

Parent Guardian Take Home Packet

Hamilton County Juvenile Detention Center
18106 Cumberland Road
Noblesville, IN 46060
(317) 776-9828

Parent/Guardian,

Your child is currently being detained at the Hamilton County Juvenile Detention Center (HCJDC). This handout contains information and an explanation of the guidelines while your child is in our facility, along with a Medical Release Form.

Immediately upon admission, a parent/guardian must report to the facility to sign a medical and educational records release form. It is your responsibility, as the parent/guardian, and required by LAW to fill out and **sign** all necessary medical paperwork regarding your child. Please make sure you answer each question to the best of your ability and **sign** both forms.

The completed and signed paperwork is extremely important. It gives the HCJDC staff the authority to obtain medical treatment for your child in case of an emergency, and gives Secure Detention Educators the authority to obtain information from your child's home school, to continue curriculum, and provide direction for their individual educational needs, while being held in our facility.

It is our desire to work with you toward the best interest of your child and we ask for your cooperation. In our Front Lobby is a copy of our Juvenile Handbook. You can also access the Juvenile Handbook on the Hamilton County Sheriff's Office Website:

<https://www.hamiltoncounty.in.gov/565/Juvenile-Services-Center>

If you should have any questions regarding your child's stay, please contact the Hamilton County Juvenile Detention Center at 317-776-9828.

Questions regarding your child's court case or pending charges should be directed to the *Probation Department* at 317-776-5856.

Thank you,
Captain Kija Ireland
Juvenile Division Commander

DETENTION CENTER GUIDELINES

The Hamilton County Juvenile Detention Center (HCJDC) is located just north of State Road 32, at 18106 Cumberland Road, in the Hamilton County Sheriff's Office Complex. It is the second entrance, on the left, once you have entered the fenced complex.

PHILOSOPHY

It is the mission of the Hamilton County Juvenile Detention Center to provide juveniles with a safe, secure and healthy environment by holding them accountable for their behavior through positive reinforcement; and provide the juveniles with an opportunity for behavioral change. The Center has a ZERO tolerance policy towards all forms of sexual abuse and sexual harassment.

The Center operates on a points and level system referred to as the Behavioral Management Program. The intent of the program is to allow juveniles to use the time spent in the Center in a positive and constructive manner. Juveniles will earn points for positive behaviors and lose points for negative behaviors.

By rewarding responsible positive behavior with increasing privileges, the goal of the Behavioral Management Program is to help juveniles learn how to obtain a sense of responsibility for his/her actions. The program encourages mutual respect between juveniles and staff as well as an environment that allows for positive and appropriate social skill development.

MEDICATION

Any current prescription medication(s) your child is taking, please deliver in the original container, to the JDC Front Lobby between the hours of 6:00am-10:00pm. Medications must be delivered to the Hamilton County Sheriff's Office-Adult Jail Main Lobby between the hours of 10:00pm-6:00am. Please advise the Control Room Officer at the Jail that your child is at the Juvenile Detention Center and you are dropping medication off. A member of the Medical Staff will be notified. *If the prescription is out of date or inaccurate, it will not be accepted.*

Questions regarding your child's medical and mental health status should be directed to the Advanced Correctional Health Personnel at 317-776-2892.

CLOTHING

Please provide the following items in the original and un-opened packages after the intake process or initial court hearing:

- 6 pair ankle length white socks (crew and tube socks will not be accepted)
- 6 white t-shirts
- 6 pair white underwear
- 4 white sports bras
- 3 pair white/cream long underwear (optional)

You will have seven days (7) days from your child's release date to pick up any personal items that have been left at the HCJDC.

DETENTION CENTER GUIDELINES

SCHOOL

While at the HCJDC, your child will receive school instruction from Educators, appointed by the Noblesville School System. It is the parent/guardian's responsibility to deliver all school books to the facility as soon as possible after intake and/or the initial court hearing. The Educators will arrange for school work to be delivered to the Detention Center.

