

# Acknowledgement of Receipt of Resident Handbook

I, \_\_\_\_\_ [Print Name of Resident Receiving the Handbook], received the Resident Handbook on \_\_\_\_\_ [Print Date] from \_\_\_\_\_ [Print Name of Staff Issuing Handbook].

I, \_\_\_\_\_ [Print Name of Resident Receiving the Handbook], understand that it is my responsibility to review and understand the Resident Handbook. If you need assistance with understanding the Resident Handbook, speak with your Unit Manager.

\_\_\_\_\_  
[Signature of Resident]

\_\_\_\_\_  
[Date Signed]

\_\_\_\_\_  
**[Date Resident Detained]**

\_\_\_\_\_  
[Print Name of Staff]

\_\_\_\_\_  
[Signature of Staff]

\_\_\_\_\_  
[Date Signed]

***This signed form is a part of each resident's Intake Packet and is placed in the resident's permanent file.***



# **RI Training School**

## **Resident Handbook**

**June 2023**

RI Department of Children, Youth and Families  
Division of Youth Development  
57 Power Road  
Cranston, RI 02920

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## Resident Handbook Overview – Purpose and Use

The Resident Handbook has important information on:

- Your rights and responsibilities
- The rules and consequences for breaking them
- Programs and services to help you
- What to do if you feel you have not been treated fairly and
- How to get help when you need it.

***If you ever feel sick or have thoughts about hurting yourself, tell any staff immediately. If you ever have reason to believe that another resident may be sick or thinking about hurting him or herself, please tell any staff immediately.***

The Rhode Island Training School/Youth Development Center (RITS) provides care in a secure facility to youth who are detained or adjudicated by order of the Family Court. The RITS exists to promote public safety while providing services to the young people committed to our care. The RITS must provide the highest quality of services to youth regardless of race, gender, actual or perceived sexual orientation or gender identity. While you are here, you must receive fair and equal treatment from staff, volunteers and service providers without bias and in a professional manner.

This Handbook describes the rules that keep residents and staff safe, what is expected of you and what you have the right to expect. You can also ask staff about the rules and programs. The first goal of staff is to provide a safe and secure environment. You will be able to make the most of your stay at the RITS when you and all other residents feel safe.

***The RITS has a zero tolerance for abuse, harassment, illegal activity, bullying or any unsafe behavior by residents or staff.***

- ✓ **Harassment** is a behavior or course of conduct that one person uses to annoy, threaten, intimidate, disturb or upset another. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim. Harassing behavior can include offensive comments or visual insults, such as discriminatory drawings or cartoons. Harassment can involve offensive touching or contact that makes the victim feel unsafe, such as stalking a person or threatening to hurt them.
- ✓ **Sexual Harassment** is any repeated verbal comment or gesture (welcome or not) of a sexual nature including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing or obscene language or gestures. Sexual harassment of one resident by another is addressed through the RITS's disciplinary process described on page 4 - 10. Any sexual harassment of a resident by staff is sexual abuse and is reported to the RI Child Abuse Hotline: 1-800-742-

4453 or write to: CPS, Attn: Supervisor, 101 Friendship Street,  
Providence, RI 02903

- ✓ **Sexual abuse** is improper conduct of a sexual nature directed at you and includes any unwanted touching/contact in a sexual manner. **Any sexual contact or sexual harassment**, welcome or not, between residents and staff, contractors or volunteers constitutes sexual abuse and is reported to the **RI Child Abuse Hotline: 1-800-742-4453** or write to:

Supervisor, CPS, 101 Friendship Street, Providence, RI 02903. **You may also call Day One which is a sexual victim advocacy program at 1-800-494-8100, available 24 hours a day, 7 days a week.**

- ✓ **Bullying** can be emotional, verbal or physical. It involves repeated acts over time attempting to create or enforce one person or group's power over another. Bullying can be name calling, verbal or written abuse, keeping people out of activities or social situations, physical abuse or coercion of any kind.

### **Corporal Punishment**

Staff are **never** allowed to use **corporal punishment** with any resident under any circumstance. Corporal punishment is inflicting physical pain as a method of changing behavior and may include but is not limited to hitting, slapping, punching, kicking, pinching, shaking, use of objects or painful body postures. If you ever feel that corporal punishment was used by staff, you have the right to call the Office of the Child Advocate (**462-4300**) or the RI Child Abuse Hotline (**1-800-742-4453**).

- ✓ **Retaliation** by staff or other residents against you or against any person who reports abuse of a resident is not allowed.

***If you feel that you have been abused or neglected, harassed, bullied or experienced retaliation, you have the right to call the RI CHILD ABUSE HOTLINE (1-800-742-4453) at any time. Staff must allow you to call. While staff may supervise you visually while you call the RI Child Abuse Hotline, they may not listen to your conversation.***

### **Who to Contact if You Need Help**

People who work at the RITS can help you. People available to help you include Juvenile Program Workers (JPWs), Nurses, Clinical Social Workers, Unit Managers, School Social Worker, Educational staff, Treatment Providers, Juvenile Probation Officers, and Administrators.

The **Office of the Child Advocate** is an independent state agency that investigates any allegation of abuse of a resident of the RITS. The Office of the Child Advocate can get any records necessary to protect you and can speak with you in private. **If you feel that you have been abused, neglected or treated unfairly, you have the right to call the Office of the Child Advocate at 401-**

**462-4300 or write to: Office of the Child Advocate, 6 Cherrydale Court, Cottage 43, Cranston, RI 02920.**

### **Your Rights as a Resident of the RITS**

You have the right to speak to the following people in a private setting, where staff may keep you in view but may not listen to your conversation:

- ✓ The RI Child Abuse Hotline (**1-800-742-4453**)
  - ✓ A nurse or doctor
  - ✓ Office of the Child Advocate (**462-4300**)
  - ✓ Your Attorney
  - ✓ Your Parents, Guardian Ad Litem or clergy
  - ✓ Any Unit Manager, Unit Social Worker or Administrator at the RITS
  - ✓ State Police
  - ✓ Your Family Services Unit Social Worker or Probation Officer
  - ✓ Educational Advocate
- 
- Staff may not interfere with your use of the bathroom, sleeping or eating.
  - You have the right to a separate sleeping room with enough light to read until “lights out.”
  - Your room must have a blanket, sheets, pillow cases and a mattress. Your linens must be changed once a week for clean bedding.
  - You have the right to keep basic reading and writing materials in your room, such as paper, pencils and envelopes. You have a right to access reading materials such as books and magazines that are available at the RITS every day and you also have a right to your own books, magazines and other reading materials in your room – as long as these reading materials do not constitute contraband.
  - You have the right to good personal hygiene, including a daily shower and supplies to keep clean (soap, toothpaste, towels, toilet paper and toothbrushes).
  - You have the right to appropriate clothing and a daily change of socks and underwear.
  - You have the right to 3 healthy meals a day; the last meal is at 5:00 p.m. or later.
  - You have the right to one visit per week with your parents, legal guardian, or other approved person.

- You have the right to two telephone calls a week of at least 10 minutes each to your parents, legal guardian, or other approved person.
- You have the right to medically necessary, routine and emergency health, dental and behavioral health care provided in a timely manner by licensed professionals.
  - ✓ You have the right to reasonable opportunities to speak **privately** with medical, dental and behavioral health staff and **are not required** to disclose the reason for a request to non-clinical staff.
  - ✓ Sick call happens every morning and every night. You can always ask to see a medical professional at this time. You are never required to discuss medical, dental or behavioral health in the presence of any other resident or staff.
  - ✓ You must be seen by a Registered Nurse within 24 hours of your arrival at the RITS and by a doctor within 72 business hours of your arrival at the RITS.
  - ✓ You have the right to a dental examination within 7 days of your arrival at the RITS and a re-examination by a dentist every 6 months.
  - ✓ ***No matter what time of day or night, always tell any staff if you feel sick or are thinking about hurting yourself.***
- You have the right to an appropriate education (described in this Resident Handbook) and as prescribed by law.
- You have a right to individualized treatment, including behavioral health and substance abuse treatment, to help you work on problems that brought you to the RITS.
- You have the right to attend religious services and talk with clergy from your religious tradition. You may have 1 soft covered religious book in your room. Participation in any religious activities is entirely your choice.
- You have the right to have up to one hour in your room for a “voluntary time out” if you need quiet time and as long as this presents no safety or security concerns.
- You are entitled to 1 hour of exercise/recreation every day, including weekends.
- You have a right to send and receive mail as described in this Resident Handbook.

- You have the right to object to a policy or process at the RITS that you consider unfair through the Resident Grievance Process (as described in this Resident Handbook).
- You have the right to Due Process. This means the RITS must:
  - ✓ Tell you what the rules are;
  - ✓ Apply the rules the same way for everyone;
  - ✓ Tell you what happens if you break the rules;
  - ✓ If you are accused of breaking the rules, you have the right to tell your side of the story before decisions are made.
  - ✓ Let you speak freely and confidentially with your lawyer.
  - ✓ Let you remain silent if a criminal charge is or may be filed against you.
- You have the right to see your personal file because the information in it may be used in reports to the Court and to make decisions about you.

### **Your Responsibilities as a Resident of the RITS**

Each unit has rules posted for you to learn. Staff will direct you. If you do not understand a rule or staff directions, ask for assistance. Every unit has a daily schedule that includes the time you wake up in the morning, hours for work, school, free time and bed time. Please remember that respect is equally important from both you and staff. You should:

- Obey reasonable directions of all RITS staff and follow the rules.
- Take responsibility for improving through the Level System.
- Participate in the educational, treatment and recreational programming.
- Keep the unit and your room clean; complete chores and do “extras” in the unit. “Extras” may include doing additional chores/tasks for bonus points.
- Treat others as you would like to be treated.
- Be honest.
- Be a leader for others to look up to.

### **Unit Life**

**Your Rights and Responsibilities are the same in every Mod.**



The RITS consists of 4 Mods. A Detention Mod, 2 male adjudicated Mods, and 1 female Mod.

### Residential Unit Staff

A **Unit Manager** oversees a Mod, meets with residents, leads the Treatment Team, and participates in writing court letters. He/she approves visiting and telephone lists, manages the points and levels, approves store orders, tracks resident accounts, and assists in the first level of the Grievance Procedure.

**Clinical Social Workers** are part of the unit Treatment Team that develops and monitors individual treatment plans for residents. They meet with their assigned residents on a weekly basis, or more frequently depending on the resident's needs. They may refer a resident to groups or to an individual clinician for additional support. They also participate in the Administrative Review Board and in writing resident court letters.

**Juvenile Program Workers (JPWs)** oversee the residents while ensuring safety in the facility. JPWs assist in the rehabilitation, education, assessment, treatment planning, and care of residents and in maintaining safety and security.

**Transitional Probation Officers (TPOs)** assist with behavioral changes, family engagement, and with the development of a transition plan to return to the community. They will also assist with implementing the transition plan, school enrollment, and coordination of services upon release from the RITS.

### A Typical Day

#### **1<sup>st</sup> Shift (7 AM to 3 PM):**

- Hygiene
- Medication/Sick Calls
- Breakfast
- School (Monday through Friday)
- Clinic Visits
- Recreation (Saturday and Sunday)
- Lunch
- Telephone calls (as assigned)
- Scheduled Meetings
- Chores
- Room cleaning
- Programming

#### **Shift Change (2:45 PM to 3:15 PM)**

#### **2<sup>nd</sup> Shift (3 PM to 11 PM):**

- Treatment
- Recreation
- Free time

- Programming
- Showers
- Dinner
- Scheduled Visits
- Scheduled Religious Services
- Telephone Calls (as assigned)
- Scheduled Meetings
- Chores
- Medication/Sick Calls
- Bed times are assigned by Level beginning at 9:00 PM.

