

YOUTH STUDY CENTER

RESIDENT HANDBOOK



PHILADELPHIA DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES

THIS HANDBOOK BELONGS TO:

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MISSION STATEMENT

Consistent with the Primary Goal of Providing Secure and Safe Pre-Trial Custody of Youths, The Mission of the Philadelphia Youth Study Center is...

A. To protect the community by providing a safe and secure temporary custody in a restrictive environment for alleged juvenile offenders in Philadelphia as ordered by the Family Court of Philadelphia, pursuant to the Juvenile Act of Pennsylvania, as provided by the Department of Human Services for Philadelphia.

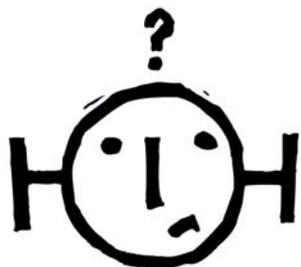
B. To provide a structured program designed to promote the positive growth and development of detained youth, including activities that encourage options that are conducive to appropriate behavior.

C. To consistently promote and advocate for a juvenile justice system with a full range of services that are responsive to the needs of youth, families, and their communities.

YOUTH STUDY CENTER SERVICES

- Chaplain
- Contracted Programming
- Dental
- Dietary
- Drug and Alcohol Counseling
- Education (School District of Philadelphia)
- Medical
- Mental Health
- Recreation
- Resource Development
- Social Services
- Statistician
- Volunteer Services

INTRODUCTION



Where am I?

You are in the Youth Study Center (YSC). The Center is part of the Philadelphia Department of Human Services, Division of Juvenile Justice Services. We are located at 2020 Pennsylvania Avenue, Philadelphia, Pennsylvania 19130.

You will stay here until your legal case is completed or you are released by the Court. However, the YSC staff is not directly involved with your case. Their job is to make you feel as safe as possible and provide you with food, clothing and a place to live.

This handbook, along with the admission and orientation process will help you to understand what is happening to you while you are here.

Why am I in the Youth Study Center?

Most of you are here because you have been accused of breaking the law. A judge has decided that you will stay at the Center until your case is heard. Once a court date is set, you must attend. There are no exceptions.

Some of you are here because your Probation Officer or Special Needs Assessment Program (SNAP) worker is making plans for you.

The YSC is not for children under the age of 12. Any 12-year old child that must be held in the Center will be kept in a separate area from the remaining residents. Most 12-year old children are sent to Community Based Detention Shelters (CBDS). Occasionally, a judge will order youth, older than 12, to be held in a Community Based Detention Shelter as well.

While you are here, it is important that you understand what is happening. Together, we can make your stay at the Youth Study Center as pleasant as possible. We are here to help you.

How long do I have to stay at the Youth Study Center?

Your length of stay will depend upon your legal case.



THE ADMISSION PROCESS

What happens when I first arrive at the Youth Study Center?

Pat Search

When you first arrive at the Youth Study Center, you will enter the admission area. Admission staff will ask you to remove your shoes and socks. They will briefly search you for illegal items while the police are still with you. If you have any drugs or weapons, the police will take you back to the police station for further charges.



Initial Health Screening

Admission staff will ask you many questions about your health and safety. They will ask if you have any injuries, if you have used any drugs in the last 24-hours, and if you are taking any medication. If you refuse this initial health screening, you will be isolated until it is completed.

If you are not healthy, medical staff will see you, or you will be taken to the hospital to make sure you are safe.



Second Search and Recording of Possessions

Admission staff will ask you to remove everything from your pockets including money, jewelry, cell phones, and beepers. They will collect all of your personal belongings (jewelry, money, etc.) and make a list of your possessions. Your things will be placed in an envelope and kept in a safe and secure place. You will be given a receipt from the admissions worker. You must sign this receipt. Make sure everything that has been taken away from you is on the list. Your personal items will be returned when you are released.

Initial Paperwork

During the admissions orientation process, the admissions worker will ask you questions to make sure the information on your paperwork is correct. Be honest. Giving the wrong information could cause you to stay in the Youth Study Center longer.

When all of your paperwork is completed, you will be asked to sign your name and write your birth date.



Armbands

An armband will be placed on your arm with your name, birth date, and Youth Study Center number on it. You cannot remove your armband. It must remain on your arm until you are released. The armband is used as your official identification.



