

**DEARBORN COUNTY JUVENILE CENTER
OUT OF COUNTY HOLD SHEET**

Please fax, email or hand deliver the Intake Packet, including the following forms: Out of County Hold Sheet, Consent for Medical Treatment, Admission Form/Personal History and Visitation/Phone List to the Dearborn County Juvenile Center.

Traci Agner- Director tagner@dearborncounty.in.gov
Scott Schwing- Assistant Director sschwing@dearborncounty.in.gov
(812) 537-8740
(812) 537-8748 fax

1. Juvenile's Name: _____ Age: _____
2. Date of Birth: _____ Social Security Number: _____
3. Current Charges: (If Probation Violation, please give original charges) _____

4. Court date, if known: _____

5. Does the juvenile have/had any problems in the following areas: home, school or previous placement? (If yes, give a brief explanation)

Depression/Suicide: _____
Escape: _____
Violence: _____

6. Health History:
Allergies: (food/medication): _____
Medications: _____
Special Conditions: _____
Currently Drunk or High: (A BAC level higher than .08) _____
Been injured in an accident: _____

7. School History: Grade: _____ School: _____

IEP: _____ Problems: _____

8. Please add any additional information pertinent to the juvenile and his/her placement in this facility that is not included in this information sheet.

Date: _____ Signature: _____

ADMISSION FORM/PERSONAL HISTORY

DETENTION # _____ DATE _____ TIME _____

NAME: _____ SS # _____

ADDRESS: _____ LIVING WITH: _____

CITY: _____ RELATIONSHIP: _____

STATE & ZIP: _____ MINISTER/RELIGION: _____

D.O.B.: _____ AGE: _____ PHYSICIAN: _____

PLACE OF BIRTH: _____ SCHOOL: _____

RACE: _____ SEX: _____ EYES: _____ GRADE/STATUS: _____

HT: _____ WT: _____ HAIR: _____ SPECIAL EDUCATION PROGRAM INFO: _____

HOME PHONE: _____

EMPLOYER: _____ LEFT HANDED RIGHT HANDED

MOTHER: _____ FATHER: _____

ADDRESS: _____ ADDRESS: _____

CITY/STATE: _____ CITY/STATE: _____

HOME PHONE: _____ HOME PHONE: _____

EMPLOYER: _____ EMPLOYER: _____

WORK PHONE: _____ WORK PHONE: _____

STEP-FATHER: _____ STEP-MOTHER: _____

SIBLINGS: (NAME AND AGE): _____ CHILDREN: (NAME AND AGE): _____

COUNTY: _____ PO: _____

CHARGES: _____ TRANSPORT AGENCY: _____

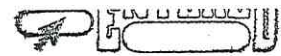
PARENT/GUARDIAN NOTIFIED? _____ TIME: _____ BY: _____

PREVIOUSLY AT DCJC: _____

ADMITTED BY: _____

RELEASED BY: _____ DATE: _____ TIME: _____

VISITATION/PHONE LIST



Child's Name: _____ Age: _____

*Visitation List (No one under the age of 18)

Mother: _____ Step-father: _____

Father: _____ Step-mother: _____

Siblings:

Name	Age
_____	_____
_____	_____
_____	_____
_____	_____

Others:

Name	Age	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

* Our policy states the juvenile may only call or visit parents, legal guardian or custodian unless special circumstances apply and the Probation Officer wants to add other names.

Phone List

Parents/Guardians/Other (Relationship)

Name	Phone #
_____	_____
_____	_____
_____	_____
_____	_____

Attorney

Guardian Ad Litem

Probation Officer

Counselor



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bblair@dearborncounty.in.gov

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Traci Agner, Director
Scott Schwing, Assistant Director
Beth Blair, Administrative Assistant

CONSENT FOR MEDICAL TREATMENT

I/we, _____ and _____
(parent) (parent)

of _____, _____, _____
(city) (county) (state)

do hereby state that I/we am/are the parents(s), legal guardian or custodian of

_____, a minor, age _____, born _____
(juvenile's name)

who resides with me/us at: _____
(full address)

I/we authorize the Dearborn County Juvenile Center, City of Lawrenceburg, County of Dearborn, State of Indiana, to consent to any necessary examination, medical diagnosis, treatment, or hospital care to be rendered to the above named minor under the general or special supervision and on the advice of any physician or surgeon.

I/we further authorize the release of medical records and mental health records to the Dearborn County Juvenile Center as may be necessary for the care and treatment of the above named minor.

