

YOUTH ORIENTATION HANDBOOK



Mission Statement: By building youth skills and strengthening families, DJJ promotes community safety and positive youth outcomes.

Contents

Welcome from the Director	2
About DJJ	3
Your Rights & Responsibilities	4
Independent Juvenile Ombudsperson.....	8
Reception (Intake)	9
Safety & Security	11
How to Get Help.....	21
Programs & Services	23
Education – School District #428.....	33
How Long Will I Be Here?	38
Aftercare.....	40
What if I Come Back to DJJ?	41
Expunging Your Juvenile Record.....	45
Youth Grievance Forms.....	47

Welcome from the Director

Hi! My name is Heidi Mueller, and I am the Director of DJJ. I am writing this letter to introduce you to DJJ. This might be your first time here in a DJJ facility, or you might have been here before. You might be feeling lots of things right now: angry, scared, confused, frustrated, tired or even relieved. All of that is normal.



This handbook is written to help you understand what to expect while you are in DJJ. You will find information about how your time here gets calculated and how to earn credits to reduce the amount of time you stay. You will also find information about the rules and the consequences are for breaking them. You will learn about how things work here, the staff you will work with

every day, and where to go for help. You will also learn about DJJ's point system, called PBIS, which is the same basic things I teach at my house:

Be Safe – that means take care of yourself and the people around you, and make decisions that keep you from getting hurt.

Be Respectful – that means treat people how you want to be treated; give respect to get respect.

Be Responsible – that means be true to your word, own your decisions, and figure out what you need to do to get to where you want to be in life.

As I tell my daughter, sometimes it can be hard, but if you try to follow these three simple rules, you will do well anywhere you go. Here at DJJ, the more you follow these rules, the more points you earn, and the more points you earn, the more stuff you can do and the easier your time will be.

So please make sure you take the time to read through this handbook. It will help you understand what to expect and the people here who can help you, and that will help make being here easier. If there is anything in this handbook that you don't understand or want more information about, just ask your Youth and Family Specialist, or counselor.

I hope I will get the chance to meet you while you are here, but even if I don't, you can always write me a letter or ask to talk to me.

I am hoping and praying for your success. Be strong, and believe in yourself!

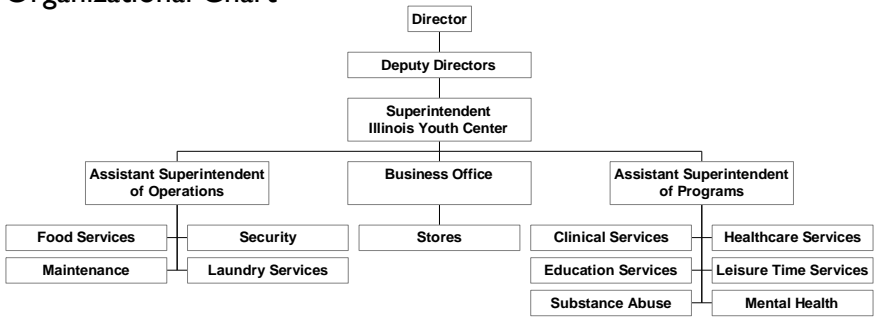
Sincerely,

A handwritten signature in black ink, appearing to read 'Heidi Mueller', written over a light blue horizontal line.

Heidi Mueller

About DJJ

Organizational Chart



SUPERINTENDENT: oversees the programs and operations of each youth center and the care of youth, is the Chief Administrative Officer of the facility.

ASSISTANT SUPERINTENDENT OF OPERATIONS: responsible for Security, Maintenance, and Dietary.

ASSISTANT SUPERINTENDENT OF PROGRAMS: responsible for Clinical Services (Youth & Family Specialists), Reception, Medical, Dental, and Mental Health Services, Leisure Time Activities, Volunteers, Chaplain.

CHIEF OF SECURITY: responsible for the security of the facility and supervision of Juvenile Justice Specialists.

CLINICAL SERVICES SUPERVISOR: supervises Youth and Family Specialists and Record Office staff.

PRINCIPAL: responsible for all academic and vocational staff and programs.

RECEPTION UNIT ADMINISTRATOR: responsible for supervision of Youth and Family Specialists assigned to the Reception Unit and all assessments completed prior to you leaving reception.

TREATMENT UNIT ADMINISTRATOR: oversees all mental health services.

HEALTHCARE UNIT ADMINISTRATOR: ensures that you receive adequate medical and dental services.

BUSINESS ADMINISTRATOR: responsible for maintaining all fiscal records and purchases for the facility.

FOOD SERVICE MANAGER: ensures nutritionally balanced meals are served. Special diets may be approved for medical or religious reasons.

These administrators may have responsibility for facility operations on specific days – they are called “Duty Administrative Officers” or DAOs when on duty.

DJJ Facilities

IYC Chicago (males)
136 N. Western
Chicago, IL 60612
312.633.5219

IYC St. Charles (males)
3825 Campton Hills Road
St. Charles, IL 60175
630.584.0506

IYC Harrisburg (males)
1201 W. Poplar
Harrisburg, IL 62946

IYC Warrenville (co-ed)
30 W. 200 Ferry Road
Naperville, IL 60563
630.983.6231

IYC Pere Marquette (males)
17808 State Highway 100 W
Grafton, IL 62037
618.786.2371

Your Rights & Responsibilities

Contact Information

If at any time you feel your concerns are not being addressed, please feel free to write to the facility Superintendent. You may also write to or ask to speak to any of the following people:

- Heidi Mueller, Director
- William Peyton, Deputy Director of Operations
- Rob Vickery, Deputy Director of Programs, and/or
- Eva Moore, Deputy Director of Aftercare

Our Mailing Address:
2715 W. Monroe
Springfield, IL 62704

You can also contact the Independent Juvenile Ombudsperson's Office (instructions are on page 8) or write the John Howard Association at P.O. Box 10042, Chicago, IL 60610-0042.

Access to Court & Attorney

DJJ will ensure your right to access the courts. You will be transported to court when a writ is received from the court. You can privately correspond with your attorney at any time and it is considered "legal mail." Legal mail cannot be opened for inspection. You can request a legal phone call through your YFS. Legal books and materials are available in the library.

Freedom from Discrimination & Harassment

Discrimination based on your gender, race, national origin, color, creed, or disability in disciplinary procedures, program assignment and other matters is unlawful. Sexual harassment is also prohibited. All staff are to treat you with fairness, dignity, and respect. If you wish to file a complaint of discrimination or harassment, you may submit a grievance. These issues will be handled promptly. Specific instructions for sexual abuse, assault, harassment or misconduct are contained in the Safety & Security section of this handbook.

If you fear for your safety or are being bullied or threatened by another youth, report it to a staff that you trust immediately. You may also request to talk to a Juvenile Justice Supervisor, your YFS, or an administrator. It is our duty to keep you safe!

Grievances

DJJ will use all reasonable efforts to resolve youth issues as quickly and effectively as possible. The Grievance Officer's name is posted on each living unit and at the visiting center. Youth Grievance Forms are available in living units, dietary, school, and recreation areas. Two Grievance Forms are also included at the end of this handbook. Any staff member can assist you in writing a grievance and staff shall protect your confidentiality and not discuss your grievance to other staff members except when necessary to protect your safety or well-being.

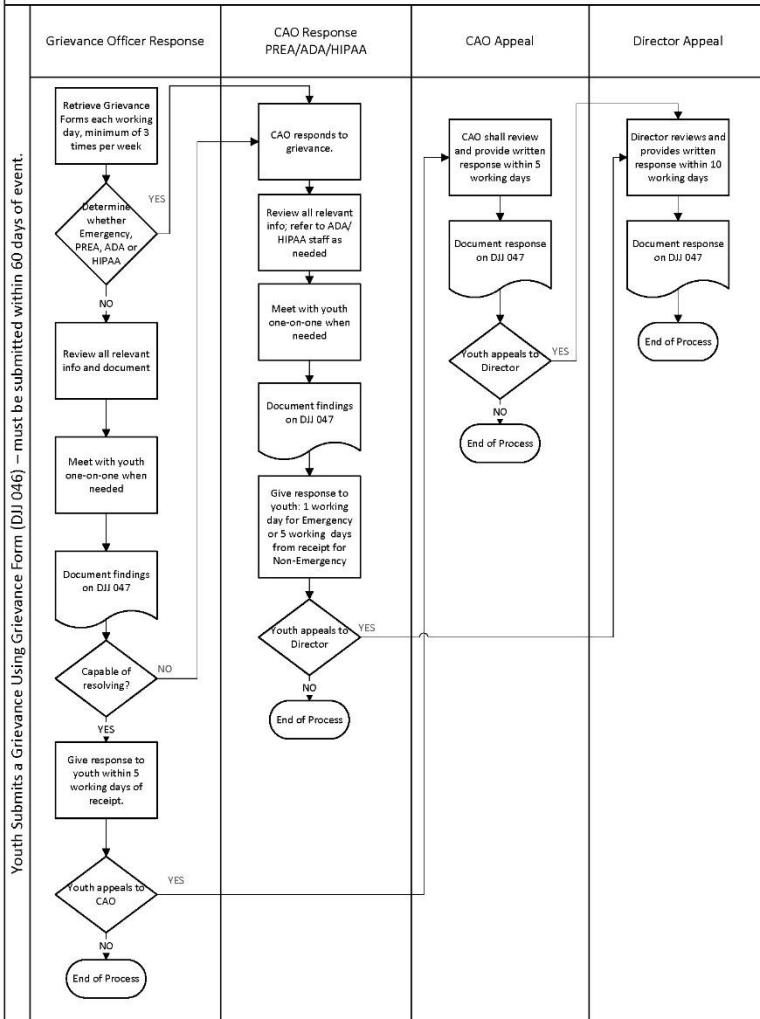
You are encouraged to discuss and resolve your issue with your YFS whenever possible. However, you may file a grievance for any issue such as:

- Damage or lost property
- Staff conduct
- Mail
- Dietary issues
- Medical needs
- Mental health services
- Disability accommodations
- Denied transfer requests
- Disciplinary issues
- Targeted release date extensions
- Release decisions

Your grievance must be written on a Grievance Form. You can give the form directly to the Grievance Officer or place the form in a Grievance Box. Grievances must be filed within 60 calendar days after the discovery of the incident/problem.

Upon receipt of your grievance, the Grievance Officer will review your concern and gather information. They will meet with you if needed for your safety, security and well-being. They will respond to your grievance within 5 working days or give your grievance to the Superintendent who will respond within 5 more working days. Copies of all grievances are maintained in your file.

DJJ 04.01.114 Local Youth Grievance Procedures



You may appeal a grievance decision by completing the Appeal section on the Response Form. Submit the Grievance Form, Response Form and supporting documentation to the Superintendent within 30 calendar days of receiving your response. The Superintendent will respond within 5 working days.

If you disagree with the decision from the Superintendent, you may appeal to the Director. You must complete the Appeal section of the Response and send the Grievance Form, Response Form, and any supporting documentation within 30 calendar days of receiving the Superintendent response. Upon receipt, the

Director or designee will provide a response to your grievance within 10 working days, with reasonable extensions of time for a full review of the issue.