### **Shift Change (10:45 PM to 11:15 PM)**

### **3<sup>rd</sup> Shift (11 PM to 7 AM)**

- All residents are secured in dormitory rooms
- Resident sleeping hours
- Bathroom calls as requested
- 15-minute room checks

### **Shift Change (6:45 AM to 7:15 AM)**

\*\*\*Please note, every unit has a slightly different schedule.

### **Clinical Assessment and Treatment**

You and your family will meet with a Probation Officer to complete an assessment within 30 days of your sentence. The results of this assessment will be shared with you at your Individual treatment Plan (ITP) meeting. The goal of this meeting is to design an Individual Treatment Plan for your success, based on the results of the assessment.

- ✓ This meeting is chaired by the Clinical Director or clinical designee. The Unit Manager, the Clinical Social Worker, a member of the education staff, a Juvenile Program Worker, a nurse, and you will attend.
- ✓ Your parent or guardian will be invited to attend.
- ✓ If there are other people who can help develop the best plan with you (e.g., psychiatrist, psychologist, clinician, physician, Probation Officer, community agency staff, mentors) they will also be invited to attend.
- ✓ Everyone at the meeting will talk about your needs and strengths. You will discuss your crime, how long your sentence is, your behavioral health and medical treatment needs, your behavior, and school and future plans.
- ✓ Goals are developed with you based on the results of the assessment. Individual goals may include receiving a GED or high school diploma or deciding what type of employment is interesting. Your goals may also include controlling your anger, improving communication with others,

improving your relationship with parent(s)/guardian(s), identifying prosocial activities and friends, and learning ways to manage your substance use.

- ✓ Your treatment plan will be reviewed at a treatment team meeting at least every two months and you are always part of that review. In addition, before your anticipated release, the treatment team will meet to finalize your transition to the community.
- ✓ A translator can also be at any of these meetings if you or someone in the meeting needs one. **You will not be asked to act as a translator for your parent(s)/guardian(s) at these meetings or in any treatment or programming at the RITS.**

### **Medical, Behavioral Health and Dental Services**

The RITS has dentists, nurses and doctors to help you. Behavioral health services are available whenever you need them. The nurses will ask you questions when you arrive ranging from potential allergies to different types of medication you take to how you are feeling. This is important information because it will let us know what we need to do to keep you healthy and safe. A nurse is available for sick call every morning and every evening. You can always talk to the nurse privately about any needs at either of those times. ***But, remember, if you ever feel sick or are in pain or are thinking of hurting yourself or need any medical assistance at any time, please inform staff immediately. If you know or think that another resident is thinking of hurting themselves, or is sick or needs medical attention, please tell staff immediately.***

### **Programs and Groups**

While here at the RITS you may be referred to a variety of groups based on your needs, and you may be court ordered to attend certain groups. You earn points each week for participating in treatment. If you do not participate in treatment, you will not earn points, and this may affect your level.

### **Administrative Review Board**

Members of the board include a school representative, a Juvenile Probation and Parole representative, and a RITS Administrator or designee. Members of this board decide on recommendations for:

- Early Release (to home or residential placement)
- Temporary Community Placement
- Participation in the Reentry Court Program
- Remand to the RITS

### **Revocation Board**

Members of this board meet to discuss a resident's case if he/she has returned from a Temporary Community Placement (TCP) to the RITS. They vote whether to keep a resident at the RITS or to let him/her return to placement. This vote is

based on the information that you and your Temporary Community Placement provide at the hearing. You can have your parent and/or your attorney at this hearing, if you choose to do so.

### Reentry Court

The Rhode Island RITS, in conjunction with the Rhode Island Family Court, has instituted a Reentry Court within the RITS. The purpose of the Reentry Court is to allow you an opportunity to transition home and to the community while you are still a resident of the RITS.

If your behavior is appropriate, you keep your points high, and you work on increasing your level, then you can be a candidate for Reentry Court. Residents who have been a part of Reentry Court have been able to go to such places as the mall, out to eat with family, job interviews, and to visit schools.

If you are interested in learning more, speak with a member of your Treatment Team.

### Education

You will begin attending classes as soon as you are placed in the RITS. As soon as you arrive, the staff will also talk with you and have you complete some standardized tests to figure out what the best educational services are for you while you are in Detention. At the RITS, classes occur Monday through Friday all year around. During the first 10 to 14 days after you are sentenced, staff will review your previous educational records and work with you on some assessments that will help us place you in the best educational program for you. The Educational Program offers three options: Secondary Education (like a high school in your community), the General Equivalency Diploma (GED) and Post-secondary Programming (which might include classes through the Community College of RI). If you come to us with an Individual Educational Program (IEP) or a 504 Plan, we will work with you to implement it at the RITS. We will also evaluate you for these services if we think you might be eligible. Your school program will be designed to meet your needs.

All of the staff in the Education Program are dedicated to providing a good environment that helps every student learn. To succeed in the Education Program, you should ask for help whenever you need it, keep up with the requirements of your classes and participate in a positive manner and demonstrate good behavior during the school day. If you have a concern, you can talk with any of the people listed below. If you are not sure which is the best person to talk to, ask any staff and they will help you figure that out.

### School Staff

The **School Principal** oversees all educational programs and works with teachers and support staff to ensure effective instruction.

**School Social Worker** provides students support through counseling. A Social Worker can help you work through problems you might be having in class, with a teacher or with some understanding regarding school points.

**Guidance Counselor** helps you with grades, report cards, college applications, getting information to the new school, as well as school related problems. He can help you with problems in the school regarding teachers or class placement.

### Religious Observances

The RITS offers religious services to all residents. ***Your participation is voluntary. You do not have to go if you choose not to.*** If there is a pastor or religious counselor that your family would like to visit at the RITS, talk to your Unit Manager to set this up. All religious services must be legal and cannot disrupt the order, safety or security of the facility.

### Recreation

Residents are entitled to 1 hour of exercise/recreation every day, including weekends. The exercise/recreation may occur in one of the outdoor areas (weather permitting) or the gym for indoor recreation.