If you should have any questions regarding your child's school work, please contact the Education Department during normal school hours at 317-776-2985.

COMMISSARY

If you would like for your child to be able to order commissary items such as: personal hygiene products, stamps, envelopes, snacks, etc., you will need to have the money brought to HCJDC, no later than 4:00 p.m. on Saturday of each week; maximum amount of \$40.00. Personal checks are prohibited. All initial commissary orders are limited to personal hygiene products. ***You will have seven (7) days after your child's release to pick up previously ordered commissary. In the event the commissary is not picked up it will be added to our indigent commissary supply.***

PHONE CALLS

Any phone number you provided for your child to call MUST be pre-approved by the Probation Department. In order to get a phone number approved, the custodial parent/guardian must contact the appointed probation officer assigned to the child's case at 317-776-5856.

Your child is permitted to use the phone on a restricted basis to call individuals approved by you and your child's assigned Probation Officer. The parent/guardian of the juvenile will need to set up a pre-paid account and deposit funds on the account in order for them to call you.

For your child to call you, the three options available, include:

1. Telmate 866-516-0115
2. Kiosk, in the JDC front lobby. Valid ID required.
3. pay.gettingout.com.
 - a. select "HC Jail",
 - b. select "friends and family account",
 - c. select "add phone number".

Please note Telmate cannot be used to add money to your child's commissary account or to schedule visitation. This feature is not available for juveniles.

Once you have a pre-paid account set up, your child will be able to make approved calls, during our facility calling hours. Fees will be automatically deducted from these pre-paid accounts. In addition to pre-paid, your child will also have the option of using our phone services as collect calls. Many phones cannot accept collect calls; setting up a prepaid account ensures that you can call any authorized phone number.

DETENTION CENTER GUIDELINES

VISITATION

Visitation is based on HCJDC Behavioral Management Program which rewards responsible positive behavior with increasing privileges. The level that a juvenile is on, as of Friday, will determine how many visits are authorized:

Level 1 and Level 2: One (1) visit - either on Saturday or Sunday. Thirty (30) minutes or fifteen (15) minutes shared per parent if divorced or separated.

Level 3: Two (2) visits - one on Saturday and one on Sunday. Thirty (30) minutes, or fifteen (15) minutes shared per parent if divorced or separated.

Level 4: Three (3) visits* - one Friday evening, one Saturday and one Sunday. Thirty (30) minutes or fifteen (15) minutes shared per parent if divorced or separated.

Visiting hours on Saturday and Sunday are between 1:00pm-4:00pm.

Visiting hours on Friday are between 7:00pm-9:00pm.

All appointments can **only** be scheduled during regular business hours every Friday from 8:00am- 5:00pm.

Picture Identification is required for any visitor. The appointment starts at the scheduled time, so if you are late, you will only have the remainder of the scheduled time to visit.

All visitors MUST be pre-approved by the Probation Department. In order to get a visitor approved, the custodial parent/guardian must contact the appointed probation officer assigned to the child's case at 317-776-5856. No one under 18 will be permitted to visit.

Other approved visitors can be added to your scheduled visitation appointment. We can accommodate three visitors at a time.

*Sometimes the number of visits may be reduced due to the number of juveniles in the facility. Staff will notify you if this occurs.

DETENTION CENTER GUIDELINES

MAIL

HCJDC staff will not directly accept mail (letters, cards, stamps, etc.). All items must be processed and delivered via the U.S. Postal Service. Juveniles detained in the Hamilton County Juvenile Detention Center shall be authorized to send and/or receive mail that does not include messages and/or materials deemed contraband. Contraband shall be defined as any property or possession that is in violation of Indiana or U. S. statute and/or prohibited by HCJSC.

First class letters received after a juvenile has been released or transferred will be returned to administrative staff for forwarding to the juvenile's home address. When no home address is available, mail will be returned to sender.

There will be no limit on the volume of letters a juvenile may send or receive.

