

## **FOCUS OF TREATMENT**

The Community Based Treatment Program will help your child focus on four important parts of his/her life: (1) your child's behavior, (2) your child's decision-making, (3) your child's education, and (4) your child's family life. Every aspect of the Community Based Treatment Program is designed to help your child in at least one of these four areas. Your child will be expected to work toward improvement in each of these areas. In addition, your child will need to be active in making personal goals in each of these areas. Through focusing on your child's behavior, decision-making, school, and family, the Community Based Treatment Program can help him/her become better prepared for success upon graduation.

## **RATIONAL BEHAVIOR TRAINING**

The Community Based Treatment Program at the Eaton County Youth Facility is predicated upon the cognitive model of psychology. The cognitive-behavioral framework is a model for describing, understanding, and changing behavior. It operates on the fundamental assumption that thinking and attitudes influence our behavior, and therefore we can change behavior by changing thought patterns and attitudes.

Research indicates that the highest risk factor for re-offending is criminal thinking and attitudes. Therefore, we use the cognitive model because its goal is to change such thinking. It uses techniques to monitor thought patterns, recognize the connections between thinking and behavior, and replace distorted thinking with rational thinking in order to foster more appropriate behavior. We challenge your child to pay attention to the thought patterns they have and the behaviors and consequences that result from them. This further challenges your child to reduce the "automatic" thinking they have to certain situations and recognize the thoughts they have that put them at risk to do something hurtful or irresponsible. The goals of our interventions primarily focus on:

- a) Generating and strengthening appropriate behaviors.
- b) Weakening or eliminating inappropriate behaviors.
- c) Generating self-control.
- d) Developing pro-social attitudes and values.
- e) Providing your child with the tools that will enable success within society.

## **RESPONSIBILITIES, BEHAVIORS AND CONDUCT**

Your child may earn points for positive involvement in the program. The more appropriate your child's behavior, the more points he/she can earn. The following is a list of areas in which your child may earn daily points:

- Being on time and prepared.
- Using appropriate talk at appropriate times.
- Displaying appropriate body language.
- Cooperation in daily activities and functions.
- Displaying appropriate personal appearance.
- Ignoring others' inappropriate behaviors.
- Using appropriate table manners.
- Following shower, room and group expectations.

Your child will have weekly goals developed (contracts) to help improve on specific behaviors or skills such as:

- Develop your child's ability to make ethical decisions that will help build character.
- Assist your child in learning problem solving techniques.
- Help your child link his/her behaviors to the consequences.
- Teach your child the ability to accept responsibility for his/her behaviors.
- Ability to identify and cope with emotions.
- Improvement of academic performance.
- Learning and using social skills to interact with others.

### **EXAMPLES OF UNACCEPTABLE BEHAVIORS**

Fighting	Excessive Noise
Threatening	Disrespect
Defiance	Instigating
Stealing	Criticizing
Contraband	Non-Participation
Manipulating	Destruction of Property
Swearing	Self-Abuse
Arguing	Extortion
Lying	Staff-to-Staff
Running Away	Excessive Complaining
Dating Relationships	Physical Contact
Referencing Inappropriate Material	Low Level Talking
Breaking Confidentiality	Gang-Related Behavior

### **RATIONAL BEHAVIOR TRAINING PROCEDURES**

Your child is expected to follow program rules at all times. Whenever your child's behavior does not meet the established guidelines, the following consequences may be utilized:

1. Time Out: Time outs are a time for your child to think about his/her inappropriate behavior. A time out lasts for five minutes with the appropriate behavior expectations.
2. Behavior Improvement Time Out: If your child continues to refuse to cooperate after a time out is earned, he/she will complete a Rational Self Analysis in their room to help process the situation, his/her behavior and consequences.