I/we assume financial responsibility for all medical, dental, and psychiatric charges incurred by the above named minor while a resident at the Dearborn County Juvenile Center.

Dated this _____ day of _____, 20_____.

Signature parent/guardian

Signature parent/guardian

Witness

Witness

Date

Date

Medical Insurance Carrier:

Family Doctor:

ID #

Allergies

Member Name

Chronic/Existing Diseases/Conditions

Benefit Code

Account #

Med. Care #

Medication Now Taking

Medicaid #

Blood Type

RH Factor

Current on Immunizations (shots are up to date)

_____ yes _____ no

Please bring in a copy of shot record



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The Dearborn County Juvenile Center is a secure co-ed facility for youth up to age 18, who are, or are alleged to be, delinquent and who pose a threat to themselves or the community.

Admissions are taken upon the authority of the Juvenile Court of the arresting jurisdiction. The Juvenile Court judge, or his/her designee, makes the decision whether to hold a child in detention, to place elsewhere, or to release. **No child is admitted or released without a court order.**

All residents are assigned a probation officer, who maintains regular contact with the child and is responsible for on-going casework and placement planning.

The Juvenile Center is intended to be a short-term placement and is not a long-term treatment facility. The residents may be awaiting a court hearing, an evaluation, permanent placement arrangements, or transportation. Juveniles in need of on-going treatment, therapy, or other services are to be transferred to appropriate placements as soon as possible.

The following is a list of our basic policies and procedures:

DISCIPLINE:

Upon admission, juveniles are informed of the rules of this facility. According to the Juvenile Center's Behavior Modification system, juveniles will earn points based on good behavior. As the juvenile earns more points, he/she receives more privileges, such as playing cards and ping-pong, later bedtimes, longer visits, and more phone time per week.

Sanctions will be given when the rules are broken. These may include written assignments, work details, loss of points, early bedtimes, activity restrictions, and time-outs in the juvenile's room or another isolated area. If a resident threatens violence, becomes violent, or endangers themselves or others, he/she will be placed in isolation. If he/she becomes excessively violent, it may be necessary to physically restrain the juvenile. Once the juvenile is calm, any restraints that have been used will be removed. **Corporal punishment (hitting, spanking, etc.) will NOT be used.** Also, basic necessities such as food, clothing, or sleep will not be withheld from any resident, particularly as punishment.

VISITATION:

Hours: **Wednesdays** 6:00 pm to 8:00 pm

**Sundays and
Holidays** 2:00 pm to 4:00 pm OR 6:00 pm to 8:00 pm

Only individuals approved by the probation officer may visit. A juvenile may only have 4 visitors at any one time on his/her visitation list. This is typically parents, guardians, or legal custodians. The Probation Officer, under special circumstances, may approve additional visitors, such as grandparents, aunts, uncles, and siblings. **However, this is still at the discretion of the Juvenile Center. No one under 18 is allowed to visit. Boyfriends/girlfriends are never permitted to visit, despite their age.** A special visit may be allowed prior to a juvenile being placed elsewhere. A special visitor list will be compiled by the Probation Department and Juvenile Center staff.

The length of visitation is determined by the level the juvenile is on according to the Behavior Modification system. The length ranges from 30 minutes to one hour. Juveniles that have negative points on the Behavior Modification System will only receive 15 minute visits, until they reach positive point status. A visit may be terminated before the allotted time at the request of the visitor or the juvenile. **Juvenile Center staff reserves the right to cancel or refuse a visitor at any time for any reason.** Juveniles may refuse to visit at any time. At Supervisor's discretion, only 2 visitors per juvenile will be allowed in at one time. Thus, in the cases of split households or numerous visitors, arrangements should be made prior to arrival at the Juvenile Center as to who will be visiting at what time. This will hopefully alleviate any awkwardness or confusion.

All personal property is to be placed in a locker before a visitor is admitted. Also, visitors will be searched with a metal detector. **Passing of contraband may result in the loss of visitation privileges and/or criminal prosecution.**

Social workers, probation officers, lawyers, GAL/CASA, and clergy may visit at any time. Visits will be constantly monitored by Juvenile Center Staff and may be physically monitored at the request of the Probation Department or the Department of Child Services. Visitors may not bring any food or drink items into the visitation area. Photo I.D. must be shown each time you visit.

PERSONAL ITEMS:

The Juvenile Center provides all clothing and hygiene items. **Only in rare circumstances** will parents/guardians be allowed to bring in personal hygiene items. These items must be approved by the Director or Assistant Director. They also must be new, unopened, cannot contain alcohol and must not be aerosols.

