

Impact 180

"unique and innovative"
Post-Dispositional Program

PROGRAM INFORMATION BOOKLET

Roanoke Valley Juvenile Detention Center
498 Coyner Springs Road
Roanoke, Virginia 24012-9038
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Post-Dispositional Program

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IMPACT 180 PROGRAM CONTACTS

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ROANOKE VALLEY JUVENILE DETENTION CENTER (RVJDC)

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Roanoke Valley Juvenile Detention Center
498 Coyner Springs Road
Roanoke, Virginia 24012-9038

24 Hours Telephone Contact and Main Fax Number
Main Telephone Number – 540.561.3840
Main Fax Number – 540.561.3848

Roanoke Valley Juvenile Detention Center
IMPACT 180
Parents/Legal Guardians and Cadet Information

Program Overview

IMPACT 180 is a unique and innovative program that has been developed as an alternative to commitment to the Virginia Department of Juvenile Justice for non-violent juvenile offenders. IMPACT 180 is a two phase, 180-day program that seeks to motivate juvenile offenders to change cognitive habits that lead to socially unacceptable or self-defeating behavior. Believing that individuals are responsible for their own behavior, the IMPACT 180 program provides juvenile offenders an opportunity to develop a repertoire of skills that, when practiced and used, equip the offender with the needed tools to live productive and socially responsible lives. The IMPACT 180 Program seeks to provide the structure, education, enrichment, motivation, experiences, and positive environment that promote the rehabilitation of juvenile offenders through competent and meaningful programs and supportive services.

All juveniles accepted into the IMPACT 180 Program are expected to participate and adhere to all program rules and requirements. If a juvenile is placed on a suspended state commitment to the Department of Juvenile Justice and fails to participate in the program and comply with all the IMPACT 180 Program rules and guidelines, he will have his suspended commitment status reviewed by the court. This *may* result in the reinstatement of his commitment; regardless of the amount of time he has been in the IMPACT 180 Program. If a juvenile is not under a suspended state commitment to the Department of Juvenile Justice and fails to participate in the program and comply with the IMPACT 180 rules he will be removed from the IMPACT 180 Program and a formal notification of non-compliance will be sent to the Court.

The E.A.G.L.E. Program

The E.A.G.L.E. Program is a highly disciplined and structured program based on a military leadership style program model. (See Appendix A-1 and A-2). Although the E.A.G.L.E Program consists of military type training – marching, drill and ceremony, military style physical training, and military training groups, it is *not* a “Boot Camp” program. The focus of the E.A.G.L.E Program is on the development of self-discipline and leadership skills rather than punishment. In addition to military training, cadets will attend six hours of school daily, during the regular Roanoke City school year, and participate in individual and group counseling. All cadets accepted into the IMPACT 180 Program will be required to comply with all hair and grooming standards of the program. Parents/legal guardians will be responsible for paying for their child’s haircuts. At the time of admission, \$10.00 will be collected from the parents/legal guardians for their child’s initial haircut. Privileges during the E.A.G.L.E Program will be based on a merit/demerit and rank system. During the E.A.G.L.E Program, an individualized service plan will be developed for each cadet. The IMPACT 180 staff, along with the parents/legal guardians, probation officer and other professional service providers, will identify specialized needs of the cadet and his family and connect him with community based services before he is released from the program. Parents/legal guardians are *required to attend and participate* in the initial service plan meeting. If, after five months, (150 days), the cadet has satisfactorily met all the requirements; he will become eligible to advance to Level V in the Individual Performance Phase. If the cadet does not meet all the requirements to advance to the Individual Performance Program, he will remain in the E.A.G.L.E program until the requirements have been successfully completed or he will be discharged from the program.

Level V - The Individual Performance Phase

Level V, or the Individual Performance Phase, (IPP), is a goal-orientated phase with emphasis on individual goal accomplishment. During this phase of the program cadets are expected to maintain a higher standard of performance. During Level V, cadets continue to apply what they have learned from the E.A.G.L.E. Program, focus on completing their service plan, and begin transitioning back into the community. Cadets are expected to maintain a minimum 98% merit average to stay at Level V and be eligible to have special privileges. When a cadet reaches Level V he is expected to maintain a consistently high level of performance or he will be demoted to 4th Class Cadet and he will lose his special privileges.

To advance to a higher level the cadet must have completed a required number of days in the program, consistently display appropriate behavior, be actively working to accomplish identified goals, and satisfy any additional advancement requirements. During this phase of the program, the major focus will center on completing individual treatment needs and completing the *cognitive restructuring* program, (changing behavior by altering responses to thoughts and emotions). In addition, the program will continue to focus on individual, group, family counseling, and academic achievement. Other areas of focus, if applicable, will be related to job interest, developing employment skills, application and interview skills, obtaining employment, developing independent living skills, and completing community service work.

All IMPACT 180 cadets are expected to learn and to comply with all program rules and guidelines. Cadets are expected to display behaviors that will aid in the achievement of their service plan goals.

