

## CAMP/PROBATION OFFICER ASSIGNMENT

You are being assigned to Camp \_\_\_\_\_.

Your Probation Officer/Caseworker is \_\_\_\_\_.

Your Probation Officer works on \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_.

You should expect to meet with your Probation Officer on \_\_\_\_\_.

At that time you will be informed about your potential release date and have any

questions you might have answered. If you have any questions

or concerns before that date please ask to speak to the A.D.

## **Character**

It's how you live life when nobody  
is watching.

## **You are valuable**

Don't let anyone make you believe differently

# LOS ANGELES COUNTY PROBATION DEPARTMENT RESIDENTIAL TREATMENT SERVICES BUREAU

## YOUR HANDBOOK OF RULES AND RIGHTS

PLEASE KEEP THIS AS YOU CAN REFER TO IT DURING YOUR STAY AT CAMP

## RELEASE SCHEDULE

### EARLY RELEASE

Each request for release is based on your progress in the program, accomplishment of individual program goals and participation in services. The judge makes the final decision about your release date.

### EXTENSION OF CAMP PROGRAM

Your length of stay in camp may be extended based on your need to spend more time working on individual goals and participating in services. If you choose not to take advantage of the services being provided to you in camp, your probation officer may send a violation report to the Judge, asking for a change of plan or an extension of camp time.

### CASE REVIEWS/MDT

Whenever decisions are going to be made about changes in your program, a Case Review takes place. This means that your caseworker, a Supervisor and others (mental health staff, teachers, etc.) will meet to determine what the best services are to work with you and help you make the behavior changes that will help you be successful when you leave camp.

## BEHAVIOR MANAGEMENT PROGRAM (BMP)

All the services in camp are part of the Behavior Management Program. These services can include Aggression Replacement Training, Girls Moving On, SPARCS, LEAPS and other small groups, along with individual and group counseling with a mental health therapist and educational services. These services all have one goal: to help you make the positive changes that you need to make and to learn and practice new skills to help you be successful when you leave camp. One part of the Behavior Management Program is the daily and weekly merit ladder. This is a point system that will help you measure your success at following the rules and learning new skills.

### MERIT LADDER

Staff and teachers give you points when you follow the rules and improve your behavior. Staff will add up your points at the end of each day. Your name will go on a Merit Ladder which is put up in the dorm daily and at the end of each week. Your points can earn you special rewards, activities and treats from the Saturday Behavior Store.

Daily Points: 0 to 2 points are entered on the work sheet for each activity graded by staff. You can also earn extra points for having a camp job. The maximum number of points that can be earned each weekday is 18; weekends is 12; maximum weekly points = 114.

The activities that you will be graded on are:

- Inspections
- School Performance
- Group participation and motivation
- Recreation
- Meal time behavior
- Overall behavioral performance for the day

## WELCOME TO CAMP

You have been ordered by a Juvenile Court Judge, as a condition of probation, to participate in a Camp Community Placement program. You are assigned to a camp that provides a program that best suits your needs. At this camp you will be assigned to a new probation officer who will work with you to develop positive changes in your life that will reinforce and promote positive interactions with others. Your probation officer/caseworker can recommend your going home early to the Judge if you work hard and the Judge agrees. The Judge has the final say in when you go home.

You might have heard a lot of things about camp. Camp is a place for any young person who has had problems with him/herself, school, family, and the law. Some important program focuses are learning new skills, controlling anger and impulsive behavior and developing a commitment to improving your life and the lives of those who live in your community.

### CARING COMMUNITY PHILOSOPHY

The camp is...

- Helping each other create and maintain a safe and caring community.
- A structured lifestyle, where we gain positive attitudes, values and learn to deal with stress.
- A place where we focus on behavioral change and confront attitudes that are negative and destructive.
- An opportunity to change, to confront mistakes and to accept responsibility for our lives.
- A place to set goals and practice behaviors, which lead to successful living.

Camp will help you to develop impulse control and the patience to work for and wait for things you want. You will be taught to follow rules, obtain permission before you act, develop healthy habits, take pride in a day's work well done, and live with other people of different races and opinions. Setting goals for yourself and taking control of your own camp program will help you become a good citizen by learning responsible behavior, problem solving skills and how to use good judgment. You will learn coping skills and how to resolve problems when things are not going your way and when you are angry.