If your child makes threats, acts aggressive or displays behavior that endangers facility, staff or residents' safety and security, he/she will be assessed for the need to be transferred to a secure program. Your child may also earn onto Reflect and Refocus (R&R) Status for some inappropriate behaviors. R&R status can be earned for a period of one, two or three days and carries the same expectations for points and pluses as the level held prior to earning onto R&R. If the required amount of points or pluses are not earned, that day does not count towards earning

off of R&R. Before the R&R status is complete, a long version of the RSA must be completed and approved by staff.

### **PROGRAM LENGTH**

Your child has been ordered into a 12 week Community Based Treatment Program (in special cases, the Court will order a 4 week or 8 week program developed to meet your child's needs). It is important for your child to understand that he/she must **earn** his/her weeks and advance levels. In other words, the duration of your child's stay will **not** be based on the number of days your child is in the building.

### **DEFINITION AND FOCUS OF TREATMENT LEVELS**

The program at ECYF consists of eight levels. Orientation and Levels 1-4 are completed within the program; Aftercare consists of Levels 5-7. Each level provides your child the chance to learn to work through everyday problems while earning privileges. Each Treatment Level is designed to gradually place more responsibility on your child as he/she makes progress in the program. The more your child demonstrates appropriate behaviors, the more points your child will earn throughout their day.

### **ORIENTATION**

#### **Expectations:**

1. Complete the orientation packet, and pass the test with a minimum of 90% correct.
2. Participate in all program activities.
3. Read the RBT handbook.
4. Learn basic program tools and structure of the program.
5. Attend school on a daily basis.
6. Be on task studying program material the entire time your child is on Orientation Level.

#### **Objectives:**

1. Orientation to the program.
2. Orientation to rational language.
3. Orientation to Token Economy (timeouts, coupons, store).
4. Orientation to the Rational Behavior Training (timeouts, extended timeouts, etc.).
5. Establish working relationships with staff and peers.

**LEVEL 1****Expectations:**

1. Use of appropriate program language.
2. Active participation in all program activities.
3. Knowledge of individual behavior contracts.
4. Attend school on a daily basis.
5. Complete one RSA per day on assigned topic.

**Objectives:**

1. Investment in program and problem solving skills.
2. Use rational and program language.
3. Begin to demonstrate appropriate social skills.
4. Identify personal problems.
5. Begin to accept responsibility for personal behavior.

**LEVEL 2****Expectations:**

1. Observed progress towards attaining personal contract goals.
2. Increased positive verbal involvement in all program areas.
3. Begin to demonstrate problem solving skills.
4. Attend school on a daily basis.
5. Make suggestions for weekly behavior contracts.
6. Complete one RSA per day on assigned topic.

**Objectives:**

1. Active problem solving.
2. Work towards identifying specific personal and community problems.
3. Consistently accept responsibility for his/her behaviors.

### **LEVEL 3**

#### **Expectations:**

1. Support leadership.
2. Provide appropriate modeling for all ECYF residents.
3. Demonstrate social responsibility.
4. Actively help others.
5. Demonstrate ability to function without program guidelines.
6. Attend school on a daily basis.
7. Begin home passes.

#### **Objectives:**

1. Support leadership.
2. Make CONSISTENT appropriate decisions.
3. Increased assertiveness and inter-personal skills.
4. Complete successful home passes.

### **LEVEL 4**

#### **Expectations:**

1. Consistently provide leadership for the unit.
2. Provide appropriate modeling for ALL ECYF residents.
3. Demonstrate social responsibility.
4. Actively help others.
5. Demonstrate ability to function without program guidelines.
6. Attend school on a daily basis.

#### **Objectives:**

1. Make CONSISTENT appropriate decisions.
2. Be assertive.
3. Demonstrate good interpersonal skills.
4. Help lower levels learn program material.
5. Complete successful home passes.

### **COMMUNITY BASED TREATMENT CLOTHING POLICY**

Families of incoming Community Based Treatment youth will be asked to provide clothing.