A Note to Parents

While your child is in the Roanoke Valley Juvenile Detention Center IMPACT 180 Program, you remain the legal guardian and are responsible for his clothing, dental, mental health and medical needs. Your parental responsibilities also include paying for all medical, mental health and dental services that may be required. When necessary, the IMPACT 180 staff may assist you with transportation needs for scheduled appointments. In case of a medical emergency, the staff will transport your child for medical treatment. The staff will contact you after they have arrived at the medical facility. The detention center's contracted physician, nurse, and medical staff will handle all routine medical needs.

Parents/legal guardians will be informed of the scheduled service plan meeting prior to their child's placement in the IMPACT 180 Program. **It is mandatory for the parents/legal guardians to attend the service plan meeting.** Each cadet is assigned a juvenile advisor when he enters the program. The advisor will assist your child with meeting the goals of his service plan and will submit monthly court reports that are reviewed by the coordinator and forwarded to the Court Service Unit. Parents/legal guardians are encouraged to make weekly phone contact with the assigned advisor to stay current with their child's progress. Parental participation will be required for family meetings, service plan reviews, monthly court reviews, and discharge planning meetings. We must be able to reach parents/legal guardians for emergencies at all times, therefore it is important for you to keep all emergency contact numbers current and have weekly contact with your child's advisor.

TELEPHONE CALLS

A cadet entering the IMPACT 180 Program will make a 5-minute orientation telephone call to his parents/legal guardians at the time of intake. After that time, the cadet will not be allowed to make telephone calls until he has been in the program a minimum of 7 days. After the initial 7 day period, the cadet will be eligible to make telephone calls. The duration of the telephone calls will vary depending on the rank/level earned by the cadet. The cadet will not be allowed to make or have telephone conversations with

any persons other than parents/legal guardians while in the E.A.G.L.E. Program. In the event that it is determined a cadet is using 3-way calling to talk with anyone other than parents/legal guardians or that parents/legal guardians are allowing others to talk with the cadet when he calls home, the cadet's telephone privileges will be suspended, regardless of rank or level. A cadet may only receive in-coming telephone calls from professional service providers or calls authorized by the Program Coordinator. If a parent/legal guardian has any questions about his/her child, he/she may call and talk with an on-duty Impact 180 Program Advisor, or the Program Coordinator. Again, the parent/legal guardian is encouraged to make weekly phone contact with the cadet's advisor or Program Coordinator to stay current with his/her child's progress.

VISITATION

A cadet will not be eligible to have visitation until he earns the rank of Cadet 1st Class. A cadet would normally achieve the rank of Cadet 1st Class during the first six days of the program. Any cadet above the rank of Cadet 1st Class will be eligible to receive visitors. ***Visitation is restricted to parents and legal guardians only.*** Scheduled visitation times for 1st, 2nd, 3rd, Class Cadets will be held on Sundays only. Cadets who achieve the rank of 4th Class Cadet and Level V may have visitors on Sundays and Wednesdays.

The Sunday visitation times for 1st, 2nd, 3rd, 4th Class Cadets and Level V Cadets are as follows:

- 1st Visitation:** Sign-In: 12:30 PM Visitation begins at 12:45 PM and Ends at 1:15 PM
- 2nd Visitation:** Sign-In: 1:15 PM Visitation begins at 1:30 PM and Ends at 2:00 PM

The Wednesday visitation time for 4th Class Cadets and Level V Cadets is as follows:

- Visitation:** Sign-In: 7:30 PM Visitation begins at 7:45 PM and Ends at 8:15 PM

All visitors must present photo identification and be on the approved visitors list. Visitors are *not* allowed to bring *any items* (money, baked goods, letters, etc.) to the cadets. During visitation hours the staff will not accept any items (including but not limited to court clothing, special occasion cards, letters, etc.) for the cadets with the exception of medications or medical devices. All visitors will be subject to a search before entering the facility and will be expected to follow all Roanoke Valley Juvenile Detention Center visitation rules and guidelines.

Special Visitations: As a cadet continues to progress in the program, he *may* be eligible to have special visits with his spouse, children, and significant others. Special visits are not guaranteed and must be relevant to the cadet's individual service plan and approved by the Program Coordinator, Probation Officer, and, if indicated, by the Courts.

Trial Home Visits: If a cadet has made progress toward meeting his service plan goals, the cadet may be eligible to have six-hour, twelve-hour, and twenty four-hour trial home visit after advancing to Level V. Before beginning home visits, the cadet and the parents/legal guardians must attend and complete family mediation sessions with the program Mediator. The purpose of the mediation sessions is to assist the cadet and the parents/legal guardians in developing rules and guidelines that will be followed during visits. *Completion of the mediation sessions is mandatory before home visits can begin.* In addition, the cadet and the parents/legal guardians must sign a home visitation contract. (See Appendix A-3). Home visits may require the use of electronic monitoring devices. Therefore, the cadet's home must have a telephone, and it must have all additional features removed, i.e., no voice mail, conference calls, call forwarding, caller ID, call waiting, etc. Trial home visits allow each cadet the opportunity to transition back into the family and community prior to his release from the IMPACT 180 Program. Trial home visits are limited to the cadet's primary residence or future living arrangement. The cadet must be under constant parental/guardian

supervision. The program staff must approve any outings away from the designated visitation location in advance, i.e. shopping, visit to grandparents, going out for dinner. The program staff will do unscheduled security checks by telephone and/or in person at the designated visitation location to insure all parties are in compliance with the trial home visitation guidelines. Trial home visits are not to take place during scheduled school activities or weekend community service hours.

