

**EATON COUNTY YOUTH FACILITY**  
**PARENT MANUAL DISCIPLINE AND GRIEVANCE POLICIES**  
**DETENTION PROGRAM**  
**RATIONAL BEHAVIOR TRAINING**

The Detention Program at the Eaton County Youth Facility is predicated upon the cognitive model of psychology. The cognitive-behavioral framework is a model for describing, understanding, and changing behavior. It operates on the fundamental assumption that thinking and attitudes influence our behavior, and therefore we can change behavior by changing thought patterns and attitudes.

Research indicates that the highest risk factor for re-offending is criminal thinking and attitudes. Therefore, we use the cognitive model because its goal is to change such thinking. It uses techniques to monitor thought patterns, recognize the connections between thinking and behavior, and replace distorted thinking with rational thinking in order to foster more appropriate behavior. We challenge your child to pay attention to the thought patterns they have and the behaviors and consequences that result from them. This further challenges your child to reduce the “automatic” thinking they have to certain situations and recognize the thoughts they have that put them at risk to do something hurtful or irresponsible. The goals of our interventions primarily focus on:

- a) Generating and strengthening appropriate behaviors.
- b) Weakening or eliminating inappropriate behaviors.
- c) Generating self-control.
- d) Developing pro-social attitudes and values.
- e) Providing your child with the tools that will enable success within society.

**RESPONSIBILITIES, BEHAVIORS AND CONDUCT**

Your child may earn points for positive involvement in the program. The more appropriate your child’s behavior, the more points he/she can earn. The following is a list of areas in which your child may earn daily points:

- Being on time and prepared.
- Using appropriate talk at appropriate times.

- Displaying appropriate body language.
- Cooperation in daily activities and functions.
- Displaying appropriate personal appearance.
- Ignoring others' inappropriate behaviors.
- Using appropriate table manners.
- Following shower, room and group expectations.

Your child will have weekly goals developed (contracts) to help improve on specific behaviors or skills such as:

- Develop your child's ability to make ethical decisions that will help build character.
- Assist your child in learning problem solving techniques.
- Help your child link his/her behaviors to the consequences.
- Teach your child the ability to accept responsibility for his/her behaviors.
- Ability to identify and cope with emotions.
- Improvement of academic performance.
- Learning and using social skills to interact with others.

### **EXAMPLES OF UNACCEPTABLE BEHAVIORS**

Fighting	Excessive Noise
Threatening	Disrespect
Defiance	Instigating
Stealing	Criticizing
Contraband	Non-Participation
Manipulating	Destruction of Property
Swearing	Self-Abuse
Arguing	Extortion
Lying	Staff-to-Staff
Running Away	Excessive Complaining
Dating Relationships	Physical Contact
Referencing Inappropriate Material	Low Level Talking
Breaking Confidentiality	Gang-Related Behavior

### **RATIONAL BEHAVIOR TRAINING PROCEDURES**

Your child is expected to follow program rules at all times. Whenever your child's behavior does not meet the established guidelines, the following consequences may be utilized:

1. **Time Out:** Time outs are a time for your child to think about his/her inappropriate behavior. A time out lasts for five minutes with the appropriate behavior expectations.
2. **Behavior Improvement Time Out:** If your child continues to refuse to cooperate after a time out is earned, he/she will complete a Rational Self Analysis in their room to help process the situation, his/her behavior and consequences.
3. **Security Time Out:** If your child makes threats, acts aggressive or displays behavior that endangers facility, staff or residents' safety and security, they will remain in their room until they are rational and under control. Once he/she is thinking rationally, they will complete a Rational Self Analysis to help process the situation, his/her behavior and consequences.

### **VISITATION POLICIES**

1. Visiting hours for the Detention Program are every Sunday from 2:10 PM to 3:00 PM and Wednesdays from 6:00 PM to 6:50 PM. Failure to arrive at the beginning of visitation may result in the inability to visit that night and visitation will not be re-scheduled.
2. If a resident does not have visitors during this time, they will be expected to participate in store time activities.
3. The resident's Probation Officer or Caseworker must approve all visitors.
4. Eligible visitors are limited to parents, guardians, and grandparents. The resident's Probation Officer or Caseworker and Youth Facility Administration must approve any visitors other than parents, guardians, and grandparents.
6. Your child's attorney, Probation Officer, and Caseworker may have unlimited visiting privileges.
7. Visitation can be suspended if the visitor fails to abide by the Visitation Rules, or if the resident is sick or is currently serving a time out.
8. All personal property should be left in your car or a locker. Visitors are allowed to bring in keys and cell phones which must be turned in to the staff member responsible for

monitoring visitation.

### **GRIEVANCE POLICY**

Residents and/or parents have the right to grieve the actions of Youth Facility staff or conditions or circumstances in which they feel they have been treated unfairly. A grievance procedure is necessary to ensure that a resident's rights are not violated, to monitor and eliminate inappropriate conditions, and provide a safety valve to reduce tension among the residents detained in the Youth Facility.

#### **STEP I**

The resident will attempt to resolve the complaint or condition with the staff on duty at the time of the situation. Youth are required to wait 10 minutes before asking staff involved to discuss the situation. In most instances a discussion between the resident and staff member will result in a satisfactory solution. If a resident is not satisfied with the discussion and the result of the conversation, they may appeal the situation to the Shift Supervisor during the shift that the incident occurred. Within 24 hours, the Shift Supervisor will obtain information from the staff involved, discuss the situation with the resident, and render a decision. If the resident is not satisfied with the decision of the Shift Supervisor, they can request a grievance form with envelope and may proceed to Step II. Failure to submit a grievance form within the 24 hour period of time may result in further consequences.

#### **STEP II**

A formal grievance can be submitted to Facility Administration. The resident is to place the grievance in writing and must submit this to Administration in a sealed envelope within 24 hours after the final decision in Step I. Upon receipt of the written grievance, Administration will review the complaint to determine if a violation of a resident's right did, indeed, occur. If the complaint is appropriate, Administration shall conduct an investigation to determine if the incident occurred as the resident states. This investigation will include a review of all pertinent written materials and interviews with all persons who witnessed the incident. A written response

to the complaint shall be completed within two days of the Administrator receiving the written grievance. If the decision is in favor of the individual grieving, Administration will determine what actions will be taken to rectify the situation. If the decision does not support the individual grieving, the resident will have the option to appeal to the Family Court Administrator.

### **STEP III**

If an appeal is made to the Family Court Administrator, all information shall be submitted within 2 days after the final decision in Step II. The Court Administrator may conduct additional interviews if the circumstances of the grievance merit this. Both the staff members and the resident will have the opportunity to submit written materials to substantiate their positions. The Court Administrator shall complete the investigation of the grievance within two days after receiving written appeal.

The Court Administrator's decision shall be final and binding. All involved parties shall be provided with a written decision at this time. In all steps of the grievance procedure, a resident shall have the opportunity to have a representative present. Copies of all written grievances will be placed in the resident's file. The Facility Director will additionally maintain copies.

I, \_\_\_\_\_ Parent/ Legal Guardian of  
Parent or guardian name  
\_\_\_\_\_  
Child's name DOB \_\_\_\_\_ have  
received, read, and understand, the grievance and discipline procedures of the  
Eaton County Youth Facility.