

J'ME OVERSTREET
DIRECTOR
OKLAHOMA COUNTY JUVENILE BUREAU



COURT SERVICES AND DETENTION GUIDE

A HANDBOOK
DEVELOPED FOR DISTRIBUTION BY THE
OKLAHOMA COUNTY JUVENILE BUREAU

THEIR SUCCESS IS OUR
SUCCESS.

HAJR HAMIN
CHIEF OF COURT SERVICES
COURT SERVICES DEPARTMENT

BRUCE HENLEY
FACILITY ADMINISTRATOR
OKLAHOMA COUNTY JUVENILE DETENTION CENTER

Table of Contents

Introduction	3
 Court Services Department	
What are Diversion Services?	3
What are Probation Services?.....	3
Types of Court Hearings	
Detention Hearing.....	3
Arrest Hearing.....	4
Pre-Trial Conference	4
Disposition Hearing	4
Diversion by the Court.....	4
Review of Status Hearing.....	4
Court Dates and Attendance.....	4
Courtroom Dress Code.....	5
Oklahoma County Juvenile Justice Center Dress Code.....	5
Courtroom Conduct Code.....	5
Responsibilities of the Parties.....	6
Responsibilities of the Officer	6
Responsibilities of the Parent/Legal Guardian/Custodian.....	7
Responsibilities of the Youth	8
Potential Rules of Supervision.....	9
Grievance Procedure.....	10
Summary	10
Court Costs, Fines, Attorney Fees, Restitution, Probation Fees, And/or Program Fees Payment Instructions	10
Useful Telephone Numbers	12
 Oklahoma County Juvenile Detention Center (OCJDC)	
General Information	13
Prescription Medication	13
Education.....	13
Youth Guidance Services (YGS)	13
Visitation	13
Telephone Calls	15
Mail	15
Meals	16
Clothing and Property	16
Juvenile Rights	16
Legal Rights	17
Grievance Procedure	18

INTRODUCTION

This guide was developed for youth who have been placed under the supervision of the Oklahoma County Juvenile Bureau (OCJB) Court Services Department or in the Oklahoma County Juvenile Detention Center (OCJDC) and their families, to provide the information they need to be successful during their involvement with the OCJB. The information in this guide may be needed at any time during the supervision period; therefore, it should be kept in a convenient place where it is easily accessible. If there is anything you do not understand, please do not hesitate to ask your assigned Officer.

COURT SERVICES DEPARTMENT

WHAT ARE DIVERSION SERVICES?

A program designed to guide eligible youth away from the formal juvenile court process. Diversion programs aim to hold youth accountable for their actions without assigning a label of "delinquent." Diversion services include Informal Adjustment Without Petition (IAWP), a voluntary supervision period of six (6) months or less that does not involve the judge, and Defer Delinquency Adjudication Proceeding (DDAP), a program for youth who have been identified as having committed acts that are not serious enough to warrant adjudication through the court process, but that do indicate a need for intervention and supervision to prevent further development of delinquency. Diversion services are voluntary and/or under court-ordered supervision of a youth by an Intake Officer.

WHAT ARE PROBATION SERVICES?

Probation is a legal status imposed by the Court upon entering a disposition order. Probation is a period of court-ordered supervision of a youth by a Probation Officer. This supervision is provided to guide youth in the successful accomplishment of the action steps of the probation plan, as well as to document and report to the Court whether or not the youth is complying with the plan. It allows youth to remain in their home under Court supervision rather than being placed out of the home. This service provides the community with protection, holds the youth accountable, and promotes the rehabilitation of the youth.

DETENTION HEARING

A Detention Hearing is a court hearing in which the youth and his/her parent/legal guardian/custodian are advised of the reason(s) that the youth is being held in detention, a bond may be established for each offense, and a determination of whether or not probable cause exists for continued detainment is made. The detention hearing is scheduled within twenty-four (24) hours of the youth being taken into custody, excluding weekends and holidays.

ARRAIGNMENT HEARING

An Arraignment Hearing is a court hearing in which the youth, the youth's parent/legal guardian/custodian, and the youth's attorney (if applicable) are presented with a copy of the delinquency petition that has been filed alleging the delinquent acts committed by the youth. The youth and his/her parent/legal guardian/custodian have the option to apply for a court appointed public defender at this time, and a determination of their eligibility is made by the judge.