All cadets released within the community for trial home visits, work, school, and other appointments will be subject to searches and random substance abuse tests. Failure to comply with the tests or attempts to circumvent testing measures will be grounds for removal from IMPACT 180. If problems occur during trial visits, the Administrative Review Panel will review the circumstances and determine if the cadet will be eligible for future trial home visits. If the Administrative Review Panel deems it appropriate, they will have the option of removing the cadet from the IMPACT 180 Program.

MAIL

Cadets have the right to send and receive mail. Letter writing materials and postage will be made available to cadets in the IMPACT 180 Program. Incoming and outgoing mail may be inspected for contraband but may not be read by the staff unless there is reasonable belief that the security or order of the facility is threatened. All incoming mail will be opened, inspected, and the postage stamp(s) removed. All outgoing mail must be addressed appropriately and cannot have anything written on the envelope other than a sending and return address. Cadets are forbidden to send letters to detainees in other parts of the facility. This includes sending letters to people outside the facility and having those letters forwarded back to a detainee inside the facility. All other items sent to a cadet through the mail, (money, checks, books, magazines, stamps, etc.), will be confiscated and held in the facility's safe or with the cadet's personal property and will be returned to the cadet at the time of discharge. Any illegal items sent through the mail will be confiscated and turned over to the proper legal authorities.

APPOINTMENTS OUTSIDE OF THE FACILITY

IMPACT 180 allows for temporary community releases for appointments as identified in the individual service plan, such as medical/dental appointments, mental health appointments, community services work, work releases and/or staff-supervised community service. Temporary community releases are based on each cadet's individual service plan goals, risk status, and general behavior. While a cadet is in the IMPACT 180 program, parents/legal guardians are responsible for scheduling and paying for his dental, mental health, medical needs, etc. Before a parent/legal guardian can escort a cadet to an appointment, the parent/legal guardian and the cadet must sign and agree to abide by the rules and guidelines for appointments. (See Appendix A-4). When necessary, the IMPACT 180 staff may assist the parents/legal guardians with transportation needs for scheduled appointments.

Medical Emergencies: In case of a medical emergency, the staff will transport your child for medical treatment. The staff will contact you after they have arrived at the medical facility. The detention centers contracted physician, nurse, and medical staff will handle all routine medical needs.

DISCIPLINE POLICY

IMPACT 180 Program rules are designed to provide a safe environment for all cadets by preventing disruptive behaviors and encouraging compliance with state, federal, and community laws. Rule violations are reviewed with each cadet. *It is each cadet's responsibility to learn and to follow the rules.* Serious rule violations will result in immediate removal from the IMPACT 180 pod and could result in a judicial review

for program removal. Self control and respecting the rights of others are goals for each IMPACT 180 cadet.

RULES UNIQUE TO THE *IMPACT 180* PROGRAM

There are some unique differences between the regular RVJDC pre-disposition program rules and the IMPACT 180 Program rules. The IMPACT 180 rules have been designed to meet the needs of long-term placement as opposed to short-term placement. If a cadet has spent time in the pre-disposition program at the RVJDC, he/she should *not* assume the rules are the same.

LANGUAGE AND BEHAVIOR

The use of profanity, and/or inappropriate comments, (written or verbal), or obscene gestures as well as the use of gang signs, (written, verbal, or signed), will not be tolerated. Cadets are to address the staff as Sir, Ma'am, or by their title and name, i.e. PDI Jones, or as Mr., Mrs., Miss. Cadets are prohibited from addressing staff by their first names, nicknames, "Yo", or in any other inappropriate manner.

A cadet is expected to exhibit appropriate behavior at all times whether in or out of his room. When a cadet is in his room; he is not to communicate verbally, in writing, or by signing to others outside his room. Any cadet who becomes disruptive on the Pod will be removed from the program and placed in another secure area of the facility. The Administrative Review Panel will meet to determine if a recommendation should be made to the Court to have the cadet removed from the program.

COOL DOWN

The IMPACT 180 Program teaches participants new skills and ways to appropriately handle interpersonal conflicts and anger. While in the IMPACT 180 Program, a cadet is expected to maintain control of his behavior at all times. Each participant is expected to use the skills he has been taught to deal with interpersonal conflicts and anger. In the event that a cadet's behavior is beginning to escalate and become out of control, the cadet or staff may initiate a *cool down* to help the cadet regain self-control. If a cadet elects to take a cool down, he will not be penalized by losing merits or privileges. If a cool down is not helping the cadet to regain self-control and his behavior continues to escalate, he will be removed from the pod and placed in another secure area of the facility. If indicated, the Administrative Review Panel will review the cadet's behavior and decide whether the cadet should be removed from the program.

GROUND FOR DISCHARGE

Assaultive behavior will result in immediate referral for discharge from the program. Continual negative behaviors, disruptive behaviors and failure to become actively involved in the program will result in the cadet being removed from IMPACT 180 and placed in another secure section of the facility. At that time his case will be reviewed by an Administrative Review Panel to determine whether a recommendation should be made to the Court to remove the cadet from the IMPACT 180 Program.

