

BEARINGS



WELCOME

HANDBOOK

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BEARINGS MISSION STATEMENT

To support young people as they continue to build trust, by strengthening their skills and assets, while navigating reconnection to the community.

WELCOME

Welcome to BEARINGS! This program is designed to help you re-enter the community more successfully. You will use your skills and assets to build trust and resiliency, make connections, and gain confidence to establish a rewarding and self-sustaining future. The program is built upon safety, respect and responsibility. Our goal is to help you engage in education, employment, pro-social recreational and leisure activities and help you learn the life skills necessary to become a positive and productive member of society. We want you to become comfortable and confident as you experience opportunities in the community. BEARINGS provides structure to each resident's day and addresses the specific needs of each individual. Upon entering BEARINGS, you will meet with the team to review house rules and program expectations. BEARINGS uses Restorative Justice practices to solve most issues, problems, and noncompliance. Noncompliance with program rules can also result in loss of internal privileges, the use of the behavior management system with minors and majors, and/or removal from this program. It is a privilege to be at BEARINGS. Residents who comply with program expectations have the ability to earn significant privileges. The staff at BEARINGS will work hard to help you meet your goals and you will be expected to work just as hard in this collaborative effort. The following information should help you successfully integrate into the BEARINGS community and beyond. Please read this handbook thoroughly and ask any questions you may have. You will be held accountable for all the information in this handbook. Please note that this handbook is a living document that is subject to change as continuous improvements occur in the program.

Thank you and Welcome!

The BEARINGS TEAM

BEARINGS Summary

While at BEARINGS you will be living in a safe and structured environment that will help you make a smooth transition into the community. You are expected to participate in the BEARINGS community and the individual program set forth for you. The BEARINGS team will guide and support your efforts as you reintegrate into the community. We use strength-based and Individualized programming to help you meet your specific needs so you can feel confident and ready to live a successful, independent life.

By using the combined elements of Positive Youth Development, trust, safety and respect, the BEARINGS community provides an ideal setting for you to learn and live in. Staff at BEARINGS will lead you by providing support, structure, and consistent expectations for all residents. While at BEARINGS, staff will further help guide you towards self-management.

The strength-based, individualized, and youth driven approach will help you make a healthy transition. At a minimum, residents are required to meet with the BEARINGS team weekly, in a collaborative effort to focus on personalized goals. Residents will use the effective self-regulation skills they will have learned in the Cognitive Behavioral Therapy (CBT) groups at Long Creek.

You will have an important part in developing your individual plan with the help from identified supports and the BEARINGS team. The plan will consist of goals and address needs to make a successful transition to the community.

Community Expectations

- Respect yourself, peers, staff, program, and members of the community.
- Respect all property.
- Maintain appropriate relationships with peers, staff, and members of the community.
- Participate in all program and community activities with a positive attitude.
- Maintain appropriate behaviors, language, and discussions.
- Keep hands to oneself, avoid confrontation, fighting, mistreatment, and harassment.
- Refrain from stealing, lending, or borrowing from others.
- Take responsibility for your behaviors and consistently work on treatment issues.
- Be a positive role model to fellow community members by reinforcing positive behaviors and/or correcting negative behaviors.
- Completing daily chores and maintaining a clean and healthy space.
- Maintain personal hygiene. Practice good hygiene, so that your clothes, body, and hair are clean and odor-free.

Phase System Expectations

The Phase system is a continuation of the phases used at Long Creek. You will start on Phase 3, where you ended at Long Creek, and work your way to Phase 4.

Expectations of Phase 3:

- Reliable adherence to house expectations.
- Rarely engage in illegal and/or rule-breaking behaviors and demonstrate willingness to take ownership of your role if you do.
- No longer affiliate with others who are engaged in illegal and/or rule-breaking behaviors.
- Are fully engaged in the process of building cognitive behavioral skills and addressing identified individual or family needs.
- Are fully engaged in respectful and honest relationships with BEARINGS staff.
- Are open to discussing the factors that contributed to your commitment.
- Have shown increased capacity in balancing independence and following program expectations.
- Have made significant progress in work related to community reintegration plan.

Phase 4 expectations:

- Are not only reliably following basic house expectations but have assumed a leadership role in actively encouraging other residents to do so.
- Do not engage in illegal and/or rule breaking behaviors and encourage other residents to take ownership of their role in these behaviors.
- Do not affiliate with, and actively discourage other residents from affiliating with, residents who are engaged in illegal and/or rule breaking behavior.
- Are demonstrating measureable progress in implementing cognitive behavioral skills and addressing identified individual or family issues.
- May assist staff in orientation of new residents.
- Encourage other residents to work on their cognitive behavioral skills and may be assisting other residents in this process as mentors.
- Are open in discussing factors that contributed to your commitment and have an understanding of your responsibility in maintaining a successful, independent life.
- Have engaged in and completed a significant amount of your therapeutic programming.
- Have shown significant capacity for independence in the house, are given maximum opportunities for independence and have the trust of staff.
- Finalizing work on a written community reintegration plan.

