
- The remote is never in the possession of the youth.
- Youth are not controlling the television
- Television only may be permitted Friday 7pm – Sunday 8pm.
- The youth should not be allowed to lounge/lay on the furniture or on the floor.

Clothing Expectations

- Clothing items should not exceed the approved facility list.
- Clothes and other items should fit in youth's assigned dresser or locker.
- One pair of personal shoes is allowed. Youth may earn the right to wear his own shoes after completing the Emerging Stage (maximum value of personal shoes will be $90.00. The colors of the tennis shoes must be black, white, gray or a combination of those three colors.
- No inappropriate logos (sex, gangs, alcohol or drugs) are allowed on clothing.

- Youth will wear uniforms. The uniform will include shorts or pants, and a shirt in the color designated for their assigned housing unit. Youth may be allowed to wear special weekend attire.
- Youth pants should not sit below the waist, shirts will be tucked in, and belts will be worn.
- Tennis shoes should be properly laced and tied.

Haircut Expectations

Youth will be given regular haircuts during your commitment. It should be kept in a neat and clean manner at all times. No lines or designs may be cut into the hair or scalp. No dyes, tints, bleaching or coloring of hair is permitted. If you are in need of a haircut, the request should be given to the Group Leader so it can be scheduled.

Males:

- Your hair may not be longer than ½ inch while you are housed at facility.
- Your hair may not touch your ears or your collar.
- Your sideburns will be cut neatly along with your hair.
- No facial hair is allowed unless medically approved. If approved it can be no longer than ¼ inch and neat.

Borrowing, Gambling, and Lending Are Not Allowed

- Each youth will fill out a personal inventory of items upon arrival.
- The group leader must pre-approve items mailed to youth after their initial arrival.

Off Campus Trips

Purpose: To provide an opportunity to develop proper social skills, keep in touch with the community, experience some independence to develop decision making skills, learn, and have FUN! This time will also provide an opportunity for restorative justice activities, including community service work and restitution.

When: When the group is functioning maturely.

Who: Those who are showing responsible behaviors that are not a threat to themselves, others, or the property of others. There should be a feeling of trust, safety, and belonging.

How youth will handle themselves:

- Be aware of their surroundings and each other.
- Be aware of program expectations at all times.
- Be respectful to themselves and others.
- View off campus privileges as a positive learning experience.

Youth will not:

- Separate from the group and staff.
- Bother the people who are working.
- Take any items that do not belong to them.
- Display immature behaviors.
- Have fun at the expense of others.

YOUTH CODE OF CONDUCT OVERVIEW

When you break a rule, the CONDUCT CODE process begins.

Youth behavior violations are classified for Violations.

Violations include:

1. Aggravated Unauthorized Area - A youth shall not be away from his assigned area causing disruption to the normal operations of the facility, such as being on the roof of a building, etc., and includes Attempted Escape.
2. Assault (Youth/Youth) - A youth shall not assault another youth through offensive, aggressive, intentional acts toward another youth.
   Examples of assaultive behavior towards youth are:
   a) Fighting
   b) Hitting
   c) Spitting
   d) Throwing or projecting objects or other substances, including any bodily fluids or products.

3. Assault (Youth/Staff/Visitor/Volunteer/Contract Provider/Intern) - A youth shall not assault staff, visitors, volunteers, contract providers, or interns through offensive, aggressive, intentional acts.

   Examples of assaultive behavior towards staff are:

   a) Fighting
   b) Hitting
   c) Spitting
   d) Throwing or projecting objects or other substances, including any bodily fluids or products.

4. Contraband – A youth shall not possess items that are detrimental to the security of the facility or prohibited by law or facility rules/policies. A youth shall not have a positive result on a drug screen or exhibit signs of intoxication. (Examples of contraband are drugs; medications without a prescription; alcoholic beverages; yeast; tattoo machines, syringes; weapons; nude pictures; money; cigarettes; computers; computer accessories, including thumb drives; telephones/cell phones, security radios (walkie-talkies); cameras, security screens, fire alarms, keys, and locks. Refusal of a drug test shall result in an automatic finding of "guilty" on a contraband write-up.)
5. Escape - A youth shall not depart from either the grounds of a secure facility, or from the custody and control of staff while off the grounds of the facility, or fail to return to the facility from a furlough.
6. Gang/gang-like organization/activity - Youth may not create or join any group that has not been authorized by the Facility Director. No such group shall destroy property or violate the Code of Conduct rules.
7. Property Destruction – A youth shall not damage or destroy property of the state or others.
8. Sexual Misconduct – Youth shall not engage in sexual behavior with any other person or in front of any other person, or threaten to conduct sexual acts with staff or youth.

   Examples of this include, but are not limited to:

   - Sexual intercourse or oral sex;
   - Exposing of genitals to others;
   - Masturbation;
   - Making sexually aggressive statements to staff or youth;
   - Groping, touching or fondling;
   - Sexual coercion, which is the use of debt, threats of physical harm, peer pressure, deceit, personal favors or positional authority to force or lure sexual favors from a person, including but not limited to, sexual fondling, oral sex and sexual intercourse; and
   - Solicitation of sexual favors from a youth or a YS staff member.

9. Tampering with Security Devices - Youth shall not touch, obstruct, activate or interfere with security devices in any manner. These devices

include computers, telephones, radios, cameras, security screens, fire alarms, keys, locks, security log books, security paperwork, etc.

10. Theft – Youth shall not steal from each other, staff, visitors, volunteers, interns or the state, or be in possession of stolen items.
11. Threats and Intimidation – A physical threat or verbal assault on staff or another youth with intent to harm.

Violation Consequences

The following is a list of possible consequences that may be imposed when a guilty decision is rendered. Other consequences may be applicable depending on the individual needs of the youth.