EMPLOYMENT

Employment is available only to IMPACT 180 Program cadets on level V. Securing employment must be identified as a goal in a cadet's service plan. Cadets who owe restitution, child support, and court ordered fines, etc. may also be eligible for employment. Before a cadet can seek outside employment, he must

receive parental approval, advance approval from his probation officer/social worker, and approval from the IMPACT 180 Program Coordinator.

A signed employment agreement will be required among the cadet, employer, and the IMPACT 180 Program Coordinator. (See Appendix A-5). Any time the cadet leaves for work and does not report directly to work, or does not report directly back to the facility after work, employment will be immediately terminated.

The status of all money earned will be determined during a meeting with the probation officer/social worker and assigned advisor. Restitution, fines, court costs, child support, and any other monies owed must be paid first, and all remaining monies will be placed in a safe or an individual bank account.

No visits to friends, relatives, home, or stores are allowed on the way to or from work. Cadets are required to stay at the job site the entire time they are at work. Security checks will be made by the IMPACT 180 staff to ensure the cadet is at the job site. Transportation arrangements to and from work will be the responsibility of parents/legal guardians.

MONEY

A cadet will not be permitted to have access to any money while in the IMPACT 180 Program unless he is employed and needs money to purchase meals while at work. All paychecks and money will be logged in and deposited in the facility safe. At no time will the facility release any of the cadet's money to anyone, including parents/legal guardians, unless the cadet has given the facility written authorization.

COURT ORDERED COMMUNITY SERVICE

If the cadet's service plan includes community service work, he will be expected to complete the hours as directed by the Court Service Unit's Community Service Coordinator. Completing court ordered community service hours will take precedence over home visits. No cadet will be allowed to work on completing his community service hours during school hours. Cadets must agree to abide by the program guidelines before beginning community service work. (See Appendix A-5).

IMPACT 180 COMMUNITY SERVICE

All IMPACT 180 participants will be required to perform community service work as scheduled on the weekends and other "out of school" periods. Such service usually takes place within the general area of the detention center, and may include but is not limited to picking up trash along the roadway, washing and waxing the center's vehicles, washing law-enforcement vehicles, (washing privately owned vehicles is not permitted), and other general work details as required. No participants will be allowed to use power tools, cutting tools, or climb ladders while in the program.

SCHOOL ATTENDANCE OUTSIDE OF THE FACILITY

All cadets in the IMPACT 180 Program are required to attend and participate in school classes at the facility. The IMPACT 180 Program does not provide for transportation to and from cadet's home-based school. Therefore, if the service plan has as an objective for the cadet to return to his home-based school during the period of the sentence, the parent/legal guardians must provide transportation. In order to attend his home-based school, a cadet must be on Level V. Home-based school attendance is a privilege. Therefore, late

arrivals to the school and late returns to the facility will result in the discontinuation of the home-based school privilege.

Any cadet leaving and returning to the facility will be subject to search and random drug testing. Cadets are expected to follow all IMPACT 180 rules and restrictions at all times while outside the facility. Educational achievement is paramount within each cadet's service plan. Therefore, poor participation and behavior problems within the educational setting will not be tolerated.

MEAL TIMES

Talking during meal times is at the staff's discretion. If a cadet requires assistance from the staff, he must raise his hand and the staff will assist him. Trading food with other cadets or taking food by force or intimidation is strictly prohibited. If a cadet does not eat a particular food(s) due to a food allergy, a medical problem, or religious beliefs he must let staff know at the time of admission. An alternative food will be made available, but once a cadet states he cannot eat a certain food(s), he will not be able to decide at a later time that he can eat the food(s). If the alternative food(s) is not liked, no other substitution will be served. Disruptive behavior over meals and foods served will not be tolerated.

RELIGIOUS POLICY

All cadets retain their rights to religious freedom. Although spiritual development is encouraged, cadets are not required to participate in any religious programs or activities. IMPACT 180 will have a spiritual development group on Monday evenings and a formal religious service on Sunday mornings. All participation in religious activities is strictly voluntary. Cadets may possess a Bible, Koran, Torah, or religious scripture from any other organized religion. Professional visits from clergy must be prearranged and approved by the cadet's parents/legal guardians, probation officer, and the IMPACT 180 Program Coordinator.

PERSONAL HYGIENE AND DRESS CODE

Cadets must maintain a clean, well-groomed appearance at all times, whether in or out of the facility. Adequate time has been scheduled each day for showers and personal hygiene. A cadet is expected to shower, shave (as needed), brush his teeth, and groom his hair daily. A cadet in the IMPACT 180 Program is required to comply with haircut, hairstyle, and facial hair guidelines. Clean clothes and clean bed linens are issued on a regular basis. All clothing, whether issued by the facility or personal, must be worn appropriately at all times. Trousers must be worn around the waist; shirttails must be tucked into pants, shoes must be fastened and worn properly. Pant legs are not to be worn tucked into socks. A cadet is not allowed to place his hands inside his pants when outside of his room. As a cadet achieves level V in the program, he may wear his personal clothing. Personal clothing cannot depict nor have references that include, but are not limited to, drugs, sex, or violence. The Program Coordinator must approve all personal clothing. Anytime a cadet is outside of his room, he must be fully dressed in appropriate clothing. After lights-out, all cadets must wear appropriate sleeping attire and be aware that security checks throughout the night maybe made by a staff person of the opposite sex.