### Communication Policy for all RITS Mods

#### Telephone Calls

- a) RITS staff will dial all outgoing telephone calls.
- b) Make a telephone call when you arrive at the RITS regardless of the time.
- c) Call your lawyer and speak to him/her privately. Staff may maintain visual contact while you are calling, but they may not listen to your conversation.
- d) Call the Office of the Child Advocate (**462-4300**) or RI Child Abuse Hotline (**1-800-742-4453**) at any time and speak to him/her **privately**. Staff may maintain visual contact while you are calling the Office of the Child Advocate or RI Child Abuse Hotline, but they may not listen to your conversation.
- e) Speak with your approved contact for 5 minutes when you return from Court.
- f) Call an approved contact a minimum of 2 times each week for 10 minutes (each call) after a connection has been established.
- g) 3-way calling is prohibited.
- h) Any communication with whom you have a No Contact Order is strictly prohibited.

## **Visits**

You are entitled to a weekly visit with your parent, guardian, siblings, or other approved persons. Administrators and/or Unit Managers approve all visitors prior to entry into the RITS.

*(How to earn extra calls and visits by participating in programming and obeying the rules is explained in the description of the Points and Level System, below.)*

## **Out-Going Mail**

- a) If you mail a letter, the RITS must send it without delay. Staff may not open or censor letters that you send out. Mail must be properly addressed with only appropriate contact information on the envelope.
- b) Mail between you and an attorney, the press or a public official are not restricted.
- c) If a Court has ordered you to have “no contact” with any person, you cannot send mail to that person.
- d) If a person has formally requested to restrict your mail to their house, you cannot send mail to that address.
- e) No one can prevent you from sending mail to your attorney, a member of the press or a public official. If it will be harmful to you or create safety problems for you or others or create security problems, the RITS will not allow you to send a letter to other people.
- f) If your outgoing mail is restricted, staff must tell you why. If you disagree, you can write to the Superintendent to ask for an explanation. The Superintendent has to tell you the reason in writing.

## **In-Coming Mail (Monday through Saturday, except holidays)**

- a) The staff must open mail in front of you.
- b) All incoming mail may be opened and inspected for contraband in the presence of the resident, *but letters may not be read, intercepted, or delayed.*

## **Computer/Internet Use**

Computers can help you to get the most out of programming. You are only allowed to use the computers and visit the Internet under the direct supervision of staff. In addition, computers are set up to limit the sites you can visit on the Internet. By signing on to the computer, you agree to visit only approved sites.

Using a computer without supervision or visiting unauthorized internet sites may be grounds for discipline.

### The Incentive System – Points and Levels

The Incentive System is the way the RITS staff encourages you to do your best. Residents who work hard and behave responsibly earn extra privileges. For example, you can earn extra phone calls and visits as well as funds to be spent in the canteen or you can earn a later bed time. Family Court Judges will also ask the RITS what Level you are on and may use this information when they are making decisions about you – like whether you are ready to leave the RITS. Privileges for each Level can be found on page 23, below. **No matter what level you are on, you have all of the rights described on pages 3 – 5.**

You begin with zero points each week and earn up to 100 points for positive participation in education, treatment and recreation. One program or staff cannot give you points for activities related to another program. Some days, you may not have an opportunity to earn points in every area. You may not have school, for example. In that case you will receive your average of the daily points for that area for the previous three weeks. When you move from unit to unit, your points and levels move with you. Here is how you earn points:

#### Resident Life

Residents earn up to 6 points in Unit activities on the first shift as follows:

- ✓ Room Cleanliness – 1 point
- ✓ Behavior – 0 to 3 points
- ✓ Personal Appearance – 0 to 2 points

Residents earn up to 6 points in Unit activities on the second shift as follows:

- ✓ Room Cleanliness – 1 point
- ✓ Behavior – 0 to 4 points
- ✓ Personal Appearance – 1 point

Residents earn up to 3 points in Unit activities on the third shift per day as follows:

- ✓ Room Cleanliness – 1 point
- ✓ Behavior – 1 point
- ✓ Personal Appearance – 1 point

Residents earn up to 1 point per day for Unit chores/extras

#### Education

Residents earn up to 20 Points in School activities per day as follows:

- ✓ Up to four (4) points in each of five (5) classes.
- ✓ Up to two (2) points in each class for effort and two (2) for behavior.

#### Treatment

Residents earn up to 20 Points in treatment activities per day as follows:

- ✓ Positive behavior/actively participates in group treatment – 0 to 5 points
- ✓ Works on his/her criminogenic needs – 0 to 5 points
- ✓ Accepts Treatment Team recommendations (examples: engaging in counseling and substance abuse treatment) – 0 to 5 points
- ✓ Practices skills learned in treatment in daily life (examples: good behavior with peers and staff, avoids physical and verbal altercations, serves as a role model for other residents) – 0 to 5 points

### Recreation

Residents earn up to 1 point per day by participating in the unit's structured recreational activities.

### Earning your Levels

The points you earn determine your Level and that Level, in turn, determines the privileges you have earned. There are 4 Levels.

On the 15th day of detention, you begin on the **Entry Level**.

To get to Level 2,

You earn a minimum of 70 % of points in each area (Resident Life, Education, Recreation and Treatment) and an average of 75 % or more points for five (5) consecutive weeks. To stay on Level 2, you earn a minimum of 70 % of points in each area and 75 % or more points each week.

To get to Level 3:

You earn a minimum of 70 % of points in each area identified (Resident Life, Education, Recreation and Treatment) and an average of 85 % points or more for six (6) consecutive weeks. To stay on Level 3, you earn a minimum of 70 % of points in each area and 85 % or more points each week.

To get to Level 4:

You earn a minimum of 70 % of points in each area identified (Resident Life, Education, Recreation and Treatment) and an average of 90 % points or more for eight (8) consecutive weeks. To stay on Level 4, you earn a minimum of 70 % of points in each area and an average of 90 % or more points each week.

If you don't earn points required for a Level, you lose that Level. To regain the Level, you have to earn the designated points for the next two (2) weeks.

### Privileges Associated with these Levels

#### Entry Level

Resident Account is credited with 15 tokens on the fifteenth day in detention.

