

IMPORTANT ENCLOSED INFORMATION
Visitation Schedule

PLEASE COMPLETE AND RETURN
Recommended Visitor List
Religious Services Letter

REFERENCE
Son's DYS # _____

Social Worker _____

Phone #: _____

Unit Manager _____

Phone #: _____

Circleville Juvenile Correctional Facility

Parent Welcome Booklet



Phillip E. Elms, Superintendent

640 Island Road

P. O. Box 598

Circleville, Ohio 43113

740-477-2500

Dear Parent/Guardian,

Your son has been committed to the Ohio Department of Youth Services and has been placed at the Circleville Juvenile Correctional Facility. CJCF is a Reception Facility for ODYS as well as a Parent facility.

During the Intake or Reception process, youth have Medical screenings, Educational testing, and Orientation to the Department of Youth Services.

Following the Intake process, your son will be placed at the facility most appropriate to his individual needs. The Ohio Department of Youth Services has three other facilities that he could be assigned to (Cuyahoga Hills Juvenile Correctional Facility, Indian River Juvenile Correctional Facility and Paint Creek Youth Center). You will be notified by letter if he is transferred to another facility.

He will remain at his assigned facility for the duration of his incarceration unless his behavioral, physical, mental or treatment needs could be met more effectively at another institution. In that event, you and your son's Parole Officer will be contacted.

Please read and keep this booklet, it contains information regarding your son's stay at CJCF as well as important phone numbers and directions to our facility.

Thank you.

GRIEVANCE PROCESS

ODYS has provided a formal problem solving process for youth in a DYS institution. Your son/daughter has the ability to grieve any action, incident, living condition, dispute or application of any policy or practice of the Department that he/she believes is harmful, unjust or is a specific violation of his or her rights.

The grievance procedure is used in part to assist youth in learning and enhancing problem solving skills, as well as to address their concerns. The grievance process may not be used to challenge disciplinary matters or results of Intervention Hearings which have their own appeal processes; release decisions; discharge decisions; legislative decisions; judicial actions; judicial releases; detention credits; or any other matter exclusively reserved to another agency of government.

Each youth that enters ODYS is trained on how to use the grievance process and all youth have access to the grievance process.

COMMUNITY SERVICE

Youth are given the opportunity to participate in Community Service activities while they are in the facility. This is to promote community restoration for the crimes they have committed. Some of the opportunities that we have are working at the local dog shelter and volunteering at the local nursing homes as well as community service that we complete on grounds. Sometimes the court orders your son to complete community service once he is released from the facility and the community service he completes here can be applied to that order if the judge chooses.



UNIT MANAGER AND SOCIAL WORKER SCHEDULES

The Unit Managers and Social Workers work varying schedules to ensure proper care for your child. Once your son has been assigned to his permanent Housing Unit you will receive communications from them to give you updates regarding your son's programming and behavior.

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VISITATION

At Circleville, we strongly believe that parents are partners with correctional staff, educators, and treatment providers in their child's rehabilitation. Parents are encouraged and assisted to actively participate in their child's treatment, from intake through discharge.

As a parent, you have the right to visit your child. Circleville believes that visitation can motivate youth to do well while in the facility and we encourage you and your family to visit. Enclosed is information which explains the services and resources available to your youth during his stay here and how you can be an effective part of his treatment process.

The following information will assist you in preparing for your initial visit and all subsequent visits with your son while he is here at CJCF.

HOW OFTEN CAN I VISIT MY SON?

All youth receive opportunities for visitation; visitation will be open to all family members such as aunts, uncles, cousins, nieces and nephews and additional support systems. However, final approval will be youth's primary clinician. Close Security Youth may receive three (3) visitors at a time, Medium Security Youth may receive four (4) visitors at a time, and Minimum Security Youth may receive five (5) visitors at a time. The new schedule and times are listed below:

Sunday **10am—1pm**
2:30pm—5:30pm

Monday-Friday **5:30pm—8:30pm**

Saturday **10am—1pm**
2:30pm—5:30pm

EDUCATION

The Ohio Department of Youth Services' school is fully accredited by the State Department of Education (this means that when your son leaves here, all his credits will count, and if he graduates while here, he will be given a true high school diploma). Each school maintains an Educational Placement Committee that meets with every new student after all testing is completed. The committee works with you to determine what classes he should take as well as what his future in education looks like. Each school has 2 graduation ceremonies per year.