Upon request, a staff member will assist you with further questions regarding mail protocol within the facility.

MISCELLANEOUS

Any religious materials, such as bibles and/or religious reading materials will be accepted, along with any school books that pertain to your child's curriculum.

No other books and/or magazines will be accepted into the Juvenile Detention Center, including donated reading materials. *Book donations can only be accepted and must go through the Hamilton East Public Library.*



18106 Cumberland Road
Noblesville, IN 46060
317-776-9828

Consent to Release Student Educational Records

TO: _____
(Name of School That Will Be Releasing Educational Records)

Please provide the teachers, at the Hamilton County Juvenile Detention Center, all educational records pertaining to _____ (name of student) currently enrolled in _____ (grade).

Information that is to be released under this consent includes:

- Transcript
- Class Schedule
- Homework Assignments
- Individual Education Plan (IEP)
- 504 Plan

Or, if no longer attending School:

Last grade completed: _____

Reason for Leaving School: _____

Parent/Guardian Name (print): _____

Signature: _____

Student ID Number (if applicable): _____

Date: _____



JUVENILE SERVICES CENTER
18106 Cumberland Road Noblesville, 46060
317.776.2985

CONSENT FOR RELEASE OF INFORMATION

Student's Name: _____ DOB: _____

District: _____ Bldg: _____ Grade: _____

Parent(s)/Guardian Name: _____ Phone: _____

Address: _____ City/St: _____ Zip: _____

Please allow the School Social Worker at Juvenile Services Center Noblesville Schools to Send Information to or Receive Information from:

- DCS
- Probation
- Attorney: _____
- Other: _____
- All the Above

This consent for release or exchange of information is authorized for twelve months. I understand that I may revoke my consent at any time by notifying the School Social Worker at the Juvenile Services Center in writing that I am revoking consent. I also understand that my revocation does not apply to action taken before I revoked my consent.

Signature of Parent/Guardian or student if age 18

Date: _____

**HAMILTON COUNTY JUVENILE DETENTION CENTER
MEDICAL & MENTAL HEALTH INFORMATION
CONSENT FOR MEDICAL TREATMENT**

JUVENILE'S NAME: _____

SEX _____ DOB _____ AGE _____ HEIGHT _____ WEIGHT _____

PARENT/GUARDIAN: _____

MOBILE # _____ WORK TEL # _____

FAMILY PHYSICIAN: _____ TEL# _____

DENTIST: _____ TEL # _____

INSURANCE CARRIER: _____

INSURANCE OR MEDICAID POLICY NUMBER: _____

MEDICAL & MENTAL HEALTH HISTORY

Please answer *YES* or *NO* to the following questions. All **YES** responses need to be fully explained in the comments line.

IS THE CHILD:

COMMENTS

- | | |
|---|--|
| 1. Currently under a physician's care? | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ |
| 2. Currently taking any medication? | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ |
| 3. Currently wearing glasses or contacts? | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ |
| 4. Allergic to any food or medication? | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ |
| 5. User of tobacco products? | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ |
| 6. Pregnant or suspected of being pregnant? | <input type="checkbox"/> Yes <input type="checkbox"/> No _____ |

**HAMILTON COUNTY JUVENILE DETENTION CENTER
 MEDICAL & MENTAL HEALTH INFORMATION
 CONSENT FOR MEDICAL TREATMENT**

IS THE CHILD SUBJECT TO:

COMMENTS

- 7. Bedwetting? Yes No_____
- 8. Convulsions or seizures? Yes No_____
- 9. Asthmatic or other respiratory conditions? Yes No_____

HAS THE CHILD:

COMMENTS

- 10. Been recently exposed to any communicable diseases? Yes No_____
- 11. Been hospitalized (in the last 3 months)? Yes No_____
- 12. Had surgery? Yes No_____
- 13. Been restricted from any physical activity or exercise program? Yes No_____
- 14. Had any recent injuries requiring medical attention? Yes No_____
- 15. Had any recent illness lasting more than one week? Yes No_____
- 16. History of venereal disease or abnormal discharge? Yes No_____
- 17. Been treated for any mental health problems? Yes No_____
- 18. Experienced suicidal thoughts or made any attempt(s) of suicide? Yes No_____

