

**Guadalupe County Juvenile Services
Juvenile Detention Center
Seguin, Texas**



Resident Orientation Handbook

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“Our Mission, Your Future”

Introduction

You are currently at the Guadalupe County Juvenile Detention Center, 2613 N. Guadalupe Street, Seguin Texas 78155. You have been detained on an alleged offense. You will have a detention hearing. The hearing is only to determine if you will be allowed to be released or detained for a longer period of time.

Resident Rights

1. To be protected against physical, emotional, or psychological abuse or harassment. Corporal punishment is prohibited.
2. To reside in a clean, well-ordered environment.
3. To practice religious beliefs, participate in religious services and the right to not participate in religious services.
4. To be free from discrimination based upon race, religion, sex or personal beliefs.
5. To receive balanced, nutritious meals in sufficient quantity.
6. To have clean clothing and linen on a regular basis.
7. To shower daily.
8. To have items of hygiene such as a comb, toothbrush, toothpaste, shampoo, deodorant, and other hygiene items as needed.
9. To visit with parents or legal guardians, or counselor, attorney or clergy as necessary.
10. To send and receive mail.
11. To receive medical attention.
12. To not be subject to any unusual or unfair treatment.
13. To be made aware of all rules and regulations of the Detention Center.
14. To be able to file a grievance for violation of his or her rights, or for unfair treatment.

Discipline Plan

Resident rule violations are categorized into minor infractions and major violations. Minor infractions are limited to rules which do not constitute serious behavior against persons or property and behavior that does not pose a serious threat to institutional order and safety. Major violations are limited to rules which constitute serious behavior against persons or property and behavior that poses a serious threat to institutional order and safety. Rule infractions or resident behaviors which constitute probable cause for an offense of a class B misdemeanor or above will be referred to the law enforcement agency with applicable jurisdiction for possible investigation and/or prosecution.

All minor and major rule violations shall be documented via the Incident Report form and/or Non- Disciplinary Report form prior to the end of the shift. It is the policy of Guadalupe County Juvenile Services (GCJS) that every resident shall be provided a fair and consistent application of resident rules and sanctions and afforded the right of due process for rule violations. It is the responsibility of this department to inform residents of their right to due process and to ensure that these rights are afforded following a rule violation.

Rules and Sanctions:

1. Upon admission during the orientation process, residents shall be informed of facility rules, corresponding disciplinary sanctions, and the process for review or appeals that may be administered by facility staff for violations of the rules.
2. Written notice of an alleged major rule violation shall be provided to a resident no more than 24 hours after the violation.
3. Resident behaviors that constitute probable cause for a Class B misdemeanor or above can be referred to the appropriate law enforcement agency.
4. The following types of sanctions (consequences) are prohibited:
 - a. Corporal punishment;
 - b. Humiliating punishment, including verbal harassment;
 - c. Allowing or directing one resident to sanction another resident;
 - d. Group punishment for the acts of individuals;
 - e. Deprivation or modification of required meals and snacks;
 - f. Deviation from normal food service procedures;
 - g. Deprivation of clean and appropriate clothing;
 - h. Deprivation or intentional disruption of scheduled sleeping opportunities;
 - i. Deprivation or intentional delay of medical or mental health services; and
 - j. Physical exercises imposed for the purposes of compliance, intimidation, or discipline.
5. The following rights are not to be denied a resident as a disciplinary sanction:
 - a. The right to visitation;
 - b. The right to send or to receive mail;
 - c. The right to participate in large muscle exercise;
 - d. The right to receive required educational programming; and
 - e. The right to participate in religious services or to receive religious counseling.