Tokens are exchanged for items in Canteen and Store Orders

Bedtime: 9:00 PM with lights out at 9:30 PM



Phone Calls: 2 per week (10 minutes each) to parents, legal guardian, or other approved person.

Visits:\* 1 per week with your parents, legal guardian, or other approved person.

Make Store/Canteen Orders

### Level 2

Bedtime: 9:00 PM with lights out at 9:30 PM

Phone Calls: 2 per week (10 minutes each) to parents, legal guardian, or other approved person.

Visits: 1 per week with parents, legal guardian, or other approved person.

Make Store/Canteen Orders

Eligible for on-grounds jobs

Eligible for attendance at approved special events

### Level 3

Bedtime: 9:30 PM with lights out at 10:00 PM

Phone Calls: 2 per week (10 minutes each) to parents, legal guardian, or other approved person.

Visits: 2 per week with parents, legal guardian, or other approved person.

Make store/Canteen Orders

Eligible for on-grounds jobs

Eligible for special jobs including off grounds sites with Family Court approval.

Eligible for attendance at approved special events

### Level 4

Bedtime: 10:00 PM with lights out at 10:30 PM

Phone Calls: 3 per week (10 minutes each) to parents, legal guardian, or other approved person.

Visits: 2 per week with parents, legal guardian, or other approved person.

Make store/Canteen Orders

Eligible for and given first choice of on-grounds jobs

Eligible for and given first choice of special jobs which may include off grounds sites with Family Court approval.

Eligible for attendance at approved special events

### Resident Personal Property and Accounts

To maintain safety and security, residents are not allowed to have personal property, such as clothing, money, or electronics. Residents come to the RITS from court or the community. In either case, staff record all personal property on an *Inventory of Personal Effects Form*. Each incoming resident signs and receives a copy of this form. Your personal property is maintained in a secure

place at the RITS until your parent or caregiver's first visit. At that time, you should send all personal property home.

If you are discharged before receiving a visit, personal property should be taken with you. Your Parent/Caregiver or you will sign a receipt for this property. Sometimes, residents are discharged directly from Court. ***If, for any reason, you leave personal property at the RITS when you are discharged, it is your responsibility to claim it within 30 days of your release. After 30 days, unclaimed resident property is donated to a charitable organization or destroyed. If you had personal property at admission and did not sign an Inventory of Personal Effects Form, ask to speak to the Unit Manager or any Administrator. If you have any trouble getting your personal property after release, please contact the Unit Manager or any Administrator. Call the main number for assistance (401-462-7390).***

### Resident Accounts

You are not allowed to have money/cash at the RITS. Any cash you had at intake is stored in a plastic evidence bag and maintained in a secure location. The evidence bag is given to your parent at the first visit. If your parent cannot or will not take the bag, it is stored in a secure location until you are released. If you had more than one hundred dollars (\$100) at admission, an Administrator is told. No one, including your parents or other visitors, is allowed to give you money during visits or through the mail or in any other way while you are at the RITS.

An account is maintained for you which contains any funds you have earned through the Points and Levels System or through on grounds jobs. The Points and Levels System and on grounds jobs are the only ways you can get funds in your account while you are at the RITS. Your Unit Manager tracks and manages your funds, which can be used to purchase items through the canteen. You request access to your funds through your Unit Manager. The funds that you earn can be used at the on-grounds store to buy soap, shampoo, deodorant, snacks, playing cards, and other approved items. These funds can also be used to pay restitution if you are required by a Major Discipline Board (see below), to replace or fix any state property, or to pay fines.

### Prohibited Items: Contraband

Contraband is any object which is illegal or which the resident is not permitted to have in his/her possession, either on his/her person, in his/her room or at his/her assignment, which could be used by him/her or other residents for the purpose of destroying property, endangering human life or escaping. *Ask staff if you have a question if something is contraband.* Here are **examples** of contraband:

- ✓ Glass bottles, empty containers, or cans
- ✓ Tools
- ✓ Razor blades
- ✓ Ropes, wires
- ✓ Sharp instruments
- ✓ Pens, permanent markers
- ✓ Cigarettes, drugs, alcohol
- ✓ Controlled substances which require a prescription
- ✓ Unauthorized State property
- ✓ Keys
- ✓ Unauthorized eyeglasses
- ✓ Lighters, strikers, matches
- ✓ Money
- ✓ Unauthorized electronic

- ✓ devices
- ✓ Gang-related material
- ✓ Pornographic/inappropriate materials

### Search of Resident(s) and/or Resident's Rooms and/or Visitors

To maintain safety and good order for Residents, visitors and staff at the RITS, searches are conducted. The RITS's search policy is posted at the entrance, in your living unit and in the visiting areas. Here are some important points:

- ✓ Each resident receives humane treatment at all times with full respect for his/her personal dignity and right to privacy consistent with the need for safety and security. Searches of residents may include:
  - Pat Down Search
  - Search utilizing electronic means included hand held or stationary metal detectors
  - Clothed Body Search
  - Strip Search
    - No resident is subject to a strip search without a reasonable suspicion to believe that he/she is attempting to conceal a weapon or is in the possession of contraband.
    - If a strip search is required, it is always conducted by staff of the same gender as the resident and always conducted in a private place. Cross-gender searches are prohibited unless exigent circumstances exist.
- ✓ Any manual or instrument inspection of a resident's body cavities is conducted **only** by a doctor or a nurse. **No one else is allowed to do it.**
- ✓ Staff on all shifts inspect each occupied resident room to ensure that:
  - Light fixtures and windows are not covered.
  - Contraband is removed.
  - Each resident has clean linen, bedding, toiletries and clothing.
  - Beds are made, soiled clothes/linens are properly disposed of and clothing/linens are properly stored.
  - Residents do not deface state property.
  - Staff also inspect each resident's room when a resident is newly admitted, a room is empty for more than forty-eight (48) hours, a resident room change occurs, or resident is discharged.