Allowable clothing items include:

- 5 pairs of pants
- 7 shirts (no v-necks or sheer fabrics)
- 3 sweatshirts
- 2 pair of pajamas
- 3 pair of shorts
- 5 pair of underwear
- 3 bras
- 5 pair of socks
- 1 belt
- 1 coat
- 2 pairs of shoes
- 1 hat

All clothing must fit appropriately, with no dragging or sagging garments. Shirts and jeans must not be tight and can be no larger than one size over the resident's actual body size. For example, if a youth wears a medium, they can have clothing no bigger than a size large. No "baggy" style jeans, pants or shorts will be allowed. Clothes must not have holes or be in disrepair, and any strings may be removed at staff's discretion. Clothing can only have a small logo or material design. Female residents may NOT wear white T-shirts.

Facility administration and staff have the authority to determine if clothing is appropriate. All clothing brought into the facility will be searched. When a resident is discharged from the program their clothing will go with them.

Youth facility staff will determine when a resident is in need of replacement clothing. This will occur only when the season changes, clothing becomes worn, or an item no longer fits properly. Your child is responsible for the laundering and care of his/her clothing. The facility accepts no responsibility for the care of the clothing provided by the family. If your child intentionally damages his/her clothing or facility clothing, consequences may be administered.

The facility will provide clothing items not supplied by families.

### **SPECIAL FOODS AND TREATS**

All donations of special foods and treats must be contributed to the Community Based Treatment Program Store. Parents, staff, and approved visitors may donate special foods or treats; however, these must be commercially packaged and enough must be donated for all residents on the unit. Your child will have the first opportunity to purchase the item you donated.

All items to be donated or brought in for your youth must be delivered during business hours at the main lobby. Items will not be accepted during visitation or after hours at the CBT door. This includes clothing, craft items, hats, radios, snacks and pop, etc. Magazines and books may not be brought in or donated. -This is in visitation rules that each parent signs.

### **VISITATION POLICIES**

1. Visiting hours for the Community Based Treatment Program are every Sunday from 3:00 PM to 4:00 PM and Wednesdays from 6:15 PM to 7:15 PM. Failure to arrive at the beginning of visitation may result in the inability to visit that night and visitation will not be re-scheduled. Security issues require that the doors open for visiting ONLY at 3:00 PM and 3:30 PM on Sunday and 6:15 PM and 6:45 PM on Wednesday.
2. If a resident does not have visitors during this time, they will be expected to participate in store time activities.
3. The resident's Probation Officer or Caseworker must approve all visitors.
4. Eligible visitors are limited to parents, guardians, and grandparents. The resident's Probation Officer or Caseworker and Youth Facility Administration must approve any visitors other than parents, guardians, and grandparents.
5. Residents on Level 3 may submit a written request for a special visitor. Special visitors should be an adult who is a positive influence on the resident and will visit outside of normal visiting hours.
6. Your child's attorney, Probation Officer, and Caseworker may have unlimited visiting privileges.
7. Visitation can be suspended if the visitor fails to abide by the Visitation Rules, or if the resident is sick or is currently serving a time out.
8. All personal property should be left in your car or a locker. Visitors are allowed to bring in keys and cell phones which must be turned in to the staff member responsible for

monitoring visitation.

### **CORRESPONDENCE POLICIES**

1. All incoming and outgoing mail must go through the Federal Postal Service. Mail may not be dropped off at the facility, brought in during visitation, or sent out during visitation.
2. Residents are permitted to write and receive letters from anyone they wish with the exception of any youth currently on probation with the Eaton County Juvenile court, any youth that has been part of an Eaton County Youth Facility program, or the family members of these youth where there was no prior established relationship. In addition, mail from a particular person may be restricted.
3. Outgoing and incoming mail will not be read. The content may be reviewed by Administration if deemed necessary.
4. Prior to sending or receiving mail, staff will check for contraband.
5. Staff will confiscate all mail containing contraband. The letter and contraband will be given to the Facility Director.
6. The envelope and stamp used to mail letters is to be purchased from the store.
7. Your child can only receive pictures through the mail. All pictures must be appropriate and will be approved by staff.
8. Your child may complete up to two personal telephone calls a week. Individuals approved to receive calls include parents, guardians, and grandparents. Your child may also speak with their siblings if you are also present. All calls must be made during non-scheduled activity times and are not to exceed ten minutes.