Program Expectations:

The purpose of all expectations is to promote and reinforce pro-social behaviors and enhance growth. Your progress will be assessed and tracked by using The Daily Review form. You will complete the form by evaluating your day, identifying needs, and setting a goal for the next day. You will submit the completed form at the end of each day. Staff will complete the staff version of this form at the end of each shift. All staff who work with residents throughout the day will be expected to submit a completed form prior to leaving for the day. These forms will be used as a guide for staff to assist you in making positive change. Discussions at the weekly meeting will highlight individual strengths and successes as well as identify areas that need support. As you continue to demonstrate appropriate behaviors, you become eligible for greater amounts of privileges, community time, and other incentives within the program. When you are ready to advance to the next phase, staff will give you a packet to complete. You will then identify what progress you have made, and you will be responsible for gathering input from all areas of your programming: school, staff, substance abuse treatment, mental health treatment, etc. You will then make a presentation to the BEARINGS team, describing the reasons you think your phase advancement is appropriate. If you're approved, your JPM or social worker will arrange a Phase Advancement Review to be held by the Classification Committee. Advancing in phase is a privilege and if you are not meeting the expectations required on phase 4, privileges may be on hold or the BEARINGS team can return you to phase 3.

DAILY REVIEW-BY RESIDENT

To be completed by the end of each day

RESIDENT: _____ DATE: _____

Daily Evaluations: 1=Not Meeting 2=Partially Meets 3=Meets 4=Exceeds Expectations

	1	2	3	4	N/A	Comments
Collaboration						
Responsibility Job						
Responsibility School						
Responsibility House Rules						
Consistency on Expectations						
Dependability						
Self-Advocacy						
Honesty						
Conflict Resolution						
Respect for Self						
Respect for Peers						
Respect for Property						
Respect- house community						
Respect- outside community						
Motivation						
Attending Treatment						
Participating in Treatment						
Today I struggled with:						
What I did well today:						
Goal for tomorrow						
Support I may need						

Additional Comments

DAILY REVIEW-BY STAFF

To be completed by staff at the end of each shift.

RESIDENT: _____ DATE: _____

EVALUATOR: _____

Daily Evaluations: 1=Not Meeting 2=Partially Meets 3=Meets 4=Exceeds Expectations

	1	2	3	4	N/A	Comments
Collaboration						
Responsibility Job						
Responsibility School						
Responsibility House Rules						
Consistency on Expectations						
Dependability						
Self-Advocacy						
Honesty						
Conflict Resolution						
Respect for Self						
Respect for Peers						
Respect for Property						
Respect- house community						
Respect- outside community						
Motivation						
Attended Treatment						
Participated in Treatment						
Making progress in Treatment						

Additional Comments:

Allowable belongings upon entry to BEARINGS:

CLOTHING	HYGIENE ITEMS	OTHER PERSONAL PROPERTY
Shirts-6	Deodorant (Stick only)-2	Watch-1
Pants-6	Shampoo-2	Necklace-1
Sweatshirts-2	Gel(Non-Alcohol)-1	Approved books/notebooks
Underwear-6	Body wash-2	Approved Pictures
Shorts-3	Toothpaste-2	Pen
Socks-6	Toothbrush-2	Legal Documents
Jackets-2	Comb/hair brush	Personal correspondence Info.
Bathing suit-1	Lip Balm	Family Photos
Footwear-6	Mouthwash (Non-Alcohol)	Health items (Glasses Etc)
	Electric Shaver	Religious items
	Nail clippers	Deck of cards
		Calendar
		Approved learning material
		Clear Water Bottle

- All personal items will be inventoried. You will get a copy of the signed inventory sheet.
- Items above the allowable amount will need to be removed after a month. This process will be reviewed on an individual basis.
- You may request additional personal property by submitting requests to the Bearings team. (See Privileges section).
- All property is subject to be searched.
- You are responsible for your own personal property. You shall not give, swap, sell or exchange any personal property with another resident.
- Bearings shall replace or repair property damaged as a result of negligence on the part of Bearings. A maximum monetary value for replacement is \$50. You are responsible to immediately notify Bearings staff about any lost, stolen, or damaged personal property.
- If you possess any item not authorized by the Bearings team it is considered contraband and shall be confiscated. You May be subject to disciplinary sanctions and/or criminal prosecution.
- Any clothing that is not new will be sent to Long Creek Intake to be washed before entering Bearings.

Education:

The A.R Gould School provides innovative student-centered instruction for students in need of completing their high school education or Hi-Set. Assistance with post-secondary educational opportunities such as college, apprenticeships, and certifications also exist. Education will take place at Bearings, in the community and possibly at Long Creek.

Vocation:

BEARINGS partners with Goodwill Industries to provide job skills, training and opportunities of employment for residents at BEARINGS. You can obtain employment with the assistance of Goodwill staff. Goodwill also assists with getting certifications and finding apprenticeships in various trades if there is an interest. You must complete the Goodwill Workshop prior to getting a job. All employment decisions will take place with Goodwill Advisors.