You may withdraw a grievance at any time after submitting it. No youth shall be disciplined, reprimanded, or subject to any form of retribution for submitting a grievance.

Selective Service Registration After Release

The Military Selective Service Act and a current Presidential Proclamation requires that all males born since January 1, 1960 who have reached their 18th birthday be registered with Selective Service.

Males born since January 1960, who are 18 years old, should have registered already unless they were incarcerated at the time they were required to register. Unless incarcerated, a person's registration should be accomplished during the 60-day period commencing 30 days prior to their birthday. Youth who are incarcerated during this time are required to register within 30 days after being released from a DJJ facility.

Registration may be completed at any classified U.S. Postal Service Office within the United States, its territories, or possessions. Failure to comply with this requirement constitutes the commission of a felon.

Voting

It is the policy of DJJ to fully uphold your right to vote. If you are a committed as a delinquent and are 18 years old or older, you can register and vote. Should you choose to exercise your voting rights, please reach out to your YFS who can assist you in requesting an absentee ballot.

LGBTQ Youth

Lesbian, Gay, Bi-sexual, Transgender and Questioning youth have the same rights as heterosexual youth. Your YFS and mental health staff can assist you in addressing your needs and providing LGBTQ resources. If you experience any problems with staff disrespecting you based on your sexual identity, contact your YFS, mental health professional, shift supervisor, and/or file a grievance.

Independent Juvenile Ombudsperson

Kathy Bankhead – Ombudsperson

Karima Douglas – Deputy Ombudsperson

The Ombudsperson's Office ensures that the rights of youth committed to DJJ are fully observed and assists in pursuing services for youth and their families.

You can call us:

Phone calls to the Ombudsperson can be made by using Securus phones.

Pick up handset, Dial 1 for collect, Dial 685 and then your call will be connected free of charge. Ombudsperson calls are not recorded.

You can write us:

1112 S. Wabash Ave., 2nd Floor
Chicago, IL 60605

What We Do

- **We Listen:** Whether by phone or in person, we are available to youth to listen. We listen to your complaints, your questions and your triumphs.
- **We Visit:** We visit all five Illinois Youth Centers to meet and speak with youth and staff face to face.
- **We Mediate:** We can act as a bridge between youth, families, DJJ staff and administrators.
- **We Advocate:** We act in what we think is your best interest, especially as it relates to services offered by DJJ or conditions that affect youth safety.
- **We Ask Questions:** We investigate claims made by youth about their treatment in DJJ.
- **We Answer Questions:** We try our best 😊 to answer your questions and give you accurate information about your rights, laws, rules and policies that affect you.
- **We Advise:** We counsel you on the most positive ways to manage your time in DJJ and on your potential for success once released.
- **We Report:** Each year, we submit an annual report to the Governor and Members of the General Assembly. The report is open to the public and posted to the DJJ website alongside the Department's response.

What We Don't Do

- We don't answer to DJJ. We don't represent you in court.

Reception (Intake)

There are three Reception and Classification (R&C) Units within the Department of Juvenile Justice (DJJ):

IYC - St. Charles is the R&C Unit for boys from northern counties, IYC – Harrisburg is the R&C Unit for boys from southern counties, and IYC – Warrentonville is the R&C Unit for all girls.

You will be on Reception for about two weeks; on some occasions this may take longer. Your first few days are going to be very busy meeting staff members from many departments. They will ask you many questions and you will be given a lot of information. Much of this information is explained again in this manual. Orientation covers rules, procedures, rights and privileges, programs and services.

If you have special needs (i.e. Limited English Proficiency, Hearing Impaired, Visually Impaired, have limited reading skills or are otherwise disabled), specialized services will be made available to you. Please let us know how we can assist you.

Upon arrival to DJJ, the Juvenile Justice Specialist (JJS) will search you and your property and you will be allowed to shower. You will be provided with a jumpsuit, seasonal clothing, gym shoes, socks, undergarments, t-shirt and basic toiletries. Bedding, towels and pajamas are provided on the unit. Bureau of Identification (B of I) Staff will take your photograph, fingerprints, and issue you an identification card (ID). This card contains your Youth Identification Number. You will need to remember this number. It is required for mail, commissary and other forms. You must wear your ID any time you are out of your room. If you lose your ID, you should notify staff immediately and try to find it. If it cannot be found (or has been damaged), you will be issued a disciplinary sanction and may be charged a replacement fee.

A Youth and Family Specialist (YFS) will be assigned to you. Your YFS will review your court documents and will meet with you and ask you many questions. Please be honest and let your YFS know if you do not understand the questions. Your YFS is gathering this information to develop a staffing plan for your time in DJJ and prepare for your release. They will calculate your Targeted Release Date (TRD), which is determined by your committing charge and criminal history. This date can be shortened or lengthened based on your progress in programming and behavior. More information about this process is contained later in this handbook.

Your YFS will contact your parents/legal guardian to inform them that you have arrived and will allow you to speak to them. Going forward, your YFS will meet with you each week and allow you to call your parents/legal guardian. You will

complete a phone list and, after a few days, will be issued a Personal Identification Number (PIN) for the phone on your housing unit. When you make phone calls, you are only allowed to call those listed on your approved phone list. Three-way calls are not allowed. You cannot participate on another youth's phone calls.

Mental Health, Medical and Substance Abuse staff will administer various screening tools throughout R&C. You will receive a physical and dental exam by Healthcare Staff, along with vision and hearing screens. Educational testing may also be completed while on reception status. You will be offered groups to help you adjust to being in DJJ.

You will be assigned to a Reception housing unit and provided with daily showers, meals, scheduled religious activities, recreation and gym time. YFS and Mental Health staff visit the housing unit regularly. If you need immediate mental health or medical services speak to the JJS for assistance.

Until all testing and evaluations are completed you remain on Reception. Upon completion of all assessments, your YFS will complete your initial classification and recommendation for transfer to the R&C Administer for review and then to the Transfer Coordinator for final approval. You will be assigned an IYC based upon your offense history, behaviors while in the community and during your stay in Reception, mental health history, medical concerns, program needs, security issues and legal concerns.

Illinois Law requires that all individuals adjudicated delinquent, convicted, found guilty, or incarcerated in a DJJ facility for a felony offense must submit to a DNA specimen prior to their release. The specimen shall be sent to the Illinois State Police for genetic marker grouping analysis. This is a simple test which requires a staff member to swab the inside of your mouth and obtain a thumb print.

Safety & Security

DJJ's rules promote the goals of “**Be Safe, Be Respectful, Be Responsible.**” You are expected to **follow all rules and direction given by staff.**

Be Safe

- Please keep your hands to yourself: horseplay and fighting are not tolerated.
- When walking with your living unit, stay in line with hands behind your back and no talking.
- When staff are counting please do not interrupt.
- Staff approval is required prior to entering wings of the living unit, staff offices, laundry room, showers or mop rooms. Do not go into another youth's room
- Room windows are not to be covered at any time.
- In the dining room, no talking in serving lines, remain in your seat unless you have permission, and no sharing food.

Be Respectful

- Speak to peers and staff in a respectful manner without profanity.
- Refrain from conversations about drugs, sex, gangs, and crime.
- Keep your pants pulled up to your waist with your shirt tucked in. When you are not in your room, underclothing, socks, shirts, pants and shoes are required.
- Shorts are only allowed in the gym or special activities approved by staff. Shower shoes may only be worn when in the living unit.
- Personal items such as doo rags, hair brush, combs, picks are to remain on the living unit.
- Do not draw or write on your clothing or shoes.
- Use your inside voice when in the dayrooms

Be Responsible

- Display your ID card on your person anytime you are outside of your room.
- You are always required to carry your PBIS Point Card and provide it to staff when requested.
- Please shower daily.
- Laundry is done according to the posted schedule on your living unit – let your JJS staff know if your clothes are torn or do not fit.
- Before leaving your room, your bed shall be made, clothes folded, garbage emptied, and floor swept

Your facility will have schedules posted on your living unit describing what time you are required to get up, clean your room, your assigned laundry day, school periods, visiting hours, recreation, religious, and volunteer activities.

You may be searched at any time. This includes a pat down of you and a search of your personal property, clothing, and room. You will be searched when moving from one location to another. These searches help maintain a safe environment for you and others. If you are found with contraband or unauthorized property you will receive a Behavior Report and a consequence.

Confinement

DJJ's goal is to minimize any time in a secure room outside those times provided by the program schedule. Confinement can be used in limited circumstances – it can last for a few days as an Administrative Hold when awaiting transfer or a court appearance or as an Investigative Hold following a significant behavior incident.

Additionally, a short Behavioral Hold (sometimes called a “time out”) can be used when you engage in behavior that indicates you are a danger to yourself or someone else, or behavior poses a risk to the safety and security of the facility. You will be released from the Behavioral Hold when you demonstrate an understanding of your behavior and a desire and ability to return to programming safely. A Behavioral Hold will usually last no longer than 24 hours.

Youth Intervention

DJJ staff are trained and expected to resolve crisis situations through de-escalation. Staff may use physical intervention (a restraint) if there is a risk of harm to someone. Staff may use handcuffs during a restraint. Staff may also utilize pepper spray in significant situations. You will receive medical attention if you are exposed to pepper spray.

Youth Discipline

You are required to “Be Safe, Be Respectful, Be Responsible” by following posted rules and direction given by staff. When you fail to follow the rules, staff may take points from your daily point card (see PBIS section) and/or write a Behavior Report. The Behavior Report includes an immediate consequence and an Adjustment Committee hearing for more serious violations. Immediate consequences include:

- Warning
- Loss of privilege
- Assignment of Thinking Form
- Restorative activity such as an apology, mediation, written assignment, community service or peace circle.

If you do not complete the immediate consequence by the assigned deadline, the Behavioral Report will be forwarded to the Adjustment Committee. Behavioral Reports shall be written by staff for rule violations. Once you receive a Behavior Report, your PBIS level will automatically drop to Level 3. Offense descriptions and possible consequences are found in the table at the end of this section.

If a Behavior Report is referred to the Adjustment Committee (for not completing the immediate consequence or because it's a major violation), you will be served a Notice of Disciplinary Hearing, which includes an incident description and the violations you are charged with. You will also complete a Youth Preparation Form and bring this to your hearing – this is your opportunity to request witnesses. Your YFS can assist in you in preparing for the hearing. You can also request that the Ombudsman be present for your hearing.

The Hearing cannot take place until 24 hours from when you are served and must be completed within 7 days of the incident (unless you are unavailable for some reason). You also have the right to object to a member of the Adjustment Committee if they were involved in or witnessed the incident, reviewed the incident, conducted the investigation, or initiated the charges.

Two hearing officers will conduct your hearing, beginning by reading the charges and incident description. They will ask you questions about the incident and you can tell your side of the story. During the hearing, you do not have the right to legal counsel. Your witnesses shall be called or interviewed unless found to be repetitive, irrelevant, or a threat to safety and security.

The Adjustment Committee will determine whether you committed a rule violation based on all relevant information and make recommendations for appropriate consequences. You will be asked what you think the consequence should be. All consequences should be logical, individualized, proportionate to the harm caused, and restorative. If you are found not guilty, the Behavioral Report will be expunged and your level restored.