PLEASE LIST THE DATES OF THE MOST RECENT:

Tetanus shot_____ Date_____ Result Pos Neg_____

TB skin test_____ Date_____ Result Pos Neg_____

Hepatitis B (3 shot series) Dates: _____, _____, _____

**HAMILTON COUNTY JUVENILE DETENTION CENTER
MEDICAL & MENTAL HEALTH INFORMATION
CONSENT FOR MEDICAL TREATMENT**

CONSENT FOR MEDICAL TREATMENT

1. I, _____parent/legal guardian of the minor,
_____, do hereby give permission for the personnel of
the Hamilton County Juvenile Services Center to take said minor child to a doctor or
hospital and authorize that person to give consent for treatment and sign authorization
on my behalf for any treatment or procedure deemed necessary by the attending
physician. I further accept all financial responsibility for costs incurred for treatment.
2. I consent to the release of information (medical, physical, psychological and/or drug and
alcohol treatment) for the purpose of continuance of care to any Hamilton County
Sheriff's Staff or representative thereof. It is my understanding that this authorization will
expire upon the release of my child from the Hamilton County Juvenile Services Center
without express written revocation and may be revoked by me in writing at any time prior
to the release of my child for the Services Center.

ADDITIONAL COMMENTS

Signed: _____ **Relationship:** _____ **Date:** _____

Witness: _____ **Date:** _____

Hamilton County Juvenile Detention Center Approved Visitation/Phone Calls



Name of Juvenile: _____

No one under 18 will be permitted to visit.

Visitor Name Relationship Phone Number

Visitor Name Relationship Phone Number

Visitor Name Relationship Phone Number

Visitor Name Relationship Phone Number

Visitor Name Relationship Phone Number

Visitor Name Relationship Phone Number

Visitor Name Relationship Phone Number

Visitor Name Relationship Phone Number

County: _____

Probation Officer _____ **Date** _____

Padre Tutor Legal Paquete Para Llevar a Casa

Centro de Detención de Menores de Hamilton Condado
18106 Cumberland Road
Noblesville, IN 46060
(317) 776-9828

Padre/Tutor legal,

Su hijo actualmente está detenido al Centro de Detención de Menores de Hamilton Condado (HCJDC). Este paquete contiene información y una explicación de las directrices mientras su hija está en nuestra instilación, junto con un formulario de autorización médica.

Inmediatamente sobre ingreso, un padre/tutor legal debe presentarse a la instilación para firmar un consentimiento de liberar los expedientes educativos y médicos. Es su responsabilidad como el padre/tutor legal, y obligado por LEY que llenar y **firmar** todo papeleo médico necesario con respecto a su hijo. Por favor asegurese que contestar cada pregunta lo mejor posible y **firmar** ambos formularios.

El papeleo completado y firmado es muy importante. Se da al personal de HCJDC la autoridad que obtener tratamiento médico para su hijo en el caso de emergencia, y los Educadores de la Detención de Seguridad la autoridad que obtener información de la escuela de su hijo, continuar el currículo, y proporcionar dirección para sus necesidades educacionales individuales, mientras estando retenido en nuestra instilación.

Es nuestra deseo que trabajar con Usted hacia el mejor interés de su hijo y se pedimos su cooperación. Si debes tener algunas preguntas con respecto a su hijo, por favor contactarse el Centro de Detención de Menores a 317-776-9828. Preguntas sobre el proceso judicial o los cargos pendientes de su hijo deben ser dirigido al departamento de libertad vigilada a 317-776-5856.

