

# **Wayne Half-Way House**

## **Resident Handbook**

### **Staff Members:**

#### **Executive Director/Program Director**

Mr. Jason Crews

#### **Assistant Program Director of Counseling/Level 2 Continuum Case Manager**

Mrs. Brianna Turman

#### **Assistant Program Director of Security/Security Supervisor**

Mr. Michael Rumbaugh

#### **Crossroads PTC Director**

Mr. Jerry Garner

#### **Counselors Level II Special Population**

Ms. Nelda Prater

Mrs. Laura Dygert

#### **Wayne Academy Principal/Teacher**

Mr. Bronson Berry

#### **Teachers/Assistant Teachers**

Mr. Robert "Bob" Turman

Mr. Shannon Beckham

Mr. Terry Fielder

Mr. Barry Miller

Ms. Billie Jean Hollis

#### **GED Instructor**

Mr. Bradley Stooksberry

# **RESIDENT HANDBOOK**

## **PREFACE**

This handbook is intended to serve as a guide or an informational resource for residents of Wayne Half-Way House. If there is anything you don't understand, or if you have trouble reading this, please ask your counselor to explain it to you. Residents should refer to this handbook whenever they have questions or need information about a certain topic. You should keep this handbook and refer to it often. Proper procedures are identified in the handbook so that residents can easily learn or review the processes required of them as residents at this facility.

## **INTAKE**

Upon arrival at Wayne Half-Way House all residents will be given personal hygiene items (shampoo, soap, toothpaste, hair conditioner, deodorant, comb, hairbrush, clean sheets, pillow case, towels, wash cloths and blanket). All residents will be searched for contraband and items that are not allowed at Wayne Half-Way House. Each resident will be assigned a room that he will share with other residents. Two bathrooms are located off the main living area. Residents are assigned to the bathroom on the same side of the living area as their room.

During the first week after admission, each resident will see a counselor. The counselor will review your records and talk to you to find out if you need to see a doctor, dentist, or optometrist, buy clothing, or if you have any other needs. He or she will also talk to you about your goals in the program and gather information about your family so that a visitation list can be submitted to your Family Services Worker.

## **NON-DISCRIMINATION POLICY**

**Wayne Half-Way House, Inc. does not discriminate in the delivery of services to residents on the basis of race, color, religion, national origin, sex, age, disability, marital status, political opinion or any other characteristic protected by law.**

## **BEHAVIOR PROGRAM**

A primary assumption of this facility is that residents will not pose major behavioral problems, especially in the areas of daily living, educational pursuits, and counseling. If a resident's behavior does pose a problem, the program has disciplinary procedures that are followed. These guidelines are included in this document and in the rule lists. It is also expected that residents will use common sense and courtesy in making decisions about their behavior.

The rules of Wayne Half-Way House are for the safety and security of both residents and staff. If certain rules are broken, a Disciplinary Report will be issued. Disciplinary Reports are commonly called “write-ups,” and are divided into two categories: Minor Violations and Major Violations. Write-ups will slow down your progress in moving through the Phase System.

Each resident will receive points in the Phase System. You will receive points on your attitude, behavior, cooperation, personal goals, and environment. Not getting enough points can cause loss of home pass or other consequences. (Read your Phase System handbook so you will know how to earn all your points!) All areas of behavior and progress are recorded in numerous logbooks and progress reports. Your behavior, whether positive or negative, will be reported to your Family Services Worker and your committing judge. ***This program is very thorough and honest in reporting behaviors, both positive and negative. Your progress will determine your discharge date.***

When a resident is admitted to this program, we send his parent/guardian information about our behavior support and management program. Here is a summary of the information your parent/guardian will receive:

### **BEHAVIOR SUPPORT AND MANAGEMENT**

Wayne Half-Way House, Inc. provides all parents/guardians and residents a description of our procedures for helping residents practice behaviors that will help them make better behavioral decisions when they leave this program. We use methods that maintain a safe, nurturing, and therapeutic environment, protect the rights of all residents, and respect the ethnic, religious, and identified treatment parameters for each individual child in care. We are in compliance with DCS licensing rules and applicable state/federal statutes, as well as best practice standards.

If you have any questions after reading this, if you do not understand any of the terms, or if you need a language interpreter, please talk to your son’s counselor.