Corporal punishment is strictly prohibited. Disciplinary restrictions on diet, medical services, clothing, bedding, mail, access to legal materials, access to mandatory programs such as educational services, and/or reductions in the frequency of use of toilets, washbowls, and showers are prohibited.

The Adjustment Committee will also consider these factors when determining the level of consequence imposed:

- Threat and degree of harm caused;
- Amount and cost of damaged or stolen property;
- Your prior disciplinary record, especially your most recent history of similar behaviors;
- Prior interventions used to correct behavior;

- Circumstances surrounding your behavior – trauma, mental health issues or disabilities / impairments;
- Your mental state at the time, whether there was strong provocation;
- Extent and degree of your participation in the incident;
- Your feelings about the incident and desire to repair the harm caused.

The Superintendent makes the final disciplinary decision in most situations. You should receive a Notice of Disciplinary Decision in under two weeks. For some sentences, Good Conduct Credit Revocation of more than 30 days in a 12-month period requires approval by the Director and Prisoner Review Board. You have the right to appeal the final decision using the grievance process.

Rule Violations

Tier I – Usually addressed through an Immediate Consequence

Name	Description	Rule Definition
Minor sexual misconduct	Behavior that is inappropriately sexual but not intended to threaten, harm or harass; includes minor mutual sexual behavior between youth; masturbation without appropriate privacy protections	
Concealment of identity	Wearing a disguise or mask; impersonating another youth	Wearing a disguise or a mask, impersonating another, or otherwise concealing one's identity.
Minor damage or misuse of property	Damage to items, throwing small items (not at others); damage under \$100	Destroying, damaging, removing, altering, tampering with, or otherwise misusing property belonging to the State, another person, or entity, including the obstruction of locks or security devices, destroying or tampering with bar codes or identification cards, or the use of another person's identification card.
Minor security threat group or unauthorized organizational activity	Displaying, writing, or discussing gang signs, symbols or activities	Engaging, pressuring, or authorizing others to engage in security threat group or unauthorized organizational activities, meetings, or criminal acts; displaying, wearing, possessing, or using security threat group or unauthorized organizational insignia or materials; or giving security threat group or unauthorized organizational signs. Unauthorized organizational activity shall include engaging in the above activities by or on behalf of an organization that has not been approved pursuant to 20 Ill. Adm. Code 445 or 450.
Minor intimidation or threats	Showing physical preparation to fight such as removing shirt; throwing or representing gang signs; challenging/insulting deceased family members or friends; sporadic bullying; threats against staff that do not create reasonable belief that youth will harm	Expressing by words, actions, or other behavior an intent to injure any person or property that creates the reasonable belief that physical, monetary, or economic harm to that person or to another will result.
Horseplay / fighting	Minor, mutual, physical conflict, or rough play, between two youth that is brief, stops with verbal redirection, and does not result in injury	Fighting with another person in a manner that is not likely to cause serious bodily injury to one or the other and that does not involve the use of a weapon.
Gambling	Playing games of chance or skill for anything of value, making bets, or possessing a gambling device	Operating or playing a game of chance or skill for anything of value, making a bet upon the outcome of any event, or possessing any gambling device. This shall include participating in any lottery.
Insolence	Disrespectful language, disruptive behavior (minor), spitting that is not directed at another person	Talking, touching, gesturing, or other behavior that harasses, annoys, or shows disrespect.

Minor unauthorized movement	Breaking line movement, walking away from staff; any minor unauthorized movement	Being anywhere without authorization or being absent from where required to be or returning late or not traveling directly to or from any authorized destination without prior staff approval.
Contraband or unauthorized property	Unauthorized items that do not pose risk of physical or psychological harm	Possessing, giving, loaning, receiving, or using property that an offender has no authorization to have or to receive and that was not issued to the individual through regular procedures, including the unauthorized possession of food or clothing or the possession of property in excess of that which is authorized by the facility; or property that has been altered from its original state.
Abuse of privileges not involving victim	Violating rules regarding mail, visits, commissary, telephone, authorized electronic communication, or recreational privileges, not involving communication with a youth's victim	Violating any rule regarding visits, mail, the library, yard, commissary, telephone, or recreational activities. This includes corresponding or communicating with a victim, a victim's family member, or any other person after the offender has received notice that such person has informed the Department that he or she does not wish to receive correspondence from the offender. However, if the conduct also constitutes a violation of federal or State law, a committed person may also be charged under #501.
Disobeying a direct order	Refusal to check/return to housing unit; refusal to follow order	Willfully refusing or neglecting to comply with an order, including the refusal to participate in educational testing; to accept a work, educational, or housing assignment; or to perform a work assignment.
Minor violation of rules	Failure to follow rule that does NOT cause injury, damage over \$100, or significantly disrupt operations.	Willfully disobeying any rule of the facility. If the specific offense is stated elsewhere in this Part, a committed person may not be charged with this offense. The rule violated must be specified in the disciplinary report.
Failure to report	Refusing to go to school or treatment or group or job assignment.	Failure to report for a work, educational, or program assignment or for transport.
Trading or trafficking	Exchanging items or actions as currency	Trading or trafficking with any person.

Tier 2 – Addressed by the Adjustment Committee, up to 15 days TRD extension

Name	Description	Rule Definition
Assault	Spitting/throwing bodily fluids at someone's body; larger/heavy/dangerous objects at others; using objects in fights; aggressor in fight; assault without injury or intent to harm	Causing a person, substances, or an object to come into contact with another person in an offensive, provocative, or injurious manner or fighting with a weapon.
Bribery & extortion	Demanding or receiving something of value through duress	Demanding or receiving anything of value in exchange for protection, to avoid bodily injury, or through duress or pressure. Giving or receiving money or anything of value to violate State or federal law or to commit any act prohibited under this Part.
Dangerous contraband	Possessing, manufacturing, introducing, selling, supplying to others, or using without authorization any explosive, acid, caustic material for incendiary devices, ammunition, dangerous chemical, escape material, knife, sharpened instrument, gun, firearm, razor, glass, bludgeon, brass knuckles, cutting tools, tools which may be used to defeat security measures such as hacksaw blades, keys, and lock picks, any other dangerous or deadly weapon or substance of like character, or any object or instrument that is made to appear to be or could be used as a deadly or dangerous weapon or substance.	
Dangerous disturbances	Disturbances that do not pose imminent risk of harm to others or significant operational disruption.	Causing, directing, or participating in any action or group activity that may seriously disrupt activities or endanger the facility, persons, or property, including the taking or holding of hostages by force or threat of force and engaging in prohibited group activities such as work stoppages or hunger strikes.

Major sexual misconduct / sexual harassment of youth	Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature; repeated verbal comments or gestures of a sexual nature including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures, threats and intimidation based on gender, sexual orientation or gender identity; unwelcomed sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature directed towards another (includes rubbing, grabbing, and purposeful flashing); major mutual sexual behavior between youth	Engaging in sexual intercourse, sexual conduct, or gesturing, fondling, or touching done to sexually arouse, intimidate, or harass either or both persons; or engaging in any of these activities with an animal.
Electronic contraband	Possessing or using without authorization any electronic or cellular device	Possessing, selling, receiving, supplying to others, or using without authorization any electronic device, video recording device, computer, or cellular communications equipment, including, but not limited to, cellular telephones, cellular telephone batteries, pagers, computers, and computer peripheral equipment.
Impeding or interfering with an investigation	Obstructing, impeding, or refusing to provide information relevant to an investigation.	
Concealment of identity	Impersonating a staff member	Wearing a disguise or a mask, impersonating another, or otherwise concealing one's identity.
Major damage or misuse of property	Damaging or marking State property; flooding room; misuse of State property; damaging property in a way that impedes safety or daily operations of DJJ; damage over \$100	Destroying, damaging, removing, altering, tampering with, or otherwise misusing property belonging to the State, another person, or entity, including the obstruction of locks or security devices, destroying or tampering with bar codes or identification cards, or the use of another person's identification card.
Major drugs and drug paraphernalia	Possessing or being under the influence of another person's prescription medication; possessing personal prescription medication of a quantity indicating intent to distribute or cause harm; possessing other drug paraphernalia; possessing or being under the influence of alcohol	Possessing, manufacturing, introducing, selling, supplying to others, or receiving alcohol, any intoxicant, inhalant, narcotic, syringe, needle, controlled
Forgery	Forging or counterfeiting any official document, identification, money, or DJJ form	Forging, counterfeiting, or reproducing without authorization any document, article of identification, money, security, or official paper.
Major security threat group or unauthorized organizational activity	Gang activity such as recruitment, initiation, and gang-related fights	Engaging, pressuring, or authorizing others to engage in security threat group or unauthorized organizational activities, meetings, or criminal acts; displaying, wearing, possessing, or using security threat group or unauthorized organizational insignia or materials; or giving security threat group or unauthorized organizational signs. Unauthorized organizational activity shall include engaging in the above activities by or on behalf of an organization that has not been approved pursuant to 20 Ill. Adm. Code 445 or 450.
Major intimidation or threats	Serious, credible threats of violence; threats or intimidation against staff creating reasonable belief that youth will harm	Expressing by words, actions, or other behavior an intent to injure any person or property that creates the reasonable belief that physical, monetary, or economic harm to that person or to another will result.
Possession of money	Possessing or causing to be brought into the facility any coin, currency, or other negotiable instrument without authorization or for residents of transition centers, failure to promptly submit all income to center staff, including wages, tips, gifts, or any check for social security, disability, veteran's benefits, grants, scholarships, or loans.	

Dangerous communications	Verbal or written communication that is likely to incite serious violence or endanger facility security; possession of written material compromising facility security	Engaging in verbal or written communication that is likely to encourage violence against persons or that is likely to disrupt or endanger the safety and security of the facility, including, but not limited to, escape plans and manufacture of weapons.
Dangerous written material	Possessing or causing to be brought into the facility written material that presents a serious threat to the safety and security of persons or the facility, including, but not limited to, written material relating to methods of escape and the manufacture of weapons.	
Impairment of surveillance	Covering or damaging surveillance cameras or otherwise hampering staff ability to monitor shared space or room	Using curtains, coverings, or any other matter or object in an unauthorized manner that obstructs or otherwise impairs the line of vision into an offender's cell or room or which obstructs or otherwise impairs any viewing panel or surveillance equipment, both audio and visual, within the facility.
Possession or solicitation of unauthorized personal information	Possessing personal information of a current or former staff member, youth, or their family members without authorization	Possessing or soliciting unauthorized personal information regarding another offender, releasee, employee, or former employee, including, but not limited to, personnel files, master files, medical or mental health records, photographs, social security numbers, home addresses, financial information, or telephone numbers except as authorized by a court order or as approved in writing by the Chief Administrative Officer.
Frivolous lawsuit	A pleading, motion, or other paper filed by the offender for which the court, in accordance with 730 ILCS 5/3-6-3, has found to be frivolous.	
Failure to reveal assets	For adult offenders and juvenile offenders tried as adults, failing to fully cooperate in revealing financial assets on the form provided, including tangible and intangible property and real and personal property; providing false or inaccurate information regarding financial assets or dependents on the forms provided; or refusing to cooperate in revealing financial assets on the form provided.	
Fighting	Gang-related fights; mutual fights that do not stop with staff verbal redirection; fights resulting in injury; fights with more than two youth	Fighting with another person in a manner that is not likely to cause serious bodily injury to one or the other and that does not involve the use of a weapon.
Giving false information to an employee	Lying or knowingly providing false information to an employee, either orally or in writing.	
Theft	Taking property belonging to another without authorization	Taking property belonging to another person or entity or the facility without the owner's authorization.
Transfer of funds	Causing money to be transferred from one trust fund to another or through an outside source to the account of another offender or entering into contracts or credit agreements without written approval from the Chief Administrative Officer.	
Major unauthorized movement	Large, significant disruption; running into another classroom/line; jumping into lake; climbing fence/pole; breaking line to fight	Being anywhere without authorization or being absent from where required to be or returning late or not traveling directly to or from any authorized destination without prior staff approval.
Petitions, postings, and business ventures	Writing, signing, or circulating a petition without authorization; unauthorized distributing or posting of any printed or written materials, including surveys; engaging in an unauthorized business venture; or representing oneself as a corporation or official of a corporation without authorization.	
Abuse of privileges involving victim	Violating rules regarding mail, visits, commissary, telephone, authorized electronic communication, or recreational privileges, involving communication with a youth's victim	Violating any rule regarding visits, mail, the library, yard, commissary, telephone, or recreational activities. This includes corresponding or communicating with a victim, a victim's family member, or any other person after the offender has received notice that such person has informed the Department that he or she does not wish to receive correspondence from the offender. However, if the conduct also constitutes a violation of federal or State law, a committed person may also be charged.
Failure to submit to medical or forensic tests	Willfully refusing to submit to, or cooperate with, testing, examinations, or the provision of samples required by court order, State law, or current standards of public health and safety, including the refusal to submit to annual tuberculosis screening and mandatory HIV or DNA testing.	