The staff in camp: Deputy Probation Officers, Supervisors, Managers, Mental Health Counselors, Teachers and others have a responsibility to keep you safe and support you as you work to make positive change your behavior. While you are in camp efforts will be made to ensure your protection and the security of others. The rules in this handbook will help keep you and others safe and healthy. You must know and follow these rules. If you do not understand a rule, tell your probation officer or any staff on duty. They will help you. This handbook will also let you know how to request medical, dental, and mental health services while you are in camp and how to file a Grievance. While you are here, your probation officer will tell your Judge about how you act and a final report will recommend when you are ready to go home on probation.

“It takes only **one** person to change your life...

**YOU!”**

### **MEAL TIME RULES**

Follow the rules established by your camp for getting your meals. You shall have no less than 20 minutes to eat. Do not share food with others. Do not take food from others. You may talk quietly during meals, unless told otherwise. Treat others with dignity and respect. Listen to staff instructions. SPECIAL DIETS-tell staff if you have any special diet needs which have been approved by the nurse. Let staff know about food allergies or religious needs right away.

### **HYGIENE OPPORTUNITIES**

You are allowed to use the restroom and wash your hands after using the restroom or at any other time needed. You will be allowed to shower everyday and will be provided with a clean shirt, underwear, and socks. Pants will be exchanged once per week or as needed. You will be allowed to wash your face and brush your teeth every morning and before bed. Upon request you will be allowed to shave and get a haircut.

### **SEARCHES**

In order to keep you safe, routine searches will be conducted. The dorm, including your bed and locker, will be subject to search at any time. You will be subject to a pat down and may be subject to a strip search during your stay at camp.

### **ACCESS TO CARE/REQUEST FOR SERVICES PROCESS**

The request for services form is a Green form that can be filled out to request services; these forms are available to you in every camp. You can confidentially request services such as: seeing the nurse, doctor, dentist, and/or a mental health counselor; request drug treatment; and request religious services. You can also request other services with this form. Once you fill out this form you can turn it in to staff or put it in the Grievance lockbox. If you feel you have a medical or mental health emergency tell staff immediately.

### **MEDICAL NEEDS**

If you feel sick you may request to see the nurse. You do not have to tell staff why you want to see the nurse. Just follow the procedure on the wall in the dorm. The nurse will see you that same day. If you are really sick or in pain the staff will get you to the nurse right away.

### **DENTAL NEEDS**

If you have a toothache, ask staff to put your name on the "Nurse's List." The nurse will set up a time for you to see the dentist. If you are in pain the staff will take you to see the nurse right away.

### **MENTAL HEALTH NEEDS**

If you are feeling nervous, sad or angry, ask to talk to someone who can help you. If you are thinking of hurting yourself or others, ask to talk to someone right away.

### **YOUR RIGHTS:**

In camp you can expect staff to do their job the right way. This means you have a right to be treated fairly. You have rights including:

1. You have the right to be treated with dignity and respect.
2. You have the right to be safe as staff maintain order and control.
3. You have the right **not** to hear staff use profanity, make threats or subject you to verbal abuse.
4. You have the right to be treated with courtesy and consideration.
5. You have the right to not have people make fun of you.
6. You have the right to be protected from physical and verbal abuse.
7. You have the right to be listened to and to have all of your complaints and concerns answered in a timely and appropriate manner.
8. You have the right to have your food, clothing, medical, counseling, and religious needs met.
9. You have the right to be in a classroom that meets your needs or to have school work given to you if you are in SHU.
10. You have the right to a phone call to your parents or guardians at least once per week.
11. You have the right to send and receive mail (you may have 5 letters and 5 personal photos in your possession—no gang photos will be permitted).
12. You have the right to receive weekly visits by your parents or guardians (see page 4).
13. You have the right to be treated fairly.
14. You have the right to file a complaint or "grievance" (see page 6).
15. You have the right to call the Ombudsman.

### **RIGHTS AGAINST DISCRIMINATION**

You have the right to be safe and to be treated fairly, regardless of your race, religion, national origin (what country your family came from), disability, sex (male, female, transgender) or sexual orientation (straight, gay, lesbian, or bisexual).

### **OMBUDSMAN**

The "Ombudsman" is a person who helps solve problems. If you are not treated fairly, you may call the Ombudsman. The Ombudsman will look into your problem and get back to you. **The Ombudsman's toll free phone number is 1-877-822-3222.**

### **CALLING YOUR ATTORNEY**

Tell staff if you need to talk to your lawyer privately. Staff will help you get in contact with him/her.