### Resident Grievance Procedure

You have the right to express unhappiness with actions of staff or with the rules of the RITS. The Grievance Procedure is designed to provide you with a timely, fair response and to solve problems. Staff may not discourage you or your family

from utilizing the Grievance Procedure. Staff may not retaliate against you or family members because you utilize the Grievance Procedure outlined below. Your Unit's elected Unit Representative *and/or* your family member *and/or* a staff you trust can help you with the Grievance Procedure. Any of these people can help you complete the Grievance Form and can attend meetings with you about your grievance. This Grievance Procedure cannot be used to complain about the result of a discipline board or if you feel that a staff member has abused you. ***If you feel that you have been abused, you have the right to call the Office of the Child Advocate (462-4300) or the RI Child Abuse Hotline (1-800-742-4453).***

### ***What do I do if I have a grievance or complaint?***

If you have a complaint or grievance, you or your family member will find a Grievance Form in the housing units, school, gym, clinic, and visiting areas. If you don't see one, ask the staff for a form or have your family member ask for a form. Tell staff if you or your family member want help from your elected Unit Representative or from a staff member you trust. The Unit Manager will refer you to the elected Unit Representative or the staff person within one (1) day of your request. On the Grievance Form, you or your family member say what your complaint is. Then you or your family member put the form in the locked unit Grievance Box or give it to your Unit Manager. The Unit Manager investigates and meets with you, your family member, the elected Unit Representative or staff assisting you within five (5) business days following the date you put your Grievance Form in the box or gave it to your Unit Manager. Within seven (7) business days following the date received, the Unit Manager tells you or your family member in writing if he/she has granted or denied the grievance.

### ***How do I appeal the Unit Manager's Decision if I disagree?***

If you want to appeal, you can put your form in the locked unit Grievance Box, tell your Unit Manager, or the Superintendent. If you appeal the Unit Manager's decision, the Superintendent/designee will meet with you, your family member, the elected Unit Representative or staff assisting you within seven (7) business days of your appeal. If the grievance cannot be resolved, the Superintendent/designee makes and documents a decision within five (5) business days of the meeting.

### ***How do I appeal the Superintendent's Decision if I disagree?***

If you or your family member is not satisfied with the decision of the Superintendent, you have two options:

1. You can request that the Superintendent forward the appeal to the Office of the Child Advocate, who will review your appeal within five (5) business days of receiving notice.
2. You can call the Office of the Child Advocate at 401-462-4300 to make your appeal, and they will review your appeal within five (5) business days of receiving notice.

The Office of the Child Advocate (OCA) will meet with you, your family member, the Unit Manager, the Superintendent, the elected Unit Representative or staff assisting you within ten (10) days. The OCA then gives a written decision to the Superintendent within ten (10) days. Within seven (7) days of receipt of the OCA recommendation, the Superintendent issues a decision and forwards a copy to you, your family member, the OCA, the Unit Manager, the elected Unit Representative or staff assisting you. The Unit Manager implements the decision of the Superintendent.

### ***What if it is an emergency and I need a decision right away?***

You may file an Emergency Grievance Form or tell any staff that you need to utilize the Emergency Grievance Procedure. Staff will notify the Superintendent and he/she will decide if your grievance is really an emergency. If the grievance is an emergency, the Superintendent immediately takes any corrective measures necessary to resolve the grievance. If your grievance is related to health care, the Superintendent or designee will be notified immediately and will decide if it should be treated as an emergency. If any grievance is determined not to be an emergency, it is handled through the regular grievance procedure.

### **Use of Force**

Physical force is used only when staff or resident is in imminent risk of serious bodily harm. Staff try to avoid the use of physical force by:

- ✓ Talking with residents
- ✓ Verbally counseling the resident
- ✓ Warning the resident
- ✓ Putting physical distance between staff and resident
- ✓ And/or calling for assistance.

If no other option is available, staff use a level of force which is necessary to regain control of a non-compliant resident. Staff stop using force as soon as the resident no longer presents the imminent threat of serious bodily harm.

Residents involved in any physical altercation or use of force receive immediate physical examination and any necessary treatment by a medical provider (i.e., RN, MD, NP). If you ever feel that too much force was used by staff, you have the right to call the Office of the Child Advocate (**462-4300**) or the RI Child Abuse Hotline (**1-800-742-4453**).

### **Restraint**

No resident is restrained for the purpose of punishment, discipline, convenience or retaliation by staff. Physical and/or mechanical restraint is applied only to ensure the safety of residents, staff and the public. Staff continuously monitor the physical condition of a resident being restrained to ensure safety and seek immediate medical attention if a resident being restrained shows significant signs

of physical distress. Restraint is used only when transporting residents on or off grounds or when a resident's actions demonstrate that he or she is a danger to self or others and no other intervention has been or is likely to be effective in averting danger. The resident is released from restraint at the earliest possible time that he or she can commit to safety and no longer poses a threat of harm to self or others. If you feel that you were restrained in a way that does not follow this rule, you have the right to call the Office of the Child Advocate **(462-4300)** or the RI Child Abuse Hotline **(1-800-742-4453)**.

### Discipline

This Handbook makes your rights and responsibilities clear. We have rules to ensure that everyone here is safe and that programming is provided without interruption. A safe, orderly environment lets you make the most of your stay at the RITS. Staff are required to be consistent, fair and clear in providing direction to you. You are required to obey the reasonable directives of staff and the rules of the facility. If you break the rules, you will be held accountable. We want to work with you to avoid the need for discipline. The Points and Levels System is designed to encourage you to do the right thing by rewarding your positive participation in programming. Always ask staff if you have questions about any rule.

All RITS staff and residents are required to comply with the disciplinary system. ***Staff are never allowed to do any of the following:***

- ✓ Use any form of corporal punishment under any circumstances;
- ✓ Degrade you;
- ✓ Delay or refuse you access to medical care, daily showers, clean laundry, clean linen, or meals or snacks as a form of discipline;
- ✓ Refuse you reasonable access to the telephone to contact parents/guardians or attorney as a means of disciplinary action or when on discipline status;
- ✓ Refuse you visits from parents, guardians or attorneys as a means of discipline or while on discipline status unless directed by the Superintendent;
- ✓ Withholding your incoming mail or prohibiting outgoing mail as a means of discipline or while you are on discipline status unless directed by the Superintendent; and
- ✓ Any abusive, neglectful or harmful action against you.