Gracias

Captain Kija Ireland

Juvenile Division Commander

PAUTAS DEL CENTRO DE DETENCION

El Centro de Detención de Menores de Hamilton Condado (HCJDC) está colocado justo norte de State Road 32, a 18106 Cumberland Road, en el Complejo de las Oficinas del Sheriff de Hamilton Condado. Es la segunda entrada, a la izquierda, una vez que hayas entrada el complejo cercado.

PHILOSOFIA

Es la misión del Centro de Detención de Menores de Hamilton Condado que proporcionar a menores con un ambiente segura y saludable para hacerles responsables por sus comportamientos por refuerzos positivos; y proporciona a los menores con una oportunidad para un cambio de comportamientos. El Centro tiene una política de tolerancia CERO hacia todas formas de abuso sexual y acoso sexual.

El Centro funciona en un sistema de puntos y niveles se refiere a el Programa de Manejo de Comportamientos. La intención del programa es permitirse menores que usar el tiempo pasad en el Centro en una manera positiva y constructiva. Menores ganarán puntos por comportamientos positivos y perder puntos por comportamientos negativos.

Por recompensar comportamientos positivos y responsables con creciente privilegios, la meta del Programa de Manejo de Comportamientos es ayudarse a los menores aprender obtener un sentido de responsabilidad por sus acciones. El programa alienta mutuo respeto entre menores y personal así como un ambiente que se permite el desarrollo de habilidades sociales positivas y adecuadas.

MEDICAMENTO

Algún actual medicamento(s) recetado(s) que su hijo toma, por favor dar en el recipiente original, a la Oficina del Sheriff de Hamilton Condado-Vestíbulo Principal del Cárcel Adulto. Por favor informar al oficial de la sala de control que su hijo está en el Centro de Detención de Menores y que Usted está dejando medicamentos. Un miembro del personal de enfermería será alertado para recoger los medicamentos desde Usted. *Si el recetado obsoleto y inexacto, no lo será aceptado.*

Preguntas con respeto al estado médico y mental de su hijo deben ser dirigido al Advanced Correctional Health Personnel a 317-776-2892

ROPA

Por favor proporcionar los artículos siguientes en el embalaje original y no abierto después del ingreso o inicial audiencia judicial:

- 6 pares de calcetines blancos
- 6 camisetas blancas
- 6 pares de ropa interior
- Hasta 3 sostenes sin cables blancos & 3 sostenes deportivos blancos (mujeres)
- 3 pares de ropa interior larga blanca/crema (opcional)

PAUTAS DEL CENTRO DE DETENCION

ESCUELA

Mientras en el HCJDC, su hijo recibirá instrucción escolar desde los educadores, nombrado por Noblesville School System. Es la responsabilidad del padre/tutor legal que entregar todos libros escolares a la instilación lo antes posible después del ingreso y/o la inicial audiencia judicial. Los educadores organizarán que el trabajo escolar será entregado al Centro de Detención.

Si debes tener algunas preguntas con respeto a la tarea escolar de su hijo, por favor contactarse el Departamento Educacional durante el horario de escuela norma a 317-776-2985.

COMISARIO

Si quieres que su hijo pueda pedir artículos del comisario como: productos de higiene personal, sellos, sobres, meriendas, etc., tiene que tener el dinero traído a HCJDC, no más tarde de 4:00 p.m. en los sábados de cada semana; la cantidad máximo es \$40.00. Todos iniciales pedidos comisarios son limitado a productos de higiene personal.

LLAMADAS DE TELEFONO

Se permite su hijo que usar el teléfono en un base restringido para llamar a los individuos aprobados por el agente de libertad vigilante de su hijo. El padre/tutor legal del menor necesitará configurar una cuenta de prepago y depositar dinero en la cuenta para el/ella llamarse a Usted.

Para su hijo llamarse a Usted, hay tres opciones dispnsable, incluyendo:

1. Telmate 866-516-0115
2. Kiosco, en el vestíbulo delantero de JDC. Identidad válidos exigidos.
3. pay.gettingout.com.
 - a. elegir "HC Jail",
 - b. elegir "friends and family account",
 - c. elegir "add phone number".