PRE-TRIAL CONFERENCE

A Pre-Trial Conference Hearing is used to determine whether the allegations made against the youth are supported by the evidence. A youth may admit guilt by offering a stipulation to the petition or refute the delinquent acts and request a trial.

DISPOSITION HEARING

A Disposition Hearing will take place approximately thirty (30) days from the Pre-Trial Conference date. The youth will have met with the Probation Officer and will have been provided an explanation of what he/she will be required to do. The formal probation plan is usually adopted at this hearing.

DIVERSION BY THE COURT

A hearing used to report to the Court how the youth is progressing while on a Defer Delinquency Adjudication Proceeding (DDAP). His/her successes, as well as the areas that need improvement, will be discussed. If the Intake Officer believes that the youth is not making satisfactory progress, a recommendation for the DDAP to be terminated and a higher level of supervision implemented will be made.

REVIEW OF STATUS HEARING

The purpose of a Review of Status Hearing is to report to the Court how the youth is progressing while on probation. His/her successes, as well as the areas that need improvement, will be discussed. If the Probation Officer believes that the youth is not making satisfactory progress, a sanction may be recommended (See Potential Rules of Supervision).

COURT DATES AND ATTENDANCE

The youth and his/her parent/legal guardian/custodian must attend and shall be seated in the courtroom prior to the scheduled time, when the docket will be called.

IF A YOUTH OR HIS/HER PARENT/LEGAL GUARDIAN/CUSTODIAN FAIL TO APPEAR FOR A SCHEDULED HEARING, A BENCH WARRANT WILL BE ISSUED IMMEDIATELY. When a bench warrant is exercised, the youth will be placed in the Oklahoma County Juvenile Detention Center (OCJDC) and have a hearing the next business day. When a bench warrant is issued for a parent/legal guardian/custodian, the parent/legal guardian/custodian will be placed in the Oklahoma County Jail until the next available court day.

COURT DATES WILL NOT BE POSTPONED WITHOUT A COURT-APPROVED REASON. IF YOU NEED A CONTINUANCE, YOU MUST SPEAK WITH YOUR LEGAL COUNSEL, OFFICER, AND/OR BAILIFF, WHO WILL COMMUNICATE WITH THE JUDGE.

COURTROOM DRESS CODE

The youth and his/her parent/legal guardian/custodian shall comply with the Oklahoma County Juvenile Justice Center dress code while in Court. It is recommended that males wear a shirt with a collar, dress pants, and a belt so pants will stay pulled up, and females wear a dress or a blouse with a skirt (at least knee length) or dress pants. The youth and his/her parent/legal guardian/custodian should be clean and hair should be combed.

OKLAHOMA COUNTY JUVENILE JUSTICE CENTER DRESS CODE

- No hats, caps, or head coverings (except for religious headwear)
- No shorts or skirts shorter than four inches (4") above the knee
- No clothing items or jewelry with obscene, vulgar, racist, or gang related words or depictions
- No provocative or revealing clothing
- No heavily soiled clothing
- Pants must be worn above the top of the hip
- No exposed under garments

THOSE WHO ARE DEEMED TO BE WEARING INAPPROPRIATE ATTIRE BY ORDER OF THE PRESIDING DISTRICT JUDGE MAY BE DENIED ENTRY OR REQUIRED TO LEAVE THE OKLAHOMA COUNTY JUVENILE CENTER BUILDING.

COURTROOM CONDUCT CODE

The youth must answer the Judge with "Yes Sir/Ma'am" or "No Sir/Ma'am." The youth must show the Judge the respect his/her position requires.

No one shall carry ANY kind of weapon inside the Oklahoma County Juvenile Justice Center.

All attendees must remain quiet and be respectful of others while waiting for their case to be called.

No food, drinks, or chewing gum are permitted in the courtroom.

Cell phones must be turned off while in the courtroom.

All attendees must check in at their hearing time and then remain directly outside of the courtroom when waiting for their case to be called. If they must leave for a minute, they must first notify the Officer.

THE SAME RULES APPLY TO PARENT/LEGAL GUARDIAN/CUSTODIAN, WHO SHOULD BE SETTING AN EXAMPLE FOR THEIR CHILDREN.