***If you feel that any of these things is happening to you, you can ask to speak to any administrator or the Office of the Child Advocate (462-4300) or you can call the RI Child Abuse Hotline (1-800-742-4453).***

### Behavior Report

The Behavior Report is used when the offense is of a minor nature. The Staff

involved or observing the behavior will fill out a Behavior Report Form and provide it to the Unit Manager or the School Principal (if it happened in school). The Unit Manager or School Principal will discuss the incident with you and staff. You *will* have an opportunity to give your side of the story before any decision is made. You have the right to speak privately with the Unit Manager or School Principal about what happened before a decision is made. If the decision is made that you broke the rules, the Unit Manager or School Principal will try to assign a punishment that will be the most effective in encouraging you to change your behavior and prevent it from happening again. The Unit Manager or School Principal will explain his or her decision and the punishment to you before it happens. The Unit Manager or School Principal may refer you to the Social Worker or other Clinical staff if that would be helpful to you. Only one of the following sanctions can be used for any single incident:

- ✓ Participation in a restorative justice meeting with anyone who was affected by your behavior.
- ✓ Reasonable restitution that does not exceed the value of damaged property. Restitution is also based on the resident's ability to pay, and that amount will be taken from the resident's account when applicable.
- ✓ Placing a resident in his/her room for a maximum of one (1) hour.
- ✓ Extra chores, homework, book reports, facility and public service assignments for up to a maximum of five (5) days.
- ✓ Sending a resident to his/her room before "lights out", but not earlier than 8:00 PM, limited to one (1) night for each incident, or one (1) hour before the resident's normal bedtime.
- ✓ Loss of the second scheduled weekly visit or any special visit for one (1) week.
- ✓ Loss of a resident's points for one (1) shift.
- ✓ Loss of a resident's points for one (1) day.
- ✓ Loss of one (1) unit level.

### **Major Discipline Review**

If you are accused of a serious violation of the rules, you may be recommended for a Major Discipline Review Board. If you do any of the following, you may be subject to Major Discipline Review:

- ✓ Bullying or extortion;
- ✓ Refusing work assignments without good cause;
- ✓ Physical assaults on other residents or staff;
- ✓ Escape (Elopement);



- ✓ Failure to return from an authorized home visit;
- ✓ Destruction of property;
- ✓ Theft;
- ✓ Possession, use of, or selling drugs and/or contraband;
- ✓ Failure to obey any reasonable and lawful staff command (including refusal to continue participation in any court mandated treatment, rehabilitation, or training programs that are established in the resident's Service Plan (Individual Treatment Plan), or educational programs in which attendance is mandated by the compulsory school attendance laws);
- ✓ Using threatening language that would cause a reasonable person to be in fear of imminent physical harm;
- ✓ Using gestures that are intended to provoke other residents and/or staff and would cause a reasonable person to be provoked and;
- ✓ Any act in violation of the criminal laws of the State of Rhode Island.

The **Major Discipline Reviewer** is a staff member specifically appointed to work with staff and residents to ensure the fair, efficient and effective operation of the RITS's discipline system. The Major Discipline Reviewer conducts all Major Discipline Reviews as described below.

### Major Discipline Review Process

The Unit Manager or staff will tell you verbally that your behavior is being recommended for a Major Discipline Review. The Superintendent or an identified administrator will approve or disapprove this recommendation for a Major Discipline Review. You will be notified that a Major Discipline Review Board has been approved.

You will also receive a timely, written notice of the violation of the rules that you have been accused of. This written notice will include the alleged conduct, the date, time and place of the alleged conduct and reason for the proposed Major Discipline Review. This notice must be given as soon as possible but *no later than the end of the shift* in which the incident occurred unless the Superintendent approves an extension of that time frame. This notice will be given by providing you with a copy of the Discipline Report Part 1. The RITS ***always*** has to give you a copy of the Discipline Report Part 1 before the Major Discipline Review Hearing. The Major Discipline Reviewer will also give you notice of the time and place of the Major Discipline Review Hearing and of your right to be represented by a counselor, social worker or another resident of your choosing. You also have the right to retain a lawyer at your own expense to represent you before the Major Discipline Review Board. At any point in the process, the Major Discipline Reviewer may ask for clinical intervention to help you.



If the Superintendent or identified administrator decides that you may harm yourself or others, you may be kept in your room while you are awaiting a Major Discipline Review Board. This is called Lock up Pending a Major Discipline Review (Risk of Imminent Harm). ***If you are on Lock up Pending a Major Discipline Review Board, you still have all of the rights listed above on pages 3 – 5 and the Major Discipline Review Board must occur within twenty-four (24) hours of the incident*** (unless you request an extension to allow your attorney to be present at the hearing). If there is no indication that you may harm to yourself or others, the Major Discipline Review Board hearing must occur with five (5) business days of the incident. No extension to the 5 business day policy may occur unless you or your attorney requests it.

During the period prior to the Major Discipline Review Board, the Unit Manager will consult with the Superintendent or identified Administrator to determine if the alleged infraction may be addressed through a Behavior Report. If a decision is made to handle your infraction this way, the Behavior Report Process described above will be used. The Superintendent can get involved at any point in the Major Discipline Review Process.