Initial Telephone Call

You will be allowed to call one person during the admission process. This call should be used to contact your parent or guardian. The Youth Detention Counselor will ask you the name and the telephone number of the person you wish to call. You may choose not to place a call.

The Counselor will place the call, identify him/herself, and state the reason for the call. If the call is to your parent or guardian, the Counselor will ask your parent or guardian any information that you were unable to provide. You will then be allowed to talk, privately, on the phone.

After you complete your call, you will be asked to sign the telephone call form to prove that you did make a call during admission.

PROCESSING

What is Processing?

Processing is a continuation of the admission process. A Youth Detention Counselor will take you to the second floor area of the Youth Study Center.

Showering

You will be asked to go into the shower area. Center staff (male staff if you are a male and female staff if you are a female) will ask you to remove all of your clothing. The staff will observe you for any bruises, scars, or illegal items.



Clothes

All of your clothing will be removed and placed in a bag for storage. The bag will contain your name, the date you arrived, and your YSC number. Make sure you get a receipt for your clothing.

You are not allowed to wear your own clothes while you are at the Youth Study Center. You will wear Youth Study Center uniforms. You can wear your own sneakers.



Personal Items

You will be given a towel, washcloth, toothbrush, soap, and a comb. You will also be given sheets, a pillowcase, and a blanket.

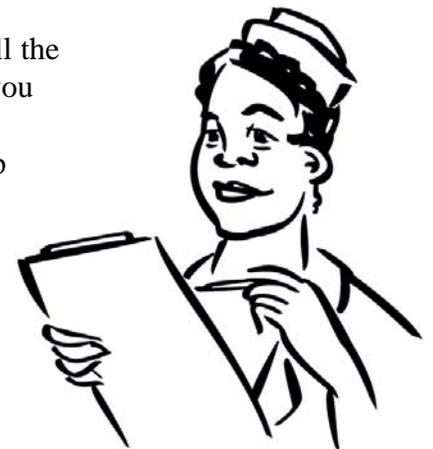
Remember to take all of the items that have been given to you. Your parent or guardian will not be allowed to bring you clothing while you are at the Youth Study Center.



Medical Screening

Before the admission process is complete, you will see a nurse. Your medical screening will be conducted in a private area. You do not have to discuss any of your personal medical problems with anyone other than medical staff.

The nurse will ask you questions about your general health, any current illnesses, and any medication you are taking. It is important that you tell the medical staff about any medical conditions you have, or any treatment you are currently receiving. Never be afraid or embarrassed to discuss your health problems with the nurse. We want you to be healthy and will help however we can.



COTTAGE LIFE



A Youth Detention Counselor and Counselor Supervisor work in every unit and cottage. They are there to make sure you are safe and healthy. They are interested in your attitude, behavior, work habits, health habits, and relationships with other residents.

Male Residents

Male residents will be taken from the admissions area to the Orientation Unit. This unit, called "The Doors of Enlightenment" is located on units 4C-4D west.

After orientation, males are assigned to one of six cottages. Assignments to cottages are based on age, size, and maturity level. There are six male cottages:

- Omo - TuTu 4A - 4B
- Malcolm X 4C - 4D
- Boys to Men 5C - 5D



Arthur A. Schomberg Cottage (*Special Needs*)

The Arthur A. Schomberg Cottage is the Youth Study Center's Infirmary and Special Needs cottage for males. Residents assigned to this unit may have a medical condition that needs close attention or a history of problem behavior.

If a resident is having serious problems they may be placed in the Special Needs cottage for 24-hours of observation and help. Residents in this unit will receive the same orientation and privileges as the other residents in the facility, including regular schooling.

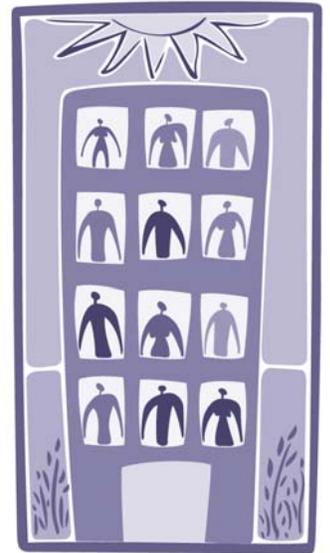
Female Residents

Female residents receive orientation in the Dr. Ruth Hayre Cottage. This cottage is for females only, and girls with special needs and/or health problems will remain in this cottage.