Health, smoking, or safety violations	Smoking in an unauthorized area; tattooing or body piercing, including, but not limited to, piercing of the ear, nose, or lip; or disregarding basic hygiene of any person, cell, living or work area, or other place in the facility or its grounds.	
Major violation of rules	Failure to follow a rule that does cause injury, damage over \$100, or significantly disrupt operations.	Willfully disobeying any rule of the facility. If the specific offense is stated elsewhere in this Part, a committed person may not be charged with this offense. The rule violated must be specified in the disciplinary report.
Violating state or federal laws	Committing any act that would constitute a violation of State or federal law. If the specific offense is stated elsewhere in this Part, an offender may not be charged with this offense except as otherwise provided in this Section. The State or federal offense must be specified in the disciplinary report.	
Repeated tier 1 violations	When there is a fifth or greater number of Tier 1 violations in a two-week timeframe, a Notice of Hearing is generated by Y360 and the Adjustment Committee hears these violations and proceeds as with any Tier 2 violation.	
Refusal/failure to complete immediate consequence	Youth was assigned an immediate consequence from staff and youth either refused to complete the consequence or failed to complete it within given timeframe.	
Failure to complete adjustment committee consequence	The Adjustment Committee assigned a consequence and youth failed to complete it within given timeframe.	

Tier 3 – Addressed by the Adjustment Committee, at least 15 days TRD extension

Name	AD Description	Rule Definition
VIOLENT ASSAULT	any assault with serious injury or likely to result in serious injury; any assault with use of weapon (victim information should be specified if offense was committed against a youth, staff or other person)	Causing a person or an object to come into contact with another person in a deadly manner or in a manner that results in or is likely to result in serious bodily injury.
ASSAULT/BATTERY	spitting / throwing bodily fluids on any person's face; assault with intent to harm; any assault with injury (victim information should be specified if offense was committed against a youth, staff or other person)	Causing a person, substances, or an object to come into contact with another person in an offensive, provocative, or injurious manner or fighting with a weapon.
DANGEROUS DISTURBANCES	climbing on roof; taking/holding hostages; running into control pod/popping doors; mob activity that poses danger or significant disruption to IDJJ operations	Causing, directing, or participating in any action or group activity that may seriously disrupt activities or endanger the facility, persons, or property, including the taking or holding of hostages by force or threat of force and engaging in prohibited group activities such as work stoppages or hunger strikes.
ESCAPE OR RUNAWAY	For escape of a felon or runaway of a juvenile delinquent, leaving or failing to return to lawful custody without authorization, including the failure to return from furlough, leave, or authorized absence within 2 hours after the designated time.	
SEXUAL ASSAULT/ABUSE	Any sexual contact or penetration where the victim does not consent or is threatened. (victim information should be specified if offense was committed against a youth, staff or other person)	Causing unwilling contact between the sex organ of one person and the sex organ, mouth, or anus of another person or any intrusion of any part of the body of one person or object into the sex organ or anus of another person by use of force or threat of force, including pressure, threats, or any other actions or communications by one or more persons to force another person to engage in a partial or complete sexual act.
MAJOR DRUGS AND DRUG PARAPHERNALIA	possessing marijuana or other narcotics; selling or supplying alcohol, prescription medication, narcotics, syringes, needles, inhalants, or other intoxicants or paraphernalia	Possessing, manufacturing, introducing, selling, supplying to others, or receiving alcohol, any intoxicant, inhalant, narcotic, syringe, needle, controlled
FAILURE TO COMPLETE ADJUSTMENT COMMITTEE CONSEQUENCE	The Adjustment Committee assigned a consequence and youth failed to complete it within given timeframe.	

Video Surveillance

There are video cameras strategically placed throughout all the facilities. These cameras monitor and record activity to ensure a safe and secure environment for youth, staff and visitors. Cameras are placed in ways to protect your privacy. Disturbing or covering a camera is strictly prohibited.

Emergency Procedures

In the event of any emergency, such as a weather, fire, or medical situation, it is very important to follow the last staff direction given to you. Regular programming will resume as soon as an all clear has been given. Throughout the year, staff conduct drills in which you will participate. Please pay attention; you never know when a serious situation may arise. Familiarize yourself with the emergency exit maps located in each building.

Using Toxic Substances

During your daily routine you may use toxic cleaning materials. You must adhere to written directions and staff instructions when using these items. If there is not a label on the item you are given, immediately contact your work supervisor. You have a right to know what is contained in the product. Use protective goggles, gloves, and/or mask if listed as a precautionary measure on the item. You should never eat or drink when using chemicals. After your assignment is completed wash your hands and exposed areas thoroughly. If an accidental exposure occurs, immediately notify staff.

Americans with Disability Act (ADA) Accommodation

Your program or environment may be adjusted based on your disability so that you can access a program, activity or service. If you need an accommodation, speak to your YFS, Healthcare Staff, Superintendent or ADA Coordinator.

Security Threat Groups (aka gangs)

STG activity is strictly prohibited in DJJ. Throwing gang signs, tagging state property, altering clothing, group meetings and verbal threats do not promote Safety, Respect or Responsibility. STG monitoring includes calls, mail, trust fund accounts, job assignments, leisure activities, visits, and disciplinary records. Discovery of STG activity may result in disciplinary action. If you choose to renounce affiliation with a STG, talk with your YFS.

Drug and Alcohol Testing

DJJ conducts random drug testing. Positive test results result in progressive discipline and treatment interventions. If you are ordered to complete a drug test, you must comply. Failure to provide urine specimen within two hours of notification, destroying or tampering with or attempting to destroy or tamper with drug or alcohol tests or testing equipment count as a positive test.

Personal Property

Clothing, Bedding

DJJ will supply you with necessary clothing, bedding, and towels. Laundry bags will be provided for your dirty clothing. You will be instructed on how to neatly store your property and limits on the amount of clothing you may have at any time. Don't write your name or ID number on clothing items. You may be charged for deliberate damage to these items.

Audio-Visual Equipment

Each facility has a listing of approved audio-visual equipment including a TVs and radios that can be purchased through the commissary. Being able to purchase and use one of these items will depend on your level. You can't loan, give, sell, or trade these items or they may be taken from you, stored, and returned to you upon release.

Commissary Items - Toiletry, Cosmetic and Food

The facility will provide basic soap, deodorant, toothpaste, tooth brush and comb if you do not have funds to purchase items from commissary. Through commissary, you can purchase a number of additional commissary items, as well as food. You will also be limited on the amounts you can purchased based upon the level system, as well as limited in the number of items you can keep in your room. Trading of these items is prohibited.

When ordering your commissary you must have enough money in your trust fund to cover the items you have selected. Tax is included on the items. Please ensure your name and ID number are correct on the order form. If you are not in the facility when the order arrives, items will be sent back and your account will not be charged for the order

Reading Material

Every facility will have a posted listed on the amount of reading materials youth are permitted to have in their room at one time. These limitations are based upon safety and security concerns. Magazines, books, pamphlets, brochures cannot contain pornographic, obscene, violent or gang related material.

Jewelry

You are allowed the following jewelry:

- One watch not valued over \$50
- One religious medallion (no gems or stones) and and gold or silvernecklace. Chain shall not exceed 24 inches in length. The combined value of the medal or medallion and chain shall not exceed \$50. Rosaries cannot be worn as a religious medallion.

- All youth possessing jewelry are required to sign a statement of responsibility for each item. Items must be approved. Approval may be denied based upon material, shape, size, and appropriateness.

When you move rooms or transfer

When a room or living unit change is conducted, you will be responsible packing your property in containers provided. This process may be monitored by a JJS staff. If you are non-compliant with packing your property, it will be packed in front of a witness and a property slip will be completed.

Prior to transfer to a different facility, you will pack your property and an inventory will be completed. Property will be sealed and then opened in your presence upon arrival.

If you are going to be transferred on a temporary basis for more than a day, you may request to have your property packed and inventoried. In case of an emergency absence the shift supervisor may and inventory pack your property.

Security and disposal of personal property

Youth are not allowed to give, loan, sell or trade personal property items. However, you may dispose of an allowable property item by sending it out of the facility, selling it, donating it, or giving it to a relative or guardian with the approval of the Superintendent. Documentation of such actions will be maintained in your Personal Property File.

Every youth is responsible for their own personal property in their possession and in your room, living or work areas. You should maintain a copy of all your personal property receipts, inventories, and permits. DJJ is not responsible for loss of abandoned property or if you cannot provide proper documentation.

Money or personal property will be disposed of if you have been separated from DJJ by death, discharge, or unauthorized absence: Unclaimed money will be held for a period of 1 year and then transferred to the Youth Benefit Fund; Unclaimed clothing is held for 30 days and then disposed as deemed appropriate by the Superintendent; Other unclaimed personal property will be held for one year then used for the benefit of other youth.

How to Get Help

Each Juvenile Justice Specialist can solve many of the problems on your unit, but sometimes you may need to speak to someone else. If there is a major concern, you may request to see the Shift Supervisor. They can probably help you or they may contact another staff member or Duty Administrator to assist with your situation. You should never feel that there is no one to help you or listen to your concerns. Besides your unit staff, there are teachers, Youth and Family Specialists, and mental health staff who are there to assist as well. This may take

a little bit for them to get back to you, but we know your concern is important. If your problem is not urgent, please complete a request slip to see your YFS, a nurse, chaplain or any other staff you choose. Please refer to your local facility handbook to determine drop of locations for request slips.