### **MEDICAL APPOINTMENTS**

To accommodate facility schedule, all appointments should be made by Youth Facility staff. You will be notified of the appointment and unless restricted are encouraged to attend. You are not allowed to bring food, candy, or drink for your child to the appointment. Staff should be notified if anyone besides parents or guardians are going to be present at the appointment. All medication pick up will be the responsibility of the facility unless there is a request by you to assume this responsibility.

### **SCHOOL PROGRAM**

The Grand Ledge Public Schools provides the Youth Facility's education program through a contractual agreement with the Juvenile Division of Eaton County Family Court and the Board of Commissioners.

Youth placed in the Community Based Treatment Program are administered at least one battery of achievement tests and interviewed regarding their previous experience and current classroom goals. Throughout your child's class enrollment, the education staff maintains records on achievement tests, credits earned, attendance, grades, observations and recommendations for future use. The education staff shall share this information with program staff for the purpose of resident service plans and discharge summaries. Additionally, this information is made available to the youth's home school or discharge placement. All high school aged residents will earn credit toward graduation granted through Grand Ledge Public Schools and transferable to other districts.

Residents currently receiving special education services will continue to receive services based on their Individualized Education Program Report. Additionally, the Individualized Educational Plans will also reflect the facility's treatment mission and philosophies. The educational staff will work in conjunction with the Youth Facility staff to enhance your child's self-concept, ownership of behavior, independence from inappropriate peer influence, emotional management, problem solving and ability to plan for the future.

**COUNSELING SERVICES** Counseling services are the primary focus of the Community Based Treatment Program. Youth and their family members engage in weekly individual and family therapy sessions; focusing on issues that may interfere with family functioning and the home environment. The family therapist will listen to your needs, respect what you share, discover your strengths and show you how to use them, and assist you in meeting treatment goals. The family therapist will maintain contact with the probation officer and treatment program staff as deemed necessary to accomplish goals. Limits to confidentiality include child or elder abuse, intent to harm self or others, any serious safety issues or violations of probation, and any type of sexual gesture, comment, or physical touch that occurs while you are in the facility. The client and family will participate in services, generally 50 minute sessions once per week or per agreement with the family therapist.

All youth are required to participate in group sessions. These groups may include Substance Abuse if deemed appropriate, Life Skills, RBT, Morals, and Goals Group.

### **YOUTH LEVEL OF SERVICE (YLS) RISK ASSESSMENT**

There are eight “risk” factors that have been proven by research to predict the likelihood of young people earning negative consequences. These eight risk factors can tell us many things about what your child is having trouble with, what your child’s needs are, your child’s areas of strength, and the odds of your child earning more negative consequences after they leave. As you read them, start thinking about the areas that your child has the most problems with/in:

1. Prior history (adjudicated offenses that have already happened, time in detention)
2. Education (grades and behavior in school)
3. Leisure and Recreation (what your child does with free time)
4. Peer Relations (who your child is hanging out with)
5. Drug and Alcohol use (includes type of substances used and frequency of use)
6. Family/Parenting (how you get along with your child, degree of structure at home)
7. Attitudes and Orientation (negative attitudes, beliefs and thinking)
8. Personality and Behavior (impulsivity, anger, recognition of need for change)

Together, these eight risk factors give us a picture of your child’s primary areas of need. When all of the items in each section have been totaled they equal 42. Based on the number of points in your total score, your child’s level of risk will fall into one of four categories:

1. Low Risk (0-8 points)
2. Moderate Risk (9-22 points)
3. High Risk (23-34 points)
4. Very High Risk (35-42 points)

Your child will be assessed in these areas every 90 days with a Risk Assessment Interview called the YLS/CMI (Youth Level of Service/Case Management Inventory). This is a tool designed to help you and your child understand what areas to focus on. Your child’s score is not directly tied to progress in the program, however as your child makes positive changes, the YLS/CMIs score will go down. Your child may be asked to complete assignments based on areas of highest need.