SEARCHES

Cadets and visitors are subject to search whenever they enter the building or if it is suspected they are concealing contraband. The IMPACT 180 staff will conduct random room, property, and personal searches in order to maintain the safety and security of the facility. All searches will be conducted in accordance with the written procedures and policies of the RVJDC.

INTERPERSONAL RELATIONSHIPS

One area of focus in the IMPACT 180 Program is teaching cadets how to develop appropriate, healthy, interpersonal relationships with the opposite sex. Therefore, IMPACT 180 has both males and females on staff. Cadets are expected to treat all staff with respect and dignity. Inappropriate gestures, comments, and touching is **STRICTLY PROHIBITED**. Any inappropriate behavior toward another person, staff or fellow cadets, may result in immediate removal as indicated.

ROOM AND POD CLEANLINESS REQUIREMENTS

IMPACT 180 participants will be housed in single occupancy rooms. It is each cadet's responsibility to maintain his room and keep it clean and orderly at all times. Rooms are to be kept free of debris and clutter. Each cadet will be given a list of items he is authorized to have in his room. Any additional items must be approved by the Program Coordinator or authorized by the medical department. The IMPACT 180 schedule provides for a weekly G.I. clean up of rooms and the housing unit that will include, but is not limited to, the following:

- Wiping down walls, door, and bunk
- Sweeping and mopping floor
- Cleaning and disinfecting sink, toilet, mattress and pillow

Each room will be inspected for damage and all existing damage will be documented before assigning a cadet to the room. The staff will hold daily room inspections to monitor the condition of each cadet's room. The cadet occupying that room will be held responsible for any and all damage, including but not limited to, graffiti.

GRIEVANCES

A grievance is a formal complaint concerning an incident, policy or condition within the facility. All cadets have a right to file a grievance. Grievances may only be processed because a cadet feels he is being treated unfairly, treated in a demeaning manor, or discriminated against. Cadets have a right to file a grievance without fear or concern that adverse actions will be taken against them as a result of the grievance. All grievances will be reviewed under the written procedures and policies of the RVJDC. Cadets are encouraged to make an attempt to resolve any issues with staff before filing a formal grievance. Grievances may not be used to circumvent the Behavior Management Program.

ILLNESS POLICY

If a cadet is ill or has an injury, he can request to be placed on the sick call list and be seen by the facility nurse. The nurse will treat the problem per the facility physician's standing orders or if necessary, refer the cadet to the facility's attending physician. The only time a cadet can remain in his room or be excused from any activity is by a nurse or physician order. If a cadet does not participate in the program due to an illness or injury that has not been substantiated by a nurse or physician, it will be viewed as a refusal to participate in the program.

JEWELRY AND VALUABLES

Cadets entering the IMPACT 180 Program should not bring jewelry or any other valuables to the facility. If

a cadet arrives at the facility with valuables, the valuables will be logged in and placed in the facility safe. Parents/legal guardians will need to make arrangements to pick up the valuables as soon as possible. Parents/legal guardians should call the program staff, (540.561.3857), during regular business hours, (8:00 a.m. – 4:00 p.m.), to schedule a time to pick up valuables. Please note that parents/legal guardians will *not* be allowed to pick up valuables during visitation times.

PERSONAL PROPERTY

Personal property brought into the building will be limited to two sets of clothing to be worn for appointments outside the building and for court appearances. All personal property will be logged in and stored in a secure area of the building. A cadet will be able to keep a limited number of letters and pictures in his room. As a participant achieves a higher rank in the program he will earn the privilege of having additional personal property items and will be able to keep limited personal property in his room. All personal property brought into the facility will be subject to a contraband search. All contraband found will be confiscated and any illegal items found will be turned over to the appropriate authorities.

Personal property must be picked up 30 days after release or transfer from the facility. Property not picked up within 30 days will be discarded or donated to charity.

ESCAPES AND A.W.O.L.

Escapes: Any discussion with other cadets inside the facility and/or with others outside the facility and/or making drawings of the building or having possession of written plans to escape will be considered an attempt to escape. Any cadet attempting to escape will be removed from the pod and a formal recommendation will be made to the court to have the cadet removed from the program. If a cadet escapes, the local authorities will be notified immediately and the escape will be handled in accordance with RVJDC written policies and procedures. Any cadet who attempts to escape, or escapes, will *not* be accepted back into the program.

Absent Without Leave (A.W.O.L.): Whenever a program participant is out of the facility for appointments, work, home visits, employment, or school, he is expected go straight to and return from his approved destination. If he is late arriving at his destination or returning to the facility, he will be considered A.W.O.L. The Program Coordinator must pre-approve any changes of destination and arrival/return times. It is the responsibility of the transporting person and the cadet to arrive at their approved destination and return on time. The Administrative Review Panel will meet to review all A.W.O.L. incidents and decide what actions should be taken.