### **GOALS AND INTENT OF THE BEHAVIOR MANAGEMENT POLICY:**

- 1. We use behavior management techniques that focus on preventing negative behaviors. We always first use positive means of discipline, since they are more likely to help the resident learn to manage his own behaviors.**
2. Negative consequences for behaviors are used only if prevention methods do not change the behavior.
3. Wayne Half-Way House, Inc. works to reduce or eliminate the use of physical restraint. (Physical restraint is defined by the Department of Children’s Services as “the involuntary immobilization of an individual without the use of mechanical devices”). Wayne Half-Way House, Inc. forbids the use by its employees of mechanical restraints, chemical restraints, locked seclusion, and forced isolation.
4. If Wayne Half-Way House, Inc. and/or DCS staff determine that a resident cannot be managed with authorized behavior management techniques and the behavior of

the resident presents serious risk of injury to the resident, other residents enrolled in the program, and/or the staff, DCS staff will be contacted, and their assistance will be requested.

#### APPROVED METHODS OF DISCIPLINE AND BEHAVIOR MANAGEMENT:

1. Positive techniques for behavior management, include, but are not limited to positive reinforcement, modeling, positive practice, verbal interventions, de-escalation techniques, and therapeutic activities.
2. Residents will participate in the Phase System of the program, which provides not only consequences for negative behaviors, but also rewards for positive behaviors and behavior patterns.
3. Residents will receive disciplinary reports for major infractions.

#### PROHIBITED DISCIPLINARY PRACTICES:

Wayne Half-Way House prohibits the use of any activities that infringe on the civil rights of residents. No residents will be subject to disciplinary action for any of the following behaviors:

1. Refusing to attend any form of religious service
2. Refusing to consume any particular type of food or drink
3. Refusing to take medication or accept medical care (In case of an emergency in which the health care procedure is deemed to be necessary or essential to preserve the life or health of the resident, emergency procedures will take place exclusive of any type of disciplinary action).
4. Any behavior which is identified by a licensed physician to be a medical problem over which the resident has no control

The following forms of discipline are prohibited and are never to be used by Wayne Half-Way House, Inc. staff:

- Any punishment of a physical nature, such as shaking, striking, spanking, or physical abuse
- Any punishment that would constitute emotional or verbal abuse, such as humiliation, ridicule, name-calling, cursing or degrading remarks regarding the child or his family
- The use of demeaning, shaming, or degrading language or activities
- Punishment administered by one child or group of children to another child
- Punishment that consists of making a child complete physical exercises (particularly of a military nature), such as running laps, doing repetitive sets of sit-ups, etc.
- The denial of meals, snacks, hydration, sleep, exercise and other daily needs
- Unwarranted use of invasive procedures or activities as a disciplinary action

- The use of restrictive behavior management interventions (physical restraint or any other type of restrictive behavior management interventions) by residents, peers, or any person other than trained, qualified staff
- Excessive or inappropriate use of restrictive behavior management interventions as, for example, a form of discipline or compliance for the convenience of staff
- use of restrictive behavior management interventions in response to property damage that does not involve imminent danger to self or others
- The denial of visits, telephone calls, or mail contacts with family
- Denial of treatment and appropriate programming
- Denial of educational services
- Denial of an opportunity to attend religious services and/or religious counseling
- Punitive work assignments
- Assignment of excessive work or work that is age and developmentally inappropriate
- Punishment as a group based on one individual's behavior
- Use of psychotropic medication for the purpose of chemical restraint and behavioral control
- Any type of chemical restraint
- Any form of discipline that is out of proportion to the particular inappropriate behavior
- Any discipline that is initiated more than 24 hours after provider agency staff learn of the inappropriate behavior
- Painful or aversive stimuli
- Cruel and unusual punishment of any kind
- Any intervention designed to inflict psychological or physical pain
- Seclusion as a punishment, consequence or sanction is not allowed.

#### PHYSICAL RESTRAINT:

Wayne Half-Way House, Inc. is committed to preventing, reducing, and striving to eliminate the use of physical restraint. We do everything that we can to avoid using physical restraint, and only use it as a last resort to protect the safety of the acting-out resident or others. We monitor the use of restraint as part of organizational performance improvement activities.

