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Maine Youth Center Resident Handbook

Maine Youth Center

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Resident HANDBOOK



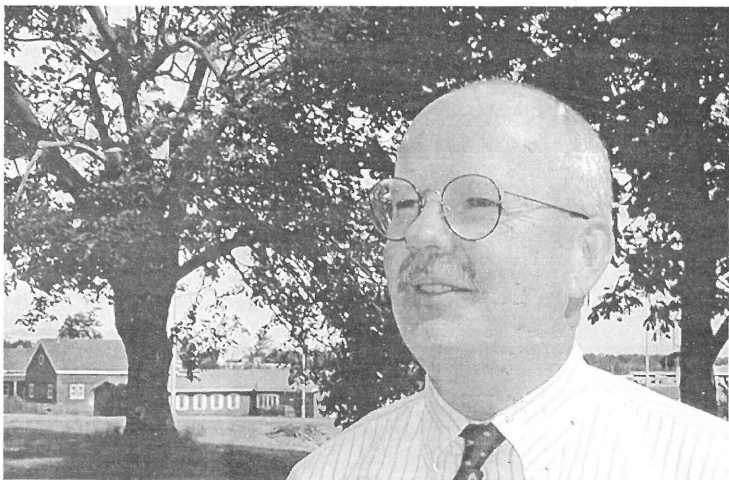
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Welcome to the Maine Youth Center

Welcome to the Maine Youth Center. During your stay with us, we want to make sure that you are successful, that you grow as a person, and that you also feel safe and secure. You can expect all the staff to work very closely with you to help you understand why you are here and what you have done that caused harm to yourself, your family, and your community. Only when you understand how the decisions you make and how your behavior affect what happens to you, will you be able to properly care for yourself, remain crime free, and productively contribute to your family and community. Many opportunities, including school, treatment, and recreation, will be made available to you to help you grow. We encourage you to take full advantage of these programs and to work with the staff, your family, and other residents to ensure your success.

Lars Olsen
Superintendent



Mission Statement

The Maine Youth Center is committed to creating and providing opportunities for success through personal growth in a safe and secure environment.



Admission Process

When you arrive at the Maine Youth Center, you must complete all the required steps outlined in the admission process to ensure the health, safety, and well-being of yourself and others.

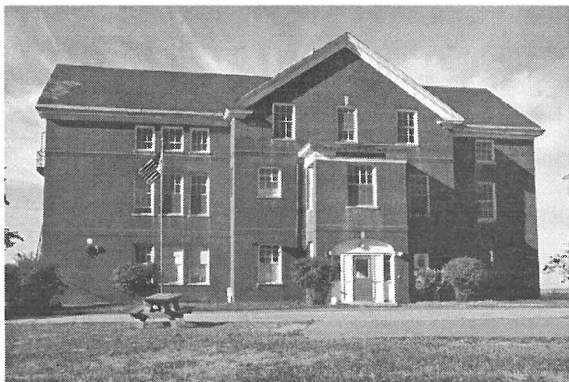
Procedure

Upon arrival, you will be taken to Admitting, where the following steps will be completed:

1. A non-clothed search will be conducted to prevent contraband from entering the facility, as well as to see if you have any bruises or injuries, etc.
2. You will take a shower and will be given a comb, a toothbrush, and a clean set of underwear to wear, along with state-issued clothing. All other personal hygiene items will be given to you when you arrive at your assigned housing unit.
3. All clothing and personal items will be inventoried and searched. A copy of the inventory list will be given to you, and a copy will be placed on file. (You will be required to sign and date this list.) You may keep one set of personal clothing in storage in your housing unit. You may have your sweat shirt, jacket, sneakers, and whatever else is on the list of allowable property in the housing unit.
4. All items which are considered contraband or are not allowed will be given to your family at your first visit or sent home. If the item is illegal, it will be confiscated and/or destroyed.
5. You will meet with the on-duty Admitting staff person to provide basic information. You will be photographed, weighed, measured for your height, and asked about any distinguishing marks, such as tattoo(s), scars, etc., you may have.
6. Following this procedure, you will be seen by a nurse, who will complete an initial health screening. Within two weeks of being committed, you will be seen by our doctor for a complete physical. Within one month, you will be assessed by the dental staff. If you have problems with either your health or your teeth before any of these assess-

ments are done, you may sign up for sick call in your housing unit, prior to the first period of school in the morning. You place your sick call slip in the white box with the red cross on it (located in the housing unit), so the nursing staff can collect them. A nurse will call you to the Infirmary to be examined

7. Now that you have completed the admission process, you will, as appropriate, be sent to the Assessment/Orientation unit, if you are a male, or to the Female Housing Unit, if you are a female. Staff on duty will orient you to the program(s) offered in these housing units.



Cottage 1, Assessment Orientation Unit

Introduction

You have been placed at the Maine Youth Center by one of the courts in the State of Maine. We realize that you will need some time to adjust to your new surroundings. Please feel free to ask questions about your stay here of any staff member with whom you may come in contact.

By now, you have gone through the admission process at Admitting and the Infirmary. In the near future, you will be called back to the Infirmary for an initial physical by our Doctor(s).

If you are a boy, you have been placed in the Assessment Orientation Unit, where you will spend about a month. You will then be transferred to another housing unit. There are several housing units available for boys but only one housing unit for girls, because there are many more boys here than there are girls. If you are a girl, you have been placed in the Female Housing Unit, where you will remain. You will eat, sleep, and shower within the unit. Each housing unit has staff on duty 24 hours a day. These staff are called Juvenile Program Workers or Juvenile Program Specialists. Each housing unit also has a Juvenile Program Manager (JPM), who is responsible for the management of the unit, and a Social Worker, whose primary responsibility is helping you and the other residents. All staff are willing to help you. During the day, both boys and girls will take some tests, which will help determine the best program for you while you are at the Youth Center. These tests will include medical, educational, psychological, and substance use.