Room Assignment

A counselor will explain the rules and assign you to a room. Do not be afraid to ask questions if you need help or do not understand something.

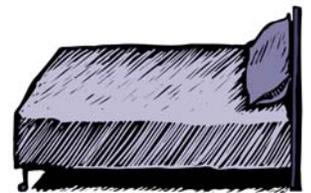
Most rooms have one bed. However, when the unit is crowded, you may have a roommate. You are responsible for keeping your room clean, making your bed, and keeping your belongings in order. You are also responsible for all items given to you by the Youth Study Center.



General Rules

All residents are expected to:

- Respect the counselors.
- Learn and follow all rules.
- Respect the other residents.
- Keep your room orderly and clean.



Always ask questions if you need help or advice.

Observation Room

Each unit has an observation room that faces the dayroom. If the counselors are concerned, they may place you in the observation room. This allows them to watch you and is for your safety. Occasionally, there is a shortage of rooms and residents are placed in an observation room until a room becomes available.



Meals

When you first arrive at the Center, there is food available for you. If you are hungry, feel free to ask the admission staff for food. They have a refrigerator and microwave in the area to provide you with food until the next meal is served.

You will be provided three (3) well-balanced meals each day and a snack in the evening.





Food Restrictions

Be sure to tell medical staff if you have any food allergies. The medical staff will complete a special diet form and send it to the dietary department.

The Youth Study Center understands that some people have food restrictions for religious reasons. Tell your counselor if you have any concerns about any of the food being served. A substitution for pork products is usually available.



Two Cafeterias

The Youth Study Center has two (2) cafeterias. Residents on the east side of the building — Dr. Ruth Hayre, Malcolm X, and Arthur A. Schomberg cottages — eat on the east side. Residents of the west side of the building — Boys to Men, Doors of Enlightenment, and Omo-TuTu cottages — eat on the west side.

If you return from court after your cottage has already eaten dinner, you will be served in the admissions area before being returned to your cottage.

COURT

Youth Study Center Intake Interview

On the day following your arrest and admission to the Youth Study Center, you will attend an informal interview. During this interview, the charges against you will be reviewed. Based on this information, the probation officer will either adjust the case or refer it to the court. If the case is referred to the court, the interviewer will decide whether you will be released or held at the Center to await your court hearing (*Court-In or Court-Out*).



Detention Hearing

If you are held at the YSC following your Intake Interview, you will receive a Detention Hearing in Court Room I. A judge or master will conduct your hearing and set your court date. The judge will also make whatever recommendations are necessary to prepare you for the court hearing. Some of these options include:

- Releasing you to the custody of your parent/guardian
- Requesting a mental health assessment
- Assigning you an attorney or a public defender
- Placing you on In-Home Detention
- Assigning you to the Electronic Monitoring Program
- Placing you in a Community Based Detention Shelter (CBDS)
- Placing you on Pre-Hearing Intensive Supervision (PHIS)
- Keeping you at the Youth Study Center



Adjudicatory Hearing

If your case has to be decided or adjudicated in court, you will have a lawyer. The state has a prosecutor. After hearing both sides of your case, the judge will make a decision.

You must go to court while in the Youth Study Center. You cannot refuse to go to court.



COMMUNITY BASED DETENTION SHELTERS

What are they?

Children, 12-years old and younger are usually placed in a Community Based Detention Shelter (CBDS). Older children can also be placed in a CBDS if the court recommends it and the shelter accepts the child.

The Community Based Detention Shelter (CBDS) Program has group homes and foster homes all over the city and surrounding area. Children live in CBDS while they wait for their court date.

How do I get referred and when?

After the court has referred you to a Community Based Detention Shelter Program, a Social Worker from the CBDS office will come to speak with you. After the interview, the Social Worker will refer you to a suitable CBDS. (A judge can also assign you to a specific CBDS). You will go to the CBDS immediately, unless there are no slots available. In this case, you will wait at the Youth Study Center until a slot becomes available.

School

While in the Community Based Detention Shelter (CBDS) you will attend school. You will receive credit for your schoolwork when you return to your regular school.

Court

The CBDS staff is responsible for transporting you to court and providing progress reports on how well you are doing.

Rules

You will have rules to follow while you live at the Community Based Detention Shelter. Any attempt to runaway from the CBDS will result in escape charges being filed against you.