We offer a full range of programs including

English

Math

Science

Social Studies

Special education

Health and P.E.

Art

Vocational classes, such as:

Visual Design

Advanced Office Technology

Career Based Intervention

Transitional Skills

Although we encourage all students to earn a true high school diploma, DYS does offer a full GED program if a diploma is not possible.

STRENGTH BASED BEHAVIOR MANAGEMENT SYSTEM

SBBMS is a way for your son to earn a lot of good stuff by following the rules.

Your son will be given an SBBMS Youth Handbook that explains:

- What a made day is and how to get one
- What a daily review checklist is
- How he can buy items from the incentive store
- What the Monthly Incentive Party is and how he can attend it
- How he can become a Youth Mentor
- How he lose the stuff you earned (rule violations)

His staff will let him know when he is on track and doing well through:

- Verbal Applause (Ex. “good decision” or “what a clean room”)
- Character Coupons (tickets awarded to you when you show one of the Six Pillars from Character Counts)
- The Character Coupons provide you an opportunity to be recognized for pro-social behavior. There will be Character Coupon Drawings where he can win prizes!

If your son has a child, we encourage their child and the mother of child to visit. Please have your son work with his primary clinician to ensure this occurs. As a reminder, please have the birth certificate for the child present at the time of the visit.

Visitors under the age of 18, including mother of child, will need to be accompanied by a family member of the youth that is at least 21 years of age. Visitation may be terminated or denied whenever it violates policies, procedures, threatens the safety and security of the institution or the well-being of the youth or staff.

Visitors may **NOT** bring in any food or drink items.

Please note that if your youth is placed in Seclusion for an Act of Violence, he will NOT be permitted visitation at the discretion of the Superintendent or designee.

HOLIDAY VISITATION

Please understand that as much as we would like to accommodate visitation on the Holidays this is not possible due to staff coverage and other issues. Therefore, visitation will not occur on the weekend day when a Holiday falls on that visitation date (Friday, Saturday or Sunday).

VISITATION RULES

1. Visitation hours are:

Sunday **10am—1pm**
2:30pm—5:30pm

Monday-Friday **5:30pm—8:30pm**

Saturday **10am—1pm**
2:30pm—5:30pm

Exceptions are made when arranged in advance and approved by the Superintendent or Designee.

2. All visitors shall be on the approved Visitation List at the front entrance. (please complete the enclosed and return it to CJCF as soon as possible).
3. Only persons that are documented as approved visitors are authorized to visit (parents, step-parents, grandparents, siblings, aunts, uncles, nieces, nephews, biological children and mother of children) . No other Family Member is permitted to visit unless prior approval has been granted by the Superintendent / Designee.
4. A designated Visitation area is provided at CJCF. All Visits shall occur in this designated area.
5. Upon arrival, each visitor shall present a picture ID and register in the Registration Book.
6. Appropriate attire must be worn by all visitors regardless of the season. No shorts, mini skirts, halters or tube tops or otherwise cut off tops are permitted. There are to be no sandals or open-toe shoes. Shirt and shoes must be worn at all times. Skirts must fall below the knee. Appropriate undergarments must be worn at all times. (See visitation letter for more details).

Programming topics include:

Managing Anger & Violence (MAV)
Basic Cognitive Behavioral Therapy (CBT)
Alcohol & Drug Treatment
Sex Offender Treatment
Anger Management
Thinking for a Change
Trauma Group
Victim Awareness
Advanced CBT

The programming that he will be a part of will depend on his treatment goals.

Programming is more than just a way for your son to complete his release requirements.

If he does not feel that his programming is right, he may talk to his Unit Manager, Social Worker or Psychology staff member.



BEHAVIORAL HEALTH SERVICES

Mental Health Services

It is our job to make sure that your son is safe both physically and emotionally. We will work with your son from Reception until he is released back to his community to help deal with his concerns.