Counseling:

Counselors will continue to provide substance use counseling at BEARINGS, as needed. Clinicians and mental health support for youth and families will be available according to individual needs. While at BEARINGS, connections with community supports may also be available as recommended.

Medical:

For basic medical care, medication needs, sick calls, dentist and Doctor visits, you will go to Long Creek for assistance. If you request to be seen by medical, fill out a Sick Call Slip and place it in the locked Sick Call Slip box. For emergency situations, outside emergency medical services (EMS) will be called (911).

Mentors & Volunteers:

While at BEARINGS, you can continue working with the mentor you had at Long Creek. If you did not have a mentor, you can work with the Chief of Volunteer Services to be matched with a mentor. Mentors & volunteers will support residents within BEARINGS and in the community, building on positive connections and relationships. You can spend quality time with your mentor and volunteers as part of your weekly schedule.

Recreation and Leisure:

Positive use of free time is essential for physical and mental wellness. You will work with the BEARINGS team to develop your schedule, which will include being involved with positive activities at BEARINGS and in the community. The goal is to have you become familiar with opportunities that are available and feel comfortable participating in opportunities that interest you, as well as new experiences, to enhance overall health and success.

Religious Services:

Chaplain services can be available to you and your family at BEARINGS. Every reasonable effort will be made to facilitate the free practice of religion. Opportunities for religious expression can be provided with the assistance of the Chaplain and from opportunities in the community.

Community involvement:

BEARINGS staff will organize and implement various opportunities in the community with assistance from mentors and volunteers, and your input. You will be supported as you navigate the systems necessary for successful transition and independence, such as work, education, grocery shopping, banking, transportation, housing, obtaining critical documents, and identifying service providers. We will also be involved in doing community service projects. It is a great way to give back to the larger community and for you to know you have a lot to offer others.

Visitors:

- Every Wednesday, residents will submit their visit requests for the following week.
- Visitors must be approved and listed on your visitor's card. Any changes to the visitor's card must be approved by your BEARINGS Treatment Team.
- Approved visitors can visit up to one and a half hours at a time. Visitors can visit two times during the weekdays and one time on the weekend. Additional time can be requested at the weekly team meeting.
- Visitors must have photo identification. Visitors under 18 must be accompanied by an adult and have written guardian approval.
- Visitors are not permitted to bring in anything for residents unless preapproved by the Bearings Leadership Team. Preapproved items will be given to staff upon entering the house. Contraband is anything that residents are not allowed to have or has not been approved by the Bearings Leadership Team. Trafficking in contraband is a crime.
- Resident pat searches will be done prior and post visits. Residents can be subject to strip searches post visits.
- Visitors will enter through the main entrance and will give their keys to staff upon entering the house.
- Use of the metal detector wand may take place upon entry.
- Visitors will not be able to come into the house if they are under the influence of drugs or alcohol, or if they have an item that is not allowed (for example, any drugs or weapons).
- Visitors should not wear inappropriate clothing (such as revealing clothes or shirts with drug, profanity, or gang references).
- All tobacco products (including vaping paraphernalia), or any item that contains nicotine, must be left in vehicles.
- Cell phones and smart watches should be left in vehicles.
- Visitors cannot take pictures during visits or at any other time while on the grounds of BEARINGS.
- BEARINGS staff will be on site during all visits.

- If any resident or visitor acts inappropriately (such as displaying excessive physical contact, any sexual contact, criminal activity, violation of our rules or is a risk to the safety or welfare of the BEARINGS community, staff will end the visit immediately. All those visiting the resident will have to leave.
- All visitors and their vehicles are subject to security clearance while on the BEARINGS property.
- Visitors may only use the bathroom on the first floor, at the end of the hall.
- There is a possibility that communications during visits will be monitored. Communications by or with residents made during visits are subject to being listened to and/or recorded, except for attorney/client privilege communications.

Mail:

- All incoming mail/packages must be sent to **675** Westbrook Street, South Portland, Maine 04106.
- All mail/packages will be processed through the Long Creek Youth Development Center. Mail/packages will not be accepted at BEARINGS.
- Any packages sent to you must be preapproved by the JPM.
- Staff will check all incoming mail and will remove money orders, checks, and cashier's checks sent in by family and will deposit them in your canteen account. The money will be available on your canteen account two weeks from the day of receipt. The business office will send you a receipt for any money you receive.
- Staff will not read **privileged or legal mail** (mail from your lawyer, the Department of Corrections, the courts, or elected officials), but you need to open it in front of staff.
- Two free stamps will be provided to each resident per week.
- You are not allowed to send mail to victims. You are not allowed to send mail to or receive mail from persons incarcerated in a correctional facility who are not immediate family. Please see the Juvenile Program Manager or Psychiatric Social Worker if you wish to exchange mail with an immediate family member who is in a correctional facility. You are not allowed to send mail to or receive mail from present or former residents of the Long Creek Youth Development Center.