Visitors

Your parents will be allowed to visit you while you live at the Community Based Detention Shelter.



BEHAVIORAL MANAGEMENT SYSTEM PROGRAM

What is it?

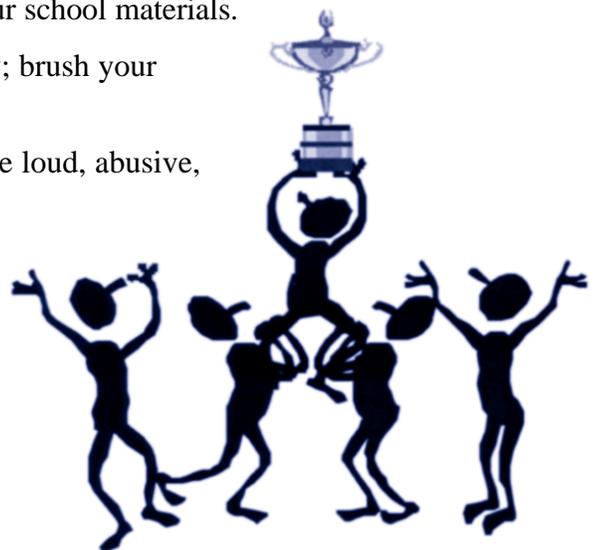
The Youth Study Center uses a Behavioral Management System (BMS) of rewards and consequences. The goal of the BMS program is to help you achieve different levels of responsibility and to teach you how to be successful while you are staying at the Youth Study Center.



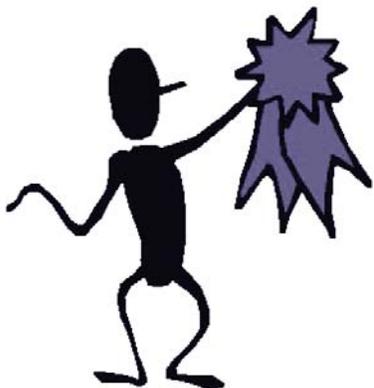
How does it work?

All Youth Study Center residents take part in the Behavioral Management System. The following tips will help you during your stay:

- Refer to your counselor by Mr./Mrs./Ms.
- Show respect for yourself and to the staff, and other residents.
- Do not possess any contraband. Contraband is anything not given to you by the Youth Study Center. Drugs, alcohol, matches, weapons of any kind, obscene materials, or anything that could be used in an escape is called contraband.
- Participate in all program activities.
- Follow all YSC rules.
- Take care of all items given to you at the Youth Study Center. These include your clothing, your room, and your school materials.
- Maintain your personal hygiene. Wash regularly; brush your teeth, etc.
- Be respectful when you are speaking. Do not use loud, abusive, or offensive language.



You will earn points each day for following the rules and participating in daily activities at the center. Your good behavior and cooperative attitude will help you learn about yourself and how to get along with others. This will help you whether you are in the Center or living elsewhere.



Rewards

Below are some of the privileges you can earn with good behavior in the Behavioral Management System.

Telephone Calls

You are allowed to make your first telephone call during admissions. During your orientation with the social worker, you will be able to make an additional call.

During the unit orientation process, you will identify five (5) people you may call while you are at the Center. These five (5) people will be the only people you will be allowed to call.

The names of the five (5) people you wish to call will be written on the Resident Phone Sheet Log. The sheet will be part of your Behavioral Management System Point sheet. If you are transferred to another cottage, this sheet will go with you.

You will also be able to call your attorney, probation officer, SNAP worker, and DHS worker. They are not included on your list of five (5) people.

You will only be allowed to make calls on:

- Monday – Friday — 4:00 p.m. – 8:30 p.m.
- Saturday — 11:00 a.m. – 8:30 p.m.
- Sunday — 11:00 a.m. – 8:30 p.m.

If you are fined through the Behavioral Management System Program you will not be allowed to make a call until your next scheduled telephone call day.

A staff member will dial all phone calls and will identify the person you are calling. The staff will then identify himself or herself as a Youth Study Center employee and give the telephone to you. Staff will stay in the immediate area while you are on the phone.



Mail

While in the Youth Study Center you will be able to receive and send mail. The staff will provide you with paper, pencils, and envelopes. All envelopes should be properly addressed with the person's full name, address, and zip code.