1. Non-monetary restitution (chores/service work)
2. Community Service inside/outside (Restorative Justice)
3. Facilitate groups on relevant issues
4. Book reports
5. Meditation
6. Recommend LAMOD Stage reduction
7. Assignment to a specific skill development group that is not on the youth's treatment plan
8. Mandatory attendance in a specific core program

9. Loss of one (1) off-grounds recreational activity or restriction from activities, not to exceed one (1) occurrence
10. Recommend change in job, housing unit assignment or work status
11. Restriction to telephone use outside of minimum allowed, not to exceed one (1) week
12. Loss of visitation privilege(s) up to one (1) week if violation was associated with visitation
13. Revoke pending or upcoming approved furlough(s)

If a youth is found guilty of injuring someone, damaging or destroying property, escaping or attempting to escape, causing or attempting to cause injury to himself or others, theft or tampering with security devices, monetary restitution in a fixed amount may be ordered as an enhancement to the consequences imposed by implementing the "Notice of Restitution" process.

Consequences shall be imposed at the time of the Code of Conduct Hearing, and may only be suspended if a youth pleads guilty and requests an appeal prior to the end of the hearing process. There shall be no other suspension of sentences associated with the Code of Conduct.

Violations shall be reported in the youth's Progress Report to the Court and discussed during quarterly reclassification staffings.

Code of Conduct violations rising to the level of criminal conduct shall be referred to the District Attorney for possible prosecution.

CONSEQUENCES FOR CONDUCT CODE VIOLATION SHALL NOT INCLUDE:

- Corporal (Physical) or Unusual Punishment
- Behavioral Management Unit or Time Out
- Denial of access to medical and dental care, courts, legal counsel, government officials, grievance procedures, personal legal papers and legal research materials
- Different meals than those provided to other youth in that facility or program or withholding of snacks
- Humiliation or mental abuse; or interference with the daily functions of living, such as eating or sleeping, for punitive purposes

DUE PROCESS HEARING RIGHTS

A youth has the right to receive a copy of the Code of Conduct Violation Report before the end of the reporting employee's shift, but no later than 24 hours from the time of the violation.

- A youth's refusal to accept the Violation Report shall not in any way delay the hearing process.

- Failure to obtain the witnessing staff signatures or failure by staff to present the Violation Report to the youth within the 24 hour period shall result in a dismissal of the Violation Report.

- The youth shall make his election of a staff representative when presented with the Violation Report or at the time of the COC hearing.

A youth has the right to receive notice of the time and date of the hearing at least 24 hours before the hearing.

- The notice will cite the youth's name, the violation, the date of the violation, the date and time it is posted, and the date and time of the conduct hearing.

- The youth's rights relating to the hearing process shall be posted with the notice.

- If the hearing is held less than twenty-four (24) hours from the time of the notice, Waiver #1 must be signed by the youth and witnessed by a staff member. If the youth does not sign the waiver, the hearing must be rescheduled.

A youth has the right to be present at the hearing unless he waives this right by signing Waiver #2 or by exhibiting disruptive behavior.

A youth has the right to request a staff member to represent him during the Conduct Code hearing. If his specified representative is not reasonably available, another staff member shall be appointed to represent him.

A youth has the right to present evidence and to request that witnesses (another youth or staff) be compelled to attend the hearing and provide testimony on his behalf.

A youth has the right to receive a copy of the decision at the conclusion of the hearing.

A youth has the right to appeal the decision to the Facility Director and to receive a copy of that decision.

A youth has the right to have the Regional Director review the Facility Director's decision and to receive a copy of that decision.

Appeal Process

An appeal **is not available** to a youth who enters a **guilty plea** to the charge(s) in a Violation Report, or who waives his appearance at the hearing.

During the appeal process the youth's consequence(s) are suspended until a final decision is made. If the appeal is not addressed and/or a response is not provided to the youth within the timeframe specified below the Violation Report shall be “dismissed”.

A youth may appeal the findings of the Code of Conduct Committee to the Facility Director as described below:

- The youth may appeal his case to the Facility Director within 15 days of receipt of the decision.

- If the Facility Director is out or going to be out of the office for more than three days, the Facility Director shall designate the Deputy or Assistant Director to render a decision on the appeal.

- If the youth appeals the Code of Conduct Officer shall forward the violation report, evidence presented at the hearing and the record of the hearing to the Facility Director, or in the Director’s absence to the designee.

- The Facility Director/designee shall render a written decision no later than 15 calendar days from the date he received the appeal, and a copy shall be provided to the youth, and the Code of Conduct Officer.

- If the appeal is granted the consequence(s) and the guilty plea are invalidated and all reference to the matter shall be removed from the youth's Master Record.

- Within five (5) calendar days of receiving the Facility Director/designee's decision, a youth may request a review of the decision by the Regional Director.
- The Facility Director/designee shall forward the violation report, evidence presented at the hearing, and the record of the hearing to the Regional Director for review.

    - The Regional Director shall render a written decision no later than 15 calendar days from the date he receives the appeal.

    - If the Regional Director overturns the decision the violation report and the Code of Conduct database shall reflect that decision and the documentation shall be removed from the youth's Master Record. Copies shall be provided to the youth, the Facility Director, and the Code of Conduct Officer.

    - The decision rendered by the Regional Director shall be the final decision.

FINAL THOUGHTS

LAMOD serves as the foundation for staff to provide you with direction and leadership while you are with OJJ.

We believe you are capable of growth and change. You can change your life!

We believe that you have the potential to become all that you can be as we provide you with guidance, support, and direction.

We are committed to providing you with a safe environment in which to learn and develop.

You will be able to use the skills and techniques you learn throughout your lifetime.

We are here to support you as you work to become a successful citizen.