COURT REPORTS AND COURT REVIEWS

The IMPACT 180 Program staff is required to submit a written report to the supervising Court on any cadet who is in the program more than thirty days. These reports will include, but are not limited to, program participation, behavior, Administrative Review Panel issues, status of completing service plan objectives, and academic achievements.

Each cadet in the program is required to have his progress reviewed by the supervising Court every thirty days. The monthly reviews will be conducted by the supervising Court either in person at the courthouse, by written report submitted to the court without the cadet being present, or by video court from the detention facility. It is mandatory that parents/legal guardians attend all monthly Court reviews unless the review is

by written report. The IMPACT 180 staff will give a formal report to the Court about the cadet's participation and progress, or lack thereof, in the program.

MAILING ADDRESS, DIRECTIONS, and 24-HOUR TELEPHONE CONTACT

Mailing Address

Letters and cards to cadets in the Impact 180 Program should be directed to the following address:

First and Last Name of Addressee
RVJDC Impact 180 Program
498 Coyner Springs Road
Roanoke, Virginia 24012-9038

Directions to The Roanoke Valley Juvenile Detention Center

From Roanoke, Virginia:

Take Interstate 581 to the U.S. Route 460 East exit, continue East on Route 460 for 6.7 miles
Turn left off Route 460 onto Coyner Springs Road (Rt. 660) beside the Exxon Station
Continue straight on Coyner Springs Road to the facility located on the right.

The Roanoke Valley Juvenile Detention Center 24-Hour Telephone Contact Number

The Roanoke Valley Juvenile Detention Center operates 24 hours a day, 365 days a year.

The Impact 180 Program Coordinator can be reached during regular business hours,
8:00 am – 4:00 pm Monday through Friday.

After regular business hours, you may contact the Impact 180 staff at **(540) 561.3857**.

APPENDIX

DEFINITION OF TERMS

COOL DOWN – a period of separation that provides the opportunity for the cadet to regain self-control.

CONTRABAND - any item or materials found in the cell or on the person that has not been issued by RVJDC.

COURT REPORT/REVIEW - a report submitted to the court regarding a cadet's behavior that will determine the cadet's continued appropriateness for the program.

DISCIPLINE DIRECTIVE - a physical activity designed to give the cadet the opportunity to change negative behavior and get back on task.

ADMINISTRATIVE REVIEW PANEL - a panel consisting of, but not limited to, the PD Coordinator, Assistant Superintendent, and other PD staff. The Administrative Review Panel will determine if a recommendation will be made to the court to drop the cadet from the program.

HYGIENE BAG - zip lock bag issued at Intake that contains personal hygiene items.

HYGIENE INFRACTION - failure to have hair combed, face washed, or teeth brushed.

INTERCOM BUTTON - button on cell wall that is used to call for help in emergencies, such as serious illness or injury.

LEADERSHIP TASK – assignment to serve as Platoon Sergeant, Squad Leader, Guidon Bearer, or other assigned duty post.

MERIT – positive point. Each cadet receives 10 merits at the start of each day. Cadets keep their merits by meeting program expectations. Failure to meet expectations will result in a DEMERIT - a negative point.

ORANGE COVER – loss of all privileges. The *Administrative Review Panel* may place a cadet in orange due to serious behavior management problems, repeated misconduct and refusing to participate in program activities.

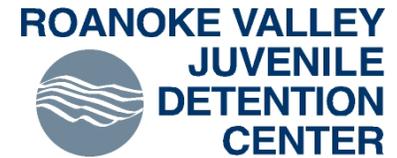
PARTICIPATION - being engaged in activities as directed by staff.

PROMPT – a verbal warning designed to redirect a cadet to get back on task. In the progression of discipline, a prompt is followed by a discipline directive and then a demerit.

SERIOUS ILLNESS OR INJURY - if you are bleeding, vomiting, having difficulty breathing, or having severe chest pains.

UNAUTHORIZED AREA - any area in which the cadet has not been given permission to enter.

UNIFORM INFRACTION - failure to wear uniform in accordance with program regulations, such as having hands in pockets or front of pants.



POST-DISPOSITION MERIT PROGRAM

PROGRAM GUIDELINES:

Cadets are expected to follow the Program Guidelines at all times.

1. Cadets are expected to use appropriate behavior at all times.
2. Treat all people and property with respect.
3. Cadets are expected to address others with respect. Staff are to be addressed as PDI (Name), sir, or ma'am.
4. Participation in all aspects of the PD Program is expected.
5. Use of appropriate language is expected.
6. Cadets are expected to follow staff directions at all times.
7. Think before you speak and act.
8. Cell intercom is for EMERGENCY use only.
9. Remain in designated areas.
10. Cadets can only possess those items issued by RVJD

PROGRAM PHILOSOPHY:

The Merit Program is based on a progression of discipline, rank, and privilege. Maintaining positive behavior is expected and enables cadets to keep their merits. Failure to meet expectations will result in a prompt, then a discipline directive, and then a demerit.

Cadets receive 10 merits at the start of each day. Positive behavior enables cadets to maintain their merits.

Prompt ⇒ Discipline Directive ⇒ Demerit

Cool Down - Cadets are expected to maintain control of their behavior at all times. In the event that the cadet's behavior is beginning to escalate, staff or a cadet may initiate a *cool down* to help the cadet regain self-control.