Always use the Youth Study Center as your return address. Any mail sent to you should be addressed to:

Your Name

2020 Pennsylvania Avenue

Philadelphia, Pennsylvania 19130

The staff will not read your letters. If the staff suspects your letters contain illegal items (*contraband*) they will have you open the envelope in front of them and shake out the contents. Contraband will be confiscated.

Residents are not allowed to send letters to other residents in the Center. Other places may not accept mail from other institutions, including Youth Study Center residents.



Visitors

Parents, grandparents, and legal guardians are welcome and encouraged to visit. Visiting Hours are:

- Monday – Friday — 7:00 p.m. – 8:00 p.m.
(Visitors must arrive before 7:30 p.m.)
- Saturday – Sunday — 2:30 p.m. – 3:30 p.m.
(Visitors must arrive before 3:00 p.m.)
- Christmas Day
- New Year's Day
- Thanksgiving Day
- July 4th
- Martin Luther King, Jr. Day

The number of visitors is restricted to two (2).





Special Visits

After 30 days you can have special visits with your parents, your guardian, your children, and your child's parent. These visits will be arranged by the Social Worker. These visits are held on Wednesday between 2:30 p.m. - 3:30 p.m. The request must be made through the social services offices by 12:00 p.m. on the Tuesday before the scheduled visit.

No unauthorized visits will be allowed at anytime. If you have questions regarding who can visit, you should discuss them with the Social Worker.

Your minister, priest or clergy person is allowed to visit. He or she must have proper identification.

All visitors should have photo identification when registering at the security lobby desk. It is recommended that parents do not bring their children, as no children will be allowed beyond the lobby area.

All parents, grandparents and legal guardians will be searched when entering the building. The only item they will be allowed to take to the visiting area is their identification.

Any parent, grandparent or guardian attempting to bring contraband into the Center will be prosecuted to the fullest extent of the law.

FREQUENTLY ASKED QUESTIONS



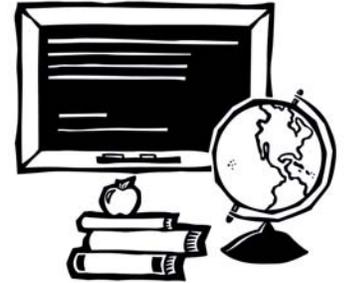
Can I practice my faith?

Yes. The Youth Study Center has a Chaplain on staff for religious counseling. On Sunday, there is a religious service. During the week, there is Bible study with different religious leaders from the community and Talim. Every Tuesday there is a Catholic mass, and on Fridays Jumah is held. Residents are welcome to participate in all of the religious activities.

If you are of a faith that is not represented at the Youth Study Center, the Chaplain can arrange for a person of your faith to be contacted.

Do I attend school?

Yes, the Board of Education conducts school at the Youth Study Center. Our school offers basic subjects including English, Math, Social Studies, and Biology. You will receive full credit when you return to your school.



Do you have recreation activities?

Yes, the recreation department provides a wide range of activities including weight training and outdoor sports. The recreation department also offers special projects and entertainment by community groups.



What if I am treated unfairly?

As a resident at the Youth Study Center, you have the right to make a complaint if you feel you have been treated unfairly. There are three types of complaints:

- Use of the point system.
- A possible violation of your legal rights.
- The way you are being cared for, your health and safety.

To make a formal complaint, you can obtain a Complaint Form from any counselor or social worker. Staff must respond within 24 hours to your complaint. Before you complete the form, you should:

- Make sure you are calm.
- Explain your complaint to the counselor, social worker, or unit supervisor to see if the issue can be resolved without using a Complaint Report.



If you need assistance in completing the form, please ask for it. You may ask your social worker, counselor, unit supervisor, or another resident to assist you in completing the form. After you complete the form, turn it into the counselor, social worker, or unit supervisor.

A staff person will take your complaint report and give it to the counselor supervisor. The counselor supervisor will respond in writing within 24 hours. The Director of Residential Services will receive a copy of your report if it concerns the point system.

The Residential Director will review and investigate other types of complaints and will respond in writing within 24 hours (except weekends and holidays) with a decision. The Residential Director receives a copy of all complaint reports.

If you are not satisfied with the decision concerning your complaint, you may file an appeal with the residential director.

You may also contact your parent or guardian concerning any one of the complaints and have them contact the residential director on your behalf.

