
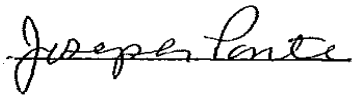


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CHAPTER 19: PROGRAMS AND SERVICES		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Division of Juvenile Services Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
	EFFECTIVE DATE: February 1, 2002	LATEST REVISION: January 6, 2012

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in Title 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

All Departmental Juvenile Facilities

III. POLICY

It is the policy of the Department of Corrections that all programs and services offered at its juvenile facilities be administered in a manner that prohibits discrimination in resident access or participation. Programs for residents at the juvenile facilities shall be based on what research indicates is effective for juvenile offenders, shall be individualized for each resident, and shall be gender responsive. Residents shall be provided the opportunity and be encouraged to participate fully in programs and activities.

IV. CONTENTS

- Procedure A: Programs, General
- Procedure B: Programs and Services
- Procedure C: Program Participation
- Procedure D: Program Facilities and Equipment
- Procedure E: Resident Recognition

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Programs, General

1. The following programs shall be available to all residents:
 - a. reception and orientation
 - b. evaluation and classification
 - c. educational programs that include an opportunity for vocational and job training;
 - d. religious services and/or counseling
 - e. social services
 - f. psychological and psychiatric services
 - g. library services
 - h. medical and dental health care
 - i. athletic, recreational, and leisure-time activities
 - j. resident involvement with community groups
 - k. mail and visiting privileges
 - l. access to media, legal material, attorneys, and courts
 - m. pre-release orientation and planning
 - n. staff members are available to counsel residents upon their request
 - o. provisions will be made to counsel residents on an emergency basis
2. The above programs may be delivered in a manner suitable to the individual resident, based on risk and needs, to include gender responsiveness.
3. Assessments, screening devices, and tests shall be gender neutral, if appropriate and available, or gender specific, if appropriate and available.
4. Staff shall be mindful of the privacy rights of residents at all times, particularly in situations where privacy implications are inherent, such as doing searches and monitoring showers, as required by the facility's policies and procedures for security and control and based on the resident's participation in programs and services.
5. Staff of both genders shall be on duty at all times and shall be trained in effective ways of dealing with both male and female residents.

Procedure B: Programs and Services

1. An array of social service programs shall be available to residents who shall be assured equal opportunities to participate in these programs without regard to race, religion, national origin, sex or physical disability.

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2. The rehabilitative programs shall be administered and supervised by a person with at least a bachelor's degree in social and behavioral sciences or related field. Equivalent related experience may be substituted for education on a year-to-year basis. Individual program leaders should include both licensed counseling staff and support group peers as appropriate who may serve as either employees or volunteers in accordance with 19.15, Volunteer Services.
3. Equal access to programs and services is provided through de-centralization of services, co-educational programming and separate scheduling of available programs and services.
4. When boys and girls are permitted to attend co-ed programming, such programming is conducted in the most appropriate area where close supervision is provided.
5. Residents in Special Management or Medical housing may participate in programs in accordance with the directive of the Unit Treatment Team. Residents in Assessment/Orientation are permitted to participate in programs and services as coordinated by the Juvenile Program Manager and/or Social Worker.
6. The Social Worker maintains statistical information pertaining to the number of residents requesting, attending, and completing each program or service. These statistics shall include volunteer participation and hours. The Social Worker shall forward a report of these statistics to the Superintendent, Juvenile Program Manager on a quarterly basis.
7. An annual report shall be compiled by the Juvenile Program Manager that shall summarize the program activities for the year. A copy of the report shall be available upon request, and forwarded to the Superintendent, Commissioner, Governor, Friends of Long Creek/Mountain View, etc.
8. The Superintendent shall coordinate a task force for the evaluation of programs and services on an annual basis. The findings of these evaluations shall be used in planning program changes as well as setting goals and objectives for the following year.

