



PORTAGE-GEAUGA COUNTY JUVENILE DETENTION CENTER

Jae R.A. Leeworthy, Superintendent

PARENT INFORMATION PACKET

The following information will assist you in all matters pertaining to your child during his\her detainment at the Juvenile Detention Center. If you have any questions, which are not covered in this document, please contact the Juvenile Detention Center at (330) 297-5233.

DETENTION CENTER:

The Primary purpose of the Juvenile Detention Center is to provide a safe and secure environment for youth during the Court process for a delinquency offense or while awaiting placement or commitment to another facility.

TELEPHONE CALLS:

Upon admission to the Juvenile Detention Center, a child may make a telephone call to his\her attorney, parents, or legal guardian. While detained at the Center, youth will be eligible to attempt at least two (2) scheduled telephone calls per week. Detention Center staff will assist in contacting approved family members including: parents (mother & father), stepparents, grandparents, and legal guardians. **Residents are not permitted to receive incoming calls.**

PERSONAL VISITATION:

General Regulations for Visitation:

1. No more than four (4) visitors per child are permitted during one (1) visitation period.
2. At no time will anyone (such as children) be permitted to wait inside the building during visitation.
3. All visitors are expected to dress in appropriate attire: shirt and shoes must be worn; no halter tops or spaghetti strap tops; short skirts / dresses and shorts, as well as crop tops are prohibited; stomach, back, buttocks, upper thighs, and bosoms must be covered. Visitors deemed to be inappropriately dressed by the Supervisor on duty may be permitted a non-contact visitation at the discretion of the Supervisor on duty. Visitors will be advised in such cases that their next visit must comply with the visitation dress code.
4. For security purposes, all visitors must leave coats, hats, purses, and all other personal items in the lockers at the visitation entrance. All visitors shall be subjected to a search upon entrance into the facility.

5. Absolutely no items of any kind may be brought into the Detention Center and given to a child. Any visitor who passes cigarettes, matches, chewing tobacco, or any other contraband to a child may jeopardize his\her visitation privileges and may be subject to criminal prosecution.
6. Introduction of drugs, firearms, weapons, or other dangerous contraband shall be referred to the prosecutor with a recommendation for prosecution to the fullest extent of the law.
7. During visitation, family members are to maintain an appropriate level of civility and decorum. Family conversation is to remain appropriate in language, content, and volume.
8. Failure to follow visitation rules may result in your being asked to leave the detention facility as well as the potential denial of future visitation opportunities.

While your child is detained at the Portage-Geauga County Juvenile Detention Center we strongly encourage regular/consistent visitation by family members including parents (mother & father), stepparents, grandparents, and legal guardians, for the following reasons:

- To provide emotional support to your child.
- To address issues and concerns with your child prior to release.
- To facilitate the transition upon release from the Juvenile Detention Center into the home.

Parents, grandparents, stepparents, or legal guardians with photo identification may visit a youth at the Juvenile Detention Center. Visitation hours are:

WEDNESDAY – 7:00 p.m. to 7:45 p.m.

SATURDAY – 9:00 a.m. to 9:45 a.m.

SUNDAY – 2:00 p.m. to 2:45 p.m.

Special visitation sessions may be granted in specific limited circumstances. Such instances require the prior approval of the Superintendent.

PROFESSIONAL VISITATION:

Attorneys may visit at any reasonable time.

Professionals with an established active relationship with a current detainee such as: Clergy, Law Enforcement, Mental Health and Human Services Professionals, Educators, Court and Probation, as well as other associated professionals may visit:

Monday – Friday 8:30 a.m. to 11:30 a.m. & 1:00 p.m. to 3:30 p.m.

Professional visitors shall present credentials identifying their role and agency, as well as photo identification at the time of entry to the facility.

RELIGIOUS SERVICES:

The Juvenile Detention Center provides voluntary, non-denominational religious services, as well as Catholic mass once each week. Reasonable accommodations may be made for an accepted and/or recognized denomination or spiritual request. Individuals recognized by their denomination in an ordained / documented capacity as clergy / spiritual advisors are welcome to visit during professional visitation hours.

NUTRITION:

Youth receive three balanced meals a day plus an evening snack. Menus conform to the standards of the School Breakfast Program, the National School Lunch Program, and the Afterschool Snack Program.

BEHAVIOR MANAGEMENT:

Each hour of the day, from wake-up until bedtime, a resident's behavior is monitored. The youth have the opportunity to earn privileges for successful participation and progress through the "level" system.

Corporal punishment is not permitted in the Juvenile Detention Center.