Detention Rules

Major Rule Violations:

- Assault on Staff;
- Assault on Youth;
- Assault of Bodily Fluids;
- Possessing contraband (Dangerous) - possession or use of a drug, medication, weapon, or unapproved item; having these on one's person or in one's room. This includes using any item in an unapproved or inappropriate manner to mark on or tattoo the skin;
- Destruction of/or theft of Property or theft resulting in the damage of loss constituting a class B misdemeanor or above;
- Disruption of Program – major disruptions, including the intent to cause harm or threaten serious bodily injury
- Escape/ Attempted Escape;

- Horseplay-being off program or other activity (ex. pretend fighting, slap boxing, clowning around or roughhousing etc.)
- Rioting- inciting or participating in a riot;
- Inciting- to encourage or stir up violent or unlawful behavior
- Sexually Assaultive Behavior-behavior toward staff or residents including sexual assault, contact, gestures, or comments perceived to be of a sexual nature, including sexual harassment, indecent exposure, and open masturbation.
- Communication of a Threat-comments, written words, or gestures that threaten the safety and security of others.
- Accumulation of Three Repeated Minor Rule Violations within the same calendar day.
- Gang Activity-engaging in or planning gang activity; use or possession of gang-related materials, drawings, words, lingo, (inappropriate gang-oriented raps or poetry), referring to a town, neighborhood, or geographical location in a gang-related manner.

Sanctions for Major Violations (May Include Any or All of the Following):

- Loss of Privileges defined in the facility Behavior Level System
- Room Restriction for up to 90 minutes
- Early Bed Time
- Level Drop
- Disciplinary seclusion for up to 48 hours

Minor Violations:

- Possession of Contraband (Basic)-any property other than the items allowed in a resident’s room.
- Dress Code Violation-Not wearing clothing properly or as intended-(ex. Jumpers half on or undone, sweaters not worn under the jumper, long hair must be up in a bun or pulled back, etc.)
- Failure to Comply-receiving a verbal directive but refusing to comply more than 2 times. To include any showers lasting more than 10 minutes.
- Disrespect-ridicule or humiliation of others; using derogatory/demeaning words or actions towards staff or another resident.
- Lending/Borrowing/Trading items-giving or receiving food, hygiene items, phone numbers, addresses, or other items.
- Out of place-willful act of being in the wrong place in line, or in or near another resident’s room
- Talking/Movement without a Juvenile Supervision Officer’s permission.
- Rule of Separation-Communication or Correspondence (verbal or written) with a resident of the opposite gender.
- Use of Profanity.
- Manipulation-attempting to obtain an item, privilege, or anything else through manipulation.
- Failure to Report a Major Rule Violation
- Gambling

Sanctions for Minor Violations May Include Any/or All of the Following:

- Loss of privileges defined in the facility Behavior Level System
- Level Drop
- Placement on Room Restriction for up to 90 minutes
- Redirection
- Early bedtime

Formal Disciplinary Review for Major Rule Violations

A resident shall receive a Formal Disciplinary Review for all disciplinary incident reports regarding major rule violations unless the review is waived in writing by the resident. A formal disciplinary review shall be held if requested by the resident. Upon such a request, the review shall be held within five (5) calendar days after the residents' request. Any delay beyond five (5) calendar days must be supported by documented justification explaining why it was impossible, impractical, or inappropriate to hold the review within five calendar days.

Formal Disciplinary Review Process

- The review shall be held by one or more neutral and impartial persons who were not directly involved in the alleged rule violation or the imposed sanction.
- All evidence shall be disclosed to the resident unless:
 - A law enforcement officer or prosecuting authority requests the facility to withhold certain evidence; or
 - The facility administrator documents that certain evidence may create a breach of facility security or compromise the safety of a resident or others.
- The resident shall have the opportunity to be heard in person and to present evidence.
- The resident shall have the opportunity to present relevant witnesses.
- A staff member and/or translator shall be appointed to assist the resident if:
 - The resident is illiterate, limited English proficient, or otherwise unable to understand the nature of the proceedings, or if the resident requests assistance.
- If the review determines that the resident did not commit a rule violation or that the sanction is not appropriate, facility staff shall:
 - Not impose the sanction, or if the sanction has already been imposed, restore or reinstate any denied or modified privileges or determine some form of appropriate relief, if available.
- Once the review has been completed, the person(s) who held the review shall prepare a written statement indicating the evidence relied upon and the justification for the disposition.
- The statement shall be made available to the resident for review and a copy shall be retained in the resident's file.