Liz Albert, Director of Classification
and Collateral Services.

You will also visit the Office of Classification and Collateral Services, where you will be given a date for your Classification Conference. At your Classification Conference, your Individual Intervention Plan, which includes your problems, needs and necessary steps to help you meet your needs, will be discussed and explained. You will also be assigned the number of credits you must earn before you can be released. An invitation to this meeting will be sent to your parent(s)/guardian.

Please take the time to read this Handbook, so you can become familiar with the day-to-day issues you will encounter while you are here. Remember, if you have any questions or concerns, ask a staff member. If the staff on duty does not know the answer to your question, he/she will direct you to someone who does.

We realize this is a stressful time for you. We want to help you adjust to the community here at the Maine Youth Center. If there is anything you do not understand about your commitment, **ASK** a staff member, who will be glad to help you.



Visitation Policy

Visitation days and times at the Maine Youth Center are as follow:

Saturdays — 9:45 a.m. to 11:45 a.m., for residents whose last names begin with A through K

Sundays — 9:45 a.m. to 11:45 a.m., for residents whose last names begin with L through Z

(If you are not able to visit during these times, you may write to the Superintendent to request that an exception be made.)

All approved visitors must arrive at the Maine Youth Center no later than 10:30 a.m., or they will not be allowed to visit.

In accordance with the visitation policy, visitors may not bring in food or drinks. A Canteen is available for the purchase of snacks and refreshments. Only pre-approved visitors, listed on the residents' Visitors' Cards, will be allowed to visit. All other visitors will be denied a visit, unless they have received approval from the Superintendent, or designee.

All visitors must show proof of identification, either in the form of a driver's license or other official photo ID, if requested to do so by Maine Youth Center staff.

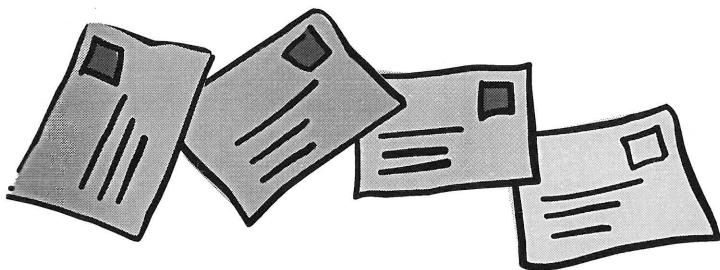
Only immediate family members (spouses, parents/legal guardians, stepparents, adoptive parents, siblings, grandparents, and children of a resident) may visit on visitation days. Visits are limited to one visiting day per week per resident. Only four visitors may visit at a time. Attorneys and other professionals may visit during the week, if they have been approved to visit. Exceptions require the written approval of the Superintendent, or designee.

No visitor under the age of eighteen, unless the visitor is a spouse of the resident or an emancipated minor, will be allowed to visit unless that visitor is accompanied by an approved

adult visitor. The accompanying adult is responsible for supervising the minor. A spouse of the resident may bring the child of the resident without an accompanying adult.

Residents are not allowed to handle money at anytime. Money for residents must be given to a Juvenile Program Worker at Visitation. The Juvenile Program Worker will credit the account of the resident and provide a receipt to the resident.

Visitation rules will be sent to each resident's parent/guardian.



Mail Services

Residents are allowed to send and receive mail during their stay at the Maine Youth Center.

Residents are encouraged to write family and friends in order to strengthen relations with these people. The following guidelines are to be followed:

1. You may write as many letters as you wish, as long as you have stamps. Your family or friends may send you stamps, or you may buy them at the Canteen.
2. You will receive two free stamps every Tuesday.
3. Maine Youth Center staff will check all incoming and outgoing mail for contraband.
4. All cash, checks, and money orders will be removed from your mail and credited to your Canteen account. The Business Office will send you a receipt for any money you receive.
5. Staff will not read privileged mail, but you must open such mail in the presence of staff. (Privileged mail is mail received from the Department of Corrections, attorneys, the courts, or elected officials.)
6. You may not order anything which will incur any type of debt, such as subscriptions, personal items, records/tapes/discs, etc.
7. You are not allowed to send mail to or receive mail from anyone in a correctional facility or any former Youth Center residents, unless the person is an immediate family member. Immediate family is your mother, father, sister, brother, or husband/wife.
8. The address at the Maine Youth Center is:

Maine Youth Center
675 Westbrook Street
South Portland, Maine 04106

Any contraband found in the mail will be removed and will become the property of the state.

What is Expected of You:

RESPONSIBILITY - Take responsibility for your behavior.

ENCOURAGEMENT - Encourage your peers to make better choices.

SELF-CONTROL - Follow rules/expectations and keep your anger in check.

POSITIVE ATTITUDE/COMMUNITY - Maintain a positive attitude and be a role model/leader.

EMPATHY - Consider others' feelings.

CONSTRUCTIVE CRITICISM - Accept feedback without arguing and learn from it.

TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED.

You Can, in Turn, Expect Staff to:

- Treat you fairly, consistently, and respectfully.
- Hold you accountable.
- Listen to and communicate with you.
- Answer questions and explain things you do not understand.
- Give you praise and encouragement for your efforts.