Money: *(Residents will not possess any money or debit/credit cards until an official policy change)

- You will continue to have a canteen account maintained by Long Creek.
- You will have the ability to order items from canteen services by filling out the canteen form each Sunday and submit to staff.
- To make purchases from the community, a Request for Canteen Account form must be completed and submitted for approval by the BEARINGS team.
- Residents will work with the BEARINGS team to determine if a bank account can be opened. Once a bank account is opened, access to the account for purchases will be done under the guidance of BEARINGS staff.
- Residents working will be expected to save 80% of their pay.
- Staff will help residents around budgeting and saving to help prepare for discharge.
- If you want to make a purchase, you cannot spend more than 20% of what you have in savings. You may submit a written request to the team for purchases more than 20%.
- If you have any obligations, such as restitution, you may not be able to open a bank account. 25% of your earnings must go towards your obligations.

Dress Code:

Residents are expected to dress in a neat, clean and appropriate manner. Clothing must fit appropriately to size. Pants must be worn on the waist and not below. Items not allowed include but are not limited to provocative/inappropriate pictures, sayings or logos on clothing as well as gang colors or symbols. Undergarments and bare chests should not be visible. Residents will be expected to wear appropriate footwear at all times; bare feet are not permitted.

Counts:

BEARINGS staff will complete Formal Counts three times a day.

6:30AM every morning

3:15PM on weekdays/2:15PM on weekends

10:15PM every night

House Chores:

There will be a weekly chore chart. Each resident will be assigned chores on a rotating basis. When chores are complete each day, residents will place a check mark on the board. It is also expected that each resident immediately clean up after themselves as necessary. You are responsible to do your own laundry with the exception of your comforter. On Friday mornings comforters should be placed in a bag and transported to Long Creek to be washed.

Curfew:

9:00PM for all non-staff passes and work. Lights out at 11:00PM.

House Telephone use:

Residents will be able to make phone calls to an approved list of people. Although there is no specific time limit on phone calls, you will need to be respectful of other residents and it cannot interfere with your schedule or programming. Keep conversations appropriate. No third party calling. Phone calls will be terminated if they interfere with programming needs and goals.

Meals/Snacks:

The Long Creek kitchen will provide breakfast, lunch, dinner, and snacks. There will be other opportunities to cook and have special meals with residents, staff, volunteers, and family. You are able to buy your own snacks that you can keep in your locker. There will be no caffeinated beverages in the house. Food is not allowed in the bedrooms or anywhere else upstairs.

Bedrooms:

Residents are not allowed in other residents' rooms. Your bedroom shall remain in a neat and organized condition with a made bed each day. Your bedroom door will be locked when it is not occupied. Food will not be allowed in the bedrooms.

Lockers:

Each resident will have a locker to use for valuables or snacks. Residents can buy their own snacks. Food will not be allowed upstairs.

Transportation:

DOC staff, contract staff and volunteers will assist with transportation, but it is expected that residents learn about and experience forms of public transportation for independence. When you reach Phase 4, the team may approve carpooling with reliable co-workers if you are 18 or over. The team may approve rides with family members.

Meetings:

Bearings Meetings:

You are expected to attend morning circle, scheduled house meetings, Unit Treatment Team meetings, individual program meetings, and your monthly Classifications meeting. Your input is important during these meetings.

Professional Support Meetings:

If you request contact with a professional support, staff will help facilitate this process. All meetings with professionals can be scheduled in advance with assistance from a BEARINGS Leadership team member. (Examples of professional supports include legal advisors, case managers, religious/spiritual advisors, counselors etc.).

Accountability (General):

Restorative Justice practices will be used as the primary way to resolve infractions of the rules and expectations. Restorative Justice practices include Community Building Circles, Restorative Conversations, Informal Circle-Ups, Reconciliation Meetings, and Responsive Circles. As part of the disciplinary system, major and minor misconduct reports may also be written for infractions of the rules and expectations. A loss of privileges may occur through Restorative Justice or disciplinary processes. ALL infractions of the rules and expectations of BEARINGS will be reviewed by the BEARINGS team and significant or reoccurring infractions may result in returning to Long Creek. Any resident sent back to Long Creek will be reviewed by the classifications team.

The Disciplinary Process includes:

Minor misconduct is behavior that is inappropriate but does not create a substantial risk to the safety of you or another person or to the security of Bearings.