RESPONSIBILITIES OF THE PARTIES

The primary parties involved in the supervision process have certain responsibilities. Brief discussions of responsibilities are provided in this section that will assist the youth in understanding what is required of him/her and others while he/she is on diversion/probation.

The primary parties involved in Court Services supervision are the:

Judge
Assistant District Attorney
Defense Attorney (may be a Private Attorney or Public Defender)
Intake or Probation Officer
Youth
Parent/Legal Guardian/Custodian of the Youth

RESPONSIBILITIES OF THE OFFICER

The Officer is responsible for contacting the youth and his/her parent/legal guardian/custodian to schedule an Initial Office Visit (IOV). The youth and parent/legal guardian/custodian are required to be present. The IOV is very important and necessary to obtain information about the youth and his/her parent/legal guardian/custodian. The information will include school attendance, grades, the youth's behavior at home and school, and any history of running away, out-of-home placements, drug use, counseling, and/or other relevant information.

The Officer will answer questions the youth and parent/legal guardian/ custodian may have.

Based on the information provided, the Officer is responsible for making a recommendation to the District Attorney's Office and/or Court. Intake Officers may recommend a diversion program or probation supervision. If a diversion program is recommended, an Intake Officer will prepare a proposed IAWP/DDAP Agreement and provide a copy to the youth, the youth's parent/legal guardian, the Judge (if applicable), the Assistant District Attorney, and the youth's attorney (if applicable) and appear in Court (if applicable) for the Disposition Hearing to answer questions regarding the proposed diversion plan. If probation is recommended, a Probation Officer will prepare a proposed probation plan and provide a copy to the youth, the youth's parent/legal guardian/custodian, the Judge, the Assistant District Attorney, and the youth's attorney and appear in Court for the Disposition Hearing to answer questions regarding the proposed probation plan.

Once a youth is placed on supervision, the Officer will make any necessary counseling or program referrals and keep a record of the youth's participation and progress.

When the case is reviewed by the Judge, the Officer will appear in Court to report the youth's progress or problems he/she may be experiencing.

The Officer is responsible for providing information to assist the family in locating an appropriate facility for out-of-home placement, if necessary.

RESPONSIBILITIES OF THE PARENT/LEGAL GUARDIAN/CUSTODIAN

The parent/legal guardian/custodian is responsible for providing an attorney for their youth. If the parent/legal guardian/custodian wishes to request a court-appointed attorney, they will be required to complete a "pauper's affidavit" and pay a fifteen dollar (\$15.00) application fee. If the Court determines that the youth is eligible for a court-appointed attorney, an appointment will be made. If not, the parent/legal guardian/custodian will be responsible for hiring a private attorney.

The parent/legal guardian/custodian is responsible for paying all court ordered monetary obligations to include court costs and fines, attorney fees, restitution, probation fees, and/or program fees. The parent/legal guardian/custodian is responsible for providing receipts of payments of all court ordered monetary obligations to the court at scheduled hearings.

The parent/legal guardian/custodian is responsible for arranging for the transportation needs of the youth in order for the youth to comply with the action steps of his/her plan.

The parent/legal guardian/custodian must be present in Court for all hearings regarding the youth in his/her care. The parent/legal guardian and/or custodian is responsible for providing or arranging any transportation necessary for the youth to comply with his/her plan.

The parent/legal guardian/custodian is responsible for reporting to the Officer if the youth does not comply with or violates the plan. The Officer has the responsibility of responding and making recommendations for appropriate sanctions. These sanctions may not be immediate or according to the wishes of the parent/legal guardian/custodian.

If it becomes necessary to obtain out-of-home placement for the youth, the parent/legal guardian/custodian is responsible for locating a facility and paying the cost involved.

If a youth is not complying with his/her plan, his/her agreement may be terminated or probation may be revoked. If placed in the custody of the Office of Juvenile Affairs (OJA) and placed out-of-the home, the parent/legal guardian/custodian is required to pay child support to OJA.

A PARENT/LEGAL GUARDIAN/CUSTODIAN WHO FAILS TO FOLLOW OR MAKE SURE THE YOUTH FOLLOWS THE COURT'S ORDER IS IN CONTEMPT OF COURT, WHICH MAY RESULT IN UP TO THIRTY (30) DAYS CONFINEMENT IN THE OKLAHOMA COUNTY JAIL.