### **RELIGIOUS PROGRAM POLICY**

Your child shall be offered in-house Youth Fellowship on a weekly basis. Your child is not

required to attend any religious service and he/she will not be punished for choosing to refrain from any religious services. If your child chooses not to participate in Youth Fellowship, he/she may take a personal hour or work on an activity quietly in the Dayroom.

In addition, all residents may receive visits from their clergyman or clergywoman. These visits need to be pre-arranged.

### **AUTHORIZED GIFTS OR DONATIONS**

All parental gifts must be given directly to the staff for later distribution to the residents.

- A. Birthday or holiday gifts may be brought in; however, the gift will be returned with you or placed in your child's personals once it is opened (your child may keep authorized personal items).
- B. Gifts of commercially wrapped treats (excluding gum) are allowed, but only if enough is provided for all Treatment Program residents. These items will be placed in the Token Economy Store and your child will have the first opportunity to purchase it.
- C. Soda pop (in single serve plastic bottles or cans) may be donated.

### **TREATMENT HOME PASS GUIDELINES**

Your child will earn his/her first home pass on the Saturday after they earn Level 3. For example, if your child earns Level 3 on Wednesday, his/her first home pass will occur on the following Saturday; if he/she earns Level 3 on Sunday, his/her first home pass will occur the following Saturday. The first earned home pass is 8 hours long, the second earned home pass is 10 hours long and the third and any subsequent home passes are from Saturday morning to Sunday afternoon.

### **TREATMENT HOME PASS POLICIES**

1. During home passes, your child remains under the jurisdiction of the Treatment Program. Your child will receive the amount of points needed to earn their day during their home pass.
2. Your child may be entrusted only to the immediate custody and supervision, within range of sight or sound, of their parents or guardians for the entire home pass. Any exceptions to this must have prior approval of the Aftercare Coordinator.
3. You and your child must agree to a written Home Pass Contract prior to the home visit.

You are obligated to report any violations of the Home Pass Contract immediately to the Youth Facility at (517) 543-3244 ext. 1102 (CBT) or ext 1465 (Control Room).

4. Permission to leave the state or cross the Canadian border during a home visit must be approved by the Aftercare Coordinator.
5. Your child must obey all laws and community ordinances while on home pass.
6. Your child may not use any drugs or alcohol while on home pass.
7. Smoking is illegal for youth under the age of 18, and smoking on a home pass is prohibited.
8. Your child is expected to return from each home pass on time. If an emergency prevents your child from returning to the Youth Facility on time, you must notify the facility as soon as possible. Your child may earn consequences for late returns.
9. You and your child are expected to honestly evaluate the success of each home pass. Questionnaires are provided at the beginning of each home pass for this purpose.
10. While on a home pass, your child is expected to behave in a manner consistent with the behavioral guidelines of the facility. Failure to do so will result in established consequences.
11. Telephone contacts will occur between Youth Facility staff, the child on the home pass, and their parents/guardians, as directed by the Aftercare Coordinator or Administration. If staff has suspicions from these calls, a supervisor may approve an increase of the number of phone calls. These contacts are intended to help track your child and ensure that they are complying with home pass guidelines. Your child may earn consequences for late or missed calls.
12. Upon their return to the Youth Facility, your child will submit to a PBT for alcohol testing and must submit a urine sample. Failure to provide a urine sample may result in further consequences.

### **HOME CHECK GUIDELINES**

Your child may receive unannounced visits from ECYF staff while on home passes or Aftercare. These visits are intended to ensure that your child is in the home and following the necessary program rules. When completing home checks, staff will observe and speak with your child and the approved parent/guardian supervisor.