RIGHTS AND RESPONSIBILITIES

- You have the right to be treated respectfully and fairly and to be addressed by name in a dignified manner, and, in turn, you will treat all others in the same manner.
- You have the right to be informed of the rules, procedures, and schedules concerning the operation of the facility, and, in turn, you will follow the rules, procedures, schedules, and staff directives while in the facility.
- You have the right not to be subjected to corporal punishment, harassment, intimidation, harm, humiliation, or interference with normal bodily functions by other residents or staff. In turn, you will not subject any other person to similar mistreatment.
- You have the right not to be discriminated against and will have equal access to all services and programs, unless you are determined to be a security risk. In turn, you will not discriminate against any other resident or staff or use language or engage in behavior that would imply prejudice or discrimination.
- You have the right to participate in religious services and religious counseling, on a voluntary basis, subject only to the limitations necessary to maintain order and security. You will have access to clergy, spiritual advisors, publications, and related services that allow you to adhere to your religious practices. In turn, you will not abuse any of the religious opportunities and provisions you are afforded.
- You have the right to nutritious meals, proper bedding, clean clothing, toilet facilities, daily showers, adequate lighting, proper ventilation, and an overall safe environment that is maintained in compliance with state and local fire safety laws and regulations. In turn, you will help staff clean and maintain living quarters.
- You have the right to appropriate medical and dental treatment. In turn, you have the responsibility to ask for medical and dental care when you need it.

- You have the right to regular visits with your family and may send and receive correspondence. In turn, you are responsible for conducting yourself properly during visits and for refraining from passing or sending contraband through the mail.
- You have the right to call, write, and meet with your legal representative while in the facility. In turn, you will abide by the guidelines set down by the facility and your attorney.
- You have the right to wear facility clothing, limited only by facility requirements for safety, hygiene, and identification. In turn, you are responsible for maintaining your clothes in a clean and odor free condition.
- You have the right to access both indoor and outdoor recreational equipment and opportunities. In turn, you are responsible for and expected not to abuse the equipment or the opportunities.
- You have the right not to participate in uncompensated work assignments, unless the work is related to housekeeping or support and maintenance of the facility or personal hygiene needs. In turn you have the responsibility of abiding by facility practices concerning housekeeping, maintenance, and personal hygiene.
- You have the right to report any problems or complaints you may have while in the facility without any fear of reprisal. In turn, you also have the responsibility to report these incidents and to follow the facility's grievance procedures when making such complaints. Residents also have the responsibility to report any improper action taken against them as a result of a properly filed grievance.
- You have the right to appeal any formal disciplinary action against you as a result of a rule violation. In turn, you have the responsibility of initiating an appeal and following the proper procedures.

Congress of the United States

Organ and held at the City of New York on
Wednesday the fourth of March one thousand seven hundred and ninety one

THE Senate of the United States do hereby certify that the following Bill of Rights was passed by the Senate on the fourth of March one thousand seven hundred and ninety one

RESOLVED That the Senate do hereby certify that the following Bill of Rights was passed by the Senate on the fourth of March one thousand seven hundred and ninety one

EXCERPTS from the Bill of Rights

Section 1. No State shall make any law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Section 2. A well regulated Militia, being necessary to the security of a free State, the right of the people to keep and bear Arms, shall not be infringed.

Section 3. No Soldier shall, in time of peace, be quartered in any house without the consent of the owner; and in time of war, but in a house so chosen by the law.

Section 4. The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

Section 5. No person shall be held to answer for a capital or otherwise infamous crime, unless on a presentment or indictment of a Grand Jury, except in the States where such action may have been taken in accordance with the compact or compacts entered into by such State with the United States.

Section 6. In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the State and district wherein the crime shall have been committed, which district shall be, or may be, within the State where the crime shall have been committed; to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to examine the witnesses against him; to have compulsory process for obtaining witnesses in his favor; and to have the assistance of counsel for his defense.

Section 7. In civil suits, the United States shall not be a party; and in such suits, the right of the people to a speedy and public trial, by an impartial jury of the State and district wherein the claim shall have been committed, which district shall be, or may be, within the State where the claim shall have been committed; to be informed of the nature and cause of the claim; to be confronted with the witnesses against him; to examine the witnesses against him; to have compulsory process for obtaining witnesses in his favor; and to have the assistance of counsel for his defense.

Section 8. Excessive bail shall not be required, nor excessive fines imposed, nor shall cruel and unusual punishments be inflicted.

Section 9. No person shall be held to answer for a capital or otherwise infamous crime, unless on a presentment or indictment of a Grand Jury, except in the States where such action may have been taken in accordance with the compact or compacts entered into by such State with the United States.

Section 10. No State shall enter into any agreement or compact with the United States, or into any agreement or compact with another State, without the consent of the United States.

Section 11. The United States shall not be a party to any civil suit; and in such suits, the right of the people to a speedy and public trial, by an impartial jury of the State and district wherein the claim shall have been committed, which district shall be, or may be, within the State where the claim shall have been committed; to be informed of the nature and cause of the claim; to be confronted with the witnesses against him; to examine the witnesses against him; to have compulsory process for obtaining witnesses in his favor; and to have the assistance of counsel for his defense.

Section 12. Excessive bail shall not be required, nor excessive fines imposed, nor shall cruel and unusual punishments be inflicted.

Section 13. No person shall be held to answer for a capital or otherwise infamous crime, unless on a presentment or indictment of a Grand Jury, except in the States where such action may have been taken in accordance with the compact or compacts entered into by such State with the United States.

