

# MENDOTA JUVENILE TREATMENT CENTER STUDENT HANDBOOK



# **MENDOTA JUVENILE TREATMENT CENTER**

**GREG VAN RYBROEK, DIRECTOR**



## **STUDENT HANDBOOK**

This Student Handbook was written to explain the rules you are expected to follow while at Mendota Juvenile Treatment Center (MJTC). Answers to most of your questions about where you are living and how staff can help you can be found inside.

Read the handbook. You can ask staff to help you find a section if you need help. This handbook explains the program, rules, and some of the MJTC policies and procedures. If you do not follow the rules in this handbook, there could be disciplinary action.

# TABLE OF CONTENTS

	<u>Page</u>
GENERAL DESCRIPTION .....	2
TREATMENT and TREATMENT PROCESS.....	3
MJTC CLINICAL TREATMENT GOALS.....	5
TREATMENT PROGRAMS.....	6
INDIVIDUAL PROGRAM REVIEWS .....	6
HEALTH SERVICES DEPARTMENT .....	7
HOW TO GET MEDICAL CARE AND/OR TREATMENT.....	7
STUDENT RIGHTS AND RESPONSIBILITIES .....	8
MJTC TODAY TOMORROW BEHAVIOR PROGRAM .....	9
<i>Levels, Behavior Ratings, and School Points</i> .....	9
<i>Levels System</i> .....	10
<i>Interactions with Peers Rating Scale</i> .....	11
<i>Interactions with Adults Rating Scale</i> .....	12
<i>Limits Rating Scale</i> .....	13
<i>School/ Treatment Groups Rating Scale</i> .....	14
<i>Unit Motivations (Peer Club / Club 19 / Club 23)</i> .....	15
SECURITY and SOME OF THE RULES AT MJTC .....	17
<i>Personal Hygiene</i> .....	18
<i>Clothing</i> .....	19
<i>Living Quarters</i> .....	20
<i>Student Movement</i> .....	21
<i>Student Counts (Census Checks)</i> .....	21
<i>Emergency Procedure</i> .....	21
<i>Dining</i> .....	21
<i>Property Information</i> .....	22
DISCIPLINE .....	23
<i>Room Confinement Hours</i> .....	23
<i>Unit Restrictions</i> .....	23
CONDUCT REPORTS .....	24
HEARINGS / SECURITY REVIEWS (PHS 2 / PSH 4).....	24

<b>SECURITY PROGRAMS AT MJTC .....</b>	<b>25</b>
<i>S2 security status (Close Confinement) .....</i>	<i>25</i>
<i>S4 Security Status (modified Confinement) .....</i>	<i>26</i>
<b>OTHER CONFINEMENT STATUS .....</b>	<b>27</b>
<i>Observation Status.....</i>	<i>27</i>
<i>Control Status .....</i>	<i>27</i>
<i>Administrative Confinement.....</i>	<i>27</i>
<i>Admission Status .....</i>	<i>27</i>
<b>OPPORTUNITIES AT MJTC .....</b>	<b>28</b>
<i>Academic Education.....</i>	<i>28</i>
<i>Refusal of School or Group and "Busted 1" .....</i>	<i>28</i>
<i>Religious Programming.....</i>	<i>29</i>
<i>Library.....</i>	<i>29</i>
<i>Canteen Orders.....</i>	<i>30</i>
<i>Your Account.....</i>	<i>30</i>
<b>OTHER YOUTH RIGHTS AT MJTC .....</b>	<b>31</b>
<i>Resident Telephone Calls.....</i>	<i>31</i>
<i>Telephone Calls to Attorneys.....</i>	<i>31</i>
<i>Emergency Calls.....</i>	<i>31</i>
<i>Calls Between Institutions.....</i>	<i>32</i>
<i>Student Requests .....</i>	<i>32</i>
<i>Student Rights (legal) .....</i>	<i>32</i>
<i>Student Complaint Procedure.....</i>	<i>33</i>
<i>Student Mail.....</i>	<i>35</i>
<i>Free Postage.....</i>	<i>36</i>
<b>VISITS AT MJTC.....</b>	<b>36</b>
<i>Student Rules During a Visit .....</i>	<i>36</i>
<i>Visitation Rules for Visitors.....</i>	<i>36</i>
<i>Approved Visitors.....</i>	<i>36</i>
<i>Visiting Hours .....</i>	<i>37</i>
<i>Location of Visit.....</i>	<i>37</i>
<i>Check in Process.....</i>	<i>37</i>
<i>Contraband.....</i>	<i>38</i>
<i>Metal Detector.....</i>	<i>358</i>
<i>Special Accomodation.....</i>	<i>38</i>
<i>Dress Code.....</i>	<i>38</i>
<i>Money.....</i>	<i>39</i>

<i>Food</i> .....	39
<i>Clothing</i> .....	39
<i>Toiletries</i> .....	39
<i>Property</i> .....	359
<i>Phones, pagers, keys, wallets, purses, bags, and pictures</i> .....	39
<i>Suspension of visiting privileges</i> .....	40
<i>Special Visit Procedure</i> .....	40

## GENERAL DESCRIPTION

This handbook is for your information and should give you the answers to many of your questions. Read it carefully so you understand how to get things you need and the rules you are expected to follow.

More information is available in the "Youth Institution Handbook About Administrative Rules," or "Guide to the Administrative Rules" kept on each unit. Information relating to conduct rules, student discipline, and the disciplinary procedures in general can be found in DOC 373.

Mendota Juvenile Treatment Center (MJTC) is a secure treatment facility. MJTC is here to help you with any problems you have. Once you arrive, you will have a treatment program made to meet your needs. The treatment programs are put together by a team of clinical staff. Ask your Social Worker if you have questions about your treatment program.

You are expected to participate in the assessment and treatment offered. We know that students sometimes make bad decisions that can be harmful. MJTC staff is willing to keep working with you even if you make bad choices. If you show bad behaviors over and over, or you do not seem to care about working on your problems, MJTC will think about sending you back to LHS.

MJTC has staff members who do different jobs. We have clinical, security, education, recreational therapist, medical, AODA, and administrative staff. All staff has your treatment needs as their biggest concern.

