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

An essential component of the admissions process is to ensure that the juvenile receives sufficient information relating to the facility rules, procedures, schedules and expectations. Every juvenile admitted to the facility shall receive an initial orientation at the time of admission and a more comprehensive unit orientation within one hour of being assigned to a housing unit.

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V. ATTACHMENTS

None

VI. PROCEDURES
Procedure A: Initial Orientation

1. When a juvenile is first received at the facility the facility’s Admitting Staff shall make all reasonable efforts to explain the Admissions process to the juvenile prior to beginning the process.

2. All juveniles admitted to the facility shall receive an initial orientation to the facility rules and relevant processes by Admitting Staff. This orientation shall include an overview of the following areas:
   a. Facility general rules;
   b. Access to Medical services;
   c. Access to Meals;
   d. Disciplinary procedures;
   e. Grievance procedures;
   f. Visitation process; and
   g. List of services provided by the facility.

3. Orientation materials shall be provided to the resident in writing through the receipt of a resident handbook. If the resident does not understand English, translation services shall be provided in a language that the resident understands. If a resident has a literacy problem a staff member shall read and explain the material to the resident.

4. Once the orientation has been completed, the resident shall sign and date a statement that the orientation process has been completed and that the resident understands the material. If the resident refuses to sign such a statement, the admitting staff shall notify the Juvenile Facility Operations Supervisor, inform them of the refusal to sign and the Juvenile Facility Operations Supervisor, may sign off for the resident and note the reason on the statement form.

5. The orientation acknowledgement shall be forwarded to the resident’s Master Administrative Record and a copy forwarded to the resident’s Case management File

Procedure B: Housing Unit Orientation

1. Any time a resident is assigned to a new housing unit for any reason, the resident shall receive an orientation to that housing unit’s specific rules, procedures and expectations as soon as possible, but no longer than 24 hours from the time the resident was assigned to the unit. The housing unit staff conducting the unit orientation shall ensure the resident shall sign and date a statement that the orientation process has been completed and that the resident understands the material.
2. A standardized written orientation process for housing units shall be developed and updated as necessary. A copy of the unit orientation material shall be provided to the resident upon completion of the housing unit orientation. The orientation acknowledgement shall be forwarded to the resident’s Master Administrative Record and a copy forwarded to the resident’s Case Management File.

**Procedure C: General Facility Orientation**

1. Every juvenile admitted to the facility shall receive a general facility orientation at the time the resident is assigned to an initial housing area. The general facility orientation shall provide the juvenile with detailed information regarding programs, services, activities (scheduled and non-scheduled), processes and procedures available to all residents and shall include but not be limited to the following topic areas: Education, Medical, Religious, Mental Health, Recreation, Visiting, Behavior Management System, Grievance/Appeal processes, Advocacy Services, Food Service/Meals, Libraries and Activities.

2. Information regarding these and other services are provided to the resident in the form of a handbook. The resident shall sign and date a statement that the orientation process has been completed and that the resident understands the material. The orientation acknowledgement shall be forwarded to the residents Master Administrative Record and a copy forwarded to the resident’s Case Management File.

**Procedure D: Family Orientation**

1. Within 24 hours of Admission, excluding holidays and weekends, the parent or legal guardian of every admitted resident shall be contacted by the Social Worker or designee for the resident’s housing unit and be provided information regarding resident visit procedures, allowable items, facility directions and facility contact numbers.

2. A Resident Handbook, outlining the programs, services, activities, processes and procedures available to their child shall be forwarded to the parent/guardian as soon as possible, but no later than five (5) working days, after the juvenile’s admission.

3. For those juveniles in detention status, a Resident Handbook shall be mailed after the juvenile’s initial court appearance.

4. The resident’s Social Worker or designee shall provide written notation, in the resident’s Master Administrative Record that a Resident Handbook was forwarded to the resident’s parent or legal guardian. Such notation shall include the date and the address that the Resident Handbook was forwarded to.
Procedure E: Medical Orientation

1. At the time of the initial medical assessment, the medical staff shall provide the resident with an orientation to the services provided, how to access services and informed consent practices. This orientation shall be provided at a level compatible with the resident’s ability to understand. A Medical Handbook, regarding medical services and health information shall be provided and the acknowledgement of receipt shall be placed in the resident’s medical record.

VII. PROFESSIONAL STANDARDS:

ACA:

4-JCF-3A-18 Within 24 to 72 hours after a juvenile’s entry into the facility, the following information is communicated to the juvenile, his/her parents, guardian and/or custodian:

1. Visitation procedures
2. Facility address and phone number
3. Directions to facility and information about local transportation
4. Visitation days and hours
5. Approved dress code and identification requirements for visitors
6. Items authorized in visitation room
7. Special rules for children
8. Authorized items that visitors may bring to give to the juvenile
9. Special visits

4-JCF-3B-01 Within 24 hours of admission, facility staff provide a rulebook and discuss with the juvenile:

1. Rules governing conduct
2. Chargeable offenses
3. The range of penalties
4. Disciplinary procedures
5. Incentives for good behavior

Receipt of the rulebook is documented by a statement signed and dated by the juvenile and staff. When a literacy or communication problem exists, a staff member assists the juvenile. Juveniles receive written orientation materials and/or translations in their language if they do not understand English. Interpreters are available, as required, for communicating with the juvenile in a manner the juvenile can understand.

4-JCF-5A-01 Upon entry into the system the admission process includes, but is not limited to, the following:

1. Determination that the juvenile is legally committed to the facility
2. A thorough and complete search of the juvenile and of possessions
3. Inventory, storage, and/or disposition of personal property
4. Shower and hair care, if necessary
5. Issuance of clean, laundered property fitted clothing, as needed
6. Issuance of personal hygiene articles
7. Medical, dental, and mental health screenings
8. Assignment to and brief tour of the housing unit
9. Recording of basic personal data and information to be used for mail and visiting lists
10. Assistance to juveniles in notifying their families of their admission and procedures for mail and visiting
11. Assignment of a registered number to the juvenile
12. Provision of written orientation materials to the juvenile and verbal/multi-media orientation to facility and program

4-JCF-5A-03 Juveniles are provided with programming, including education, during the reception period. New juvenile offenders receive 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.