Section 14. No State shall enter into any agreement or compact with the United States, or into any agreement or compact with another State, without the consent of the United States.

Section 15. The United States shall not be a party to any civil suit; and in such suits, the right of the people to a speedy and public trial, by an impartial jury of the State and district wherein the claim shall have been committed, which district shall be, or may be, within the State where the claim shall have been committed; to be informed of the nature and cause of the claim; to be confronted with the witnesses against him; to examine the witnesses against him; to have compulsory process for obtaining witnesses in his favor; and to have the assistance of counsel for his defense.

Section 16. Excessive bail shall not be required, nor excessive fines imposed, nor shall cruel and unusual punishments be inflicted.

Section 17. No person shall be held to answer for a capital or otherwise infamous crime, unless on a presentment or indictment of a Grand Jury, except in the States where such action may have been taken in accordance with the compact or compacts entered into by such State with the United States.

Section 18. No State shall enter into any agreement or compact with the United States, or into any agreement or compact with another State, without the consent of the United States.

Section 19. The United States shall not be a party to any civil suit; and in such suits, the right of the people to a speedy and public trial, by an impartial jury of the State and district wherein the claim shall have been committed, which district shall be, or may be, within the State where the claim shall have been committed; to be informed of the nature and cause of the claim; to be confronted with the witnesses against him; to examine the witnesses against him; to have compulsory process for obtaining witnesses in his favor; and to have the assistance of counsel for his defense.

Section 20. Excessive bail shall not be required, nor excessive fines imposed, nor shall cruel and unusual punishments be inflicted.

Section 21. No person shall be held to answer for a capital or otherwise infamous crime, unless on a presentment or indictment of a Grand Jury, except in the States where such action may have been taken in accordance with the compact or compacts entered into by such State with the United States.

Section 22. No State shall enter into any agreement or compact with the United States, or into any agreement or compact with another State, without the consent of the United States.

Section 23. The United States shall not be a party to any civil suit; and in such suits, the right of the people to a speedy and public trial, by an impartial jury of the State and district wherein the claim shall have been committed, which district shall be, or may be, within the State where the claim shall have been committed; to be informed of the nature and cause of the claim; to be confronted with the witnesses against him; to examine the witnesses against him; to have compulsory process for obtaining witnesses in his favor; and to have the assistance of counsel for his defense.

Section 24. Excessive bail shall not be required, nor excessive fines imposed, nor shall cruel and unusual punishments be inflicted.

Section 25. No person shall be held to answer for a capital or otherwise infamous crime, unless on a presentment or indictment of a Grand Jury, except in the States where such action may have been taken in accordance with the compact or compacts entered into by such State with the United States.

Section 26. No State shall enter into any agreement or compact with the United States, or into any agreement or compact with another State, without the consent of the United States.

Section 27. The United States shall not be a party to any civil suit; and in such suits, the right of the people to a speedy and public trial, by an impartial jury of the State and district wherein the claim shall have been committed, which district shall be, or may be, within the State where the claim shall have been committed; to be informed of the nature and cause of the claim; to be confronted with the witnesses against him; to examine the witnesses against him; to have compulsory process for obtaining witnesses in his favor; and to have the assistance of counsel for his defense.

Section 28. Excessive bail shall not be required, nor excessive fines imposed, nor shall cruel and unusual punishments be inflicted.

The United States' Bill of Rights,
ratified in 1791

Daily Schedule

Most housing units follow this approximate schedule on weekdays:

6:30 am -7:00 am	Wake up, make your bed, wash up for breakfast
7:00 am -7:30 am	Breakfast
7:30 am -8:00 am	Clean up from breakfast, get ready for school
8:00 am -9:15 am	First period of school
9:15 am -10:30 am	Second period of school
10:30 am-11:45 am	Third period of school
11:50 am-12:05 pm	Clean up for lunch
12:05 pm-12:30 pm	Lunch
12:30 pm-12:50 pm	Clean up from lunch (free time)
12:50 pm-1:00 pm	Prepare for school
1:00 pm -2:15 pm	Fourth period of school
2:15 pm -3:00 pm	Free time
3:00 pm - 4:45 pm	Various groups/individual programming/recreation/Catholic services (on Fridays 3:30 - 4:30)
4:45 pm -5:00 pm	Clean up for dinner
5:00 pm -5:30 pm	Dinner
5:30 pm -6:00 pm	Cleanup from dinner
6:00 pm -7:30 pm	Various groups/individual programming
7:30 pm -8:00 pm	Showers/snacks
8:00 pm 10:00 pm	Free time/homework/reflections/television/ bedtime

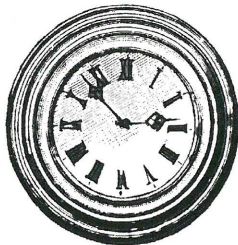
Bedtimes differ, depending on group status and individual programming needs.