You may also contact your legal representative concerning possible violation of your legal rights.



What about lost clothing?

When you are released your clothing and valuables will be returned to you. If for any reason we are unable to locate your belongings, you have a right to file a claim.

Your parent/guardian should call the claims manager at (215) 683-1714 and request a claims form. They will ask information about the lost items and you will need to provide a receipt that lists the items. Your claim will be processed as quickly as possible.

DEFINITIONS

- Adjudication:** A judicial decision or sentence. Juveniles are adjudicated instead of being found guilty or convicted.
- Confiscated:** To take away.
- Consequences:** Something that happens as a result of something else. There can be positive or negative consequences for behavior.
- Contraband:** An illegal item. In the Youth Study Center, contraband is anything not provided by the Center.
- Counselor Supervisor:** The staff who has the responsibility of overseeing the operation of the cottages.
- Detained:** To hold or keep in custody.
- Exclusion:** Behavior that results in a resident being placed in his or her unlocked room for no more than one (1) hour at a time.
- Medical Intake Screening:** The initial health assessment given to all new residents by the nurse.
- Mechanical Restraints:** As a last behavior management resort, restricting a resident's movement to ensure his or her safety and the safety of others.
- Orientation:** Teaching a new process. All new residents receive orientation so they understand the Youth Study Center.
- Safe Physical Management:** Managing a resident's behavior with the least restrictive measures.
- Seclusion:** Behavior management method that restricts a resident to his or her locked room for no more than four (4) hours at a time.
- Shift Manager:** This manager has the responsibility of the tour operation of the facility.
- Youth Detention Counselor:** A staff person who works on a unit at the Youth Study Center.



ASSURANCE OF CIVIL RIGHTS COMPLIANCE

Philadelphia Youth Study Center Policy:

All residents are protected from discrimination based on race, national origin, color, creed, sex, physical disability or political beliefs and have access to programs and activities. They have the right to legal representation and they are assured that seeking judicial relief will not be met with reprisal or penalty. Residents are assured of uncensored, confidential contact by telephone, in writing or in person with their legal representative.



RESIDENT RIGHTS

Please be advised that while in detention at the Youth Study Center you have the following rights:

- You may not be discriminated against because of race, color, religious creed, disability, handicap, ancestry, sexual orientation, national origin, age, or sex.
- You may not be abused, mistreated, threatened, harassed, or subject to corporal punishment.
- You have the right to be treated with fairness, dignity, and respect.
- You have the right to be informed of the rules of the facility.
- You have the right to communicate with others by telephone subject to compliance with the Youth Study Center's Behavioral Management System Program.
- You have the right to visit with your family (parents, guardians, and grandparents) at least once every two (2) weeks during the Center's established visiting hours. This does not restrict more frequent family visits.
- You have the right to receive and send mail.
 - Outgoing mail may not be opened or read by staff.
 - Incoming mail from Federal, State or county officials, or from your attorney, may not be opened or read by staff persons.
 - Incoming mail from persons other than those specified in the above paragraph may not be opened or read by staff persons unless there is reasonable suspicion that contraband, or other information or material that may jeopardize a resident's health, safety or well-being, may be enclosed. If there is reasonable suspicion that contraband, or other information that may jeopardize a resident's health or safety may be enclosed, mail may be opened by you in the presence of a staff person.
- You have the right to communicate and visit privately with your attorney and clergy.

- You have the right to be protected from unreasonable search and seizure. The Youth Study Center staff may conduct search and seizure procedures, subject to reasonable facility policy.
- You have the right to either practice the religion or faith of choice, or not to practice any religion or faith.
- You have the right to appropriate medical, behavioral health, and dental treatment.
- You may not be subjected to unusual or extreme methods of discipline that may cause either psychological or physical harm to you.
- You have a right to clean, seasonal clothing that is age and gender appropriate.

Further, please be advised that you may not be deprived of either specific or civil rights, your rights may not be used as a reward or sanction and visits with your family may not be used as a reward or sanction.

MY NOTES

Probation Officer's Name:

Social Worker's Name:

Lawyer's Name:

Admission Worker's Name:

Court Date(s):

Questions:



JOHN F. STREET
Mayor
City of Philadelphia

ALBA E. MARTINEZ
Commissioner
Department of Human Services

ANNE MARIE AMBROSE
Deputy Commissioner
Juvenile Justice Services

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