The primary objective of a home check is to observe your child and their situation. However,

any problems that are serious in nature will be relayed to the Aftercare Coordinator /Administration as soon as possible. Youth must submit to breathalyzer and urinalysis testing upon request while on home passes. If a breathalyzer result is positive, staff must re-administer the test after 15 minutes to confirm results.

Examples of serious problems that should be brought to the attention of the Aftercare Coordinator /Administration include:

1. No parent/guardian supervision when required.
2. Visitors in the home without parent/guardian supervision.
3. Resident seems intoxicated or evidence of substance use exists.
4. Aggressive or abusive behavior by resident or family members.

If in the process of a home pass check ECYF staff discovers a serious violation of home pass guidelines, then arrangements should be made to have your child return to the facility as soon as possible.

### **RESIDENTS EARN TIME OUTS, LOWER GRADES**

#### **AND/OR OTHER CONSEQUENCES FOR:**

1. Forgetting evaluation forms.
  - 1<sup>st</sup> offense – earn a time out. If taken appropriately, the time out will not affect grading.
  - 2<sup>nd</sup> offense – earn a time out and earn lower grades.
2. Room is not in grading condition.
  - 1<sup>st</sup> offense – earn a time out. If taken appropriately, the time out will not affect grading.
  - 2<sup>nd</sup> offense – earn a time out and earn lower grades.
3. Missed phone call. No warning.
  - 1<sup>st</sup> offense – earn a time out and lower grades. May also affect +/- depending on goals.
  - Multiple offenses may earn an unsuccessful home pass.
4. Returning late. No warning.
  - 1<sup>st</sup> offense – earn a time out and lower grades. May also affect +/- depending on goals.
  - Multiple offenses may earn an unsuccessful home pass.
5. Dirty drop. No warning.

- Earn a Behavior Improvement Time Out and Rational Self Analysis. Earn much lower grades and earn an unsuccessful home pass.

### **DRUG SCREENING**

If a resident is to drop by bedtime on the night that they return from home pass and they do not drop by bedtime they will earn a minus and a time out. They are then expected to drop by 10 a.m. the following morning. Whenever possible morning drops should be done at wakeup. If they do not drop by 10 a.m. the following morning the drop will be considered a positive drop, the resident will also earn a minus, a time out, and the home pass will not count.

If the resident is to drop the following morning after returning from their home pass, the drop is to be done by 10 a.m. If they do not drop by 10 a.m. they earn a minus and a time out. They are then required to drop by noon. If they do not drop by noon they earn a minus, a time out, and the drop will be considered a positive drop and the pass will not count.

### **INTENSIVE SUBSTANCE ABUSE TRACK HOME PASSES**

30-day track - not eligible for home passes.

60-day track: Home passes will begin the Saturday after your child earns day 42 of your program.

Your first home pass will be for 10 hours. Your second home pass will be an overnight pass from Saturday to Sunday (approximately 24 hours).

90-day Intensive Substance Abuse track follows the home pass guidelines for the 90-day Residential Treatment Program.

Progress toward home pass eligibility will ultimately be determined by the Treatment Team. Rules for all home passes are consistent with the rules set for home passes by the Community Based Treatment and Residential Treatment programs.

### **RELEASE TO AFTERCARE**

At the time of your child's release, he/she will be placed in the Aftercare component of the Community Based Treatment Program. Before beginning Aftercare, your child must have successfully met all Level 4 expectations, successfully completed his/her required number of home passes, and committed to follow the guidelines outlined in the Aftercare Contract. During your child's release, he/she will be required to follow the expectations and guidelines outlined,

and the Aftercare Coordinator will closely monitor your child's progress.

The Aftercare Program is a continuation of the Community Based Treatment Program. During Aftercare your child will continue to participate in family and/or individual therapy, and other continued recommended programming. To make progress while on Aftercare, your child must earn successful days by showing appropriate behavior. Aftercare continues the same level system as the Community Based Treatment Program, and successful completion of Aftercare requires the completion of Levels 5, 6, and 7. The details of the Aftercare Program will be explained to you and your child before your child's graduation from the Community Based Treatment Program.