Sexual Abuse, Assault, Harassment or Misconduct: Prison Rape Elimination Act (PREA)

IDJJ has a zero-tolerance policy against sexual abuse and sexual harassment. Sexual abuse and sexual harassment can be youth by another youth or youth by a staff member, volunteer, or contractor.

Sexual abuse of a youth by another youth is any nonconsensual contact between genital areas or genitals and anus, including penetration. Any contact between the mouth and genital area or mouth and anus. Or any other intentional touching, either directly or through the clothing of the genital area, anus, breasts, inner thigh or buttocks. This does not include any accidental touch during a physical fight/altercation.

Sexual abuse of a youth by a staff member, volunteer or contractor is any contact between genital areas or genitals and anus, including penetration. Any contact between the mouth and genital area or mouth and anus. Or any other intentional touching, either directly or through the clothing of the genital area, anus, breasts, inner thigh or buttocks.

This also includes any attempt, threat, or request by a staff member, contractor, volunteer to engage in those activities. Any display by a staff member, contractor, or volunteer or his or her genitals, buttocks, or breasts in the presence of a youth. Sexual abuse of a youth by a staff member, contractor, or volunteer can also include voyeurism. Voyeurism means that a staff member, volunteer or contractor is invading a youth's privacy that is not related to official duties. This can include a youth being watched while using the toilet in his or her room, making a youth expose his or her buttocks, genitals, or breasts or taking pictures of all or parts of a youth's naked body.

Sexual harassment is any repeated and unwelcomed sexual advances, requests for sexual favors, or verbal comment, gestures or actions that are of a negative sexual nature by a youth toward another youth.

Sexual harassment is also any repeated verbal comments or gestures of a sexual nature to a youth by a staff member, volunteer or contractor, including negative references to gender, sexually suggestive comments about body or clothing or obscene language or gestures.

Ways to report sexual abuse or sexual harassment:

You can report sexual abuse or sexual harassment to any staff, volunteer or contractor either verbally or in writing. All staff is specially trained to help you.

You can also call an outside agency:

DCFS

1-800-252-2873

National Sexual Abuse Hotline

1-800-656-4673

Programs & Services

Youth & Family Specialist (YFS)

You will be assigned a YFS to assist in setting goals, placement, addressing legal issues, reviewing behavior, contacting family, making release plans, and understanding your Target Release Date. Your YFS will meet with you at least weekly to review your progress on YASI goals and in programming. Work to develop a positive relationship with your YFS.

Each month, your YFS will conduct a “Monthly Staffing” at which time your progress will be reviewed. Staff present at your staffing includes – your YFS, mental health professional, educator, juvenile justice specialist, substance abuse counselor, leisure time specialist, aftercare specialist, any additional staff that has responsibility for your case, and your parent or legal guardian is encouraged to participate in person or by phone. If your parent cannot be present your YFS shall keep them advised of your progress. Each participant will review your progress and make adjustment to your goals. Your TRD will be reviewed and adjusted based meeting your program and behavioral goals. It is important that you take an active role in your Monthly Staffing. Speak up and let your voice be heard.

Your YFS will also make programming recommendations to the Program Assignment Committee (PAC). Staff from the facility’s departments sit on this committee and determine what programs you will be assigned to: school, job assignments, recreational activities, tutors, counseling services and groups, mental health treatment programs, living unit assignment, security levels and clearances, and any other issues specific to your needs. PAC will review removal or reassignment of your program based upon your inability to complete assignments, disciplinary reasons, your request for an assignment change, staff recommendation, and/or security or administrative concerns.

You have a voice in this process: you can request specific programs that are of interest to you, you can express your concerns to your YFS or other members of your treatment team.

PAC meets on a weekly basis and makes recommendations for the facility Superintendent’s final approval. Your YFS will communicate the to you.

PBIS

PBIS stands for Positive Behavior Incentives and Supports. It's a program to hold you accountable and provide rewards for your own behavior. The basic expectations are **“Be Respectful, Be Responsible and Be Safe.”** Staff will help you learn the expectations and skills to meet these expectations.

Point Cards

You will be given a daily point card, which you will carry with you. The point card is broken down into 14 different periods each worth 2 possible points, for a total of 28 points you can earn per day. The staff responsible for you during each time period will award the points you have earned for that period. Points are earned as follows:

- 2 points for consistently demonstrating expected behaviors with no more than one prompt / reminder from staff to put you back on track.
- 1 point for mostly demonstrating expected behaviors requiring no more than two verbal prompts / reminders to put you back on track.
- 0 points for inconsistent behavior that required three or more verbal prompts or reminders to put you back on track.

Staff will explain why they awarded points. If you receive a Behavior Report, this will also be written on your card and may impact your points. If a staff member fails to complete your card properly, you will be awarded 2 points. However, if you fail to present your point card, lose it, or destroy it, you will earn zero points. Staff will document this information in the shift log so staff on other shifts are aware of the loss of points. If you fail to turn in your point card at the end of the day, staff will complete an incident report and zero points will be entered for the day. Your YFS will review your point cards during your monthly staffing, reviewing progress and/or challenges.

PBIS Levels

You earn higher levels and increased privileges by earning points.

Level 3 (Sometimes called C Grade)

- You start at Level 3. Level 3 youth will receive basic privileges. You stay on Level 3 if you earn 20 or fewer points.
- You need to earn 21 points each day for 7 consecutive days to move to Level 2. (When you are in Reception, you are not able to start earning your way to Level 2 until after a one-week orientation.)

Level 2 (Sometimes called B Grade)

- You must earn at least 21 points each day to stay on Level 2.
- You receive one “points break” each 28-day period. This means that the first time you do not earn 21 points, you will not drop from Level 2, but will only have Level 3 privileges the following day. However, the second

time in a 28-day period you earn fewer than 21 points, you will be moved down to Level 3 and need to work back up to a Level 2.

- You advance from Level 2 to Level 1 by earning at least 25 points for 14 consecutive days.

Level 1 (Sometimes called A Grade)

- You must earn at least 25 points each day to stay on Level 1.
- Youth receive one “points break” each a 28-day period. This means that the first time you do not earn 25 points, you will not drop from Level 1, but will only have Level 2 privileges the next day if you earned at least 21 points or Level 3 privileges if you earned less than 20 points for the following day. However, the second time in a 28-day period you earn fewer than 25 points, you will drop to Level 2 (if you earned at least 21 points) or Level 3 (if you earned 20 points or less) and you will have to work your way back to Level 1.

Honors Level

- If you have been on Level 1 for 28 days, demonstrate consistent positive behavior, and are a leader and positive role model, you can apply for Honors Level.
- Honors Level applications are submitted at your monthly staffing. The staffing team will review your eligibility to remain on Honors Level every month at the staffing.
- You receive “points break” each 28-day period, but those whose points fall below 25 points for more than one day per month will return to the level based on points.
- You may be returned to Level 1 even if you maintain at least 25 points each day, but you do not continue to meet the leadership criteria. If you lose Honors Level, you can reapply again at your monthly staffing.

Level Drop for Major Behavior Report

If you receive a Major Behavior Report, you will drop to Level 3 immediately and you will need to earn your way back up the level system by points. If you are found not guilty of the rule violation, you will be restored to your level if you’ve maintained the required points.

DJJ Coupons

You can be awarded “IDJJ Coupons” from staff. These can be exchanged to attend activities or to purchase items at the PBIS store. Staff will issue these coupons for behavior accomplishments, avoiding a negative or dangerous situation, helping someone, learning a new skill, going above expectations, Or demonstrating positive behavior in an area where you’ve been challenged.

Coupons cannot be traded with another youth. Coupons are good at each facility.

Leisure Time Activities (LTA)

LTA Staff provides a variety of sports, music, talent contests, holiday activities, weight lifting, arts and crafts, and other programming. Additionally, LTA will supply the living units with cards, movies, games, sports items for use on the unit or while outside recreating.

Recreation schedules will be posted on your living units. Good sportsmanship and compliance with game rules is expected at all times during activities.

Visits, Phone, Mail

Phone

At Reception, you submit a telephone list for the Superintendent's approval. Phone lists may be updated monthly, and the list is limited to 20 names. You will be assigned a personal PIN number to be used which identifies you as the caller and matches the phone numbers on your list. Phone Expectations:

- You are required to use the phone during approved times only and hang up the phone when directed.
- You may not use another youth's PIN number or share yours.
- Three-way calling is prohibited.
- Inappropriate conduct on a call such as foul language, inappropriate conduct, or gang conversation is considered abuse and may result in a suspension of your phone privilege.
- Phone calls are monitored and recorded, except calls made to DCFS and the Ombudsman calls.

Youth are not permitted incoming calls. In the case of emergency your family can call your YFS or the Duty Officer and advise them of the emergency. Special arrangements can be made to give you a special call. Your YFS will ensure you receive regular calls to your family. Youth involved in a pending legal case will be permitted to make reasonable telephone calls to your attorney. Discuss this with your YFS who will arrange private calls for you.

Visits

Your facility's regular visiting schedule will be posted on the living unit. DJJ wants to make visitation accessible to your family – please ask your YFS if your family needs special visiting hours.

You are limited to the visitors on your visitation list, but this can be changed monthly or for an emergency. The Superintendent must approve any visitor with a criminal conviction or pending case. The Superintendent can disapprove a visitor at any time. Your parents and/or legal guardian receive visiting guidelines

in the mail upon your arrival in DJJ. Please talk to your YFS if you would like to visit with someone under the age of 17 who is not a member of your immediate family.

All visitors are subject to search prior to admission and must wear appropriate, non-revealing clothing. You will also be searched prior to and upon conclusion of the visit.

Visits are subject to monitoring and recording unless the visit is a confidential attorney visit or other privileged visit. These visits must be arranged a head of time.

Clergy and religious leaders may visit during visiting hours or during special hours if approved by the Superintendent.

You have the right to private conferences with your attorney, or attorneys retained by your parents or with attorneys appointed by the court. Attorneys must show their attorney registration card. Attorney visits are routinely scheduled between 9am and 5pm, but other arrangements may be approved by the Superintendent.

The Superintendent may limit the frequency and length of visits due to space and staffing levels. Additionally, visits may be suspended based upon a facility emergency or lockdown.

Please adhere to all visiting rules. Your visits may be ended for disruptive behavior, violation of State or Federal laws, exchanging of an item during a visit, possession or being under the influence of drugs or alcohol, or possession of contraband. Future visits may also be suspended because of visitation rule violations.

Non-contact visits may be required for safety and security, including escape risk, drug possession or use, gang activity, or assaultive behavior.

Mail

You have the right to send and receive mail under the following guidelines.

- You can mail up to three letters each week free of charge, you can purchase additional postage with your Trust Fund. Your YFS can help if you need to send certified or registered letters.
- You may not correspond with employees of DJJ, former employees of DJJ, or youth who have been released from DJJ.
- Mark the outside of the email with your full name and Youth Identification Number. Do not seal the envelope, unless it a letter to one of the privileged people listed below.
- Letters you send and receive will be opened and inspected for contraband or inappropriate content (such as threats, discussion of contraband, gang

content, requests for gifts/money from people who aren't family, obscenity, sexually inappropriate content).