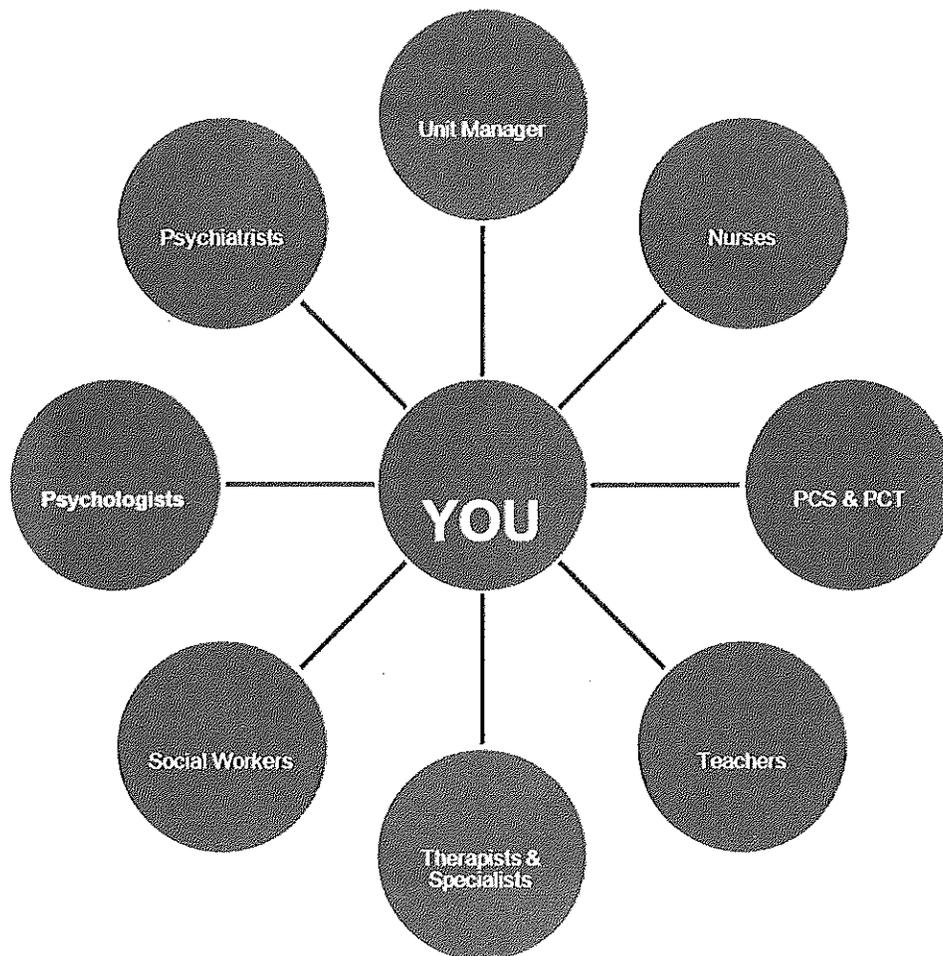
## TREATMENT and TREATMENT PROCESS

The Unit Manager leads the treatment staff members. You will have daily contact with the treatment staff. The treatment staff works on the units, and will be involved with your treatment each day.

It is **YOUR responsibility** to accept help and to work with the team toward your treatment goals.

It is MJTC staffs' responsibility to help you as much as possible, and also to keep you and others safe. If we can work together, it will be the best combination to help you improve your life.

Unit Treatment Staff include:



The Treatment Staff will:

- Meet to review your needs
- Create a treatment plan for you after your intake meeting. The treatment plan will be used to decide the kind of treatment you get and how long it will last.
- Make recommendations to OJOR. Each member of the treatment team will help make recommendations.
- Evaluate your treatment needs and make a program that will fit you best. The treatment team will talk with many other staff members during their evaluation, as well as with you.
- Talk to other staff to help you succeed in your program
- Make sure all other staff know when there is a change in your program
- Keep you on track with your goals
- Tell you what your responsibilities are in your program
- Help you set goals for yourself
- Help you find answers to your daily problems
- Help you think of and plan some realistic expectations for your future



# MJTC CLINICAL TREATMENT GOALS

The 29 MJTC beds are divided into two halls, North and South. When you first get to MJTC, you will probably begin in the North hall. Your security and treatment needs will be assessed while you are there. MJTC staff will focus on your mental health needs throughout your stay. In the beginning, anger and behavioral control are the main focus. As you show more control, other needs are addressed. You may be moved to the South unit depending on your specific needs and when space is available.



## **Beginning Goals:**

1. Reduce or end the amount of security lock-up time.
2. Stop aggressive and destructive behaviors by encouraging you to increase your trust in others, and learn how dangerous and negative actions can be changed and replaced by healthy ones. Often, MJTC students have very low trust in others. They don't realize their thinking and behavior have been influenced by past experiences.
3. Control negative behavior and security time enough to successfully transfer you to the less restrictive unit and to the next level of goals (Advanced Goals).

## **Advanced Goals:**

1. Teach you necessary behaviors and skills to stay off security and increase the treatment of your special needs. You are expected to be both more responsible and more motivated.
2. Start the shift to the community or prepare for your return to LHS for the treatment you need to finish before you can be released. There may be times when a student is not showing enough interest in working on his treatment program, or has acted out in an aggressive manner, where a return to the more restrictive unit/level will have to happen. However, the team tries to keep working with students and continues their care even if they have to return to the more secure unit or level.
3. Ideally, you will go from MJTC to less restrictive placements in the community like residential treatment centers, group homes, or even home.

# TREATMENT PROGRAMS

MJTC has treatment programs meant to improve your social skills and work on your specific treatment needs. You will usually start your program within a week after you arrive at MJTC and continue until you leave MJTC. Since the programs are an important part of treatment, you are expected to participate in them for your entire stay at MJTC. MJTC uses a mix of therapies (like groups and one-to-one counseling), activities, and educational programs as ways to help you improve your life.

## INDIVIDUAL PROGRAM REVIEWS

There are Individual Program Review (IPR) meetings at MJTC. The entire Treatment Team will be involved in these meetings. These reviews happen at least once a month.

The goal of each meeting will be:

1. To talk about your strengths - things you're doing well.
2. To talk about what you need to work on.
3. To talk about what you need to do to leave MJTC - long-term goals, OJOR recommendations.
4. To talk about what you need to do for the next month - short-term goals



A member of your treatment team will meet with you on a regular basis to discuss your progress on goals and other questions you have.

Your individual treatment program is the most important part of your treatment at MJTC. You should ask questions, give opinions and be involved in your treatment program during your entire stay at MJTC.



# HEALTH SERVICES DEPARTMENT

Another goal is to provide health care to you while at MJTC. We hope to help you become healthier and teach you how to stay healthy.

The MJTC Health Services provide 24 hours a day medical coverage. The Health Services staff match up their services with your treatment team to make sure your care is appropriate and timely.

Medical services provided include:

- Immunizations
- Health education
- Screening for tuberculosis, hepatitis B, sexually transmitted diseases, hearing, and vision problems.
- Dental services
- Health screening, daily treatment, physical exams, and lab services.
- Emergency cares 24 hours/day.
- Medication management.
- Medical record management.



## HOW TO GET MEDICAL CARE AND TREATMENT

If you want to see a doctor, You should complete the Health Care request form. Please provide clear information on why you need to be seen so we can provide the care you need. . A nurse clinician or a doctor can see you for examination or treatment.



# Student Rights And Responsibilities

You have rights and responsibilities regarding your health care and all parts of your daily life at MJTC. These include being involved in your care and taking responsibility for your actions.

## YOUR RIGHTS:

You have the right

- 1) To be treated respectfully, impartially and fairly.
- 2) To be informed of the rules, procedures, and schedules
- 3) To freedom of religious beliefs and worship.
- 4) To health care including:
  - nutritional meals
  - proper bedding/clothing
  - clean laundry
  - regular showers
  - warm and fresh air
  - a regular exercise period
  - toilet articles
  - medical and dental treatment.
- 5) To visit with and write to approved family members
- 6) To write to members of the public agencies in keeping with the facility rules
- 7) To open and private access to the courts by mail (on matters such as legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).
- 8) To legal counsel from an attorney of your choice (face to face and mail).
- 9) To use legal reference materials to help you in solving legal problems. (You can get help when it is available through a legal assistance program.)
- 10) To books for educational purposes and for your own enjoyment.
- 11) To participate in education, activity therapy, and unit duties in keeping with your interests, needs, and abilities.

## YOUR RESPONSIBILITIES:

You have the responsibility

- 1) To treat others, both employees and students, with respect.
- 2) To know the rules and follow them (read this handbook, unit program statements, and other rules)
- 3) To recognize and respect the rights of others regarding their religion choices.
- 4) To have good personal care and hygiene
  - Do not waste toothpaste or soap, food (or keep it in your room)
  - Follow the shower schedule
  - Keep your room clean
  - Seek medical and dental care, as you may need it.
- 5) To be appropriate during visits (do not take or pass contraband)
- 6) To not to break the law or MJTC rules when writing letters. You must be truthful in what you write.
- 7) To ask questions and state problems to the court honestly and fairly.
- 8) To use the services of an attorney honestly and fairly.
- 9) To use these resources in keeping with the procedures and schedule prescribed, and to respect the rights of other students in their use of the materials and help.
- 10) To find and use materials for your personal benefit, without depriving others of their equal rights to the use of this material.
- 11) To participate in activities that help you live a successful and law-abiding life at MJTC and on the outs.