Paperback books of appropriate reading material may be brought in for the juvenile. If you wish to have the books returned, your child's name should be printed in the front cover. Your child shall be responsible for the whereabouts of the book. The Juvenile Center will not be held accountable for misplaced items. No magazines or newspapers will be permitted except for crossword or word search puzzle books.

Personal clothing may be brought in for the juvenile in exchange for the clothing that he/she has here. At any time, a juvenile may release any personal items to his/her parent/guardian and will be encouraged to do so, particularly at intake. A parent/guardian will be asked to sign off for any items that are released. Snacks foods that are individually pre-packaged, such as Little Debbie's or chips may be accepted providing that enough is brought in for all the kids. Fruit is also acceptable. Any snacks that are brought in will go into a snack inventory and be used at staff's discretion. Any other possible donations will be accepted at staff's discretion. Any item brought in for a juvenile will be thoroughly searched by staff.

PHONE CALLS:

Upon admission, a resident is permitted to make two short admission calls to family, except if a juvenile is detained from a court hearing or if the parent/guardian is present at the intake interview. Also at admission, the phone list will be completed and the juvenile may only make calls to those approved on the list. The juvenile may lose phone privileges if they abuse the privilege, i.e. talking with someone who is not on the approved list. Staff also reserves the right to cut short a phone conversation if that conversation is not be appropriate.

The amount and length of phone calls are determined by the juvenile's position in the Behavior Modification system. Our phone system only allows for the use of phone cards purchased from the machine in the foyer. These phone cards do not work outside the building, therefore, any remaining phone cards that a juvenile has upon release, will be used for other juveniles in need. If the parent/guardian does not have a phone, arrangements will need to be made with staff. Incoming calls will only be accepted in extreme circumstances and at the discretion of Juvenile Center Staff. These calls will be carefully screened and counted towards the weekly allotment of calls.

Juveniles may call social workers, probation officers, lawyers, GAL/CASA, counselors, and clergy at the discretion of staff. These calls are not counted towards the weekly allotment of calls.

MAIL:

All incoming mail must go through the Post Office. Residents may receive and send letters unless there is a court order stating otherwise. Staff will not read a juvenile's mail unless there is a reason to believe it may endanger the safety and security of the facility, staff, residents, or the community.

The Juvenile Center will provide paper, envelopes, and stamps (3 per week). Parents or guardians may bring additional stamps for the juvenile to use.

SCHOOL:

School is in session Monday through Friday year round. The Juvenile Center Educator will contact your child's school to get homework assignments.

For those juveniles not in school, lessons are provided by the Educator. These lessons include regular academics, life skills, and TASC, if applicable. For each court hearing, the Educator writes a report to the judge including information on classroom behavior and achievement.

*If you have any questions or want further information, please feel free to contact us.



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ZERO TOLERANCE POLICY

Sexual assault affects everyone, either directly or through the experience of those we care about. It is not only a female issue as it can affect persons of any gender, age, race, ethnic group, socioeconomic status, sexual orientation, or disability.

Forms of sexual misconduct include, but are not limited to:

1. Any behavior of a sexual nature directed toward a resident by staff, contractor or volunteer
2. Inappropriate touching between staff and residents or between residents.
3. Sexual comments and conversations with sexually suggestive innuendos or double meanings.
4. Display or transmittal of sexually suggestive posters, objects or messages.

Safety Assurances:

1. Your child has the right to be safe at all times.
2. No one has the right to ask your child for sex or sexual favors.
3. Any sexual contact between residents, residents and staff or volunteers is against the law.

The Dearborn County Juvenile Center has ZERO TOLERANCE against sexual abuse or sexual harassment. The safety of our residents is our number one concern. Any allegations of sexual assault or harassment will be investigated immediately by Administration and/or law enforcement. The Department of Child Services will also be notified, when necessary.

If you wish to report an incident of sexual abuse, you may do so in the following ways:

- Contact DCJC Administration or PREA Coordinator (Robert Belew)
- Contact your child's Probation Officer
- Contact your child's attorney
- Contact your child's mental health care professional
- Contact the Department of Child Services Hotline 1-800-800-5556
- Contact the Dearborn County Sheriff's Department 812-537-8730
- Contact the Lawrenceburg Police Department 812-537-2284

Please feel free to contact us with any questions, comments or concerns.

Traci L. Agner
Director