Por favor notar que Telemate no puede ser usado para añadir dinero a la cuenta comisaria de su hijo ni fijar visitas. Esta función no es disponible a menores.

Una vez que tenga una cuenta prepaga configurada, su hijo podrá hacer llamadas durante el horario de llamadas de la instilación. Cuotas será deducidos automáticamente de estas cuentas prepagas. Además de prepago, su hijo también tendrá la opción de usar nuestros servicios de teléfono como llamada a cobro revertido. Muchos teléfonos no aceptan llamadas a cobros revertidos; configurar una cuenta prepaga asegura que puede llamar cualquier numero de teléfono autorizado.

PAUTAS DEL CENTRO DE DETENCION

VISITACION

La visitación se basa en el Programa de Manejo de Comportamientos de HCJDC que premia comportamientos positivos con el aumento de los privilegios. El nivel en que un menor se encuentra a partir del viernes determinará cuántas visitas están autorizadas:

Nivel 1 y Nivel 2: Una (1) visita – en domingo o sábado. Treinta (30) minutos o quince (15) minutos compartidos por padre si están divorciados o separados.

Nivel 3: Dos (2) visitas – una en sábado y una en domingo. Treinta (30) minutos, o quince (15) minutos compartidos por padre si están divorciados o separados.

Nivel 4: Tres (3) visitas* - una la noche de viernes, una en sábado, y una en domingo. Treinta (30) minutos o quince (15) minutos compartidos por padre si están divorciados o separados.

Las horas de vista en sábado y domingo son de la 1:00 pm a las 4:00pm.

Las horas de vista en viernes son de las 7:00 pm a las 9:00 pm.

Todas citas solo pueden ser programada durante durante la horas laborables regulares cada viernes de las 8:00 am a las 5:00 pm.

Se requiere un documento de identidad con foto para cada visitante. La cita empieza a la hora programada, por eso si llegue tarde, solo tendrá el tiempo restante de la cita programada para visitar.

Todos visitantes TIENEN QUE tener aprobación previa por el Departamento de Libertad Vigilada. Para conseguir aprobación previa, el padre custodio/tutor legal tiene que contactar con el agente de libertad vigilante del caso del hijo a 317-776-5856. Nadie de menos de 18 años se permite visitar.

Otros visitantes aprobados pueden ser añadidos a su cita de la visitación programada. Podemos acomodar tres visitantes a la vez.

*A veces el numero de visitas puede ser reducido debido al numero de menores en la instilación. Personal le notificar a Usted si esto ocurre.

CORREO

Personal de HCJDC no aceptará directamente correo (cartas, tarjetas, sellos, etc.). Todos artículos deben ser procesados y entregados por el Servicio Postal de EE.UU. Menores detenidos en el Centro de Detención de Menores del Hamilton Condado estará autorizados que mandar y/o recibir correo que no incluye mensajes y/o materiales considerados contrabando. Contrabando será definido como cualquier propiedad o posesión que va en contra del estatuto de Indiana o EE.UU y/o es prohibido por HCJSC.

PAUTAS DEL CENTRO DE DETENCION

Correos de primera clase recibidos después de que un menor haya sido liberado o traslado será devuelto a personal administrativo para enviar al domicilio del menor. Cuando no domicilio es disponible, correo será devuelta al remitente.

No hay un limite en el volumen de cartas que un menor puede mandar o recibir.

A petición, un miembro del personal se ayudará con más preguntas sobre el protocolo de correo dentro de la instalación.

VARIOS

Cualquier material religioso, como una biblia y/o material de lectura religioso será aceptado, junto con cualquier libros escolares pertinente al plan de estudios de su hijo.

Ningún otro libro y/o revista será aceptado en el Centro de Detención de Menores, incluye materiales de lectura donados. *Donaciones de libros solo pueden ser aceptado y tienen que pasar por el Hamilton East Public Library.*