Anytime he wants to talk to someone in private about something that is bothering him, he can complete a "Request for Services" form, which is located on the unit.

A trained behavioral health care staff will talk to him and give him ideas of what he can do to deal with the feelings that he is having.

Programming Services

Your son will have access to individual and group services while he is here. He will also have meetings with Youth Specialists and Social Workers. The purpose of these meetings is to help him learn, cope, and grow as a person, make sure he is receiving all the services he needs, prepare for release, help him understand if and what medicines he may need, and help him complete his treatment plan. His treatment plan is called the Integrated Treatment Plan (ITP) it addresses his specific needs and is developed by a behavioral health staff member with input from him, his family, and the Interdisciplinary Team (IDT). It should be followed by you, your son and all IDT members.

8. All visitors are subject to search upon arrival to the Facility and may be subject to search during the Visitation period. All visitors must clear the metal detector upon arrival. Any visitor that has a medical condition which would not permit them to pass through or that would trigger the detector must provide official medical documentation and will be subject to a "pat-down" search in accordance with Ohio Administrative Code 5139-2-28.
9. Once a visitor has completed registration he/she may NOT leave the visitation area and return. Once a visitor leaves the visitation area, their visitation for that day is over.
10. Any visitor with offensive tattoos or body markings shall not display the tattoo or body marking.
11. If a visitor and/or a youth is disruptive or creating a disturbance, the visitor may be asked to leave the facility and the visitation with the youth will be terminated. The manager on duty may call the Ohio State Highway Patrol for assistance. Visitation may be suspended by the Superintendent as a result of a major disturbance or incident.
12. No personal items are permitted in the institution except for the following: Visitor identification, keys and the Vending Card.
13. Food items or drinks may be NOT brought into the institution by visitors. Only snacks or food items that can be purchased from the institution vending machines are permitted. No food items or drinks may be taken from the visitation area by the youth.
14. Personal entertainment appliances (radios, televisions, cassette or compact disc players, iPods, mp3 players, cell phones, etc.) will not be permitted in the institution.

YOUTH COMMISSARY

DYS has an outside vendor (sort of like a store) through which you can order commissary.

Acceptable commissary includes:

personal hygiene items

Paper

envelopes

stamps

candy bars

pop

other items are offered

Your son is not permitted to lend funds or give money/items to another youth or staff. He is also not permitted to take money or items that belong to someone else.

The amount of money he may spend depends upon his security classification level.



15. Vending machines NO longer accept cash. A Vending Card may be purchased upon your arrival to the facility in the Lobby.

- Initial Purchase of Vending Card—Insert a minimum of \$5 into the card machine, the initial cost of the card is \$2, the remaining balance will be available to spend in the vending area.
- Reloading additional funds to the card—Insert the card into the cash card machine. Additional funds may be added to the card by inserting a \$1 and/or \$5 bills.
- PLEASE NOTE: It is STRONGLY recommended to ONLY put as much funds on your card as you intend to use during a SINGLE visit as funds placed on the card are NON-TRANSFERRABLE and NON-REFUNDABLE
- Bring your card to all future visits to load with funds for that visit (you will not be charged to reload the card)
- CJCF is not responsible for lost or stolen cards

16. CJCF is a smoke free environment. Cigarettes, tobacco products, including smokeless tobacco, lighters or matches are NOT permitted in the Institution. Visitors may NOT leave the visiting area to smoke and return.

17. Cameras, video and audio recording devices are NOT permitted in the institution. The taking of pictures and/or video recordings is not permitted on state property.

18. Ohio law prohibits bringing in the following items into a juvenile correctional facility under Ohio Revised Code 2921.36:

Any instrument, tool, disguise or other implement that may be used in aiding escape.

Any deadly weapon or dangerous ordnance; any part of or ammunition for such weapon or ordnance; or any drug of abuse.

FOOD SERVICE

Meals are prepared and served cafeteria style.

The Food Service department provides breakfast, lunch, dinner and evening snacks.

Youth all go to the cafeteria for meals unless they are on some type of restriction. If you have personal safety concerns regarding going to the cafeteria, then you need to immediately let staff know. Staff will work with you to develop a safety plan.