Weekend Schedule

Most housing units follow this approximate schedule on weekends:

6:30 am -7:30 am	Wake up, make your bed, wash up for breakfast
7:30 am -8:00 am	Breakfast
8:00 am -8:30 am	Clean up from breakfast, get ready for daily events
8:30 am -9:45 am	Chapel services (Saturday 8:30-9:30), housing unit cleaning, free time
9:45 am -11:45 am	Visitors, housing unit cleaning, free time, recreation, etc.
11:45 am -12:15 pm	Clean up for lunch, free time
12:15 pm -12:45 pm	Lunch
12:45 pm -1:05 pm	Clean up from lunch
1:05 pm -4:45 pm	Free time, recreation, personal development, etc.
4:45 pm -5:00 pm	Clean up for dinner
5:00 pm -5:30 pm	Dinner
5:30 pm -6:00 pm	Clean up from dinner
6:00 pm -10:00 pm	Various Programming/showers/ snacks/television/movies/free time bedtime

**Bedtimes differ, depending on group status
and individual programming needs.**



Basic Rules
Major Rule Violations:

- Arson: Igniting of combustible materials.
- Assault: Intentional unwanted touching of another person, to include spitting, throwing of body fluid or other body substance on a person.
- Destruction of Property: Intentionally damaging/destroying any property not your own.
- Disturbance: Creating a disturbance.
- Escape: Escaping, attempting to escape, planning to escape.
- Failing to Obey: Failing to obey an order, directive, instruction, or assignment.
- Failing to Participate in Treatment Program: Failing to attend or participate in a treatment program(s).
- Forgery: Signing another person's name on any document.
- Gang-related Articles or Activities: Possessing any gang-related articles or engaging in any gang-related activities, including the use of gang gestures and symbols.
- Harming Self or Others: Intentionally inflicting bodily injury on oneself or another person.

<u>Physical Touching of Another Person in Violation of Program Rules:</u>	Touching another person or “hands on” in violation of program rules.
<u>Possession of Alcohol, Drugs, Tobacco, Inhalants, and Related Items:</u>	Possessing alcohol, drugs, including medication, tobacco, inhalants, and related items, including matches and lighters.
<u>Possession of Currency:</u>	Possessing any cash, checks, money orders, or any other legal currency.
<u>Possession of a Weapon:</u>	Possessing anything considered to be or which could be considered a weapon without staff permission.
<u>Prohibited Mail:</u>	Writing, possessing, or passing of prohibited correspondence.
<u>Repeated Misconduct:</u>	Committing three minor violations on the same day.
<u>Refusal of Drug or Alcohol Test:</u>	Refusing to take an authorized drug or alcohol test, providing an insufficient specimen, tampering with a specimen, or refusing to follow instructions for providing an uncontaminated specimen.
<u>Refusal to Provide a DNA Blood Sample:</u>	Refusing to provide a DNA blood sample required by law.

Sexual Contact/Activity: Touching of a sexual nature of another person or any other sexual activity.

Stealing: Taking or receiving the property of another person.

Tampering with a Safety or Security Device: Tampering with or blocking any locking device, door, fire alarm, smoke alarm, heat sensor, or any other safety or security device.

Touching or Approaching the Fence: Touching or approaching the security fence or being within 50 feet of the fence without permission.

Threatening: Threatening directly or indirectly, verbally or non-verbally, to cause harm to another person.

Verbal or Nonverbal Abuse: Intentionally using words or gestures to inflict emotional harm on another person.

Violation of State or Federal Law: Engaging in any conduct prohibited by federal or state law.

These are some of the rules that, if violated, will cause staff to write a Special Incident Report (SIR) on you. Additional rules may be posted in each housing unit. Ask before you do something, if you are in doubt.

Minor Rule Violations:

- Dirty or Messy Locker: Failing to keep locker neat and clean.
- Disobeying Program Rules: Failing to follow a minor rule of any program.
- Disorderly Conduct or Behavior: Failing to conduct oneself in an orderly and courteous manner.
- Disrespect of Another Person: Failing to be respectful of another person, including name calling, offensive gestures or words, and ignoring staff.
- Misuse of Property: Using property, no matter to whom it belongs, in a way in which it was not designed to be used.
- Poor Hygiene: Failing to keep oneself clean.
- Possession of Contraband: Possessing any item not issued to a resident, sold through the canteen, or otherwise authorized to be in a resident's possession.
- Swearing: Using vulgar or obscene language.
- Talking on Silence: Talking after staff have informed residents that they are on "silence," meaning they may not talk.
- Trading Clothing: Giving clothes to or receiving clothes from another person.

Unauthorized Physical Touching of Another Person: Touching another person or “hands on” without staff permission.

Unmade or Messy Bed: Failing to make or keep bed neat.

These are some of the rules that, if violated, may cause you to receive a Minor Misconduct Report. Additional rules may be posted in each housing unit. Ask before you do something, if you are in doubt.

All violations, major and minor, include planning, attempting, inciting, or acting as an accessory.

The image shows two overlapping forms. The top form is titled "Special Incident Report" and "Investigated by Disciplinary Board". It contains fields for "VIOLENT ACT", "TOTAL NUMBER OF REPORTS FILED", "OTHER RESTRICTIONS", "DATE", "VIOLENT ACT", "PUNISHMENT", and "ALL OTHER RESTRICTIONS". The bottom form is titled "Minor Misconduct Report" and "Investigated by Disciplinary Board". It contains fields for "STUDENT'S NAME", "DATE", "INCIDENT", "PUNISHMENT", "RECOMMENDATION", and "STAFF SIGNATURE".

Special Incident Report and
Minor Misconduct Report

Grievances

Any resident may file a grievance and request administrative review of any policy, action, decision, or any condition, except for those listed below, which he/she feels is unfair, in violation of his/her rights, or in violation of departmental Policies and Procedures without fear of reprisal.

A grievance may not be filed regarding the following matters, since appeal procedures for handling these matters currently exist:

1. Classification decisions;
2. Disciplinary decisions; and
3. Leave decisions.

If you believe you have a grievance, a staff person or the Advocate will assist you in filling out the appropriate forms. The entire grievance procedure is available for you to read in each Housing Unit. If you can not understand any part of the procedure, it will be explained to you.