- Privileged mail will not be opened / reviewed. It must be marked "Privileged" on the outside of the envelope. Incoming privileged mail will be opened in the presence of your YFS. Privileged mail can be sent to and received from: your attorney; DJJ Director, Deputy Directors and Attorneys; the Ombudsman; members of the Prisoner Review Board; the Governor of Illinois; federal or state legislators; executives of law enforcement agencies; the Illinois Inspector General; other legal officials.

Trust Fund

While in DJJ you cannot possess money. Therefore, a Trust Fund Account is set up for you in the Business Office and your family can deposit into your account in two ways Western Union or JPay. DJJ does not accept money orders at any of the youth centers.

To deposit funds via Western Union, go to an Agent Location with cash, complete the Blue Quick Collect Send Form. Pay to: Illinois Department of Corrections, Code City and State: ILDOC/IL. Account number: Youth ID Number, Youth Last Name.

To deposit funds via JPAY, go to www.jpays.com.

Health and Dental Care

While in Reception, you will receive a physical examination and dental exam. DJJ provides access to emergency treatment 24 hours per day. Each facility will provide you with orientation covering how to obtain medical treatment. DJJ is responsible to provide you with necessary medical and dental treatment. Based on your individual medical issues, youth maybe referred to a specialist in the community or local hospital for medical appointments.

Immunizations

DJJ facilities are unique environments where you will be in close contact with many other youth and staff, and as such, are at increased risk for certain communicable diseases. Being up-to-date on your immunizations is one of best ways to prevent these diseases. DJJ will make every effort to obtain your most recent immunization records, administer any deficient immunizations and make sure you remain up-to-date on your immunizations. Many of these immunizations are also required to attend school. You will also be offered the flu vaccine during every flu season to prevent influenza infections and outbreaks.

Tuberculosis

Tuberculosis is a serious infection that usually affects the lungs and can be spread through the air. It is a disease that can be of higher risk for youth in the DJJ

environment. All youth are required to go through tuberculosis screening which may include blood testing, skin testing and/or chest X-rays.

Sick Call

If you are not feeling well and your issue is not life threatening you will be directed to complete a sick call slip. This includes headaches, sore throat, cold, cramps, finger nail issues, sore body parts, and/or flu symptoms. Sick calls are held daily by the nurse. If you have a medical emergency, injury or accident notify your staff immediately and they will contact the Health Care Unit.

Medication

Youth are not to have medication on their person unless approved by medical staff. Medications are dispensed by facility nurses at set times and locations. You are encouraged to take your medicine as prescribed for best results. You do have the right to refuse medication. If you choose to refuse your medicine, you must go to the healthcare unit or where the medication is dispensed and inform the nurse you are refusing. Having unauthorized medication on your person or sharing your medication with another youth is not allowed and shall result in disciplinary action.

HIV (Human Immunodeficiency Virus)

You will be offered testing for HIV and related counseling by medical staff upon arrival to DJJ. A list of all Public Health counseling centers and testing sites in Illinois is available and will be given to you prior to release. If you test positive for HIV, you will be offered referrals for support services and treatment.

Patient Bill of Rights

- You have the right to be treated with consideration and dignity
- You have the right to privacy in your treatment
- You have the right to be fully informed regarding access to all medical services available to you.
- You have the right to receive information prior to any treatment, examination, or procedure, except for emergency conditions.
- Information you receive should be given to you in a way that you thoroughly understand the treatment involved and the expected results of that treatment as well as the risk involved.
- You must understand that all treatment is guided by the physician's decisions. Demanding a different treatment, medication, and/or method of treatment which is contrary to the physician's orders is not right.
- In accordance with HIPAA legislation, you have the right to confidential treatment of your personal medical record.
- You have the right to voice complaints regarding health care or service and to be informed of the procedures for processing such complaints.

- You have the right to expect you will be given the name of any person providing treatment when you ask for it.
- You have the rights to refuse treatment to the extent permitted by law and to be told what can happen as a result of refusing treatment.
- You have the right to refuse treatment to the extent permitted by law and to be told what can happen as a result of reusing treatment.
- You have the right to know what rules and regulations must be followed when you receive health care.
- You have the rights to a response within a reasonable time to any complaint

Personal Hygiene

In order to stay healthy, keep yourself and clothing clean. Wash your hands before eating and especially after using the restroom. Shower daily. Soap and hygiene items are provided for you or you may choose to purchase them from commissary. Brush your teeth each morning and night and after each meal.

Razors are available for shaving and are strictly controlled. Ask your living unit staff how to access a razor

Washers and dryers are available on the living unit. You will be provided laundry soap and assigned a specific laundry day. You are responsible for washing your own clothing.

Mental Health Services

All youth committed to DJJ have access to mental health services. These services are individualized by your Mental Health Professional and documented in a mental health treatment plan. There are a wide variety of treatment groups, individual therapy, and family involvement programs which can benefit you while in DJJ and upon release. Participation in these programs can reduce your length of stay in DJJ. Your Mental Health Professional is part of your monthly staffing team and may assign you a YASI goal or treatment program. Mental Health will also provide a plan for you upon release.

Emergency Mental Health Services

DJJ has a Crisis Team Member on call 24 hours per day. If you are feeling the need to speak to someone because you are sad, upset, received bad news, having trouble settling in or having problems with another youth or staff member, please ask to speak to a Mental Health Professional. An MHP will be contacted to speak to you in person as soon as possible.

Crisis Care

If you are engaging in or threatening behavior that may cause harm to yourself or another person, Mental Health staff may place you on Crisis Care. During

Crisis Care, your personal property may be removed for safety reasons, you may be removed from some or all regular programming, and you may be issued suicide-resistant clothing, you will have frequent check-ins with Mental Health staff with the goal of addressing safety concerns and returning to regular programming.

Substance Abuse Services

Treatment

All youth are evaluated during the Reception and Classification process to determine their substance abuse treatment needs while in the Department of Juvenile Justice. If you are identified as needing Level I treatment (Outpatient) or higher will be required to complete treatment prior to being released.

When you arrive at your facility, you are placed on the substance abuse treatment waitlist and are moved into the substance abuse treatment program accordingly. Program length of stay is a minimum of 90 calendar days. Your length of programming is based on you completing each of the four phases of treatment. Each phase of the program has treatment assignments that the you must complete as well as behavioral expectations maintain to graduate the phase. As you complete each phase of the program you may be eligible for Target Release Date reductions.

Education

If you are not identified as needing Level I or higher substance abuse treatment, you will be offered Substance Abuse Education Groups. Participation in Substance Abuse Education Groups is voluntary. If you participate in all sessions and pass the post-test with a score of 70% or higher, you may be eligible to earn a Target Release Date reduction. If you do not score 70% or higher, you will have the option to retake the class to obtain the needed post-test score and receive the Target Release Date reduction. You can only receive a Target Release Date reduction once during your time with DJJ.

Religious Services

DJJ provides reasonable opportunities for you to practice your religious beliefs within the context of safety, security, rehabilitation, institutional order, space and resources. Your participation in religious activities is voluntary. You will not be pressured to join or participate in activities of any particular religion. Upon admission you will be asked to declare your religious affiliation and a letter will be sent to your guardian regarding religious activities. Youth are welcome to participate in activities of their own designation or non-denominational religious activities. Should you wish to participate in another faith's activities or change your religious affiliation, submit a written request to the facility chaplain.

Youth are permitted to abstain from foods that violate their required religious diets. Food Services will identify any food containing pork products and provide

an alternative. If you have any specific dietary restrictions based upon your religious beliefs, please contact the chaplain who will review your specific requests. Specific holiday dietary restrictions must be requested 45 days in advance of the holiday. If you are not adhering to an alternative diet, it may be discontinued.

Youth are may receive religious publications in the mail and through donations distributed by the chaplain. Religious publications are subject to review by the Publication Review Committee.

Youth may have up to two traditionally accepted religious symbols which have been authorized by the Religious Practice Advisory Board and which represent your designated faith. These may include but are not limited to medals, medallions, scapulars, or prayer beads. Religious candles and incense are restricted to chaplain use only. The Superintendent may restrict the color of religious items. For example, Rosary beads shall be of solid color, black, brown, or white and you are not permitted to wear them as jewelry. Religious pins are not permitted. Prayer rugs, robes, prayer shawls, fezzes, kufis and yarmulkes are limited to your room and during a religious service.

Youth may request religious activities not currently offered by DJJ to the facility chaplain. Youth shall be relieved from a work assignment, without pay, on a recognized religious holiday or celebration which prohibits work or if the assignment violates your faith. These requests must be submitted in writing to the Superintendent no less than 30 days prior to the holiday.

Volunteers

DJJ encourages community volunteers to visit and provide various activities. These volunteers are giving their time to make your life more meaningful and enjoyable. Many of these volunteers provide religious services such as bible studies, retreat activities, donations, and special programs. Some volunteers provide tutoring, surrogate parenting, sports programs, arts and crafts classes just to name a few. Please treat all volunteers with the respect they deserve and take time out to thank them for being part of our community.

Education – School District #428

DJJ's School District provides students with a general education as required by the Illinois State Board of Education. If you have not received a high school diploma or GED, you are required by law to attend school each day. Classes are available to allow students to earn an 8th Grade Diploma, G.E.D., or a High School Diploma. You will be given the Basic Achievement Skills Inventory (BASI) Test at Reception or immediately after transfer from Reception to assess math and reading levels. The test scores assist educators in designing an educational program which fits your individual needs. DJJ uses the Online Educational Enhancement Connexus Program to allow you to catch up on classes missed in the community and earn credits needed for graduation.

Core curriculum subjects are taught using Connexus as well as direct teacher instruction. Connexus software allows you to work at your own pace and receive additional levels of teacher support based on your need. When a course is completed with a passing grade of 60% or higher, students will receive .50 credits for the subject matter on their transcript. Any traditional schoolwork completed will be assessed and awarded based on the Carnegie hour of credit (30 hours = .25 credit; 120 hours = 1 credit).

ACADEMIC/INSTRUCTIONAL

Blended learning is a teacher-facilitated and technology-supported learning process that promotes student engagement and achievement through various methods. Teachers are responsible for providing individual, small-group, and whole-class instruction. As a student, you are expected to actively engage with teachers in the learning process and experience.

GRADUATION REQUIREMENTS

State of Illinois minimum graduation requirements are posted on the back of School District #428 transcripts and are available upon request. Upon achieving credits and meeting each area's standard, the principal will petition for graduation. Graduation ceremonies are held quarterly, and families are welcome and encouraged to attend during this most important moment in their student's life.

8th GRADE

- You must be at least 15 years old.
- You must pass the US Constitution Test.
- You must be passing all academic classes.
- You cannot graduate prior to date you would have graduated with your peer group.
- Middle School Credit(s) cannot be used towards High School graduation requirements.

HIGH SCHOOL (16.75 CREDITS)

If you enter the ninth grade in 2008-2009 or later, you must earn a minimum of 16.75 units of credit, including:

- Communication Skills (Language Arts-English): 4 units of credit
- Writing Intensive Courses (Language Arts/English or other Writing Intensive Course) equal to: Two units of creative writing
- American History/Social Studies: 2 units of credits
- Physical Education: participation required; no specific # of credits
- Health Education: ½ unit of credit
- Science: 2 units of credit
- Mathematics: 3 units of credit Algebra/Geometry: 1 unit of credit in Algebra & 1 unit with Geometry content
- Art, Music, Foreign Language, or Vocation Instruction: 1 unit of credit
- Consumer Education: ¼ unit of credit or successful completion of a state-approved test
- Electives: 4 units of credit

GED TEST

To qualify for the GED testing, you must be at least 17 years old and lacking sufficient credits to graduate in a timely manner. The student must achieve a qualifying score on the BASI test in reading and math to enter preparatory programming. To attempt the GED Test, a student must receive a teacher's endorsement and pass the GED pre-test.