# MJTC TODAY-TOMORROW BEHAVIORAL PROGRAM

## Levels, Behavior Ratings (Peers/Adults/Limits) and School Points:

Each day, you earn a certain number of points based on your behavior in three areas; **Peers**, **Adults** and **Limits**. On each a.m. and p.m. shift, you can get up to ten (10) points in each area. A 10/10/10 for the shift means that on that shift you were appropriate with your peers and staff, you followed all unit rules and procedures, and you were quiet during your room time. You earned all your points.

- The first number is your interactions with peers. (**Peers**)
- The second is your interactions with adults. (**Adults**)
- The last number is general unit behavior towards general rules (**Limits**).

At the beginning of each shift, you have all your points. You lose points by not following unit rules and procedures and by being disrespectful to others. Your privileges today, (gym, courtyard, out time, canteen, bedtime...) are based on your points from yesterday. Tomorrow's privileges will be based on today's behavior.

The highest points possible are 10/10/10 on the a.m. shift and 10/10/10 on the p.m. shift. If you earn those points, you have 60 points for the day. Your unit "level" each day is based on how many points you earn out of 60 possible. There are four levels in the unit.

Here are some examples of how points affect your level:

- 57-60 points earns you a level "4" for the next day (95% to 100%) (Highest Level)
- 51-56 points earns you a level "3" (85% to 94%)
- 45-50 points earns you a level "2" (75% to 84%)
- 0-44 earn you a level "1" (0% to 74%) (Lowest Level)

This chart can help you understand the differences between the daily levels and your PM privileges. The higher the level, the more PM privileges you have. The courtyard and gym are off unit activities that must be earned on a daily basis. Peer Club, Club 19 and Club 23 are earned over several days of good behavior and will be explained later in this handbook.

LEVEL 4	LEVEL 3	LEVEL 2	LEVEL 1	SECURITY
<p>2 PM Rec times Courtyard/Gym</p> <p>Bedtime <b>8:30</b> PM</p> <p><b>Eligible</b> for both Peer Club and Club 19 and Club 23</p>	<p>2 PM Rec times Courtyard/Gym</p> <p>Bedtime <b>8:30</b> PM</p> <p><b>Eligible</b> for both Peer Club and Club 19 and Club 23</p>	<p>2 PM Rec times Courtyard/Gym</p> <p>Bedtime <b>8:30</b> PM</p> <p><b>Not eligible</b> for Peer Club for three days.</p> <p><b>Not eligible</b> for Club 19 or 23 for the day.</p>	<p>1 PM Rec time Courtyard or Gym</p> <p>Bedtime <b>8:00</b> PM</p> <p><b>Not eligible</b> for Peer Club for three days.</p> <p><b>Not eligible</b> for Club 19 or 23 for the day.</p> <p><b>Not eligible</b> for Club 23 for the following week.</p> <p><i>Two level 1 days in one week and youth are <b>ineligible</b> for Club 19 the following week.</i></p>	<p>No PM Rec time</p> <p><b>S/2</b> - 2 hours out of room, (minimum of 1 hour rec time)</p> <p><b>S/4</b> - 4 hours out of room, (minimum of 1 hour rec time)</p> <p><b>Not eligible</b> for Peer Club for three days.</p> <p><b>Not eligible</b> for Club 19 or Club 23 for the following week</p>

**Interactions with Peers** - this scale rates your behavior toward peers. This scale is to:

- Decide if you were negative with peers?
- Decide if the negative behavior was minor or significant.
- Monitor how often minor negative behavior is happening.



<u>RATING</u>	<u>DESCRIPTION</u>	<u>EXAMPLES</u>
10-	Everything you said and did toward peers was acceptable.	You are social, friendly, and pleasant with all peers.
9-	-	-
8-	-	-
7-	-	-
6-	-	-
5-	One case of minor negative behavior toward peers.	You provoke, swear at, hassle a peer one time.
4-	-	-
3-	More than one case of minor negative behavior, separated in time.	You provoke a peer early in the shift and again later in the shift
2-	-	-
1-	-	-
0-	One (or more) significant negative behavior toward peers.	You make a sexual or racial slur, threaten or intimidate or are physically aggressive toward a peer.

**Interactions with Adults** - this scale rates your behavior with adults.

- Decide if you were you negative with adults?
- Decide if the negative behavior was:
  - negative attention seeking
  - minor negative behavior or significant negative behavior.
- Monitor how often the negative attention seeking is happening.
- Monitor how often the minor negative behavior is happening.



<u>RATING</u>	<u>DESCRIPTION</u>	<u>EXAMPLES</u>
10-	Everything you say and do toward adults acceptable.	You are social, friendly, and pleasant with all adults.
9-	-	-
8-	-	-
7-	One case of negative attention seeking behavior.	You are pesky, pressuring, or demanding one time during the shift.
6-	-	-
5-	More than one time or episode of negative attention seeking behavior -or- One case of minor negative behavior toward staff; Behavior characterized as minor when intent or content are reviewed.	You are pesky, pressuring, demanding early in the shift and again later in the shift. -or- You make negative or low level comments directed toward staff while walking away from staff.
4-	-	-
3-	One case of direct, intense verbal or nonverbal negative behavior directed toward adults that begin and end quickly.	You make verbally abusive statement or comment directed to staff, but it passes quickly and person is easily directed.
2-	-	-
1-	-	-
0-	Verbal or nonverbal direct intense negative behavior directed toward staff that lasts a long time. -or- Significant negative behavior directed toward staff.	You make sexual or racial slur, threaten or intimidate physically or are aggressive toward a staff. -or- You make sexual or racial slur or create a standoff or are threatening toward an adult.

**Unit Behavior: Limits** - This scale rates your ability to follow the unit rules and how you respond to staff limit setting. This scale is to:

- Rate whether or not you follow all unit rules.
- How often you need staff setting limits (reminding you of rules).
- Decide if your response is: acceptable, minor arguing or significant negative behavior.
- How often is this minor negative behavior happening?



<u>RATING</u>	<u>DESCRIPTION</u>	<u>EXAMPLES</u>
10-	Person followed all unit rules.	No staff limit setting was needed.
9-		
8-	Person broke a minor rule (and staff chose to ignore). -or- Person given limits concerning a rule and was immediately compliant.	You talked out door and staff ignores it. -or- You talk out door, told to stop, no hassling or back talk.
7-		
6-		
5-	Person given limits 2 or more times and was immediately compliant each time. -or- Person violated minor rule(s) several times (and staff chose to ignore).	You talk out door; told to stop, no hassling and the entire incident is repeated later in the shift. -or- You repeatedly leave dayroom without permission.
4-		
3-	Person given limits and responded with minor hassle or back talk.	You talk out door; told to stop and hassle staff by swearing or glaring but quickly settle down.
2-	Person given limits 2 or more times; ignored staff.	You are given limits several times, and ignore staff each time.
1-		
0-	Person given limits many, many, many times throughout the shift. -or- person violated major rule (and staff chose to ignore) -or- Person given limits and responded with significant negative behavior.	You needed staff limit setting over and over throughout the shift -or- You pound loudly on door and staff ignores it. -or- You respond to limits setting with prolong hassling, staring, standoff, intimidation, excessive swearing, etc., toward staff

**School/Treatment Groups** – this scale rates the person’s effort/participation in school and treatment groups. These points are in addition to your unit points.