The following behavior constitutes minor misconduct:

1. Failure to Maintain Cleanliness and Neatness of Oneself, Property, and Assigned Areas (room, school desk, dining area, activity area, etc.)
2. Disrespectful Behavior Toward Another Person (name calling, swearing, offensive words or gestures, harassment, ignoring staff, lying, etc.)
3. Failure to Follow Any Staff Directive or Posted Rule (house rule, classroom rule, visitations rule, etc.)
4. Failure to Conduct Oneself in an Orderly or Courteous Manner (horseplay, arguing, loud or obnoxious noise, language, or behavior, etc.)
5. Unauthorized Physical Touching of Another Person (shoving, poking, grabbing, excessive physical contact during sporting activities, kissing, hugging, etc.)
6. Being Out of Place (being in another resident's room, being late for any program or activity, taking an excessive amount of time to arrive at a destination, etc.)
7. Damage or Destruction, Misuse, or Unauthorized Possession of Property (damaging or destroying the property of another person or the house, using any item in a way in which it was not designed to be used, possession of any property of another person or of Bearings without authorization of staff, etc. valued at less than \$50.00)
8. Violation of Bearings Policies and Procedures (telephone use, correspondence procedures, care of Bearings property, etc.)
9. Refusal to Abide by a Restorative Justice agreement or an Informal Resolution of a Prior Misconduct Incident
(All Violations Include Planning, Attempting, Inciting, or Acting as an Accessory.)

Major Misconduct

Major misconduct is behavior that creates a substantial risk to the safety of you or another person or to the security of Bearings or constitutes a juvenile crime or crime for which the facility intends to seek prosecution. The following behavior constitutes major misconduct.

1. Arson or Possession of Any Item that may be Used to Facilitate Arson (match, lighter, explosive and combustible chemical, or other combustible material, etc.)
2. Hiding (concealing yourself or disguising yourself or wearing clothing that is not yours), Touching or Approaching the Long Creek security fence, Escape (escape from Bearings, a transport, or an off-grounds activity), or Being Out of Place During a Leave/Pass (leaving the supervision of the sponsor, failing to appear at the approved location, going to a location other than the approved location, or failing to return to Bearings at the appointed time)
3. Use of Machinery, Computer, or Other Equipment Without Authorization
4. Possession of Major Contraband – an item prohibited by law (dangerous weapon, tool, or other item that may be used to facilitate escape), alcohol or illegal drugs, tobacco or tobacco-related products (match, lighter, pipe, etc.), inhalant, medication.
5. Possession of cash, check, money order, or any other legal currency, debit/credit card, telephone calling card, ATM card, or any account number information, or key or keycard that is not authorized by the Bearings Leadership Team.
6. Fighting or Assault or Inflicting Bodily Injury on Others or Threatening any of these.
7. Demonstrating or Practicing Wrestling, Boxing, or Any Type of Martial Arts without authorization of the Bearings Leadership Team AND as part of a structured recreational activity.
8. Assault with Body Fluid (spitting, excreting, or urinating on or at another person, throwing any body fluid or any fluid appearing to be or stated to be a body fluid on or at another person, or contaminating any item with any body fluid or any fluid appearing to be or stated to be a body fluid)
9. Sexual Contact (touching of a sexual nature, whether voluntary or involuntary) or Exposure (exposing one's genitals, female breasts, or buttocks to another person)
10. Damaging or Destroying Property of Another Person or Bearings of which the cost of replacement or repair, including labor, is more than \$50.00
11. Dishonesty (stealing, making a false statement, counterfeiting, forgery, cheating, etc.)
12. Gang-Related Activity or Article (possessing any gang-related article or engaging in any gang-related activity, including the use of gang gestures, words or symbols)
13. Tampering with or Blocking a Safety or Security Device (locking device, door, fire alarm, radio, fire sprinkler, etc.) or Interfering with a Count or Failing to Obey a Staff Directive During an Emergency or a Critical Incident

14. Producing a Positive Drug or Alcohol Test Result or Refusing to Take a Drug or Alcohol Test (outright refusal, failure to produce an adequate sample, tampering with a sample, failing to follow instructions for producing an uncontaminated sample, etc.)
15. Mistreatment of an Animal (abuse, harassment, etc.)
16. Demonstrating (organizing or participating in an unauthorized group demonstration, strike, sit-in, etc.)
17. Gambling (whether or not involving money) or Bribery (whether or not involving money)
18. Violation of State or Federal Juvenile Criminal or Criminal Law
19. Repeated Minor Misconduct (three or more minor misconduct violations on the same day), if the Juvenile Program Manager, or, in his/her absence, the on-duty Juvenile Facility Operations Supervisor approves designating it as Major Misconduct
20. Self-Injurious Behavior (cutting, rubbing, tattooing, etc.), provided disciplinary intervention is prescribed by the Bearing's Team, after consultation with appropriate mental health staff, and is outlined in the resident's Case Plan
21. Body Piercing or Tattooing
22. Harassment (harassment by words or gesture of any person that is motivated by the person's race, color, ethnicity, national origin, religion, creed, gender, sexual orientation, physical or mental disability, or juvenile crime)
23. Being in Another Resident's Room
(All Violations Include Planning, Attempting, Inciting, or Acting as an Accessory)

If a major or minor misconduct report is written consequences can include:

- Verbal redirection or modification (To the extent necessary to accomplish the intended outcome)
- Lower ratings on the Staff Daily Review Forms
- Writing assignment (Sufficient in detail to accomplish the intended outcome)
- Extra work duties (Not to exceed one (1) hour per day for up to two (2) days, as soon as practicable)
- Monetary or service restitution (Sufficient for reimbursement of costs)
- Specific activity restriction
(Minor-One activity for up to a week (up to two (2) weeks with authorization of the resident's Juvenile Program Manager, or designee.)
(Major- Two (2) activities for up to four (4) weeks)
- Specific privilege restriction
(Minor-Loss of privilege for up to a week (up to two (2) weeks with authorization of the resident's Juvenile Program Manager, or designee)
(Major-Loss of two (2) privilege for up to four (4) weeks)
- House restriction (No more than (30) hours)

Staff may resolve minor misconduct and some major misconduct informally, if the resident agrees, and may impose one or more of the consequences listed above. If a resident does not accept the informal resolution, the issue is referred to the formal disciplinary process.

If a resident commits a major misconduct which constitutes a juvenile crime or crime, the Superintendent may refer the matter to the District Attorney's Office or the Attorney General's Office. In such a case, the misconduct may also be processed through the formal disciplinary process.

Your Rights:

While you are here, you can expect your rights to be protected.

1. You have the right to be treated respectfully, impartially, fairly, and with dignity.
2. You have the right to not be subjected to corporal punishment, personal injury, disease, physical, mental or emotional abuse, humiliation, sexual harassment, other harassment, verbal abuse or threats, punitive interference with daily functions of living, such as eating or sleeping, or property damage.
3. You have the right to be supervised by trained staff and/or trained volunteers only.
4. You have the right to be informed of relevant policies and procedures and schedules concerning the operation of Bearings, provided such information does not jeopardize the safety, security, or orderly management of Bearings.
5. You have the right to be informed in writing of the rules and the sanctions for violations
6. You have the right to a fair disciplinary process prior to the imposition of the disciplinary sanction.
7. You have the right to be present at all of your classification meetings, provided your behavior does not preclude attendance.
8. You have the right to participate in religious services and counseling on a voluntary basis, subject to the limitations necessary to protect the safety, security, or orderly management of Bearings. You shall have access to clergy, religious publications, and related services that assist you to adhere to your religious practices, subject only to the limitations necessary to protect the safety, security, or orderly management of Bearings.
9. You have the right to balanced, nutritious meals in adequate quantities, adequate sanitation, adequate lighting, adequate sleeping space, and adequate ventilation.
10. You have the right to shelter that is in compliance with fire and safety codes.
11. You have the right to medical and mental health treatment.
12. You have the right to have regular visits with family
13. You have the right to correspond with others by mail according to policy 16.1)
14. You have the right to participate in educational programs that meet your needs, in compliance with state and federal law.
15. You have the right to the programs and services recommended in your case plan, within the limits of Bearing's resources.
16. You have the right to access a process for reporting any problems you have while at Bearings without penalty or threat of penalty (see Policy 29.1, Resident Grievances).
17. You have the right to review your juvenile criminal history records and Department of Corrections records, within the limits of the law as set forth in Chapter 22, Records.
18. You have the right to physical exercise.

19. You shall be allowed freedom in personal grooming subject only to the limitations necessary to protect the safety, security, or orderly management of Bearings.
20. You have the right not to be discriminated against because of gender, physical or mental disability, race, religion, ethnicity, color, creed, sexual orientation, national origin, or political views
21. You have the right to protection from damage or loss to your personal property.

Your Responsibilities:

While you are here, we expect you to be responsible for the following;

1. You have the responsibility to treat others with respect.
2. You have the responsibility of asking for medical and mental health care, counseling, and direction from staff when you need it.
3. You are responsible for following the rules, procedures, schedules, and directions of staff.
4. You are responsible for not discriminating against other residents or staff and not using language or acting in a manner that would imply prejudice or discrimination.
5. You have the responsibility to not harass, intimidate, physically, sexually, or verbally abuse, threaten, assault, or humiliate others.
6. You have the responsibility of conducting yourself properly during visits and following all mail, telephone, and visitation procedures.
7. You are responsible for not using profane or obscene language.
8. Help to maintain a clean and tidy living quarters.
9. Maintain clothes in a clean and odor free condition.
10. Keep yourself, including your hair, clean and odor free.
11. Follow the grievance process for reporting any problems you have at BEARINGS and reporting any action taken against you by other residents or staff because of filing grievances.
12. Use the appeal process for any disciplinary finding or recommended sanction you feel is unfair.
13. Report, in a timely manner, information about potential threats to safety of yourself, other residents, staff or potential threats to security.