PROMOTION:

Cadets earn additional privileges with increased rank. Cadets may apply for rank after completing a specified number of days *and* consistently maintaining a required average of merits. The requirements for promotion are listed below:

| RANK | TIME IN PROGRAM | MERIT AVERAGE |
|-----------------------------|-----------------|---------------|
| Cadet | 1-30 day | 80% of merits |
| Cadet 1 st Class | 30-60 days | 85% of merits |
| Cadet 2 nd Class | 60-90 days | 90% of merits |
| Cadet 3 rd Class | 90-120 days | 95% of merits |
| Cadet 4 th Class | 120-150 days | 97% of merits |
| IPP Level V | 150-180 days | 98% of merits |

The review panel must approve promotions.

PRIVILEGES:

Cadet: 5 min. phone call & letter on Saturday.

Cadet 1st Class: 7 min. phone call; letter on Sat.; visit on Sunday; one picture in cell; & participation in canteen.

Cadet 2nd Class: 8 min. phone call; letter on Sat.; visit on Sunday; two pictures in cell; participation in canteen; & eligible to be considered for a leadership task.

Cadet 3rd Class: 10 min. phone call; letter on Sat.; visit on Sunday; three pictures in cell; participation in canteen; soda during canteen; eligible to wear a watch; & eligible to be considered for a leadership task.

Cadet 4th Class: 10 min. phone call on Sun. & Tue; letter on Wed; & Sat.; visit on Sun. & Wed.; four pictures in cell; participation in canteen; eligible to wear a watch; eligible for a leadership task; eligible for home visit after two weeks.

Level V: 10 min. ph. call on Sun. & Tue; letter on Wed; & Sat.; visit on Sun. & Wed.; five pictures in cell; canteen; eligible to wear a watch; eligible for a leadership task; eligible for outside contact; wear personal clothes & have personal hygiene items.

Any level of cadet may be eligible for pizza on Saturday if they have been in the program at least two weeks and have maintained 100% of merits for the entire week. After maintaining 100% of merits for two weeks, any cadet may be eligible to sleep in one hour on Sunday. After maintaining 100% of merits for three weeks or more, any cadet may be eligible for soda or juice on Saturday during canteen.

All Cadets can have up to three letters in their cells.

SAMPLE MERIT CARD
(Front)

E.A.G.L.E. PROGRAM MERIT-DEMERIT CARD

CADET NAME _____
RANK _____

PLT. _____ **SQUAD** _____
DATE _____

| ACTIVITY | DEMERIT | MERIT TOTAL 10 | STAFF INITIAL |
|------------|---------|-------------------|---------------|
| AM Routine | 1 | 9 | |
| Lunch | 1 | 8 | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

END OF DAY MERIT TOTAL: 8 TABULATED BY __

(Back)
BACK OF MERIT-DEMERIT CARD

| ACTIVITY | DEMERIT COMMENTS | STAFF INITIAL |
|------------|-------------------------|---------------|
| AM Routine | Talking during movement | |
| Lunch | Passing food | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Roanoke Valley Juvenile Detention Center

Impact 180 Program Home Visitation Rules

1. Travel directly to home, remain there through duration of visit, and return directly to facility (making no stops in between). Return must also be prompt to time set by facilitators of the visit.
2. No one in home during visit other than legal residents and biological parents/guardians.
3. No contact (online, phone, or otherwise) with friends during the visit.
4. No use of illegal substances during visit. This includes alcohol and tobacco products. No use of medications unless approved by RVJDC Staff.
5. You will be required to submit to urine screening for drugs, saliva test for smoking, and breathalyzer or blood screen test for alcohol.
6. You are not allowed to take or return with personal articles other than the set of clothes on your person.
7. The set of clothes on your person upon leaving must be identical to the set upon return.
8. You will be required to submit to a search of your person upon return to the facility.
9. It is a possibility that Impact 180 Staff will call or visit your home during your visit. You must be present at this time or you are in violation of the rules. This violation will be just cause for expulsion from the program.
10. You are not at anytime during this visit to engage in any type of criminal activity or associate with anyone engaging in criminal activity.

Upon leaving this facility on home visit, I have thoroughly read and agree to abide by the above rules. I also realize that deviation from these rules will be grounds for expulsion from the Impact 180 Program.

Juvenile _____ Date _____

Upon removing my child from this facility on home visit, I have thoroughly read and agree to ensure that my child will abide by the above rules. I also realize that deviation from these rules by my child will result in the child's expulsion from the Impact 180 Program.

Parent _____ Date _____

Staff _____ Date _____

Roanoke Valley Juvenile Detention Center

Impact 180 Program Appointment Rules

1. Parents/legal guardians are the only persons allowed to pick up cadets and transport them to their appointments. Parents/legal guardians must come into the building and sign their child out. Parents/legal guardians can not “drop” their child off outside the building. Parents/legal guardians must accompany their child into the building and sign the child back in.
2. A cadet may be picked up forty-five (45) minutes before his appointment in order to have enough time to travel to his appointment.
3. A cadet is **Not** permitted to drive to his appointment regardless of the status of his driver’s license.
4. A cadet is to travel directly to his appointment and return promptly after his appointment making no other stops along the way for any reason, unless previously authorized by the Impact 180 Program Coordinator or staff.
5. Parents/legal guardians are held solely responsible for their child’s actions while under the parents/legal guardian’s supervision.
6. A cadet is not to participate in any illegal activity or to associate with anyone who participate in illegal activity while they are outside the premises of the facility.
7. Cadets are strictly prohibited from using **any** tobacco products, alcohol, or illegal substances.
8. Upon return, the cadet will be searched, and possibly given a urine drug screen, breathalyzer, and or a nicotine test.
9. A cadet must present documentation confirming the appointment. The conformation should indicate the time of arrival and the time of departure on professional letterhead. Conformation should include the name of the counselor/doctor, phone number and address.