Special menus are allowed for medical or religious reasons, if approved by the Doctor or the Chaplain.

SENDING MONEY

Youth are allowed to receive money orders to be placed in an account for commissary use. Approved family members may send a money order by mail along with their general mail. Cash is not allowed to be deposited into the youth's account. When a money order is received, the money order will be receipted in and a copy of the receipt will be forwarded to the youth. The Business Office will receive the original receipt and the money order to deposit into the youth's account.

Approved family members are also able to use the Kiosk system that is currently in place at each institution. The Kiosk machine allows you to use a Debit/Credit card to send money to the youth's account. There is a minimal fee associated with this process by the Kiosk Company. The youth will receive a receipt verifying that money was deposited into his account.

These two processes are in no way affiliated with the phone calling system.

WHAT IF I HAVE SPECIAL NEEDS?

If any of your youth's visitors have any special needs (e.g. are wheel chair bound) that will require our assistance, please inform your youths social worker so that we can prepare to accommodate your need.



IF YOU CANNOT VISIT YOUR SON

Should this be the case we strongly encourage that you stay in communication through letters. Please be sure that you have the envelope addressed as the example below to ensure that your son receives your letter:

Family Member Name
Street Address & Apt. #
PO Box (if needed)
City, State, Zip Code

YOUTH FULL NAME, DYS #, UNIT
CJCF
PO Box 598
Circleville OH 43113

Directions to CJCF

From North: I-71 S to Columbus I-270. East toward Wheeling to ST.RT 23 South. Stay on ST.RT. 23 for approximately 20 miles. Take ST RT 22 East. Turn left on Island Road. Take Island Road over ST.RT. 23 overpass. Pass the Sheriff's office, CJCF is on the right.

From South: US 52 to ST.RT 23 N to Circleville. Turn right on W. Main Street, then left on Island Road. Take Island Road over ST.RT. 23 overpass. Pass the Sheriff's office, CJCF is on the right.

From East: I-70 W to I-270 S. Take ST.RT. 23 South for approximately 20 miles. Take ST RT 22 East. Turn left on Island Road. Take Island Road over ST.RT. 23 overpass. Pass the Sheriff's office, CJCF is on the right.

From West: I-70 E to I-270S. Take ST.RT. 23 South for approximately 20 miles. Take ST RT 22 East. Turn left on Island Road. Take Island Road over ST.RT. 23 overpass. Pass the Sheriff's office, CJCF is on the right.

RELIGIOUS SERVICES

A full-time Chaplain is on staff to meet your son's religious needs. Additionally, many volunteer groups provide religious programming that he may attend.

The Chaplain will provide religious materials and appropriate holy text.

If you would like to send your son a holy text from any outside source, it must be mailed directly to the Chaplain, who will make sure that your son receives it.

In order to provide an opportunity for home and community involvement, pastoral and family visitations are encouraged.

The Chaplain can look into the possibility for you to receive a pastoral visit from the family minister on record.

A written request must be forwarded to the Chaplain from you or your son in order for your clergy to visit.

Clergy visitation occurs on an appointment basis with the Chaplain present.

Every youth has the right to practice his religion. He will be permitted to have the resources of his faith as long as it does not affect the safety of facility (RLUIPA-Religious Land Use & Institutionalized Persons Act)

MEDICAL SERVICES

While in an institution, your son will receive medical/dental treatment.

When he first arrives, he will:

- be seen by a nurse receive a welcome letter with additional instructions on how to access medical and dental care
- be introduced to the Medical Department where his medical records, dental records, and need for medication will be reviewed

He will need to tell the nurse if he has any medical problems.

Units have a Health Call Form available 24/7 allowing you health care access. If he has a medical/dental issue, he must sign up for a health call. Health Call occurs daily. Confidential HIV/STD counseling and testing are also available.

Doctor clinics are held once a week to provide annual physical exams and to evaluate and treat any illnesses and minor injuries.