RESPONSIBILITIES OF THE YOUTH

The youth is responsible for attending all scheduled Court Hearings and meetings, keeping the Officer informed of all events and information required in the his/her plan, performing and completing all of the action steps of the plan, abiding by all laws, observing his/her curfew, and obeying the rules of the home established by the parent/legal guardian/custodian. The youth has the right to be represented by an attorney. The youth should contact his/her attorney or Officer if he/she has any questions or concerns about diversion/probation requirements.

The youth is responsible for contacting his/her Officer by telephone as directed, preferably Monday through Friday. If there is no answer, the youth should leave a voicemail. The voicemail should include the youth's first and last name, why he/she is calling, and a phone number where he/she can be reached. ALWAYS KEEP IN CONTACT WITH YOUR OFFICER.

If ordered by the Court, the youth will perform community service by volunteering to work for a non-profit organization, such as the American Red Cross, the Jesus House, local churches, shelters, recreational centers, food banks, etc. Before performing community service work, the youth should check with the Officer to ensure that the entity is a non-profit organization.

Youth must attend school without unexcused absences, suspensions/expulsions, and/or behavioral referrals while under supervision. A school attendance and behavior report will be conducted prior to each Review Hearing.

The youth is not to commit any new delinquent acts or receive any new referrals or charges with law enforcement.

Youth are required to cooperate with agencies and complete all counseling and other program referrals before his/her case can be considered for dismissal.

If a youth completes his/her plan within the stated time, the youth is released from further court services involvement. If the youth fails to complete the plan within the stated time, he/she is subject to sanctions, which may include additional time under supervision. The youth should ask questions if he/she is unsure of what is expected.

POTENTIAL RULES OF SUPERVISION

The following is a list of possible options that the Officer **may** require the youth to complete prior to dismissal. These recommendations are intended to assist the youth to grow as a person and regain control of his or her life so that he or she will not reoffend in the future. The youth and family's ideas and suggestions to expand this list are welcomed.

1. Complete Community Service Work (CSW) at a non-profit organization and/or maintain part-time employment and provide verification to Officer prior to each Review Hearing.
2. Maintain sobriety and participate in drug testing.
3. Maintain enrollment in an educational program with no unexcused absences, suspensions/expulsions.
4. Participate and successfully complete any other educational and/or training programs.
5. Call Officer as directed. Leave a voicemail if the Officer is unavailable.
6. Visit Officer as directed.
7. Follow ALL household rules and guidelines.
8. Follow curfew as directed by the Courts, your Officer and your parent/legal guardian/custodian.
9. Do not violate any City, State, and/or Federal laws.
10. Do not have contact with any of your co-defendants, or as directed by the Courts and/or your Officer.
11. Remain under the supervision of your parent/legal guardian/custodian.
12. Comply with any other court-ordered conditions.

GRIEVANCE PROCEDURE

In the event of an occurrence considered to be unjust or grounds for complaint, a grievance may be filed by the youth or his/her parent/legal guardian/custodian, on behalf of the youth, and submitted within seven (7) business days of the alleged occurrence. Youth have the right to file a grievance at any time without fear of consequence. A copy of the grievance form will be provided at the preliminary inquiry and will also be available in the OCJB Court Services Lobby (Room 202). Once completed, the grievance form should be placed in the locked box provided for grievances that is located in the OCJB Court Services Lobby.

SUMMARY

In summary, the youth will remain under supervision until he/she has satisfactorily completed all action steps of his/her plan. The duration of supervision can range from less than three (3) months to one (1) year or more, depending on the rate of the youth's progress. If necessary, the Court may maintain jurisdiction until the youth reaches his/her nineteenth (19th) birthday.

COURT COSTS /FINES /ATTORNEY FEES/RESTITUTION/PROBATION FEES AND/OR PROGRAM FEES PAYMENT INSTRUCTIONS

Payment of court costs, fines, court-appointed attorney fees, restitution (damages suffered by the victim), probation fees, and/or program fees is the responsibility of the youth's parent/legal guardian/custodian. All costs must be paid prior to dismissal of the case. Payment for court costs, fines, and court-appointed attorney fees shall be made first.