**RATING**

**DESCRIPTION**

6-	You show true effort and participation and are on task <b>all of the time.</b>
5-	-
4-	You show true effort and participation and are on task <b>most of the time.</b>
3-	You come to class <b>unprepared.</b> You need to leave for a pencil/paper/book(s) or other items, for a bathroom break, to request medication (unless approved by RN/MD)/etc.
2-	-
1-	-
0-	You show no effort and no participation and are on task <b>very little or none of the time</b>

**Points**

- Your school and group “Points” will be based on how much effort and participation you put in each class or group.
- Your behavior toward your peers and teachers or groups leaders in classes and groups will be rated on the PEERS/ADULTS/LIMITS rating scales at the end of the AM shift.

**Chills**

- Your teacher or group leader can send you to your room for a short “5-minute” chill or for the entire class if you show negative behaviors.
- You may request a “Chill” but your school or group points will be based on how much of the class you miss.

**Busted 1**

You will get a “Busted 1” if:

- You refuse class/group.
- Your behavior in class/group would receive “Hours” if you were in another setting.
- If it appears that you requested a “Chill” to avoid participating in school/group rather than needing time in your room to compose yourself, you could also get a Busted 1.

## UNIT MOTIVATIONS

Each morning, the “rounds” person will tell you your points and level from the p.m./night shift. The “rounds” person on the p.m. shift will tell you your points/level from the a.m. shift. The night shift staff will not tell you points or levels. This is not a time to argue about your points. If you have questions regarding your points, please talk to the PCS from that shift.

### Peer Club

Any non-security student may achieve Peer Club. A student must have a level “3” or “4” three days in a row with no hours/unit restrictions/B1 to be eligible for peer club. Each night, peer club starts at 8:30 PM and runs for a half-hour. You can attend peer Club group at 8:30 PM, where you are allowed to listen to music, watch TV, play cards with peers or play video games.

### Club 19

If the levels you have Monday through Sunday in a week add up to 19 points or more, you will be eligible for a group called “Club 19” and get special privileges. There are 7 days each week, Monday through Sunday. Here are some examples:

- If you earn a level “3” (or 3 points) every day you will be eligible for Club 19 because you will have earned 19 points or more because seven level “3s” = 21.
- If you earned a level “3” for six days and a level “1” for one day, you would still earn Club 19 because six level “3s” = 18, plus one level “1” adds up to 19.
- You cannot earn Club 19 if you have served any security time, had a busted 1, had more than one level “1”, or receive any room confinement hours the previous week, Monday through Sunday. Unit restrictions will not exclude you from earning Club 19 for the next week.
- You cannot get any consequences (hours, unit restriction, busted 1) and must be a level 3 or 4 at the beginning of the AM shift to be eligible to use your club 19 privileges for that day.

You can attend Club group at 9:00 PM, where you can listen to the boom box, play the PlayStation 2/Game Boy Advanced SP and get a shower every day. You get a club 19 certificate and earn a 5 pack of collectable cards. You are eligible for a clock radio for your room (must turn in radio if you get a conduct report).

## **Club 23**

Club 23 is similar to Club 19. However, you may not have any "level 1s" or unit restrictions and you need 23 points instead of 19. A club 23 student gets everything that a Club 19 student gets. You also get one additional phone call that week, ½ pizza on Saturday afternoons. Club 23 students can listen to a Wi-Fi Radio. (You must turn in radio/remote if you receive a conduct report without problem. If there is a problem turning in the radio/remote, or if you damage it, a restriction and restitution may result). You will receive an additional pack of collector cards and a cardholder. You cannot get any consequences (hours, unit restriction, busted 1) and must be a level 3 or 4 at the beginning of the AM shift to be eligible to use your club 23 privileges for that day. You may use Xbox 360 and/or Gameboy Advance SP during club times.

## **Club VIP**

Club VIP is the ultimate Club level you can achieve. You must earn Club 23 for 3 weeks in a row. At the start of the 4<sup>th</sup> week of earning Club 23 you will be in club VIP. In addition to the privileges you earn on Club 23 you will earn the following upgrades. A whole pizza on Saturday afternoon, Social Dining on Wednesdays with staff off unit, option of having 2 showers a day on in the AM and one in the PM.

Club 19, Club 23, and Club VIP are the highest levels on MJTC. Earning clubs allows you to enjoy special privileges, helps you move to the less restrictive unit faster. You will also look very good for OJOR by showing them that you have good behavioral control.

## SECURITY and SOME OF THE RULES AT MJTC

MJTC occasionally places youth on security. Usually, when you break a minor rule for the first time, you will be counseled about the behavior problem or rule violation and get a reminder.

If you do not follow the advice of staff, and keep breaking rules, you will get a Conduct Report. Conduct Reports can result in security time, loss of privileges, and will also be considered when during IPR's, OJOR, and at your next Extension Hearing. If you are found guilty of damaging state property, you can be charged restitution and will have to pay for the damage out of your personal account. Please try to follow the rules while on at MJTC.

### Examples of Things Against MJTC Rules:

1. Pounding and yelling out door excessively
2. Graffiti or "tagging"
3. "Fishing"
4. Sexual/racial slurs
5. Disruptive behavior in or on the way to dayroom, gym or on court yard.
6. Swearing/abusive/threatening language
7. Provoking peers or staff
8. Arguing with peers or staff
9. Covering windows or lights
10. Not following staff directions
11. Messy room (food other than canteen, bed unmade, floor cluttered during room check)
12. Having pants down, exposing underwear/shorts.
13. Gang related behavior



## Personal Hygiene

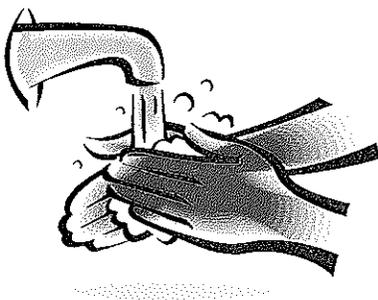
You should keep yourself clean. Take a shower using soap, at least every other day and shampoo your hair at least weekly. Only one student is allowed in each shower room at a time. There is a 10 minute shower time limit. Brush your teeth every day. You can get a tube of toothpaste or a bar of soap from staff by turning in your empty tube of toothpaste or almost completely used bar of soap. Students on security will be given liquid soap.

Put on a clean set of underwear and socks every other day. Change your pants and shirts at least twice a week.

You can get a haircut every 4 to 6 weeks. You have to be off of security to get a haircut.

Fingernails should be kept clean, neatly trimmed, and no longer than the end of the finger. The doctor or PCS can ask you to cut your fingernails if they are too long. The doctor or PCS can ask you to shower, cut your hair, or trim your facial hair if it is unclean or unhealthy. Hair grooming is allowed in the dayroom. Picks are not allowed out in the dayroom.

You cannot color your hair, or use pins, clips or ties. Tattooing and piercing ears or other body parts is not allowed. Do not put foreign objects into already pierced ears or other body parts. Staying clean and well groomed will make you feel better and will also make life better for those who are around you.



## Clothing

When you arrive at MJTC you will be given clothes. Staff will decide what size best fits you. These clothes will be labeled with your name and placed in a personal bin. They are part of your personal property. You will get the following clothing items:

- 3 pairs of underwear
- 3 tee shirts
- 3 pairs of sweat pants
- 2 sweatshirts
- 1 pair of shower shoes
- 1 pair of tennis shoes (if off security)
- Socks will be provided after each shower.