Grievances:

Grievance forms can be found in the hallway outside the office. You can file a grievance and request administrative review of any policy, action, decision, or any condition that you feel is unfair, in violation of your rights, or in violation of departmental policies and procedures, without fear of consequences. A staff person or the advocate can assist you in filling out the appropriate forms if needed. The grievance policy is available in the staff office. If you cannot understand any part of the procedure, ask staff to explain it. After you have completed the form, place them in an envelope, seal the envelope, and place it in the Bearings mail/grievance box. If the Commissioner of Corrections determines that a resident has abused the grievance process or has determined that the grievance(s) is frivolous, he/she may suspend your use of the grievance process for up to a 90-day period. If the Commissioner suspends your use of the grievance process, you will be notified in writing. If you make a false statement in a grievance filed, disciplinary action may be taken against you. A grievance may not be filed regarding Classification decisions, disciplinary decisions or going on a pass, since appeal procedures for handling these matters currently exist.

Prison Rape Elimination Act (PREA):

Reporting number is 1-855-279-4763

Maine Coalition Against Sexual Assault Crisis and Support number is 1-800-871-7741

The Maine Department of Corrections has a zero-tolerance policy for sexual misconduct. Sexual misconduct from any source will not be tolerated at any department facility, including Bearings. All sexual conduct, including consensual sexual conduct, is against the department's rules and considered to be sexual misconduct.

Any sexual conduct between staff and a resident is NOT ALLOWED.

Any sexual conduct between residents is NOT ALLOWED.

A resident can NEVER agree to any type of sexual conduct with any person who works at the facility.

NOTE: It is not sexual misconduct when an employee is doing a physical search or medical staff is going a medical examination according to approved departmental policies and procedures.

NO ONE has the right to pressure you to engage in sex.

Things to remember:

1. Try to carry yourself in a confident manner at all times.
2. Do not permit your emotions (fear/anxiety) to be obvious to others.
3. Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
4. Do not accept an offer from another resident to be your protector.
5. Discuss your concerns with a staff member with whom you feel comfortable.
6. Be alert! Do not use contraband substances such as drugs or alcohol.
7. Be direct and firm if others ask you to do something you don't want to do.

8. Do not give mixed messages to other residents regarding your wishes for sexual activity.
9. Stay in approved areas.
10. Choose your associates wisely.
11. Stay involved in positive activities.
12. Trust your instincts. If you sense that a situation may be dangerous, it probably is.
13. If you fear for your safety, report your concerns to staff.

What to do if I am a victim of sexual misconduct?

1. Report it immediately to staff. Staff will protect you from further sexual misconduct. You do not need to name the person to get help, but we do want you to name the person if possible. The person can only be disciplined and/or prosecuted if we know his or her name.
2. Seek medical attention if you have been sexually assaulted. It is very important that you do not smoke, drink, eat, brush teeth, shower or go to the bathroom right after a sexual assault. Please do not change your clothes. You might be checked at a hospital for the presence of physical evidence. If so, a medical professional will perform a FREE medical examination to find physical evidence from the assault. The evidence may help in identifying the person who hurt you and will be helpful should you choose to pursue a criminal investigation. This free exam will be conducted privately and professionally at the hospital. You should seek medical help if you have been sexually assaulted or had sexual relations with others to determine if you have been exposed to the HIV virus or other sexually transmitted diseases. A sexual assault advocate is available to you to support you during a medical procedure.
3. Seek Counseling Services. If you have been a victim of sexual misconduct, you will be referred for counseling and/or advice from a mental health clinician. Free crisis counseling, coping skills, suicide prevention and mental health counseling are all available to you. Often, people may require help to recover from the emotional effects of sexual assault. You have the right to request an advocate from the local sexual assault support center to either meet with you in person or talk to you on the phone.
4. Professional staff members are available to help you at any time for any sexual assault you may have suffered at any time in your life before your time at Bearings. Support is also available via the statewide sexual assault crisis and support line.

Who do I tell if I am a victim of sexual misconduct?

1. You can tell any person who works at Bearings or Long Creek.
2. You can call the Prison Rape Elimination Act Hotline at 1-855-279-4763
3. You can also report by writing a letter to any person who works at Bearings or Long Creek or a letter addressed to PREA Coordinator, Dept. of Corrections, State House Station 111, Augusta, ME 04333.
4. You may also tell a friend or family member who can report for you.

5. You can call the Maine Sexual Assault Crisis and Support Line at 1-800-871-7741 to request an advocate from your local sexual assault support center to either meet with you in person or talk to you on the phone. In person meetings with an advocate will be confidential.

What happens if I report an incident of sexual misconduct?

A report of sexual misconduct will be reviewed by one of the department's investigators. A true report made in good faith will not be considered lying. No punishments of any kind will be taken against any resident for good faith reporting of sexual misconduct. However, if it is found that a person filed a false report, he or she may be criminally charged with falsely reporting an incident and/or may be subject to disciplinary action.

Confidentiality: Information concerning the identity of the person reporting sexual misconduct, and the facts of the report itself, will only be shared with staff that need to know the information, in order to make decisions concerning your welfare. If a case is forwarded for prosecution, certain information may have to be shared during the court proceedings, However, if you choose to speak to an advocate from the local sexual assault support center, your decisions with that advocate will remain confidential. The Department of Corrections has a zero-tolerance policy for sexual misconduct of any kind. PREA Reporting Number is 1-855-279-4763 from the blue phone at Bearings. Maine Coalition Against Sexual Assault Crisis and Support Number is 1-800-871-7741.