If the Commissioner of Corrections determines that a resident has abused the grievance process and that the grievance (s) is frivolous, the Commissioner may suspend the resident's use of the grievance process for up to a 90-day period. When the Commissioner suspends a resident's use of the grievance process, the resident will be notified in writing. When a resident makes a false statement in a grievance filed, disciplinary action may be taken against the resident.

The Office of Advocacy The Advocate

Why is there an Advocate at the Maine Youth Center?

The Advocate works to make sure the rights and dignity of residents at the Maine Youth Center are protected. The Advocate's job is to listen to the concerns or complaints of Youth Center residents and to work with residents and Youth Center staff to try to take care of these problems. The Advocate's office is located in the Main Building on the second floor.

Why would I want to talk with the Advocate?

If you have a problem while you are at the Youth Center, you may want to talk to the Advocate about it. The Advocate will listen to your concerns and, where appropriate, will work with you and the Youth Center staff to try and take care of the problem. Or, you may just want to talk about a problem with someone other than Youth Center staff.

The Advocate is also available to help you with the Grievance Procedure and to assist you in understanding the Disciplinary Policy and dealing with Disciplinary Board procedures.

The Advocate will not mention your name when talking about your concern, unless you give the Advocate permission to do so. Your name will be kept confidential, unless you have shared plans to be a danger to yourself or others and/or to breach the security of the Maine Youth Center.

How can I get to see the Advocate?

If you want to see the Advocate, write your name on a plain piece of paper, place it in an envelope addressed to the Advocate, seal it, and put it in the Youth Center mail. You may write more if you want, but it is not necessary to do so.

Or, you may ask a staff person to fill out a Resident Appoint-

ment Request Slip (CCS: 9), addressed to the Advocate, for you. You do not need to explain why you want to see the Advocate.

The Advocate will arrange to talk with you as soon as possible.

CEN: FORM # 9
(11/84) RESIDENT APPOINTMENT REQUEST

COTI. 8 _____ DATE: _____

TO: _____

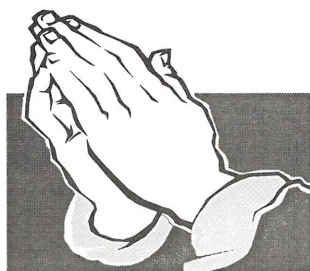
FROM: (Staff) _____

RESIDENT'S NAME: _____

PURPOSE OF VISIT: _____

THIS FORM IS FOR USE BY STAFF ONLY.
IT IS NOT TO BE COMPLETED BY RESIDENTS.

Form #9,
Resident Appointment Request



The Chaplaincy Program

The Chaplaincy Program at the Maine Youth Center serves you and your family while you are at the Maine Youth Center. The purpose of the Chaplaincy Program is to provide opportunities for religious expression. There is a Catholic Worship Service on Fridays at 3:30 pm and a nondenominational service on Saturdays at 8:30 am.

Individual pastoral counseling is available for a variety of personal problem, such as grief issues, religious concerns, anxiety, family problems, etc. You may contact the Chaplain or Associate Chaplain for help at anytime.

If you wish further religious assistance, such as baptism, holy communion, or religious instruction, the Chaplain will arrange an individual program.

There are several religious volunteers who are available to meet one-on-one with residents, with a resident's Juvenile Program Manager's approval.

Small group Bible studies are available in every housing unit at various times during the week.

The Chaplain's and Associate Chaplain's offices are located in the Main Building on the second floor.

Volunteer Services

The Office of Volunteer Services provides many services to residents. It matches men and women from nearby towns with boys and girls at the Maine Youth Center in a variety of areas.

Tutors: If you are having trouble with any of your school subjects and/or have some things that you missed out on learning when you were younger, the Office of Volunteer Services and the school can arrange for a tutor to help you after school, usually once a week.

Mentors: Mentors are available, if you need someone to talk to. Mentors are stable adult role models, who provide friendship, consistency (weekly visits), a listening ear, life skills, and career path investigation, and who play games and share hobbies, provide new points-of-view, and assist in many other ways.

If you are interested in either a tutor or a mentor, let your Juvenile Program Manager, Tracker, or Social Worker know. You will then be called to the Volunteer Office for an interview.

Most of the housing units have A.A. Meetings, which all residents are invited to attend.

Each housing unit has a Bible Study class every week.

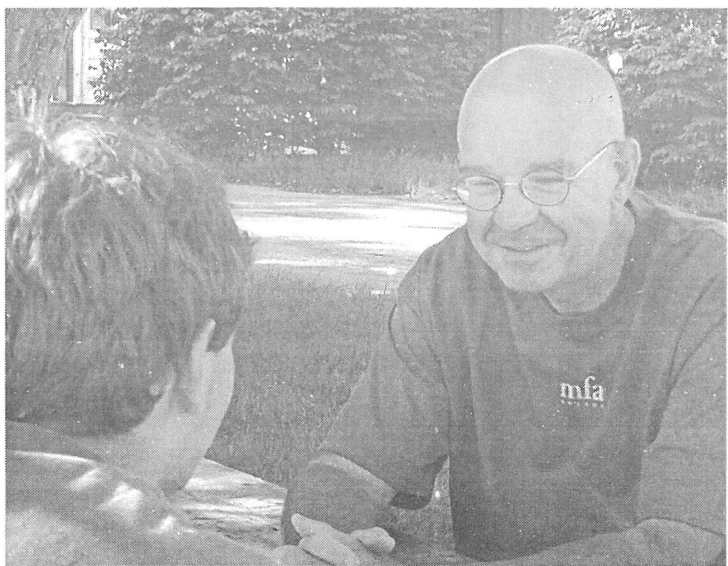
Other Services

If you need clothes for when you go on leave or if you are going home and have no other means of getting some, speak to your Tracker, Social Worker, or Juvenile Program Manager about coming to the clothing room at the Main Building. While you are here at the Maine Youth Center, state issued clothing will be all you will need, except for a jacket, sweat shirt, sneakers, and a hat, which your parent or guardian can bring in for you or mail to you.