It is your responsibility to take care of your clothes. MJTC will replace clothes due to normal wear and tear. You will be charged restitution for the replacement of clothing that is lost, destroyed or damaged.

You must wear a shirt, pants and shoes, whenever leaving your room. Shoes must be worn in the correct way. Do not walk on the back part of the shoe. Shoelaces are contraband and are not allowed on the unit. Socks must be worn with shoes at all times except when you are going directly to and from the shower room. You are not allowed to come out of your room wearing socks only. Pants must be rolled up, pegged, or tucked into shoes or socks evenly. Underwear must be worn underneath gym shorts. You can only wear 1 t-shirt out of your room. You must wear state-issued footwear for all off-grounds trips.

## Living Quarters

You are allowed to have 2 sheets, 2 blankets, 1 pillow, and 1 pillowcase when on levels. These must remain on your bed and not be used for any other purpose. Bed linens should be traded every week. MJTC has washers and dryers on each unit for washing state-issued clothes. Electric razors and fingernail clippers cannot be in your room.

Staff will place your nametag on your room door. Unauthorized signs, decorations and other materials are not allowed on your door. Material can not be posted higher than the top of your door frame. Covering the room door windows, exterior windows, or lights are not allowed, and there will be consequences. Tampering with the security sealant covering screw heads and threaded surfaces is not allowed and may result in a Conduct Report being issued.

Towels should be used for personal hygiene only and should not be used as dresser covers, rugs, etc. Materials which may be considered gang related, sexually inappropriate or alcohol and drug related are not allowed and will be taken.

You are responsible for keeping your room clean. Make your bed when you are not sleeping in it. There will be room clean checks every day at 8:30 a.m. Your room should be neat and organized before room checks. If your room is found to be very messy at room clean time, you will be given a chance to clean it before the next inspection time at 1:00pm. Formal room cleaning will occur once during the weekend. You can get cleaning supplies from staff.

There are rules when using the dayrooms. You cannot sit on chairs, which have been stacked up on each other. Keep your legs and feet off of the furniture. If equipment is abused or broken on purpose or by being careless, you may receive a Conduct Report, and you may have to pay to replace the damaged equipment.

## **Student Movement**

Walk in the hallways. Be on time when going from place to place. Do not hang out in the hallways. Room visiting is not allowed. Students will walk in a single file line along the right side of hallways when going off of the unit. Any student who doesn't follow these rules is guilty of an offense. Do not leave the room unless you get permission to leave from staff.

## **Student Counts (Census Checks)**

MJTC has 15-minute student counts each day. Staff must be able to make sure you are safe and healthy during these checks and may ask you to answer them and require being able to see your face.

## **Emergency Procedure**

Staff will tell you what to do and where to go if there is an emergency. You must follow the instructions right away. Whenever a tornado warning alarm goes off, you should lie next to the bed and cover yourself with your mattress until an "All Clear" announcement is made.

## **Dining**

**Approximate Meal Times:**

Breakfast:	7:00 am
Lunch:	12:00 pm
Supper:	5:00 pm

All serving and portion sizes will be the same unless the Dietitian or Medical Department says otherwise. Throw all paper items in the trash when you turn in your tray. Turn your spoon in to staff.

## Property Information

MJTC will not accept anything brought in for students on visits unless special authorization has been given. A student must request permission for personal clothing worn on release day. These requests must go through the Social Worker, and be okayed by the Unit Manager.

You may have the following items in your room when you are NOT on security:

- 1 Set of clothes (may have an extra tee shirt, pair of underwear and pair of socks,)
- 5 Books or magazines (not including school books or Bible)
- Hygiene (1 washcloth, comb or pick, toothbrush, toothpaste, soap and deodorant)

If you have more property in your room than is allowed at MJTC, you will need to turn it in. Property items should not be traded, loaned, or sold to other students. Personal property that is not allowed on the unit is considered contraband. This contraband will be stored until the student's release or arrangements are made to have the items sent out.

# DISCIPLINE

Most minor rule violations will result in you losing points. If the behavior continues, room confinement hours, or conduct report may be given—like at LHS and in accordance with Wisconsin Administrative Code, Chapter 373.68.

## Room Confinement Hours

You get room confinement hours by being disruptive or disrespectful. If you have room confinement hours to serve, you will serve them during off-unit (gym or courtyard) or dayroom recreation time. On the PM shift during dayroom recreation, room confinement hours are served from your bedtime backwards. Since your bedtime for the day varies based on your level on that day, (8:00 PM for level 1, 9:00 PM for level 2, 3 and 4) you may serve anywhere between 30 minutes and 1.5 hours. You may ask the Unit Manager about hours within 7 days of learning you got hours. All hours not served within 48 hours of receiving them will be dropped.

## Unit Restrictions

Breaking the rules **OFF** the main unit (such as the courtyard, gym, library, or visiting room) may result in a unit restriction. This means you cannot go off-unit for recreation activities. Examples of some things that get you a unit restriction on the courtyard or in the gym include:

- not following staff directions
- provoking peers
- inappropriate sportsmanship
- abusing equipment
- refusing to participate in the scheduled activity

If you have a unit restriction, you will not be able to serve room confinement hours for off-unit activities. If you get a conduct report while on the courtyard or in the gym a 10 day unit restriction may be given as part of the conduct report and will be served after security time. If you have questions, you can ask the Unit Manager within 7 days of a unit restriction.

## **CONDUCT REPORTS**

A goal of MJTC is to help you stay off security. If rules at MJTC are not followed or you are aggressive or very disruptive, Conduct Reports and security time may be given. Conduct Reports are issued when you have violated a conduct rule in accordance with Wisconsin Administrative Code, Chapter DOC 373.

## **HEARINGS/SECURITY REVIEWS**

### **PRE-HEARING SECURITY (PHS/2 or PHS/4)**

Once you get a Conduct Report, a supervisor will review the report and decide on a security placement. Depending on the alleged violation and the evidence, the supervisor can decide to add or take away conduct rule violations, ask for further investigation or cancel the report if no rule was broken. If security placement is judged appropriate, you will be placed on Pre-Hearing Security status (PHS) or a summary disciplinary disposition may be given.

The Hearing Officer holds hearings and does security reviews each week on Tuesday. You can waive your right to a formal hearing and have your hearing done by the Hearing Officer. If you choose to have a formal hearing, you may request a staff advocate, up to 2 witnesses and the writer of the Conduct Report to be at the hearing. When you get more than one Conduct Report, they will be heard in the same order they were received. There will not be a decision until the last Conduct Report is heard.

The Hearing officer will make a final decision (disposition) based on the evidence. This decision will be reviewed with you and you will get a copy of the Conduct Report, waiver and disposition. You may appeal the decision of the Hearing Officer to the Unit Manager within 7 days.

## SECURITY PROGRAMS AT MJTC

The security program is based on whether you have a “good shift” or “bad shift” on each shift. There are three shifts in each day - AM, PM, and Night (NOC). When you are on security, you can earn a good shift by getting 25 or more points out of 30 for a shift (see MJTC Today/Tomorrow Behavioral Program). Here are ways to earn your shifts:

1. Cooperate with staff directions and unit rules.
2. Control your anger— no threatening, aggressing or damaging property.
3. Be productive while in your room —no disruptive conduct, pounding, fishing.
4. Be respectful to yourself, other students, and staff.