Once your child has satisfied the expectations and guidelines of the Aftercare Program, the Aftercare Coordinator will recommend that your child's Court jurisdiction be terminated. If your child still owes restitution or Crime Victim's Fees, his/her Court jurisdiction cannot be terminated until it is paid. Once your child has met all of these requirements, a request for closure will be filed by the Aftercare Coordinator.

## **GRIEVANCE PROCEDURE**

### **STEP I**

The resident will attempt to resolve the complaint or condition with the staff on duty at the time of the situation. Youth are required to wait 10 minutes before asking staff involved to discuss the situation. In most instances a discussion between the resident and staff member will result in a satisfactory solution. If a resident is not satisfied with the discussion and the result of the conversation, they may appeal the situation to the Shift Supervisor during the shift that the incident occurred. Within 24 hours, the Shift Supervisor will obtain information from the staff involved, discuss the situation with the resident, and render a decision. If the resident is not satisfied with the decision of the Shift Supervisor, they can request a grievance form with envelope and may proceed to Step II. Failure to submit a grievance form within the 24 hour period of time may result in further consequences.

## **STEP II**

A formal grievance can be submitted to Facility Administration. The resident is to place the grievance in writing and must submit this to Administration in a sealed envelope within 24 hours after the final decision in Step I. Upon receipt of the written grievance, Administration will review the complaint to determine if a violation of a resident's right did, indeed, occur. If the complaint is appropriate, Administration shall conduct an investigation to determine if the incident occurred as the resident states. This investigation will include a review of all pertinent written materials and interviews with all persons who witnessed the incident. A written response to the complaint shall be completed within two days of the Administrator receiving the written grievance. If the decision is in favor of the individual grieving, Administration will determine what actions will be taken to rectify the situation. If the decision does not support the individual grieving, the resident will have the option to appeal to the Family Court Administrator.

## **STEP III**

If an appeal is made to the Family Court Administrator, all information shall be submitted within 2 days after the final decision in Step II. The Court Administrator may conduct additional interviews if the circumstances of the grievance merit this. Both the staff members and the resident will have the opportunity to submit written materials to substantiate their positions. The Court Administrator shall complete the investigation of the grievance within two days after receiving written appeal.

The Court Administrator's decision shall be final and binding. All involved parties shall be provided with a written decision at this time. In all steps of the grievance procedure, a resident shall have the opportunity to have a representative present. Copies of all written grievances will be placed in the resident's file. The Facility Director will additionally maintain copies.

## **PRISON RAPE ELIMINATION ACT**

It is the responsibility of the Eaton County Youth Facility to keep you child safe from sexual abuse, assault or harassment during their stay. Many policies are in place to prevent this from happening. Your child will be educated on what sexual abuse and harassment are, how to reduce their risk of becoming a victim of sexual abuse, and steps to take to report it if they or someone they know are the victim of sexual abuse or harassment while they are here. A parent or child can report sexual abuse or harassment in the following ways:

Tell a staff

Tell a teacher/parent

Tell somebody they trust (friend, mentor, lawyer, Probation Officer)

Tell Facility Therapist or Nurse

File a S.A.S.H. (Sexual Abuse Sexual Harassment) Grievance – Forms readily accessible to residents and parents

Call Crisis Hotline – Sexual Assault Service of Calhoun County 888-383-2192 or Michigan State University Sexual Assault Hotline 517-372-6666

Report on line – Anyone can report it online at <http://www.eatoncounty.org/courts/youth-services/prison-rape-elimination-act>

I, \_\_\_\_\_ Parent/ Legal Guardian of  
Parent or guardian name  
\_\_\_\_\_ DOB \_\_\_\_\_ have  
Child's name  
received, read, and understand, the Parent Manual including the grievance and  
discipline procedures of the Eaton County Youth Facility.