REPORT CARD

A Report Card is the teacher's written assessment of a student's work, progress, and conduct. Reports Cards are issued quarterly by the Teacher and include the following:

- Course Name
- Grade
- Cumulative Credits Earned
- Grading and Behavioral Scale
- Teacher Comments

TUTORING

Tutoring services are provided by Literacy Volunteers of Illinois (LVI). LVI is a not-for-profit organization headquartered in Chicago. You may request tutoring services or be assigned by their Teacher for academic support or GED preparation. Tutors will be assigned based on availability and ongoing participation is based on your effort and behavior.

LIBRARY

The library is a resource room and a means for enriching your learning experience and supplementing the teachers' lesson plans.

The Library Associate or other designated staff will be permitted to check out books or other materials to the students.

An orderly educational atmosphere will be maintained at all times. You will be sent to the library with a pre-approved classroom assignment or to check out a book by your teacher

Library use is with the authorization of the librarian or sending teacher.

SCHEDULES

Facilities will have school schedules posted. Facilities will have either a four block or six block schedule.

PARENT TEACHER CONFERENCES

Twice per school year, usually October and April, parent teacher conferences are held. Parents and/or legal guardians are invited to attend. This includes a group meeting that explains about IDJJ School District #428 and about the school program. The guests then go through the schedule with the youth. Parents/guardians get to see what you are working on and hear from each teacher how you are doing in each class. For those families that cannot make the trip in person, the homeroom teacher will do a phone conference.

INDIVIDUALS WITH DISABILITIES IN EDUCATION ACT

The Individuals with Disabilities Education Act (IDEA) is a law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to more than 6.5 million eligible infants, toddlers, children and youth with disabilities.

The Individuals with Disabilities Education Act, established in law in 1975, retains the basic rights and protections for children with disabilities. In 1997, President Clinton signed amendments to the Act that focus on improving the education of children with disabilities by:

- Identifying children with special needs before they enter school and providing services to help them;
- Developing individualized education programs (IEPs) that focus on improving educational results through the general curriculum;
- Educating children with disabilities with their nondisabled peers;
- Setting higher expectations for students who are disabled and ensuring schools are held accountable;

- Strengthening the role of parents and fostering partnerships between parents and schools; and
- Reducing unnecessary paperwork and other burdens.

The IDEA regulations (34 CFR 300) require that children eligible for special education and related services be provided a free appropriate public education (FAPE) in the least restrictive environment (LRE). The provisions at 34 CFR 300.550(b) requires each public agency to ensure:

That to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are nondisabled and

That special classes, separate schooling or other removal of children with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved.

AMERICANS WITH DISABILITIES ACT (ADA)

School District #428 will make reasonable efforts to provide reasonable accommodations to ensure access to programs, activities and services. If you have a history of special education services, please inform a teacher or principal in the facility. Also inform staff if you are visual or hearing impaired. Requests for accommodations shall be submitted on a Youth Request, DJJ 0286 form to the Local Education Agency Coordinator.

RESPONSIBLE COMPUTER USE POLICY

All students are required to sign and date the policy agreeing that they will use all assigned equipment appropriately. Upon signing and dating, the use policy will be retained in the student's education file.

We believe that you should have access to technology and when you do we want you to act in a responsible, courteous and lawful manner. Our goal in providing you access to tools, devices, and the Internet is to enhance your educational development and prepare you for the future with 21st century skills. Please read the statements below and sign this document, in doing so you agree to use technology responsibly.

- I will not damage or change the hardware, software, or settings.
- I will not make changes to the operation of the network.
- I will respect copyright laws. I will properly cite sources.
- I will not seek, view, send, or display offensive messages or media.
- I will not share my passwords with another person.
- I will not waste limited resources such as server space, bandwidth, or printing capacity.

- I will not attempt to access inappropriate or blocked websites.
- I will not go into other people's folders, work, or files.
- I will not use my personal accounts at school (email, social media, etc.)
- I will notify an adult immediately if I encounter offensive web material.
- I will not use any form of electronic communication to harass, intimidate, or bully anyone.
- I will not create passwords which prevent use of the computers by others.

READY TO LEARN (RTL)

If you are disruptive to the learning environment, you may be sent to Ready to Learn (RTL). Staff will discuss more positive and appropriate ways to behave while in class. The goal is for you to return to class and be more productive. If you choose to continue to be uncooperative, a Youth Disciplinary Report (YDR) will be written and an after-school meeting will be held with you, your teacher, Youth and Family Specialist (YFS), Therapist and the Principal to discuss ways to be less disruptive in the classroom. If you choose to continue to be uncooperative they will be sent to time out. Once the time out is completed, the student will return to RTL, complete the necessary paperwork and then return to the classroom.

How Long Will I Be Here?

How your length of stay is calculated depends on the type of sentence you received, which is reflected in the letter at the beginning of your Youth Identification Number. All youth end all involvement with DJJ on their 21st birthday, if not sooner. Your YFS is the best resource for questions about your length of stay calculation and ways to shorten your stay.

Delinquent Commitments – C, D, E and G Numbers

You are sentenced to DJJ for an “indeterminate” length of time, which means DJJ determines when you will be released. You will serve no more time than the maximum an adult could spend if convicted of the same offense.

DJJ calculates a Target Release Date (TRD) based on your charge and prior adjudications. Your TRD can be moved sooner if you exhibit positive behavior and meet goals or delayed if you have behavior issues. Your TRD is one of several ways you will be reviewed for release (see the section called “Release Review.”)

- If your YIN starts with a C, D or E, you will be released on your 20th birthday, if not sooner, unless you’ve previously been released on Aftercare. You will also receive an Annual Release Review if you are still in custody after 11 months.
- If you are a C number youth, you will have a court date where your judge may vacate your commitment, which means you will be released and probably placed on probation. Or the judge may have you finish your commitment with DJJ.
- If you are an E number youth, you also have an adult felony sentence which remains pending until you complete Aftercare or turn 21. If you have a new offense, the prosecutor can impose the adult sentence.
- If you are a G number youth, you will serve a minimum of 5 years or until your 21st birthday, whichever comes first. Your TRD cannot move sooner than the five-year minimum, but it can move later based on behavior issues.

You will be placed on Aftercare Supervision for a period of time based on the class of your offense – 6 months for a Class 3 or 4 Felony, 12 months for a Class 1 or 2 Felony, and 18 months for a Class X Felony. If you make progress toward Aftercare goals, you may be eligible for early discharge. If you are a G number youth, you will be on Aftercare until your 21st birthday.

How Do I Earn Target Release Date Reductions?

You can earn the following reductions if you are a C, D, E or G number youth. (Although if you’re a G number, you can only earn reductions if you’ve first

earned extensions for behavior reasons – you cannot be released earlier than five years in custody or your 21st birthday, whichever comes first.)

Good Behavior Reductions – you can earn up to 14 days per month

- No Major Discipline Incidents for 28 consecutive days = 7 days reduction
- A Grade Behavior Level for 28 consecutive days = 7 days reduction

YASI Goal and Programming Reductions – you can earn days every month for accomplishing YASI goals set with your YFS and participating in programs.

Bonus Reductions (in addition to Good Behavior and YASI/Programming Goals)

- High School Diploma/GED = 30 days
- Vocational or Youth Build Program Completion = 30 days
- 8th Grade Diploma = 15 days
- Being selected as school student of the month (one youth per school per month) = 15 days
- Being selected as PBIS youth of the month (one youth per youth center per month) = 15 days
- Earning A/B Honor Roll Award = 5 days
- Successful Story Catcher's performance = 7 days

Release Review

You will be reviewed for release when you reach your TRD, at your Annual Review, and when you graduate from high school, complete the GED, or complete substance abuse or Juvenile Sex Offender treatment.

The Release Review starts during your monthly staffing, where they document whether you meet release criteria:

- Have zero major rule violations in the past month and do not have pending major rule violations.
- Have one or fewer major rule violation in the last two months ago.
- Have completed mandatory substance abuse or JSO programs if these are required for you.

This information is reviewed by the Superintendent and one of the DJJ attorneys. They also consider other information, including:

- The nature and seriousness of your offense;
- The likelihood you would reoffend or will pose a danger to the community; and
- Your progress since being committed to the Department.

Finally, the DJJ Director carefully reviews all this information and determines whether you are ready for release based on your behavior and progress toward goals. The Director decides whether to release you, continue the release review for a period of time, or deny release.

The release process takes several days after the Director's approval – and this can be slowed down even more if you do not have an approved host site or placement. Please be patient during this process. If you get a major rule violation after the Director approves you for release, your release may be delayed.

Habitual & Violent Offender Commitments – H & J Numbers

You are committed to DJJ until your 21st birthday, with “day-for-day” Good Conduct Credits awarded at the beginning of your stay. In other words, your minimum release date is half the time from your custody date (usually when you were detained) to your 21st birthday.

While this release date is the least amount of time you can spend in DJJ, you can spend longer if you have behavior issues and your Good Conduct Credits are revoked by DJJ and/or the Prisoner Review Board.

When you are released, you will be on Aftercare until your 21st birthday.

Adult Felony Sentences – F Numbers

If you are convicted of a felony in adult court and sentenced to the Department of Corrections (DOC) before you turn 18, you will be held in a DJJ facility. You are serving a determinate (fixed) sentence rather than an indeterminate commitment. You are eligible for transfer to a DOC facility when you turn 18, but the Director of DJJ may keep you in DJJ custody until your 21st birthday. If you want to stay in DJJ, you need to participate in programs and show good behavior.

You have a Mandatory Supervised Release (MSR) date rather than a TRD. You may be eligible for some MSR reductions depending on whether you are required to serve a certain percentage of your sentence. These reductions are called Earned Program Sentence Credits and follow DOC rules and processes. Talk with your YFS about earning all available Earned Program Sentence Credits.

Aftercare

Aftercare Release Planning occurs throughout your stay and is reviewed at each Monthly Staffing. At your Release Review, your staffing team will develop conditions for your release; conditions are based upon your treatment needs, educational needs, committing offense and history. Final release conditions are approved by the Director. The YFS will review these conditions with you prior to your release and you will get a copy. Your Aftercare Specialist will visit your home prior to your release and review conditions with your parent / guardian.

While on Aftercare you will be supervised by an Aftercare Specialist. They will make sure you get the services and support needed for success. There are three levels of aftercare supervision.

Level 1: Weekly in-person contact with your aftercare specialist.

Level 2: Bi-weekly in-person contact with your aftercare specialist.

Level 3: Monthly in-person contact with your aftercare specialist.

Your level may change at any time based upon compliance with your conditions. Notify your Aftercare Specialist immediately if you are having problems with your host site, have a change in programming or are arrested.

What if I Come Back to DJJ?

If you come back into custody for an alleged violation of your Aftercare conditions, you will go through the revocation hearing process.