### **S/2 SECURITY STATUS (Close Confinement)**

The S/2 security status is determined by the administrative code (373.80(3)). You will get at least 2 hours out of your room each day. One hour is recreation time and one hour is for other activities like therapy, school work or recreation. You cannot be threatening, aggressive, harming yourself, or disruptive. You also must follow rules for the trap door, restraint procedures and staff directives. During your rec time, you can watch TV, request books, personal letters, paper, a pencil and the newspaper. Students may begin this program when they come off of Control or Observation status. Other things along with S/2 security may be added as Special Treatment Programs. These Special Treatment Programs are individual and the treatment team will decide what is right for you.



You may have the following property in your room on S/2 status as long as you are in control and do not abuse any of it:

- 1 Set of clothing
- 3 soft cover books (Bible or Koran is one)
- paper and pencil
- 1 Mattress 2 Sheets and 2 Blankets (you may get extra blankets in winter)
- Toothpaste, tooth brush, washcloth and liquid soap (received at a.m. request time)

## **S/4 SECURITY STATUS (Modified Confinement)**

When you have successfully completed your S/2 shifts, you will start on S/4. S/4 security status is the next step toward getting off of security. The Hearing Officer will give you a certain number of shifts on S/4. When on "S/4 and no restraints," you are expected to go to school and groups. Staff will assess you before each class or group to decide if you can be appropriate out of your room. If you refuse to go to a required school class or group, or are asked to leave a class or group, you will not receive a good shift. You attend as many groups as possible during the day, and have one hour of recreation. During your rec time, you may watch TV.

You may have the following property in your room on S/4 as long as you are in control and are not abusing any of it.

- 1 set of clothing
- 3 soft cover books (Bible or Koran is one)
- Paper and pencil
- 1 Mattress 2 Sheets and 2 Blankets (you may get extra blankets in winter)
- Toothpaste, tooth brush, washcloth and liquid soap (received at a.m. request time)
- Recent personal letters/papers (delivered while on S/4)
- School books and worksheets (no hard-cover books unless approved by teacher and PCS)

## **OTHER CONFINEMENT STATUS**

Depending on the conduct rule violation, special programs may be needed. These special programs are directly related to the alleged violation and are set for safety and security purposes only.

### **OBSERVATION STATUS**

Observation Status is set up to help keep everyone safe. This status is not punishment. A supervisor can recommend Observation Status to your doctor. When on Observation Status, the doctor will decide what things are safe for you to have in your room. You can be put on Observation Status if:

- You are mentally ill and are a danger to self or to others
- You are showing symptoms of acute mental distress
- Medical reasons

### **CONTROL STATUS (CS)**

Control Status can last 72 hours or less. You are put on Control Status based on your behavior and history. Control Status is to help prevent dangerous situations or serious disruptions from happening.

You can be placed on Control Status if you are:

- Physically out of control
- Abusing or misusing personal property items that is dangerous or very disruptive
- On Observation Status.

### **ADMINISTRATIVE CONFINEMENT**

You may be placed on Administrative Confinement if your behavior is a danger to self or others, or poses a serious risk to institution security. This status is not punishment. A supervisor may place you on Administrative Confinement if:

- You show a risk of harm to self, another person or institute security based on behavior or history of violence.
- You show a risk of escape.
- Your presence poses a major risk of disturbance.

### **ADMISSION STATUS**

You will be placed on Admission Status When you first arrive on MJTC. You will remain on admission status for 7 days. This status is not punishment. Youth on admission status are unit restricted but attend all groups and school on the unit.

# OPPORTUNITIES AT MJTC

## Academic Education at Pioneer School

The Pioneer School teachers and Educational Director provide the Education Program at MJTC. The Junior and Senior high school program consists of the following:



- Classes in language arts, English, math, science, social studies, health, current events, job skills, and social skills.
- General Education Diploma (GED) and High School Equivalency Diploma (HSED) preparation, which includes writing skills, social studies, science, math, literature, and arts for students who are at least 17 years old.

MJTC teachers have training and experience in helping students who have had problems learning in school. You can get individual help if you need it. After you get to MJTC, a teacher will meet with you to complete an educational evaluation.

Testing you before your enrollment in Pioneer School will help MJTC staff decide the best classes to meet your needs. The teacher will ask you questions about school too. You should talk about your strengths and weaknesses, what subjects you like and dislike, and school history and goals.

You get school credit at Pioneer School the same as any other school throughout the state. When you are transferred or released, an official transcript is prepared showing grades and credits earned at Pioneer School. MJTC sends this transcript to your next school. Pioneer School provides you with classes and work that will meet your local school district's high school graduation rules.

## Refusal of School or Group and "Busted 1"

MJTC expects you to attend school. School is very important. If you refuse to go to class or are asked to leave school because of "hours worthy behaviors", you will get a "Busted 1."

A "Busted 1" means:

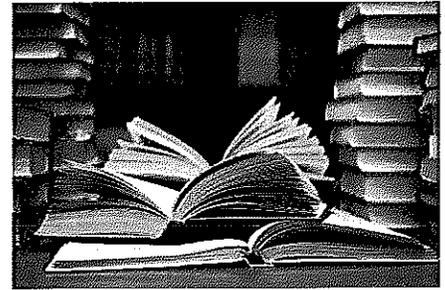
1. You will have level 1 privileges for the rest of the day.
2. No Peer Club, Club 19 or Club 23 privileges for the rest of the day.
3. If you are a level 1 when you get the "Busted 1," you cannot join off-unit recreation on the PM shift.

## **Religious Programming**

Religious studies are available at MJTC. If you have questions about religion, submit a "Patient Request" form to the Chaplain. The Chaplain is a good person to talk to if you are upset about a family member with a serious illness or who has recently passed away. The Chaplain can be reached using the request form procedure.

## **Library**

Eligible students can check out books once a week from the MJTC library. If the MJTC library does not have the book you want, you can order from the Pioneer School Library. If you want a special book, complete the "Patient Request" form with the name of the book and author, and give it to the Recreation Therapist. Remember to write your full name on the request. Only one book request is allowed per week. You are allowed to have 5 books from the MJTC Library and 3 books from the Pioneer School Library at a time.



You are responsible for any books checked out. If you damage or lose library materials, you will lose library privileges and could get a conduct report. You have to pay for damaged or lost books. You may also be charged for books you've checked out but did not return to the library before your transfer or discharge from MJTC. The treatment team will review any books you ask for that break MJTC's security policies or go against your treatment plan.

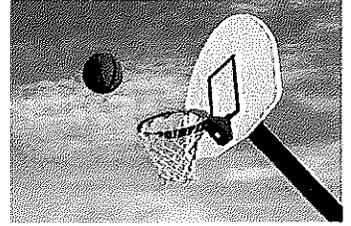
## **Activities and Recreation**

### **Activity Therapy**

As part of your treatment program at MJTC, you will be involved in Activity Therapy groups. These groups are designed to help you learn the following things: problem-solving skills, sportsmanship, teamwork, goal setting, good peer relations, and to help build your self-esteem and confidence, while doing things that are both active and fun. The many different groups should also give you some healthy ideas about activities you can do in your spare time after you leave here. You will be expected to attend these groups as part of your treatment, and to participate in the activity. Activity Therapy groups are held in the gym, on the courtyard, and in the unit dayrooms. The activity therapy staff throughout the year organizes special activities such as holiday celebrations and unit picnics.

## Recreation

A variety of recreational opportunities are offered during your stay here. The higher your daily level, the more recreation time you have. There is recreation time in the gym, on the courtyard, in the dayrooms, and in your rooms.



## Canteen Orders

You can buy items from canteen with money you earn on MJTC. The most you can earn per week is \$4.00. You do not earn money if you are on security.