Informal Disciplinary Review

- An informal review will occur within 24 hours for all minor rule violation Incident Reports.
- It will be conducted by the Team Leader, or designee, and one JSO.
- You will have the chance to state your concerns, discuss the violation before a decision is made to impose a sanction.

Grievance Procedure

If a resident feels that their rights have been violated, or that they have been treated unfairly, they may file a grievance. A valid grievance is a complaint regarding a violation of rights (see above) and will be brought to the attention of the Grievance Officer. All other complaints may be resolved by juvenile supervision officers or Team Leader. To file a grievance, a resident should simply ask any staff member for a Juvenile Grievance/Complaint Form, and after completion, it may be turned in to any staff member or placed in a Grievance Box (in the hall outside each pod entrance). No action will be taken against any resident for filing an honest and accurate complaint.

- Staff members shall not deny a resident the opportunity to submit a grievance upon request, unless doing so would interfere with the safety and security of the facility.
- Residents shall have full access to the grievance process, including forms and methods of submission. If the resident cannot read or otherwise understand the grievance process, a staff member or translator shall read and explain the process to the resident.
- A written response and resolution shall be provided to the resident no later than 10 calendar days after the date the grievance is received by staff
- Documentation of the resident’s acknowledgment of the resolution shall be maintained.
- Grievances shall be confidential, with access limited to those involved in providing responses and administrative review. Retaliation against residents for filing a grievance shall be prohibited.
- Residents shall be provided at least one level of appeal to a supervisory-level or above staff person or to an administrative-level appeals board or panel. A supervisory-level staff person who provided the initial response or who is named in the grievance shall not provide the appeal response.
- Residents shall have the ability to participate in the resolution of a grievance, including the use of an intermediary and the ability to request witnesses.

Resident Appeals

- The appeal shall be decided by one or more neutral and impartial persons who were not directly involved in the formal disciplinary review and not directly involved in the disciplinary process.
- The resident shall be allowed to submit the request for an appeal within seven calendar days after a disposition is rendered in the formal disciplinary review.
- The person(s) who decides the appeal shall prepare a written response to the resident's appeal that:
 - indicates the evidence to be relied upon in making the appeal decision and the justification for the decision; and
 - is completed within 10 calendar days after the date the resident requested the appeal.
- Any delay beyond 10 calendar days must be supported by documented justification explaining why it was impossible, impractical, or inappropriate to answer the appeal within ten calendar days.
- If the appeal determines the resident did not commit the violation or that the sanction given was not appropriate, staff shall restore or reinstate any denied or modified privileges or determine some form of appropriate relief, if available.
- The appeal response shall be made available to the resident for review and a copy shall be retained in the resident's file.

Behavioral Level System

Intake "I" Level

When you arrive, you will be placed on Intake Level for an evaluation period of two days. You will be given a BLUE jumper.

Responsibilities:

- Keep room clean, bed made
- Set positive example in attitude and meeting expectations
- Perform other tasks as assigned

Privileges:

- Bedtime 2030 (8:30 pm)
- 2 books and a bible (not to exceed 3" in thickness)
- May send to 2 letters every 7 calendar days to an approved contact

Restrictions:

- No photos or drawings in their room
- 4th in line for movement and meals

After 2 Days of Acceptable Behavior and no Incident Reports you will be promoted to "C" Level. You will keep your BLUE jumper. If you receive an Incident Report while on "I" Level you can be demoted to "F" Level.

"C" Level

Responsibilities:

- Keep room clean, bed made
- Set positive example in attitude and meeting expectations
- Volunteer to clean
- Perform other tasks as assigned

Privileges:

- Bedtime 2030 (8:30 pm)
- 2 books and a bible (not to exceed 3" in thickness)
- May send to 2 letters every 7 calendar days to an approved contact

Restrictions:

- No photos and/ or drawings in their room
- 3rd in line for movement and meals

After 3 Days of Acceptable Behavior and no Incident Reports you will be promoted to "B" Level and given a GREY Jumper. If at any time you receive an Incident Report while on "I" or "C" Levels you can be demoted to "F" Level and you will be given an ORANGE Jumper.