- You be placed in Reception and you will be given a copy of a Notice of Charges that shows which Aftercare rules or conditions you allegedly did not follow.
- You will also be given a brochure that explains your rights.
- You will have a preliminary hearing and will be provided with an attorney to represent you for the entire process. A hearing officer will decide whether there is "probable cause" or enough evidence for you to have to go before the Prisoner Review Board. If the hearing officer does not find probable cause for any of the alleged violations, you will be released as soon as possible. However, if the hearing officer decides that there is probable cause on at least one alleged violation, you will be scheduled for a second hearing called a final revocation hearing.
- After your preliminary hearing, you might also be moved from the reception unit to general population, or if the hearing officer determines that you do not pose a threat to the community, you may be released pending your final revocation hearing, and be required to return to the facility for the hearing.
- Then at your second hearing, two or more people from the Prisoner Review Board will decide whether to resume you and release you back to the community as soon as possible, or to revoke your Aftercare term.
- If your term is revoked, you will have to stay in custody and participate in programming until the Department of Juvenile Justice decides that you can be released again. Upon release, your aftercare term will start over.

Understanding the Aftercare Revocation System

Information in this section was produced in accordance with the consent decree in **M.H. v. Findley**; 12cv08523. For further information please contact class counsel, Sheila A. Bedi, Alexa Van Brunt and Vanessa del Valle at:

Roderick & MacArthur Justice Center
Northwestern Pritzker School of Law
375 East Chicago Avenue, Chicago, Illinois 60611

If you have any questions about the information contained here, please ask your YFS to help you call us at **312-503-1271**. You can also write us a letter at or ask your YFS to help you contact your appointed attorney for the revocation process.

Why am I back in custody? When you were released from DJJ custody you agreed to follow certain rules—to follow all criminal laws and to comply with any special rules the Prisoner Review Board (PRB or “parole board”) or your aftercare specialist gave you.

Breaking one of your PRB board orders or aftercare specialist’s rules is called a technical violation.

Examples of technical violations include:

- Truancy (skipping school)
- Missing anger management class
- Staying out past curfew
- Not checking in with your aftercare specialist
- Unapproved movement while on electronic monitoring
- Testing positive for drugs
- Not staying at your approved host site (AWOL)

Examples of violations of criminal law include:

- Shoplifting
- Selling drugs
- Assault (fighting)

You’re here because your aftercare specialist thinks you may have broken a rule or violated the law. Your aftercare specialist isn’t the person who decides whether you will stay in custody—the **Prisoner Review Board (PRB)** makes that decision during a hearing.

Before the PRB hears your case, you will have a preliminary violation hearing—during that hearing, a hearing officer listens to the evidence and decides whether there is probable cause to believe that you violated your aftercare. If probable cause is found, then you proceed to a final hearing.

During your final revocation hearing, the PRB will decide whether there is enough evidence to meet the “preponderance” standard. They may revoke your aftercare, or resume you to return to the community

What is a hearing?

A hearing is a process during which the PRB or a hearing officer listens to the evidence and makes a decision. During a hearing you have the right to tell your side of the story—or your attorney will do this for you. You have the right to show evidence during the hearing and to have people back you up by testifying for you. You have the right to be present during your hearing and to ask questions of the people testifying against you—or to have your attorney ask questions.

What is probable cause?

During your preliminary hearing, the hearing officer will determine probable cause exists to believe that you violated conditions of Aftercare. This means whether a reasonable person would think there is enough evidence against you to believe you broke the law or committed a technical violation.

What does preponderance of the evidence mean?

During your final parole hearing, the PRB will decide whether it is more likely than not that you violated parole. In other words, if 51% of the credible evidence demonstrates that you did not commit the violation, and 48% that you did, the parole board should find that no violation occurred and release you.

Lawyers during the parole process:

You have a right to and must be represented by a lawyer for the entire revocation process. You will be assigned a lawyer for the entire revocation process for free. Your lawyer will be assigned within 5 business days of your return to custody. Remember, your lawyer works for *you*, **not** the Department of Juvenile Justice. You can choose a different lawyer if you want, but a different lawyer might not be free and you would have to pay them.

Everything you say to your lawyer about your alleged violation is private and confidential—so answer your lawyer’s questions so your lawyer can best represent you.

Your lawyer will help you get ready for your hearings and answer your questions. For example, your lawyer might call your neighbor who knows that you didn’t do it and make sure that he or she is ready to talk to the hearing officer. If you were arrested for a new crime, your lawyer will also talk to the court and find out if there is any news. For example, Jerry was arrested for stealing a bike, but the judge already decided he didn’t do it and dropped his case. The PRB didn’t know this, but Jerry’s lawyer found out and told both Jerry and the PRB.

You are allowed to talk to your lawyer, or a lawyer you are thinking of hiring, at any time in the revocation process. Just ask your counselor to assist you in

making contact. Please know that your lawyer may not be immediately available to speak with you if he or she is in court or meeting with other clients. Your counselor will schedule a call when your lawyer is available for a private conversation with you. If you want to tell your lawyer a secret, your lawyer won't tell anyone unless you say they can. But, there are some things your lawyer would have to tell someone about, so make sure to ask your lawyer what they would tell someone about.

Rules require that the revocation process happen according to a strict timeframe, beginning the day you enter DJJ custody.

Day One: Within one business day of entering DJJ custody, you will receive a piece of paper with information about your parole violation on it. This is called an aftercare release **violation report and Notice of Charges**.

Day Five: Within five business days, you will be appointed an attorney

Until the decision is made about your revocation & any appeal: You may contact your attorney.

Day One through Ten: Within 10 business days of being in custody, you will have a **preliminary hearing**. If the hearing officer determines there is a reason to think that you violated your aftercare, then you will have a final revocation hearing. You can request to be released under aftercare supervision until your final revocation hearing. The hearing officer will consider things like if you're a flight risk and your records to decide if you are allowed to be released.

Your Aftercare Specialist will provide you and your lawyer all of the evidence that will be used against you at both hearings. You will be able to tell the hearing officer in your hearing if you think any of the evidence is wrong. You can also call a witness to tell the hearing officer that the evidence isn't true.

Day Ten through 45: Your **final revocation hearing** will occur. If the PRB decides the violation happened, they will also decide if your aftercare release should be revoked. You and your attorney can argue that there are reasons why you should go home. This is called **mitigation**.

After the Hearing: You will be given a paper that explains why the PRB decided your case the way they did. If you don't agree with the decision, you can **appeal**, and you may be able to get a new decision. Your attorney will help you make decisions about whether to appeal.

Expunging Your Juvenile Record

What does expungement mean?

Expungement means to “erase” or physically destroy records or to return the records to you, and to remove your name from any official index or public record, limiting the number of people who will see or know about your record.

Why is expunging my juvenile record IMPORTANT?

- A juvenile record can impact ability to get a job or an apartment, attend college, or serve in the military
- Confidentiality is not always a guarantee with juvenile records

Where can I get the forms?

- The Circuit Clerk’s Office at the court where your case was heard
- Your local police department
- State Appellate Defender: <http://www.illinois.gov/osad>
- Illinois Legal Aid: an online resource that can assist in completing the appropriate forms for expungement: <http://www.illinoislegalaid.org>

Do I need a lawyer to file my paperwork?

No, you can file your juvenile expungement petition on your own without an attorney; however, you can hire one if you wish to do so. You may also wish to consult with a lawyer if you are not a United States citizen.

When can I apply to have my record expunged?

Since you have been committed to DJJ, you must wait at least 5 years since your commitment the Department of Juvenile Justice ended including your aftercare term.

What juvenile records cannot be expunged?

- If you entered into a plea agreement or were found guilty in a case involving first degree murder or felony sex offenses.
- Traffic offenses, including DUI, and petty offenses.
- Insurance related driving offenses (no insurance, suspended registration for no insurance, false insurance card) may be expunged upon petition 5 years after completion of supervision.
- Reckless driving can be expunged **ONLY** if you were younger than 25 when you were charged and received supervision. You must petition to expunge before your 25th birthday.

Do I need a “certified” copy of my expungement order?

A “certified” copy is a copy containing the Clerk’s Office seal, which shows that it is an authentic court document. Since your record will be *unavailable* to you after it is expunged, it is a good idea to keep a certified copy of your

expungement order for your records as you may need a court order to get a copy later.

If my juvenile record is expunged after being reviewed by a judge, do I have to reveal it on my job application?

No. Once a record has been expunged (and you have the expungement order from the court), it is as if it never existed. You don't need to disclose it to anyone.

Other than for law enforcement purposes, an expunged juvenile record may not be considered by a private or public entity in employment matters, certifications, licensures, revocation of certification of licensure, or registration.

Youth Grievance Form

Date:	Youth Name (Please Print) :	YIN:
Present Youth Center:		Youth Center where grievance issue occurred:
NATURE OF GRIEVANCE:		
<input type="checkbox"/> Personal Property	<input type="checkbox"/> Mail Handling	<input type="checkbox"/> Restoration of Good Time
<input type="checkbox"/> Staff Conduct	<input type="checkbox"/> Dietary	<input type="checkbox"/> Medical Treatment
<input type="checkbox"/> Transfer Denial by Youth Center	<input type="checkbox"/> Transfer Denial by Transfer Coordinator	<input type="checkbox"/> ADA Disability Accommodation
<input type="checkbox"/> Other (specify): _____		<input type="checkbox"/> HIPAA
<input type="checkbox"/> Disciplinary Report: _____ Date of Report: _____		
Summary of Grievance (Provide information including a description of what happened, when and where it happened, and the name or identifying information for each person involved): _____		

Resolution Requested:		

<input type="checkbox"/> Check only if this is an EMERGENCY grievance due to a substantial risk of imminent personal injury or other serious or irreparable harm to self.		

Youth's Signature	YIN#	Date
Attach a copy of any other documents (such as a Disciplinary Report, Search Record, etc.) Youth shall be given a copy of the completed Grievance.		

Youth Grievance Form

Date:	Youth Name (Please Print) :	YIN:
Present Youth Center:	Youth Center where grievance issue occurred:	
NATURE OF GRIEVANCE:		
<input type="checkbox"/> Personal Property	<input type="checkbox"/> Mail Handling	<input type="checkbox"/> Restoration of Good Time
<input type="checkbox"/> Staff Conduct	<input type="checkbox"/> Dietary	<input type="checkbox"/> Medical Treatment
<input type="checkbox"/> Transfer Denial by Youth Center	<input type="checkbox"/> Transfer Denial by Transfer Coordinator	<input type="checkbox"/> ADA Disability Accommodation
<input type="checkbox"/> HIPAA		<input type="checkbox"/> Other (specify): _____
<input type="checkbox"/> Disciplinary Report: _____ Date of Report: _____		
Summary of Grievance (Provide information including a description of what happened, when and where it happened, and the name or identifying information for each person involved): _____		

Resolution Requested:		

<input type="checkbox"/> Check only if this is an EMERGENCY grievance due to a substantial risk of imminent personal injury or other serious or irreparable harm to self.		

Youth's Signature	YIN#	Date
Attach a copy of any other documents (such as a Disciplinary Report, Search Record, etc.) Youth shall be given a copy of the completed Grievance.		