Sexual assault support & advocacy:

Have you ever experienced:

- Sexual harassment?
- Sexual assault?
- Rape?
- Sexual abuse when you were a child?
- Someone blackmailing you into sex?
- Someone talking you into sex when you didn't want to?
- Someone protecting you in exchange for sex?
- Someone sexually touching you in a way that makes you uncomfortable?
- Someone sexually bullying you or harassing you?

Confidential support is available to you, no matter when it happened. Even if you're not sure what happened is a crime, you have the right to talk to an advocate.

To speak with an advocate, ask any staff member, including the PREA Monitor, intake officer, caseworker, medical staff or Bearings Leadership Team member. You do not need to disclose why you are asking to speak with an advocate.

BEARINGS PRIVILEGES

After 2 weeks of being at BEARINGS, you can make requests for privileges at the weekly team meetings. The team will discuss the request and, if appropriate for the individual program, may approve.

EXAMPLES OF PRIVILEGES THAT CAN BE REQUESTED

Family meal	Walk to the store & back	Walk to restaurants in plaza
Mall for 3 hours with volunteer	Mall for 3 hours with family	East Point Church with volunteer
East Point Church solo	Gym with volunteer	Gym solo or family
State issued Tablet	Outside on site without staff supervision	Radio
Headphones	Ipod	Musical instruments
Personal towels or bedding	Fitness Equipment	Midnight lights out on weekend

Off Grounds Activities:

If you were approved for specific passes through Classification prior to leaving Long Creek, you will maintain that approval upon entering BEARINGS (ex. work and staff-escorted passes).

Work Passes-You have the opportunity to participate in the Goodwill work program. Goodwill staff will meet with you to discuss expectations and the possibilities of acquiring a job. The Bearings team and the Classification Committee must approve all employment opportunities.

Staff Escorted Passes-Residents can participate in activities in the community with staff supervision. Approval from at least two members of the BEARINGS Leadership Team (BLT) must be acquired before any off-grounds activity takes place. These passes can be submitted and approved on a daily basis, if feasible.

Furloughs:

Once a resident is furlough approved, they may submit requests for the following:

Volunteer Escorted Passes- Residents can participate in activities in the community with approved volunteers. The activity must be approved by at least BEARINGS Leadership Team members. These passes can be approved up to two days prior to the scheduled activity, if feasible.

Family Passes-Passes with family will be determined by the BEARINGS team and will depend on individual progress, goals and needs. Residents will fill out the furlough pass form with BEARINGS staff. The Classification team will approve each level of family passes.

6-Hour Family Pass

12-Hour Family Pass

A member of the BEARINGS team will follow up with the family to see how the pass went.

Unescorted Passes- Residents can request to be approved for unescorted passes when they achieve Phase 4. The Classification team approves residents to have unescorted passes for specific periods of time and specific locations:

½ -Hour pass (Ex. Walk to the store)

1-Hour pass (Ex. Lunch)

3-Hour pass (Ex. Gym)

When you are approved for Unescorted Passes through the Classifications team, the BEARINGS team will approve each pass. These passes can be submitted and approved on a daily basis, if feasible.

Residents are allowed to buy items on a pass but new items must be approved to stay in the house. For any additional items or exchanges (ex. clothing or footwear), staff shall change the inventory accordingly.

RESIDENT HANDBOOK AGREEMENT

I, _____, have read and understand the Resident Handbook.

- I will work to set, commit to, and accomplish realistic goals that address my needs with the help of all staff at BEARINGS.
- At BEARINGS, I have the opportunity to learn many skills that can help me to succeed and stay out of trouble in the future. I will take advantage of these opportunities by staying focused and being productive at all times.
- I am expected to behave responsibly and earn further responsibility and privileges as I progress.
- I will treat the other residents with respect. I will act in a way that shows that I care for myself and others.
- I will treat staff with respect.
- I understand that there are consequences for inappropriate behavior. I will learn to hold myself accountable for inappropriate behaviors.
- I will learn to let go and move on from my mistakes.
- I will not blame others for an action for which I am responsible.
- I will be honest with myself and others at all times.
- I will learn to stop and think before I act. I will engage in activities and behaviors that are safe.
- If I have questions or problems I will seek out my supports at BEARINGS for assistance.
- I will recognize and reduce incidents of negative behaviors and attitudes intimidating, swearing, hand gestures, war stories and body language.
- I will listen to constructive feedback from peers, staff, and teachers without argument, debate, or excuses.
- I will attempt to do my best while at BEARINGS.

Staff at BEARINGS look forward to working together with you and hopes you will value this experience and feel prepared moving forward.

_____/_____/_____
Resident Date _____/_____/_____
Staff Date

The BEARINGS Handbook can be updated at any time to meet BEARINGS needs. This includes but not limited to privileges, sanctions, expectations, and rules.