The format for making payments of fees is set forth below. It includes guidelines for filling out a money order or cashier's check. Please follow this format so that we can process payments in a timely manner. **DO NOT MAIL CASH.** Please follow the guidelines below when making a payment:

1. Payments for court costs, fines, attorney fees shall be paid first and made by check, money order, debit/credit card, and/or cash (exact change only) at the Juvenile Justice Center, Suite 203, or mailed to:
Rick Warren, Court Clerk
5905 N. Classen Court, Suite 203
Oklahoma City, OK 73118
CHECKS AND MONEY ORDERS SHALL BE DESIGNATED WITH THE JDL CASE NUMBER(S).
2. Payments for restitution, probation fees, and/or program fees shall be made by money order and/or cash (exact change only) at the Juvenile Justice Center, Suite 201, or mailed to:

OCJB Cost Collections
5905 N. Classen Court, Suite 201
Oklahoma City, OK 73118

MONEY ORDERS SHALL BE DESIGNATED WITH THE JDL CASE NUMBER(S).
PERSONAL CHECKS CANNOT BE ACCEPTED FOR RESTITUTION, PROBATION
FEES, AND/OR PROGRAM FEE PAYMENTS.

3. Fill out the money order/cashier’s check as follows:
 - a. PAY TO THE ORDER OF:
 - i) Court Clerk/Court Costs (if paying court costs)
 - ii) OCJB Restitution (if paying restitution)
 - iii) OCJB Probation (if paying probation/program fees)
 - b. DATE: The date you make your payment
 - c. SIGNATURE: Sign your full name legibly*
 - d. ADDRESS: Your current mailing address
 - e. MAIL: The first page (top copy) of the money order/cashier’s check and maintain the carbon copy for your records.

*If signatures are not legible, processing could be delayed and/or the money order/cashier’s check will be returned.

USEFUL TELEPHONE NUMBERS

	<u>PHONE</u>
CHIEF OF COURT SERVICES – HAJR HAMIN Intake and Diversion and Probation Services	(405) 713-6941
INTAKE SUPERVISOR – CARLOTTA MEEKER	(405) 713-6478
PROBATION FEES, DRUG TESTING, COST COLLECTIONS, FINES, AND RESTITUTION	(405) 713-6400
COURT COSTS AND ATTORNEY FEES - COURT CLERK COURT DATES AND TIMES	(405) 713-6413
UNABLE TO ATTEND COURT - JUDGE’S BAILIFF:	
CHIEF JUDGE STINSON	(405) 713-6796
JUDGE MCCORMICK	(405) 713-6759
JUDGE GREEN	(405) 713-6754
JUDGE WILLIAMS	(405) 713-6790
JUDGE RIESEN	(405) 713-6763
PUBLIC DEFENDER’S OFFICE	(405) 713-6775

FACILITY ADMINISTRATOR – BRUCE HENLEY (405) 713-6487

ASSISTANT FACILITY ADMINISTRATOR (OPERATIONS) – ERIN MCCONNELL
(405) 713-6423

ASSISTANT FACILITY ADMINSTRATOR (SUPPORT STAFF) – KASANDRA WEST
(405) 713-9643

Questions Regarding Youth in the Oklahoma County Juvenile Detention Center
(405) 713-6475

OKLAHOMA COUNTY JUVENILE DETENTION CENTER (OCJDC)

GENERAL INFORMATION

When a juvenile under the age of eighteen (18) and is accused of a serious violation of the law in Oklahoma County, he or she may be admitted into the Oklahoma County Juvenile Detention Center (OCJDC) for the safety of the community and him/herself. The facility also takes custody of juveniles with warrants and pick-up orders issued by judges across the county, state, and nation.

Audits by the state and the American Correctional Association (ACA) have proven that the quality of care provided at the OCJDC far exceeds the minimum requirements of a juvenile detention center.

Residents will receive medical and/or psychological services on an as needed basis. Residents are also allowed to participate in numerous programs.

PRESCRIPTION MEDICATION

The parent/legal guardian/custodian may deliver prescription medication to the OCJDC at any time. Medication must be in prescription packaging and bubble wrapped by your pharmacy. Asbury Pharmacy (3401 N. May Ave, Oklahoma City – (405) 843-6691) can provide bubble wrapping services.

EDUCATION

Residents will be enrolled in the Oklahoma City Public School System, for which they will receive educational credit. School records can only be obtained by contacting the Extended Educational Services (EES) Records Department by calling (405) 587-8477.