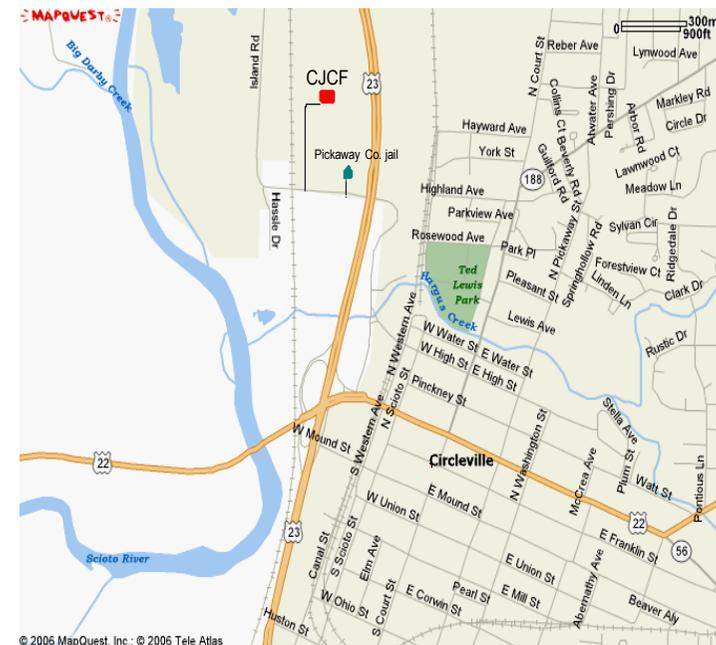
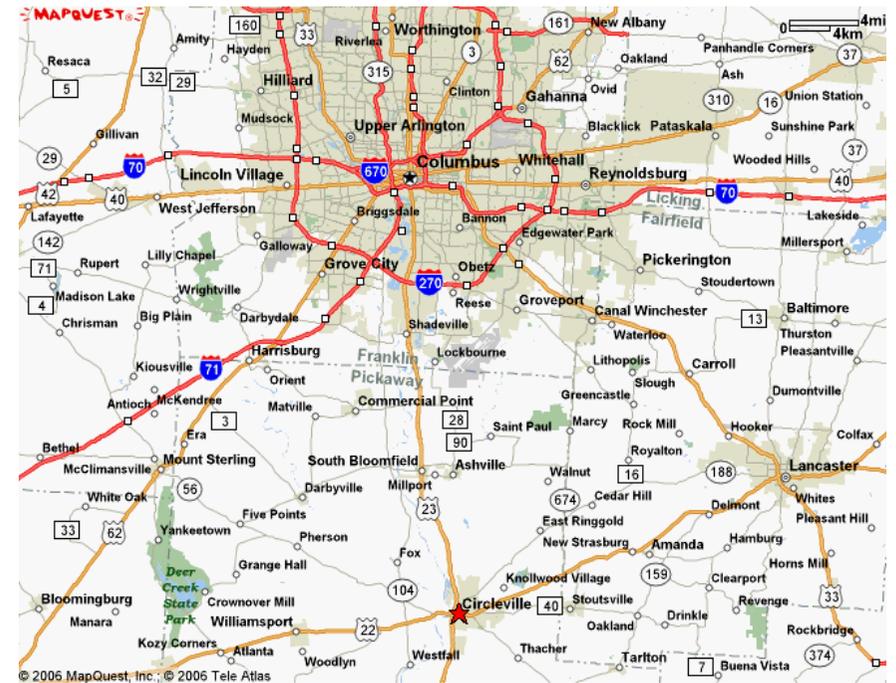
VISION SERVICES

If you need glasses, you will be tested by an optometrist (eye doctor) at the next scheduled eye clinic. Glasses may be replaced or ordered. Contacts are not allowed in any of the facilities.

DENTAL SERVICES

If your son has mouth pain or a dental emergency, tell his staff immediately.

Cleanings/fluoride treatment/necessary x-rays are done every six (6) months and is scheduled by the dental department. The dentist will schedule and determine any necessary treatment.



DYS - Youth Phone Call Out Program

Global Tel* Link (GTL) is the phone company handling pay phone services from DYS institutions.