“B” Level

Responsibilities:

- Keep room clean, bed made
- Show initiative in keeping facility neat and clean
- Put away recreation equipment in rec yard
- Set positive example in attitude and meeting expectations
- Perform other tasks as assigned

Privileges:

- 2 books and a bible (not to exceed 3” in thickness)
- Bedtime 2100 (9:00 pm)
- May send 3 letters every 7 calendar days to an approved contact

Restrictions:

- No photos and/ or drawings in their room
- 2nd in line for movement and meals

After 4 Days of Acceptable Behavior and no Incident Reports you will be promoted to “A” Level and given a KHAKI Jumper. If at any time you receive an Incident Report while on “B” Level you can be demoted one or more levels.

“A” Level

Responsibilities:

- Keep room clean, bed made
- Show initiative in keeping facility neat and clean
- Set positive example in attitude and meeting expectations
- Perform other tasks as assigned

Privileges:

- Up to 5 photos and/or drawings in their room
- 15-minute Friday phone call
- Bedtime 2130 (9:30 pm)
- 1st in line for movement and meals
- 2 books and a bible (not to exceed 3” in thickness)
- May send 4 letters every 7 calendar days to an approved contact

All Residents Maintaining “A” Level for more than 3 Weeks without any Incident Reports

- Eligible for a 15-minute phone call on Wednesday and Friday.
- Eligible for one 30 minute weekly Zoom call/in-person visitation with an authorized contact.
 - Visitations will be coordinated by Detention Managers with the resident’s authorized contact
 - Zoom: Only if resident’s home county is more than 1 hour away
 - In-Person: Guadalupe County and Out of County Residents

If at any time if you receive an Incident Report while on “A” Level you can be demoted one or more levels.

“F” Level

Responsibilities:

- Keep room clean, bed made
- Set positive example in attitude and meeting expectations
- Perform other tasks as assigned

Privileges:

- Bedtime 1845 (6:45 pm)
- 1 book 1 bible (not to exceed 3” in thickness)
- May send 2 letters every 7 calendar days to an approved contact

Restrictions:

- No photos and/ or drawings in their room
- Last in line for movement and meals
- Only 1 “F” level per table

After 3 Days of Acceptable behavior and no Incident Reports you will be promoted to “C” Level and given a Blue Jumper. If at any time you receive an Incident Report while on “F” Level you can have the number of acceptable days needed for promotion to “C” Level restarted.

Visitation and Phone Call Schedule

Phone Calls

- All residents receive one 5-minute phone call on Tuesdays and Thursdays
- All “A” Level residents receive one 15-minute phone call on Fridays
- All “A” Level residents, maintaining “A” Level for 3 weeks or more without any Incident Reports, receive one 15-minute phone call on Wednesdays

Visitation

- Sundays from 1400-1700 (2:00pm-5:00pm)
- One visit: Minimum of 30 minutes
- All “A” Level residents, maintaining “A” Level for 3 weeks or more without any Incident Reports, receive one additional 30 minute visitation, weekly

Only the Probation Department can add or remove names from the phone call/visitation list, as well as set up special visits. (Ex: Contact visits, or visits not during normally scheduled visitation times.)

Religious Services

All religious services are voluntary and Residents are not required to attend.

Counseling and Mental Health Services

To access this service, fill out a Counselor request form and check the detention box and ask to speak with a counselor. Your probation officer will be notified of your request. If you feel you are experiencing a Mental Health Crisis, please let your Officer know as soon as possible and a crisis counselor will be contacted on your behalf.

Medical Services

Medical Services are available on request. Submit a sick call to your Officer. Medical Services include over the counter medications, being seen by the Medical Services Coordinator, Part Time Nurse, as well as referrals to see our Pediatrician, who visits twice a week.