This is something to keep in mind for the future, because it could be important to you someday. There is a **Maine Youth Center Scholarship Fund**. If you want to continue school

when you finish high school, contact your former Juvenile Program Manager or Social Worker or write to the Office of Volunteer Services at the Maine Youth Center about how to apply for a scholarship.

The Office of Volunteer Services is located on the second floor of the Main Building.



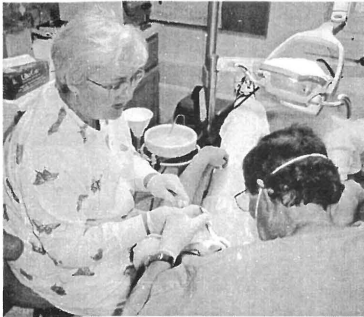
Dan Reardon, long-time MYC volunteer

Medical/Dental Departments

The Medical/Dental Departments are here to assist you while you are at the Youth Center. The nursing staff dispense prescribed medications and do sick call. They also make doctor/dentist appointments with outside professionals, when necessary. Our own doctor is available once a week to give physicals to newly - committed residents and to see residents who have problems that might need more care. Interns, at times, assist with physicals and with the needs of the female residents.

The process for you to see a nurse/doctor is to fill out a sick call slip in the morning and place it in the white box with the red cross on it, located in your housing unit. A nurse will collect sick call slips from the housing units, and you will be seen when the nurse can call you to the infirmary.

If you feel you cannot wait until morning to see a nurse, then you may ask the staff person on duty to call you to the infirmary. Remember, you are responsible to make someone aware of your problem. In the event of an emergency, a nurse will come to the area where you are located.



MYC Dentist and assistant

The dental hygienist is here five days a week. A dentist is available to do necessary dental work. If you need to see an outside professional, an appointment will be made for you. The process for you to see the dental staff is the

same as it is to see a nurse/doctor.

The Medical and Dental offices are located in Cottage Two on the first floor.

Psychology Department

The Psychology Department is housed in the Main Building on the first floor. Prior to classification, a psychological assessment will be completed. The assessment consists of paper-and pencil tests, a review of your files, observations, and interviews. Psychological assessments ordered by the court are also performed for detained residents in a similar manner. The Department also works with Special Education students. Other psychological assessments may be requested, as needed.

One of the psychologists is assigned to each unit's treatment team. Psychologists may be involved in individual, group, and family interventions. These services are available through your Individual Intervention Plan. If you think you need to see a psychologist, talk with your Juvenile Program Manager or your Social Worker.

Psychologists also work with residents when someone thinks that a resident may be a danger to himself / herself. The psychologist works with the Special Management Unit staff and the Unit Treatment Team to determine how to best help a resident who may be a danger to himself / herself.

Psychologists are not medical doctors and do not prescribe medications. If you have any questions about medication, you should contact the Medical Department.



Dr. Heath, MYC Psychologist

Education

The Arthur R. Gould School is a school approved by the Department of Education and located in four buildings at the Maine Youth Center. The "Old School" is considered the junior high school, but many high school students attend classes there also. The "New School," or the Purinton Building, is the high school, Cottage 5 is the Building Trades area, and the Gym is for physical education. There is a Principal and an Assistant Principal. The school offers approved classes so that credits toward graduation may be given and sent, with student records, to another school when you leave. **All students at the Maine Youth Center, who have not completed high school or obtained a G.E.D., go to school from 8:00 am-11:45 pm and 1:00 pm-2:15 pm Monday through Friday.**

During your first few days at the Maine Youth Center, you will be called to the school to meet with the Guidance Counselor. You will share information about your last school and sign a release so your records can be sent to the Maine Youth Center. You will be given an educational test or tests and, when the testing is completed, a school schedule. Classes will be as close to what you have been taking as possible. You may be scheduled for classes before your records arrive, so there may be changes later, based on your school records.

All the classes are small, with not more than 12 students. A Literacy Lab is available to help you become better at reading, and a Numeracy Lab is available in each school to help you become better at math. The Literacy Lab is located in one of the white buildings outside the New School.

The school has two vocational programs, carpentry and graphic arts. These classes run most of the morning each day and will teach you a trade. Most students first take a pre-vocational class in carpentry and graphic arts, which is offered in the afternoon, before taking the morning program. The afternoon class is set up so you can tell if you like the trade before you begin the program.

Students with special needs will be meeting the Special Education Director and can expect to have a P.E.T. shortly after coming to the Maine Youth Center. The P.E.T. will decide the program you will have while here.

The Lego Lab, where students learn by using computers, robotics, and legos, is available for a small number of students who can benefit from a more “hands-on” approach to learning. If you are interested in the Lego Lab, you should talk to the Guidance Counselor.

During the year, special programs are offered. These may include plays, special art projects, or scuba diving. Notice of these programs will be posted in the school or in your housing unit, and you may sign up for them.

The Pathfinders Program combines classroom instruction with an outdoor experience in the summer months. Ocean and land activities provide knowledge and awareness of Maine’s natural resources. One of Pathfinders’ major goals is to demonstrate alternative activities that are fun and that you can enjoy throughout your life. If you are interested in Pathfinders, you should talk to the Guidance Counselor.