When a youth enters the DYS system he/she is given a PIN account for the GTL system. Once this is completed, the youth is allowed to start making authorized telephone calls.

If the customer the youth is trying to reach is allowed to receive collect calls and the local phone provider has a billing agreement with GTL, the phone call will process with no action required by the customer. If the customer has a toll restriction, cannot receive collect calls from the local phone provider, or if the local phone provider does not have a billing agreement with GTL, the youth call is blocked. NOTE: GTL captures all these call attempts that are blocked as non-billable and they begin to send automated phone calls to the phone number the youth attempted to contact, telling them that an attempt was made to their number and the automated message provides them with the customer service contact information to set up a direct billing or prepaid account.

Following are the 2 types of accounts under the GTL Ohio DYS YCOP system:

Direct Remit Collect account: this account allows the customer to receive youth collect calls. GTL sends a bill directly to the customer for their youth calls. The customer may be restricted to a set number of calls or balance limit per calendar month (this is based on their calling patterns and payment history and is set on a case by case basis). Customers receive a monthly invoice with a detailed outline of their calls and the charges associated. Customers can contact GTL customer service at 1-800-231-1093 to set up an account

LIVING UNITS

Your son will be assigned to one of CJCF's residential living units. Each unit has a day area, a restroom/shower area, and single-bunk rooms, and offices for the Social Workers and Unit Managers.

His Unit Managers and Social Worker will address your son's personal hygiene, daily living and treatment needs. It is important for you to maintain contact with his Social Worker regarding your son's progress and assure that you have the most current information about his length of confinement, anticipated release or other concerns. The Social Worker should also be the first one contacted if you have any concerns or questions about visitation or anything else excluding education or medical matters.

A TYPICAL DAY IN THE LIFE OF A YOUTH

Youth are awakened daily at approximately 6am to attend breakfast in our Cafeteria. Once breakfast is complete youth are required to attend our fully accredited High School on grounds. Your son will be required to attend education programming daily. He will attend lunch in the middle of the day just like if he were an his home school in the community. After school is over there are structured activities that your son will be provided, such as Large Muscle Recreation and Individualized Programming. Your son will then be provided an evening shower and some additional activities that he can earn through our incentive program. All youth are also give a snack prior to bedtime.

RECREATIONAL SERVICES

The recreation department provides a program designed to promote behavioral/attitude change.

DYS hopes to help your son improve his self-image through:

- athletics
- sports
- leisure games
- crafts
- other supportive activities

He will be required to attempt all available activities.

He will receive up to one hour of Recreation daily.

Team sports are offered on a seasonal basis.

In some of these sports, he may participate in interscholastic competition (meaning different units will compete against each other) or travel to other facilities to compete.



WHAT THE FACILITY LOOKS LIKE

Now a new service from DYS allows youth and families to catch a glimpse of facilities prior to a youth's arrival at DYS. Virtual tour videos offer a look at classrooms, living units, youth rooms, cafeterias, recreation and community service opportunities, visitation areas, and more.

<http://bit.ly/1zAwGn6>

Subscriber Prepaid Account: this account works the same as the Direct Remit Collect account except the customer will pay for the calls before they take place. There are no restrictions as long as there is a balance on the account. The customer receives a statement every month and receives a 20% discount off the collect rates for all calls that are sent out as prepaid. Customers can call 1-877-372-4330 to set up a prepaid account. GTL must verify billing addresses therefore the customer may be asked to send documents to support the verification of their address.

Customers have several ways to pay for their calls on either Prepaid or Collect accounts. They can send a check or money order to GTL by using the stub with their monthly statement, they can contact customer service and process payments by credit card, or go to any Western Union agent location and fill out the Quick Collect (blue form) with the following information:

Deposit Amount: (enter amount – cash or debit)

Pay To: Direct Remit GTL

Code City: DRGTL

State: AL

GTL Account Number: enter your account telephone number



The agent will collect the funds and Western Union fee and your deposit will be processed usually within 4 hours. (If you are a GTL prepaid direct billed customer, your deposit will be processed within 48 hours.) Should you have any questions regarding the Western Union Service please call customer service at:

1-800-388-7346 or 1-800-231-0193