Upon leaving this facility for an appointment, I acknowledge that I have thoroughly read and agree to abide by the above rules. I also realize that deviation from these rules will be grounds for expulsion from the Impact 180 Program.

Cadet _____

Date _____

I assume complete responsibility for my child’s welfare and behavior. I have thoroughly read and agree to ensure that my child will abide by the above rules. I also realize that deviation from these rules by my child may result in the child’s expulsion from the Impact 180 Program. I acknowledge that I have received a written copy of the above rules.

Parent/Guardian _____

Date _____

Staff _____

Date _____

If any problems occur, immediately contact the Impact 180 staff or Shift Supervisor at 540.561.3840, (24 hr. telephone line).

Roanoke Valley Juvenile Detention Center

***Impact 180* Program Employment/Community Service Rules**

Contract for Employment/Community Service

1. Travel directly to work, remain there through duration of your scheduled shift, (hours), and return directly to facility (making no stops in between). You must return to the facility at the prescheduled time unless given special permission by the facility staff.
2. No contact (online, phone, or otherwise) with friends/relatives during your work hours. If you have contact with friends/relatives through your job duties you should be courteous, help them, explain to them that you have to get back to work and carry on with your job duties.
3. No use of illegal substances. This includes, but is not limited to illegal drugs, inhalants, alcohol, and tobacco products. No use of medications unless approved by RVJDC medical staff.
4. You will be required to submit to random urine screening for drugs, saliva test for smoking, and breathalyzer or blood screen test for alcohol.
5. You are not allowed to take any personal items to work other than what is required, clothing, wallet, watch, etc., You may not return to the facility with any articles other than those articles you were authorized to take with you to work. You will be required to submit to a search of your person upon return to the facility.
6. It is a possibility that *Impact 180* staff will call or visit your work site while you are working. You must be present on the jobsite/worksites, at this time or you are in violation of the rules. This violation could result in the loss of your work/community service privilege and/or removal from the program.
7. I agree not to engage in any type of criminal activity or associate with anyone engaging in criminal activity.
8. I understand that any criminal activity at the jobsite/worksites either discussed or engaged in, will be reported to the appropriate authorities, program coordinator, and supervising probation officer. I also understand that any criminal offenses I commit against my employer/worksites provider, or their business, will be pursued through the appropriate legal system.
9. I agree to abide by the employer's/community service provider rules, standards, and code of ethics. I agree to work diligently and engage in the "best practices" that will benefit my employer/community service provider.

I have thoroughly read and agree to abide by the above rules. I also realize that violation of these rules will be grounds for losing my privilege to have a job and could possibly result in expulsion from the *Impact 180* Program. I also understand that these rules are subject to change at anytime and agree to abide by those changes.

Juvenile _____

Date _____

Impact 180 Staff _____

Date _____

Roanoke Valley Juvenile Detention Center

Impact 180 Program Employment/Community Service Guidelines

1. We, the owners, managers, and /or supervisors or employers understand that _____ is an active program participant in the Roanoke Valley Juvenile Detention Center's *Impact 180* Program, and has been placed in the program through the juvenile court system.
2. We, the owners, managers, and /or supervisors or employers, agree to monitor his activity while he is on the job and immediately report any problems or rule violations to the *Impact 180* Program coordinator or other facility supervisor.
3. I understand that he is not to return to the facility with anything from the work site, i.e. food, or other items, that may have been given to him/her by the employer.
4. He is not allowed to leave the work site at any time during their scheduled work hours.
5. He is not to receive "dropped" off messages, telephone messages, e-mails, or telephone calls during their scheduled work hours unless it is an emergency or from the program coordinator/staff.
6. He is not allowed to have visitors, (friends or relatives), other than program staff, and supervising probation officers.
7. No use of illegal substances. This includes, but is not limited to illegal drugs, inhalants, alcohol, and tobacco products. No use of medications unless approved by RVJDC medical staff.
8. Other:

Contact Information: Frank Smith, Program Coordinator (540) 561.3878
 Lt. Jeffery White (540) 561.3855
 Main Office Number (540) 561.3840
 On Duty Shift Supervisor (540) 561.3859

I have thoroughly read and agree to abide by the above guidelines. I agree to contact the *Impact 180* Program staff or other facility staff immediately if any of the above guidelines are violated. I also realize that deviation from these rules will be grounds for the employee to lose their privilege to have a job and could possibly result in expulsion from the *Impact 180* Program.

Employer/Community Service Provider _____ Date: _____

Impact 180 Staff: _____ Date: _____