The mission of the Maine Youth Center is to create and provide opportunities for success through personal growth in a safe and secure environment. Success depends on what each student puts into learning.
If you want to, you have the chance to grow.



Recreation Activities

You will be able to participate in a wide variety of recreational activities as part of your treatment program. Activities take place daily, either during the regular school day or during the evening hours and weekends.

Recreational activities are divided into four overlapping categories:

- 1) Individual skills;
- 2) Intramural/ teams (intra-cottage);
- 3) Special Programs, e.g., model car show, mini marathon, concerts; and
- 4) Field Day events.

Instructors stress individual skill development through physical fitness activities, such as calisthenics, tumbling, swimming, and weight lifting. Intramural games stress teamwork, cooperation, and good sportsmanship. The intramural schedule includes basketball, volleyball, softball, swimming, and field days.



MYC Pool

Day One Program at the Maine Youth Center (Substance Abuse Treatment)

Working collaboratively with the Juvenile Community Correction Officers, Juvenile Program Managers, Social Workers, and the MYC Clinical Team, Day One provides the following services to residents committed to the Maine Youth Center. Day One is located in the Main Building on the second floor.

SCREENING:

You will be screened for possible substance abuse issues. Based on the results of this screening, you may be referred for a full substance abuse evaluation by the Day One Assessment Counselor.

ASSESSMENT:

The assessment counselor uses screening test results and interviews and conducts a thorough review of all relevant information to evaluate your need for substance abuse treatment services. The results of the assessments are presented to the Assessment Team, along with recommendations for levels of treatment intervention while you are at the Maine Youth Center and appropriate transition services upon release. The Classification Committee may then make a referral for substance abuse treatment.

TREATMENT SERVICES:

Treatment programming is tailored to the individual resident, as determined by your level of substance use/abuse, your risk to the community, and the level of your response to treatment. Individualized treatment plans are developed for every resident referred for services.

Group Substance Abuse Counseling is available two or three times a week, for a total of 20 sessions. If you are referred to group counseling, you are required to complete the sessions, prior to your release from the MYC. Groups cover specific

treatment objectives and are designed to increase awareness of these issues and motivation to continue treatment.

Individual Substance Abuse Counseling is available to residents determined to be in need of this type of intervention. These sessions are usually held once a week for the duration of your stay and are also used to develop individualized transition plans. These transition plans help you to continue working on your issues with community providers upon your release from the MYC. Day One's treatment program is part of a statewide network of treatment providers who deliver substance abuse services to juvenile offenders.



Group Levels\Credits Earned

Each of the housing units, with the exception of the New Security Building, has a five group level system, with Group One being the highest level and Group Five being the lowest.

You will enter the Youth Center on Group Four, and you will remain on this group until the next team meeting, as long as your attitude and ability to follow the rules are acceptable. Team meetings are held every week in each housing unit on either Tuesday or Thursday.

Each week, you must meet the expectations of your program to be able to move up in group. Sometimes, you may remain on the same group level for several weeks, until you meet the expectations of your program and/or of the group level you are trying to make.

Below are the group levels and the number of credits earned for each group level:

Group 1 earns 5 credits per week
Group 2 earns 3 credits per week
Group 3 earns 2 credits per week
Group 4 earns 1 credit per week
Group 5 earns 0 credits per week

Below are some of the things that you may do to earn extra credits:

Making the Honor Roll at School	3 credits
Earning your GED	4 credits
Earning your High School Diploma	5 credits
Successfully doing certain jobs in your housing unit	1/2 credit/week

As you can see, your effort and attitude will help you earn the number of credits you were assigned.

Weekend Leave Request Criteria

You may be allowed to go home for the weekend, if your Housing Unit Team, your JCCO, and, the Administration approve your request and you meet the following criteria:

1. You must have been on grounds at least eight weeks;
2. You must be on either Group 1 or Group 2 at the time you submit your request;
3. You must have earned sufficient credits to take the numbers of days requested (every five credits = one day of leave); and
4. You must submit your request by the Friday two weeks in advance of the requested leave.

In addition, you must demonstrate a positive attitude, effort, and behavior. This is measured, in part, by the number of credits you have earned and your overall attitude towards your treatment goals. Based on the number of credits you were assigned, you must have earned the following number of credits to apply for a weekend leave:

Examples:

- 30 credits; you must have earned at least 7.5 credits;
- 45 credits; you must have earned at least 11.5 credits;
- 60 credits; you must have earned at least 15 credits;
- 75 credits; you must have earned at least 30 credits;
- 90 credits; you must have earned at least 45 credits;
- 100 credits; you must have earned at least 55 credits;
- 120 credits; you must have earned at least 75 credits;

For every **five (5)** credits you earn, you earn one day's leave. For example, **if** you have earned 40 credits, you have earned eight days **possible** leave. Most leaves are for the weekend. All leave **requests** will be reviewed by your Team and Juvenile Program **Manager** and then submitted to the Director of Rehabilitative and Administrative Programs for final approval. Your JCCO must **also** approve your leave requests.

ACKNOWLEDGEMENTS

We would like to thank all those who assisted in the making of this Handbook (residents of M.Y.C., Friends of the Maine Youth Center volunteer group, the Graphic Arts Program at the A. R. Gould School, and the staff of the Maine Youth Center).

Special thanks go to several residents, whose ideas and input were invaluable during the initial stages of compiling the information needed for this handbook.

M.Y.C. Transition Team
August 2000