Every Monday, you get an order form with your earned total on the top of the form. Give completed canteen order forms to the unit staff by 11:00 a.m. **TUESDAY MORNING, OR THEY WILL NOT BE PROCESSED**. You cannot change your order after it is turned in. Students on security, admission, or return-to-court status Monday cannot place an order that week.

You cannot spend more than \$7.00 per week. If you do not spend all your money, you can save it for the next week. Canteen money cannot be moved to your individual account. No money from your individual account can be used to purchase canteen items. This rule is different than the LHS rule.

## Your Account

When you get to MJTC, your money will be transferred from LHS to our Business Office. If you get a Conduct Report for damaging property and are charged restitution, the money will be taken out of your account.

Each month you will get your balance sheet from the Business Office. This sheet will tell you how much money is in your account. It will tell you if money has been added or taken out. If you disagree with this balance, use the youth complaint system to have someone look into it. If you have no money in your account, you may not get a balance sheet each month. If you have questions about your money or account you should ask your Social Worker.

# OTHER YOUTH RIGHTS

## Telephone Calls

Here are the rules about phone calls on MJTC:

1. You get one admission call to parents or guardians after you get to MJTC if you are in control of your behavior.
2. You get two 10-minute calls a month to a person on your approved calling list.
3. If you are Club 23 you get one extra phone call per week as long as you are eligible for club that day.
4. STAFF will dial the number and can monitor calls any time.
5. Legal calls shall be private and monitored as little as possible. Staff will only place call and make sure it is a legal representative on the other end.
6. No call forwarding or three-way calls allowed.
7. You **MUST END** your call immediately in the event of an emergency (e.g., help call, tornado or fire, etc.) or at any time staff directs you to do so.
8. You cannot make phone calls after you have been told of an off-unit trip (court, dental) due to security reasons.



Any abuse of your telephone privileges may result in the suspension of those privileges. If you are loud, abusive, profane, threatening, or show other inappropriate behaviors while making your call, your call may be ended and you could get a conduct report.

## Telephone Calls to Attorneys

Legal and official calls will be coordinated through the Social Worker and Psychiatric Care Supervisor. Request such calls early to allow time to be scheduled into unit program.

## Emergency Calls

In the case of emergencies like illness or death of a close family member of yours, a special telephone call may be allowed with approval of your Social Worker, Unit Manager, or the PCS.

## **Calls Between Institutions**

You will not normally be allowed to make phone calls to any relatives or any other person in another Wisconsin Correctional or Mental Health Institution. Calls to family members will be allowed only after:

1. You submit a request form to your Social Worker
2. The call is okayed by your Treatment Team
3. The call is approved by the Unit Manager.

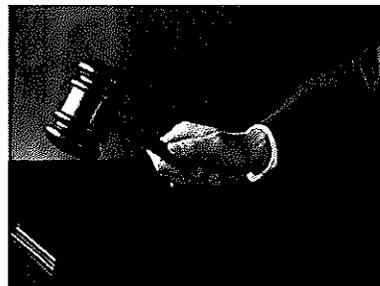
## **Student Requests**

You can make requests two times a day. Staff take requests at 7:30 a.m. and 3:30 p.m. Ask for things in an appropriate and polite way. You can request things like hygiene items (AM shift only), pencils (for appropriate levels), paper, envelopes, patient request forms, grievance forms, washcloths, toilet paper, and a variety of other items.

Patient request forms are available at request times. You should fill out a request form when you need to talk with any member of your treatment team. These requests will be answered within 7 days. Give your completed requests to the "rounds" person, or put them in the unit mailbox. Mailbox requests are picked up and sorted each night by a PCS. Use a request form to get the hygiene items you ordered from canteen.

## **Student Legal Rights**

While at MJTC, you have access to the courts, public defenders and other resources to help you with necessary legal activities. Fill out a request form and your Social Worker can help you access attorneys, public defenders and legal advocates.



## Complaint Procedure

MJTC has a complaint procedure allowing students who think they have been treated unfairly to dispute the staff decision, process, or policy. This procedure follows the Wisconsin Administrative Code, Chapter DOC 380.

Follow these steps when you have a complaint:

1. First talk face to face with a staff member about the complaint.
2. If this does not fix the problem, you can talk to a supervisor.
3. Your final step should be to file a written complaint.

Ask staff at request time for a complaint form if you need one. Read the directions for filing a complaint. You can submit a written complaint any time. The Compliant Mediator can refuse your complaint if it is filed after 5 days of the incident. You can file a complaint with the Unit Manager about breaching confidentiality, retaliation, abuse or procedures used by the hearing officer.

All compliant forms should include:

1. Proof that you tried to talk with staff about the concern
2. A description of the complaint with facts included
3. A statement explaining how the complaint affects you personally
4. What you want to see happen to fix it

You **can** file a complaint about:

1. Residential Program
2. Application of rules
3. Division policies, conditions, procedures and other matters or incidents.
4. Procedures used by hearing officers under SS. DOC 373.72, 373.73 and 373.76 to 373.78

You **cannot** file a complaint about the following:

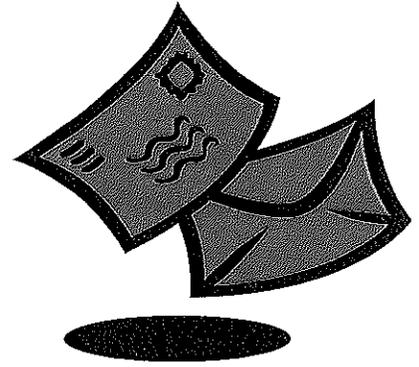
1. Disputes or decisions in the disciplinary process under Chapter DOC 373, except that the complaint procedure may be used to challenge the hearing procedural error by hearing officer as listed above
2. Matters over which the institution has no authority
3. Court-imposed sanctions
4. Decisions of the Office of Juvenile Offender Review (OJOR)

5. Specific placement decisions
6. A decision not to deliver mail
7. Suspensions of visiting privileges
8. Matters relating to the revocation process
9. Matters that do not directly effect the complaint
10. An administrative rule of the department
11. An issue which a youth may appeal under a department rule or a decision issued by the department in response to an appeal filed by a youth under a department rule

Disciplinary action may be taken against a youth that knowingly files a false grievance.

## Student Mail

MJTC encourages you to communicate with the people on your list. MJTC has developed policies and procedures to help you do that. These policies and procedures follow the Wisconsin Administrative Code, Chapters DOC 379.04 and 379.05 and the United States Postal Laws.



You can write to anyone on your approved list. This list can include approved family members. When you first arrive at MJTC the list will be based on your current visiting list. To add someone to the correspondence list you need to fill out a request form and give it to your Social Worker. You can also write to government offices, courts, and your lawyer.

Rules about mail are:

- Incoming mail addressed to you will be opened and examined.
- Contraband will not be delivered. No magazines, books, posters, food, clothing, money, etc. are allowed to be sent in and will be returned to sender immediately.
- Mail from officials, (courts, government agencies, lawyers) will be opened in front of staff.
- Outgoing mail will be inspected for contraband and appropriateness.

Mail will **not** be delivered if it:

- Is in code or a code language
- Threatens criminal activity
- Threatens or attempts blackmail or extortion
- Talks of sending contraband in or out of an institution or contains contraband
- Talks of plans to escape
- Talks about any student gang or street gang activity
- Talks about activities that are against the law
- Asks for gifts from a person other than a family member or person on the visiting list.
- Is obscene material.
- Talks of things that would create a clear danger of physical or mental harm to any person
- Contains any information that you are entering into or seek to enter into a contract

## Free Postage

You have two free letters per week (normal postage cost). Turn the letters in to the unit mailbox. They will be checked for contraband and appropriateness and then sent out. You can buy more stamps through canteen.