GRIEVANCES:

If a resident has a concern regarding their treatment in the Detention Center, they may utilize the established grievance process by submitting a Grievance Form in writing and the incident will be reviewed. If a resident or parent has a concern about the grievance process, they may contact the Superintendent.

SCHOOL PROGRAM:

The Juvenile Detention Center has teachers licensed by the State of Ohio Department of Education. A curriculum based on the core-curriculum standards of the Ohio Department of Education is utilized. In addition, the Center offers instruction in Life Skills, Social Skills, and Job Skills. Texts and materials may be provided by the youth's home school for specialized class instruction. Emphasis is placed on special needs and specialized programming. Students participating in an online education program at the time of admission to the Detention Center may remain enrolled in this program during detainment.

If a question arises concerning your child's educational needs, contact the Detention Center at (330) 297-5233 and ask to speak to a member of the Educational Staff.

MEDICAL:

The Juvenile Detention Center provides health care services for its residents. If your child has any specific medical issues, please notify the Juvenile Detention Center staff as soon as possible after admission.

Emergency medical treatment will be provided by Robinson Memorial Hospital, located at 6847 North Chestnut Street, Ravenna, Ohio, 44266-9432. The Juvenile Detention Center staff will notify you as soon as possible in the event of a medical emergency involving your child.

There will be a nurse on site five (5) days a week and on-call 24 hours a day. The attending physician will be on site two (2) days a week and on-call.

All medications must be approved by the Juvenile Detention Center medical services. All medications will be verified with your prescribing physician.

In the event that your child requires transport to a medical appointment or is taken to the hospital for emergency services, approved visitors are permitted to be present. Approved visitors include the child's parents, stepparents, grandparents, or legal guardians/custodians. Siblings, additional family members, or any other persons are not permitted to be present. If unapproved visitors arrive at the treatment provider, Detention Center staff shall instruct them to leave. Failure to comply with this directive may cause Detention Center staff to discontinue the appointment and return to the detention facility. No personal or food item(s) are to be provided to your child during his/her appointment.

Medical staff can be reached at (330) 298-3221.

SOCIAL WORKER:

As a part of the programming at the Portage-Geauga County Juvenile Detention Center a Licensed Social Worker is on staff. The Social Worker meets with all detained residents to conduct Mental Status Evaluations and Social Histories. The Social Worker is also available to discuss issues or concerns during a resident's detainment. If any familial issues of a serious nature arise during the course of a child's detainment, please feel free to contact the Social Worker to advise of the situation. The Social Worker is available to facilitate individual or family meetings to discuss issues such as rules and expectations after your child is released, to mediate any areas of conflict, or to assist coordinating services with community agencies during detainment. Our goal is to provide support to the residents and their families.

The Social Worker can be reached at (330) 298-3228 for any questions/concerns.

MISCELLANEOUS INFORMATION:

The following addresses what your child is issued and requires during his\her stay at the Juvenile Detention Center. Any items brought to the Juvenile Detention Center must be given to the staff member on duty. **Please do not give any items directly to your child.**

- Clothing:** All necessary clothing items are provided by the Center daily.
- Valuables:** Clothing, money, and valuables accompanying your child at admission are stored in a secure area / safe and returned to the youth upon release.
- Other Needs:** All necessary stationery, stamps, and envelopes are provided by the Center daily. The Detention Center Library provides reading materials such as books and magazines. All hygiene and personal grooming items are provided.
- Medication:** Only medication prescribed by a physician can be brought into the Juvenile Detention Center. If your child is on any prescribed medications, please bring the medications in their **original labeled pharmacy container.** The medication will be maintained by the medical department. Please note that medication will only be administered as directed on the original prescription containers. No over-the-counter medication will be accepted.

Please be advised the Detention Center will accept prescription medication being delivered by parents, guardians, or custodians at any time. However, the best method of delivering medication to the Detention Center is to contact Medical to schedule a time to meet with nursing staff.

- Mail:** You are encouraged to visit your child on the scheduled visitation days. If you cannot visit, you are encouraged to write to your child. The address is:

Youth's Name
Portage-Geauga County Juvenile Detention Center
8000 Infirmary Road
Ravenna, OH 44266-9432

The Detention Center will provide postage for up to seven (7) outgoing letters each week (Monday-Sunday).

The Detention Center does not limit the amount of incoming mail youth receive.

UNCLAIMED PERSONAL PROPERTY:

All juveniles' personal property retained at the Detention Center is accurately inventoried and securely stored. The property will be returned to the juvenile at the time of release. If circumstances prevent the return of the property to the juvenile at the time of release, you may contact the Detention Center and schedule a time to pick up your child's property. Please note that the Detention Center is **NOT RESPONSIBLE** for any property left unclaimed after thirty (30) days following the child's release.