### **RIGHTS OF THE DEAF OR HEARING IMPAIRED**

If you are deaf or hearing impaired (hard of hearing) the Probation Department will provide you with a sign language interpreter (if you can read sign language), telecommunication devices (TDD) and closed caption televisions. If you need these services, please let staff know.

### **PROPERTY DAMAGE**

If you do any damage (including graffiti) to the camp and its surroundings, you will be required to clean or repair what you damaged, or to do community service to pay for the damage. Your parents can also be charged, your Judge notified and you may get a new charge against you.

### **FIGHTING (ASSAULT AND BATTERY)**

Fighting is a crime. This includes striking, hitting, kicking, or spitting on anyone. If someone is hurt, you may get new charges in court. You may get more time in camp, or a commitment to the State Division of Juvenile Justice if you are in camp for a serious or violent offense (WIC 707b).

### **YOUTH ON YOUTH VIOLENCE**

Fighting, gang activity, and engaging in racial disrespect/disturbances are wrong. There are other non-violent methods that can be used to resolve conflict. If you become involved in any Youth on Youth Violence (fights), gang activity, or racial disrespect/disturbance, your Judge may be told and you will be given a Youth on Youth Violence Avoidance Contract where you must identify one thing that you agree to do to resolve conflict in the future and to show your commitment to avoiding violence.

### **USE OF FORCE/RESTRAINT**

Any behavior considered to present a danger to you, other minors, staff or property may result in the use of that force necessary to bring the situation under control. This may require physical, chemical (O.C.), or mechanical (Handcuffs) restraint. Use of physical force by staff as punishment or discipline is prohibited. Physical restraint and the use of O.C. should be the last alternative in controlling behavior and should only be employed to protect you, staff and other youth.

### **PEPPER (O.C.) SPRAY**

Some camps have pepper spray. When you hear "O.C. Spray", you must follow all orders/instructions given by staff.

### **STAFF ARE PEACE OFFICERS**

Probation Officers and Group Supervisor Night staff who work in camp are Peace Officers. It is important to remember this because an assault or battery on a Peace Officer (trying to kick or hit) can be treated more severely than an assault or battery upon a non-Peace Officer. Assault or battery on a Peace Officer can result in 12-months of confinement instead of 6-months for the same act towards a non-Peace Officer. Also, if the Peace Officer is injured, the offender can be confined for up to 3 years.

### **DRUGS/ALCOHOL**

It is against the law for anyone to send or bring drugs or alcohol to the camp. They can be arrested.

### **WEAPONS**

It is against the law for anyone to send or bring weapons (something that can be used to hurt someone) into camp. They can be arrested.

### **VISITING**

Only your parents or guardians can visit while you are here unless you have special permission from your probation officer. Visiting is on Sundays, from 1pm to 4pm.

### **SPECIAL VISITS**

Special visits will be arranged through your probation officer and/or the Acting Director (AD). These visits are for brothers, sisters, your children or other family. A special visit is intended to support your family ties and should be used as a casework tool.

### **FAMILY ENGAGEMENT DAY**

Parents and guardians are invited to the camp for family engagement day. Family engagement day is an opportunity for families to meet with probation, mental health and school staff to engage in discussion about your camp program and services that are available to you and your family.

### **TELEPHONE USE**

1. It is important to keep in contact with your family while you are in camp and the telephone is considered an important tool to that end. You are entitled to one call a week to your family.
2. Phone calls may be made after school hours with staff permission.
3. You may not call another probation facility, victim, or a witness.
4. Your probation officer shall note any phone calls that you make.
5. The staff may listen to your phone calls, except those made to your lawyer.
6. If you need to speak with your lawyer ask your probation officer or the AD to let you use the county phone to call him/her.

### **RESTROOM USE**

There are many restroom breaks. Ask staff if you need to use the restroom at any other time. If you need a restroom break at night, follow procedure and wait for the night staff to call you up from your bed.

### **DRINKING FOUNTAINS**

There are many opportunities to get a drink from a water fountain. Water fountains are available during recreation and in the dorm. You may not be allowed to get a drink during structured group activity (movements, group structuring, etc.). The security needs of the group may outweigh your individual need for a drink at those times. Be patient and an opportunity for a drink will follow a structured activity.

### **SPECIAL NEEDS**

"Special Needs" are problems that make it hard for you to see, hear, walk, talk, think, or learn. If you have a special need, tell the staff so they can help you. The law says you cannot be punished or left out of things just because you have special needs. Your special needs will not be told to other minors.