YOUTH GUIDANCE SERVICES (YGS)

The Youth Guidance Services (YGS) Department exists to support residents and staff of the OCJDC in appropriate interactions for their mutual safety, security, and personal development. The goal of these services is to develop a secure environment that enables residents to live without fear and to develop the skills and abilities necessary to relate and adjust both inside of the OCJDC and after release.

VISITATION

1. Special visitation for residents of D Unit (Upward Bound) is from 6:30 p.m. to 8:00 p.m. on Tuesdays only on a first-come-first-serve basis. A maximum of two (2) D Unit (Upward Bound) residents can visit with two (2) visitors each during a thirty (30) minute session. (Visitation Rules 5-19 apply to both Tuesday and Weekend visitation).
2. Weekend resident visitation is on Saturday through Sunday from 9:00 a.m. to 4:30 p.m. and will be scheduled by appointment only on a first-call basis in thirty (30) minute session.
3. Authorized visitors will be required to call (405) 713-6491, Monday through Thursday between the hours of 8:00 a.m. to 5:00 p.m. and Friday between the hours of 8:00 a.m. to 12:00 p.m., to schedule an appointment for the forthcoming weekend (Saturday and Sunday). Messages will not be accepted as scheduled appointments and appointments will only be scheduled one (1) week at a time.
4. Visitors are allowed to visit residents one (1) time on Saturday and one (1) time on Sunday.
5. Each resident is allowed two (2) authorized visitors that are on his/her approved list. Visitors not on the resident's list will not be allowed in the facility.
6. All authorized visitors must present valid photo identification prior to entering the facility.
7. All authorized visitors must be twenty-one (21) years of age or older.
8. Any resident has the right to refuse visitation.
9. Authorized visitors are not permitted to give residents any items.
10. Purses are not permitted into the facility.
11. Authorized visitors are not permitted to bring any type of tobacco, lighters, or

matches into the facility.

12. Authorized visitors are required to walk through a metal detector.
13. Authorized visitors are subject to search.
14. Authorized visitors must be appropriately dressed. No shorts, tank tops, or shirts that expose the midriff are allowed. Shoes are required.
15. Authorized visitors that appear to be intoxicated or otherwise not in control of their behavior will not be allowed to visit.
16. In the event of an emergency, authorized visitors should follow all directions of detention staff.
17. Authorized visitors will not be permitted to use the restroom while in the secure area. If this is necessary, the visit will be terminated and the visitor will be escorted outside of the secure area.
18. Residents will not be permitted to use the restroom during visitation. If this is necessary, the visit will be terminated and the resident will be returned to their room.
19. Detention staff reserves the right to refuse visitation and to terminate a visit at any time using their discretion.

TELEPHONE CALLS

Residents are allowed two (2) admission telephone calls to any person, excluding victims, witnesses, and co-defendants, when they come into detention. After that, he/she may make two (2) personal telephone calls per week (Sunday through Saturday) to his/her parent/legal guardian/ custodian and any person on his/her approved list. Residents in the D Unit (Upward Bound) will be allowed a telephone call every night. If the parent/legal guardian/custodian does not have a personal phone, he/she may call the resident in the evenings between 9:30 p.m. and 10:00 p.m.

MAIL

The OCJB will put stamps on two (2) personal letters per week for each resident. There is no restriction on legal mail. Residents may be mailed more stamps to send more than two (2) personal letters per week. The OCJDC will keep a record of the mail residents send and receive. Staff will supervise the opening of all letters and packages received. If there is something other than a letter inside, it will be searched for contraband and screened for appropriateness. If the resident is not allowed to have the item(s), it/they

will be put with the resident's property. Residents will be told if any property is kept from them. All mail without sender's return address on it will also be placed in the resident's property locker. All letters and packages received for residents who have left the facility will be forwarded or returned to the sender.

Residents are not permitted to accept magazines, newspapers, or periodicals that have been brought into the facility. Residents are not permitted to send letters to victims or witnesses. Residents are not permitted to receive letters from juvenile institutions or from adult institutions.

MEALS

Three (3) meals a day are prepared by qualified food service staff and served to the residents. Snacks are distributed to living units at 8:00 p.m. each night to prevent juveniles from being without food for longer than twelve (12) hours. All meals are approved by a registered dietician and menus are on a four (4) week cycle.