Procedure C: Program Participation

1. Residents are expected to participate in programs consistent with the treatment goals outlined in their Case Plans. The Case Plan shall be based on the objective treatment assessments administered during Assessment/Orientation.
2. Failure to participate in programming prescribed by the Case Plan shall result in the resident's failure to complete the mandatory treatment phase progression toward release, as well as no progression in the Behavior Motivation Program.

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3. The number of programs and services offered each day are dictated by appropriate staffing and security concerns. At the discretion of the Juvenile Facility Operations Supervisor, programs and services may be cancelled due to security constraints. Any scheduled program leaders or volunteers shall be notified in advance of their program if it must be cancelled.
4. The number of residents that may be permitted to attend any general program or service shall first be driven by the Behavior Motivation Program requirements for participation in the particular program/service and secondly by the safety and security concerns of the facility. The Superintendent must approve any exceptions.
5. Residents interested in attending programs or services should verbally inform their Social Worker of their desire. The Social Worker shall discuss the participation in the Unit Treatment Team meeting and, if approved, shall coordinate the resident's participation. If there is not space available, the Social Worker shall add the resident's name to a waiting list.
6. Program leaders shall record attendance at all programs and forward the attendance information to the Social Worker. Residents who accrue two (2) non-excused absences in a two (2) week period are removed from that activity.

Procedure D: Program Facilities and Equipment

1. The Superintendent shall provide for sufficient program space with appropriate equipment, facilities and working conditions to support the type and size of the programs held within the facility space. Program leaders and staff shall be encouraged to submit requests for equipment needs on an annual basis and as needed.
2. Staff who coordinate programs shall schedule programs and services for the most appropriate location and time, taking into account the resident's daily schedule.
3. Equipment, supplies or assistance required for a particular activity must first be approved by the staff that coordinates programs, which shall note any additional items or equipment authorized by the program. All items or equipment must be related to the scheduled activity and not considered contraband.

Procedure E: Resident Recognition

1. To provide incentives and increase motivation, the Superintendent shall provide a system to reward and/or recognize residents for completion of specific programs or who have demonstrated extraordinary behavior.
2. The facility's Behavior Motivation Program shall serve as one vehicle for resident recognition. Additional recognition programs may be considered.

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3. Any staff, program leader, or volunteer may nominate a resident for recognition, above and beyond the Behavior Motivation Program, by submitting a letter of justification for such recognition.

VII. PROFESSIONAL STANDARDS

ACA:

- 4-JCF-2A-08** When both males and females are housed in the facility, at least one male and one female staff member are on duty at all times.
- 4-JCF-3A-04** There is equal access to programs and services for male and female juveniles.
- 4-JCF-5A-03** Juveniles are provided with programming, including education, during the reception period. New juvenile offenders received written orientation materials and/or translations in their own language if they do not understand English. When a literacy problem exists, a staff member assists the juvenile in understanding the material.
- 4-JCF-5B-01** There is a written classification plan that contains:
1. Classification policies and detailed procedures for implementation
 2. Level of risk presented
 3. Type of housing required
 4. Participation in facility and community programs
 5. Criteria for changing the status of the juveniles with procedural safeguards when there is an increase in custody level or a transfer
- The plan is reviewed annually, updated as necessary, and made available to staff involved in the classification process.
- 4-JCF-5C-02** Social service programs are provided that make available a wide range of resources appropriate to the needs of juveniles, including individual, group and family counseling, as well as treatment based on assessed risk and need. Special programs are provided to meet the needs of juveniles with specific types of problems. Facility staff identify the collective service needs of the juvenile population at least annually.
- 4-JCF-5C-07** Social services staff members are to be available to meet with juveniles on a regularly scheduled basis at least once a month and at the juvenile's request. Individual contacts are documented in the form of an individual contact note in the juvenile's record.
- 4-JCF-5D-08** The academic and vocational training programs and instructors are recognized, certified, or licensed by the state department of education or other agency having jurisdiction. Programs up to the completion of high school and/or the GED are available at no cost to juveniles. Provisions are made for incentives for educational participation and formal recognition of specific accomplishments.
- 4-JCF-5D-10** The educational program coordinates with other institutional services to provide instruction in functional social skills.

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