**"Stand up for what is right, even if you're standing alone"**

## **GRIEVANCES PROCESS**

If you have a complaint/grievance about anything while you are in camp, this is how you can get help:

1. Talk to the staff or the on-duty AD (Supervisor) if you feel comfortable doing that.
2. Fill out a "Grievance" (complaint) form. These forms are found in the dorm, dining hall and school. If you need help filling out the form, ask staff for help.
3. Place the "Grievance" form in the "Grievance" box in the dorm. You may also give the "Grievance" form to any staff, social worker, advocate, Chaplain, nurse, mental health therapist, teacher, your lawyer, a volunteer, or your Judge. Someone will talk to you about it, usually within 24 hours.
4. Your complaint/grievance will be answered on the same form. If no one can answer it, it will go to the Director.
5. If the AD says "no" to your complaint, you may appeal it to the Director. The Director will have a hearing about your complaint/grievance. If the Director needs to know more about your complaint/grievance, it may take more time.

## **EDUCATION**

You are expected to go to school five (5) days a week (Monday – Friday). You can transfer grades and credits to your home school or the new school you may go to after you are released from camp. If you earn enough credits you may get your High School Diploma. You may also take the Graduate Equivalency Diploma (G.E.D.) exam to earn your G.E.D. Tell your teachers if you have trouble speaking, reading, or writing English. Let someone know if you were in a Special Ed. Class at your previous school. If you have any other questions ask your teachers, they will help you.

## **EMERGENCY**

In the event of an emergency, which may include, but not be limited to: earthquake, fire, flood, power outage, disturbance, fight, O.C warning, medical incident, etc., staff, which includes probation staff, teachers, mental health staff, health services, or other staff will instruct you on what to do. The staff's instructions in an emergency may include, but is are not limited to: remain on your bed, take cover (under your bed, desk, table, doorway, etc.), exit the building, move to a designated area of the camp (such as the field, blacktop, gym, special housing unit, dining hall, office, etc.). It is very important that you listen to all staff instructions and that you follow staff instructions during an emergency and after the emergency. During the emergency and when out of harm's way, continue to remain calm and follow the additional instructions given by staff. When it is appropriate, state any issues or concerns to staff which you may have in such a way that does not hinder the response to an emergency.

## **WHAT HAPPENS IF YOU DON'T FOLLOW THE RULES...**

If you break the rules you will not earn points during that activity period. If your behavior is disruptive to the camp and you are out of control, you may be transferred to the Special Handling Unit (SHU). Breaking rules is a violation of your Juvenile Court Order and may be reported to your Judge. If you continue to violate your court order, your probation officer may make a recommendation for a change of plan in a report to your judge. It is your probation officer's job to let your parents and the Judge know about your behavior.

## **SPECIAL INCIDENT REPORT (SIR)**

If a staff writes an SIR about something you did, it means you have broken important rules and this behavior must be documented. An SIR might contain recommendations for special services to correct your behavior. This could include a report to your Judge, contact with your parents, and/or removal from the dorm. See below for the Appeal and Hearing process.

## **PHYSICAL INCIDENT REPORT (PIR)**

Staff will write a PIR anytime physical or chemical intervention is used on you in order to manage a crisis situation. A PIR might contain recommendations for special services to correct your behavior. This could include a report to your Judge, contact with your parents, and/or removal from the dorm. See below for the Appeal and Hearing process.

## **APPEAL AND HEARING RIGHTS**

You have the right to appeal any penalty given to you as a result of the SIR/PIR. The DPO II or AD shall hear your appeal and make a final decision. You may appeal the DPO II's or AD's decision with the Camp Director. The Camp Director shall make the final decision in writing and provide it to you. If you still think that the decision is unfair, you may contact the Ombudsman. If you do not know what to do at the hearing, your probation officer or another advocate will help you. All decisions made as a result of an SIR/PIR shall be reviewed by the Director to ensure fairness.

## **SPECIAL HANDLING UNIT (SHU)**

You may be sent/transferred to the SHU if you break the rules or if it is necessary for safety reasons. You will be kept in SHU until you are ready to return to the dorm (or your camp if the SHU is at another location). If your behavior does not improve, you may stay at the SHU longer. Your probation officer or the AD shall review your case at least every 24-hours to see if you can return.

## **RELIGIOUS NEEDS**

Catholic and Protestant services are held every weekend. Tell staff if you are of a different faith and they will contact the chaplain to get someone from your faith to see you. Ask staff if you want to talk to the chaplain about a problem.

**"No matter how far you go down the wrong road, you can always turn back"**