CLOTHING AND PROPERTY

The clothing and property of a resident will be locked up and kept safe while he/she is in the OCJDC and returned when the resident leaves. When a resident is admitted, he/she will be given shower shoes. Once a resident receives D Unit (Upward Bound) status, he/she will be provided tennis shoes. The only items residents can keep in their possession are legal papers, prescription glasses and/or contacts, false teeth, stamps, and up to three (3) photographs of family/friends. Staff may limit the amount of papers or other items residents have in their folders. The detention staff are responsible for washing/disinfecting resident's personal clothing and shoes after they are admitted to the OCJDC.

JUVENILE RIGHTS

Juveniles will not be set apart as different because of their race, color, nationality, creed, sex, physical handicap, religion, or political opinions. All residents will abide by the same set of detention rules and be involved in the same programs and work assignments. All residents who take part in detention programs and services will be looked after and under the control of the detention staff only.

1. Residents have the right to be treated with respect and fairness.
2. Residents have the right to be informed of the rules of the OCJDC during admission.

3. Residents have the right not to endure physical punishment, be harassed, threatened, hurt, assaulted, or made fun of. Residents will not be bothered during times of normal activities like eating, sleeping, and/or going to the bathroom by any other resident or staff.
4. Residents have the right to practice the religion of their choice, subject only to the limitations necessary to maintain order and security.
5. Residents have the right to food that is good for them, a bed with clean sheets, a shower every day, clean clothing, working toilets, good light and air, and an overall safe place to reside.
6. Residents have the right to have visitors and to receive letters. It is their right to mail letters without the staff reading them.
7. Residents have the right to ask for medical attention by completing a "Request for Medical Attention" form.
8. Residents have the right to ensure that all of their personal property is logged and kept in a safe place.
9. Residents have the right to talk to persons within the organization as long as it does not disrupt the order or security of the OCJDC.
10. Residents have the right to both indoor and outdoor recreation, unless placed on confinement.
11. Residents have the right to not do work for which they would usually be paid with the exception of cleaning and maintenance of the OCJDC.
12. Residents have the right to report any problems or complaints while in the OCJDC without fear of consequences.
13. Residents have the right to report abuse by calling the Abuse and Neglect Hotline at 1 (800) 522-3511.
14. Residents have the right to wear and style their hair any way they choose as long as it is not a health hazard or a safety/security issue. Hair care services are provided by the facility, when needed. This includes facial hair.

LEGAL RIGHTS

1. Residents have the right to speak with legal counsel, either a private attorney hired by the resident's parent/legal guardian/custodian or a public defender. Residents have the right to have phone calls between the hours of 9:00 a.m. and 5:00 p.m.,

Monday through Friday, excluding holidays. Attorneys may visit at any reasonable time. The resident's legal counsel will handle any legal complaints they may have.

2. When a resident is admitted to the OCJDC, he/she may call his/her legal counsel, if he/she requests to do so. If the resident cannot get ahold of their legal counsel, his/her parent/legal guardian/custodian should try to do so. Residents are given additional opportunities to call their legal counsel upon request.
3. Residents may write or ask someone to write a message to their legal counsel. The message will be given directly to their legal counsel and will not be read by staff.
4. If a resident wants to see their attorney or worker, staff will let them know, provided it is during office hours.

GRIEVANCE PROCEDURE

The grievance procedure is a way for residents to voice their complaints if they feel their rights have been violated. If a resident has a complaint they should discuss it with their Dayroom Leader. If the Dayroom Leader cannot solve the problem and a resident wants to file a complaint, they should get a grievance form from the dayroom. The resident should place the form in the grievance box in the dining room when they go to eat. If the resident is in Dayroom B (Sanctions Unit) and wants to file a grievance, the staff will notify the Grievance Officer who will collect the grievance from the resident. The Grievance Officer will meet with the resident within three (3) business days. If the Grievance Officer and the resident cannot come to an agreement, the resident has two (2) levels of appeal: the Assistant Facility Administrator of Operations and the Facility Administrator. If the grievance completed is on a school employee, residents should inform the Grievance Officer who will communicate the information to the School Principal.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

**Tommy Brown, Facility Administrator
Oklahoma County Juvenile Detention Center (OCJDC)
405-713-6487**

**Detention Center - Central Control
405-713-6475**