At the Major Discipline Review Board, the Major Discipline Reviewer reads and fully explains to you and your advocate the charge and/or reason for the Review. The Major Discipline Reviewer will also inform you of your right to:

- ✓ Be represented by an attorney (at your own expense), a social worker, a resident of your choosing or a community member or staff of your choosing. (If you were not told before or didn't understand this right, the Board will be delayed if you want to have one of these individuals to advocate for you.)
- ✓ Admit, deny or remain silent regarding the stated charge(s).
- ✓ Privately make an initial statement to admit or deny the charges to the Major Discipline Reviewer in the absence of witnesses and/or staff, the resident, or your advocate.
- ✓ Disclosure of evidence to be presented against you during the Major Discipline Review hearing.
- ✓ Present evidence on your behalf including witnesses and documents.
- ✓ Have all witnesses questioned in your presence. If the Major Discipline Reviewer finds that such questioning will jeopardize the physical safety of the witness that witness may testify out of your presence, but in the presence of your advocate.
- ✓ Testify (although you are not required to do so). In all cases, you will be advised that if you testify, anything you say may be considered by the Major Discipline Reviewer, as well as in future court proceedings. The Major Discipline Reviewer does not consider your decision not to testify as an admission or indication of guilt or wrongdoing.
- ✓ Cross-examine any witnesses that you do not present. You can also compel the presence of staff or other residents as witnesses by requiring that the Superintendent or identified staff require their presence at the hearing.

- ✓ The right to appeal the Review Board decisions or the imposed punishment to the Superintendent. The punishment is suspended until the Superintendent decides about your appeal.

The Reviewer's decision is based only on information obtained during the Major Discipline Review Board. The burden of proof is on the RITS to demonstrate by clear and convincing evidence that you violated the rules of behavior. The Major Discipline Reviewer will give a copy of the written decision to you and your advocate no later than two (2) days after the Major Discipline Review Board. This decision will:

- ✓ Include a brief summary of the evidence presented that supports the finding(s), the reasons for the decision and penalty imposed.
- ✓ Say if your disciplinary record was considered in arriving at the punishment and how your disciplinary record affected the punishment.
- ✓ Say if your disciplinary history was not considered in determining guilt but only considered in deciding the punishment.
- ✓ Notification of your right to appeal is written on the face of the decision and provided verbally when you receive the written decision. You are also advised of the appeal procedure.

If you want to appeal to the decision, the Major Discipline Reviewer will help you. During this appeal, the Superintendent or identified administrator can

- ✓ Veto Behavior Report Sanctions.
- ✓ Veto Major Disciplinary Review hearing sanctions.
- ✓ Deny your appeal.
- ✓ Decrease, but not increase, punishment imposed and must state the reasons for doing this.

The Superintendent or identified administrator must tell you in writing of the outcome of your appeal within twenty-four (24) hours of your appeal. If you are found guilty, the Major Reviewer may impose any one of these punishments:

- ✓ A warning and/or discussion with you regarding the incident.
- ✓ Your participation in a restorative justice meeting with the person(s) who was adversely affected by your actions. This may include reasonable restitution based on your ability to pay and the value of the damaged property.
- ✓ Placing you in your room for a maximum of (1) hour.
- ✓ Extra chores, homework, book reports, facility and public assignments for up to a maximum of five (5) days.

- ✓ Sending you to his/her your room before “lights-out” but not earlier than 8 PM (limited to one night for each incident or one hour before customary bedtime).
- ✓ Loss of your points for one shift or one day or the loss of one level.
- ✓ Loss of the second scheduled weekly visit or any special visit for one week.
- ✓ Loss of one unit level.
- ✓ Placing you in your room for time periods specified below:
  - Physical assault on staff - Up to 3 days
  - Physical assault on another resident - Up to 3 days
  - Sexual assault on another resident - Up to 3 days
  - Use of threats, words or gestures intended to provoke residents or staff- Up to 2 days
  - Bullying (second offense) and/or extortion by you perpetuated on another resident - Up to 3 days
  - AWOL (Runaway) - Up to three (3) days
  - AWOL (Runaway) from closed unit: - Up to 3 days
  - AWOL (Runaway) with resulting new charges - Up to 3 days
  - Continued disobedience to lawful and reasonable commands of unit/facility staff - Up to 2 days
  - Violation of trial home visits with resulting new charges - Up to 3 days
  - Willful destruction of property - Up to 3 days
  - Theft or stealing from staff or residents - Up to 3 days
  - Possession and use of marijuana and alcohol - Up to three (3) days
  - Possession and use of hard drugs - Up to 3 days
  - Possession of a weapon – Up to 3 days
  - Possession of institutional contraband, e.g., cigarettes, lighters, money, and other restricted or unauthorized items - Up to three (3) days
  - Selling and/or encouraging others to buy/use drugs - Up to 3 days

### **Restrictive Status**

If you cannot control your assaultive behavior and/or if you are a danger to yourself or others, or if you have been found guilty of having contraband or have escaped from the RITS, you may be placed on Restrictive Status. The

Superintendent has to approve this Restrictive Status. While you are on Restrictive Status, you may be confined to your room, if such confinement is ordered as a result of a disciplinary board. You may also have to attend school in an alternative area; eat your meals in the housing unit rather than the cafeteria, and participate in alternative gym and recreational activities. However, you continue to have all of the rights described on pages 3 - 5. While you are on Restrictive Status, a team will meet every week to try to help you and let you know what you need to do to be released from Restrictive Status. This team will also meet and decide if you are ready to be released from Restrictive Status. If you are placed on Restrictive Status longer than 14 days, the Superintendent must approve your placement and your treatment plan must be reviewed by the Clinical Director.

### **Safety and Emergency Procedures**

During your stay at the RITS, you may be involved in a critical incident in which a Code is called over the portable radio and intercom system. Any time you are given a reasonable and lawful directive by an employee of the RITS, you are obligated to follow that directive. Failing to do so, may result in discipline.

Examples of the Codes you may hear are,

- Code Red—Fire emergency requiring evacuation
- Code White—Medical emergency requiring an ambulance
- Code Blue—Active disturbance in a Mod or secondary area involving residents, staff, or State property
- Code Yellow—Active disturbance in a Mod or secondary area which may require staff assistance
- Lockdown—A situation where there is an immediate threat to facility occupants, such as an intruder, chemical spill, flood, etc.

If a Code is announced, you are required to immediately sit in place, unless directed to do otherwise. Follow all directives of RITS employees.

***You have the right to read all of the department's publicized policies. If you would like to have a copy of any or all of these materials, ask the Unit Manager.***