## VISITS AT MJTC

### **Student Rules during a visit:**

You will be escorted to the visiting room after their visitor(s) have been processed. Once in the visiting room, you should stay seated for the entire visit. If you get up from your seat the visit may be ended. You cannot use the restroom while on a visit. You or your visitor can ask that the visit be ended at any time. When this happens, the visit will be ended as soon as it is possible in a safe and secure way.

### **Visitation Rules for Visitors**

Anyone who wants to visit MJTC will get information in the mail before they come. They will be expected to follow these rules when they arrive. Here is what they will get in the mail:

The staff of MJTC welcomes approved visitors. All visitors must conform to MJTC's visitation rules and display proper behavior during the visit. Actions by visitors that conflict with mental health treatment or compromise security will not be tolerated. The following rules apply to all MJTC visitors.

### ***Approved Visitors:***

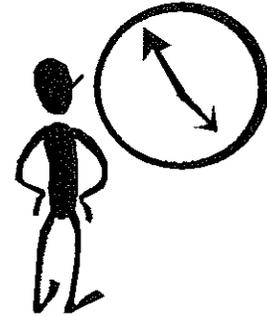
Anyone visiting students at MJTC **must** be on the approved visitor list. People should contact an MJTC social worker to be added to the visitor list. Visits will not be allowed until a background check is done and that may take several days. Youth who transfer from Lincoln Hills School have the same visitor list on MJTC. All requested visitors need to provide the following information before they are authorized to visit:

- Full name, (First, MI, last)
- Date of Birth
- Residential address (street, city, and state)
- Mailing address if different from residential address
- Relationship to youth

### ***Visiting Hours:***

Approved visitors **must** give notice 24 hours before visiting MJTC. This can be done by calling (608)301-1215 between the hours of 8:00 a.m. and 6:00 p.m., Monday through Friday. When calling the unit, the visitor should tell staff the following information:

- The date of the visit
- The time the visit is to occur
- The names of persons who will be visiting



Visiting hours are:

- Tuesday and Thursday 6:00 p.m. to 7:25 p.m.
- Saturday, Sunday, and State Legal Holidays 1:00 p.m. to 3:30 p.m. and 6:00 p.m. to 7:25 p.m.

Special visits are allowed when the treatment team approves it first. These visits are usually Monday through Friday. Please contact the MJTC social worker for details.

### ***Location of Visits:***

The visiting room is located at the east end of MJTC. Visitors may park in the lot directly in front of the MJTC building. Please enter through the main entrance of MJTC.

### ***Check-in Process:***

Visitors must check in with the staff. Check-in times are:

- Tuesday and Thursday 5:30 p.m. to 6:00 p.m.
- Saturday, Sunday, and State Legal Holidays 12:30 p.m. to 1:00 p.m. and 5:30 p.m. to 6:00 p.m. Visitors arriving after this time may not be able to visit.

Each visitor must provide identification at the door. Only the following forms of identification will be accepted:

1. State Driver's License
2. Military ID (if a member of the military)
3. Department of Transportation (Motor Vehicle Department) Picture Identification Card
4. County Welfare Department Picture Identification Card
5. State Picture ID
6. Current Passport

Driver's licenses and picture identification cards will be accepted for out-of-state visitors.

Staff will check each visitor's name on the approved visitor list. Visitors not on the list cannot visit. Secure lockers are available to store purses, keys, etc. MJTC is not responsible for lost or stolen articles. It is recommended that personal items be locked in the visitor's vehicle.

***Contraband:***

Visitors who bring in contraband are subject to Wisconsin State Statute 302.095, which "prohibits delivery of any article to an offender of a State Institution or depositing or concealing an article within the State Institution or its boundaries or receiving an article to convey out of the institution that is contrary to the rules and regulations and without the knowledge or permission of the Director. Any person found in violation of this law is subject to imprisonment of not more than two years or a fine not exceeding \$500.00."

***Metal Detector:***

All visitors must pass through and clear the metal detector. Visitors should not wear clothing with metal attached (i.e., buckles, snaps, metal buttons, etc.) or excessive jewelry. The metal detector is also sensitive to metal contained in undergarments. Visitors with pacemakers or other medical implants must make their condition known to staff, and carry a doctor's note describing the condition. It is the visitor's responsibility to clear the metal detector.

***Special Accommodations:***

It is the visitor's responsibility to inform MJTC of a disability requiring special accommodations. This includes accommodation requests necessary to enter the institution and for the duration of the visit. Individuals should request these accommodations when scheduling their visit.

***Dress Code:***

A visitor dress code has been developed to ensure a safe and secure visiting area that is appropriate, tasteful, and provides a wholesome family atmosphere.

The following clothing is inappropriate and will result in the denial of entry into MJTC:

1. See-through clothing.
2. Short shorts.
3. Short skirts or dresses
4. Strapless, tube, or halter tops.

5. Tops that show the belly.
6. Underwear worn on the outside of clothing.
7. Clothing with revealing holes or tears.
8. Clothing or accessories with obscene or profane writing, images or pictures.

Individuals wearing gang or club-related clothing or insignia may be denied entrance into the institution.

These restrictions apply to all individuals. Failure to comply with the above guidelines will result in denial of entrance, or removal from MJTC.

***Money:***

Students are not allowed to keep money on the unit. The Mendota Business Office keeps individual accounts for all students. Canteen items are available for purchase by MJTC students. Vending machines are available in the visiting room (they accept change and dollar bills). Visitors may purchase items from the vending machine for a youth, but youth may not take items back to the unit.

***Food:***

No food or beverages may be brought into MJTC during visits. MJTC has soda and snack vending machines. Visitors can bring change to purchase items from the machines. There is no change machine at MJTC.

***Clothing:***

MJTC provides clothing to all students. No personal clothing is allowed at MJTC.

***Toiletries:***

MJTC provides all required personal hygiene items. No personal items are allowed.

***Property:***

No personal property is allowed to be brought in for students.

***Phones, pagers, keys, wallets, purses, bags, pictures:***

No phones, pagers, keys, wallets, purses, bags, pictures...will be allowed in the visit. All non-essential items should be kept in the vehicle or can be stored in a locker during the visit.

## **Suspension of Visiting Privileges**

The visiting room staff with the approval of the supervisor may end a visit. The Treatment Team may suspend visiting privileges for breaking administrative rules or institutional policies and procedures relating to visiting. The Unit Manager, or PCS can also suspend visiting privileges for other reasons as specified in the above-referenced policy. You will not be allowed to have a visit if you have been notified of an upcoming off-grounds trip or transfer to another institution.

## **Special Visit Procedure**

A special visit would be from an approved visitor, outside the normal visiting scheduled times. Reasons for a special visit would be due to a youth being on restraints, a security level, or special status making it impossible to visit during regular visiting hours. Another reason for a special visit would be due to a meeting such as OJOR, IEP, or a family therapy session. You will need to inform your social worker or therapist through a request form to request a special visit. The team will discuss the visitor and how the visit fits in with your treatment goals. The team will make a recommendation to the Unit Manager, who has the final say on any special visit. If the team and the Unit Manager feel that the visit is consistent with your treatment goals they will attempt to accommodate the visit.

MJTC feels that visits from people who are important to you could have a very positive influence on you. We want to help you get these visits while you are here. To do that we need your cooperation and especially your patience.

For your own protection, when on restraints a student will not be able to visit during regular scheduled visiting hours. However it is your right to receive a minimum of 1-hour visit per week. This visit must be arranged through your Social Worker or the Unit Manager with the coordination of security. Time of the visit is based on availability of staff and space.