Our staff members are trained to first try to prevent the need for a physical restraint. If prevention does not work, the staff members are trained how to perform a restraint in a safe manner. **Physical restraint is a last resort to be used only in an emergency situation in which a resident presents a danger to himself or others, and after all lesser behavior techniques have failed to eliminate that danger.** The resident will be released from restraint at the earliest possible time that he no longer poses a threat to harming himself or others.

We hope that you will never need to be physically restrained while you are in our program. You can make the decision now to never behave in a way that will lead to

physical restraint. However, if such an incident does occur, we will call your parent/guardian that same day as soon as the situation is under control. We will also notify your Family Services Worker and the Department of Children's Services.

## **YOUR PARTICIPATION IN TREATMENT**

Before you came to Wayne Half-Way, you participated in the formulation of your Permanency Plan (If you are in the Primary Treatment Center, your Permanency Plan will be formulated in the next few weeks, and you will be asked to participate in the meeting and the planning). You will also attend meetings and counseling sessions while you are here in which you will have a chance to participate in planning your goals and making plans as to how you can achieve those goals. The key to this is participation!

Much of your planning is based on you providing the correct information to the adults who are helping you. That is the **ONLY** way your Treatment Plan (we call it an Individual Program Plan) will be correct and will be of any real help to you. Your Individual Program Plan is very important to your success not only in the program, but after you complete the program. When you meet the goals that you set in your Individual Program Plan, you have shown that you have the capability of successfully living back at home or in a less restrictive placement. If you manage to make it through the program by "faking it," you will only hurt yourself (and most of the time, you *won't* make it through this program successfully by "faking it"). If you genuinely try to meet your goals, you will have a much better chance of success when you return to community living.

## **CHORES/HYGIENE**

Residents are reminded that this facility is your "home" during your commitment, and failure to maintain an acceptable level of cleanliness is not tolerated. It is your responsibility to maintain your living area acceptably and to complete your cleaning assignments promptly, thoroughly, and without arguing. We do not recommend discharge for residents who refuse to participate in any appropriate aspect of the program, including chores and hygiene.

Each resident must keep his room and body clean. This means taking a shower daily, making beds, cleaning floors, emptying trash, and hanging or folding all clothes daily.

Each resident is expected to dress appropriately and in accordance with the dress code (see House Rules). Your clothing should be neat, hair well groomed, and face shaven or beard neatly trimmed.

## **FOOD SERVICES**

Residents receive three meals a day plus an evening snack. All meals at Wayne Half-Way House are prepared by professionals using strict sanitary guidelines and provide

proper balance and nutritional value. Meals are served beginning at 6:15 A.M., 11:45 A.M., and 4:30 P.M. Monday through Friday. Weekend schedule may vary. There are regulations in your House Rules concerning the kitchen. Be sure to familiarize yourself with them.

## RECREATION

A healthy lifestyle includes appropriate recreational activities. Activities are planned and supervised. Some of these may include basketball, ping-pong, shuffleboard, horseshoes, playing cards and board games, DVD movies, and leisure time for television or just relaxing. A schedule is posted indicating the time for these activities.

## RELIGIOUS SERVICES

All residents have the right to practice the religion of their choice. Residents are allowed visits from representatives of their faith. At times residents will be allowed to go with volunteers into the community for religious services if approved by your parent or guardian, your Family Services Worker, your Counselor, and the Program Director.

## RESIDENT MAIL

There is no limit to the number of letters a resident may receive. Incoming mail is distributed within 24 hours of delivery. Writing materials are given out as needed. Postage stamps are furnished for up to three letters per week. Additional postage will be at the resident's expense, unless the Security Supervisor approves more stamps. Mail is picked up every day except Sundays and holidays. Incoming mail is opened *by the resident* in the presence of a staff member and examined for the presence of money or contraband. The Security Supervisor may be required to read mail if there is justifiable evidence relating to the safety or security of the facility, residents, staff, or others. Residents are not allowed to receive food through the mail. ***Residents cannot write to nor receive mail from another juvenile facility.*** Residents who abuse the privilege of corresponding (writing threatening, abusive, obscene letters, planning crimes, etc.) shall be subject to disciplinary and/or legal action.

Letters to attorneys, your court, or other legal agencies will be in addition to the three letters per week limitation on postage (that is, we will give you stamps for such letters and not count them toward your three stamps per week). Outgoing mail to attorneys, courts, administrators of the Department of Children's Services and grievance committee members will not be opened or inspected.

Residents may receive printed materials (magazines, books, etc.) as long as such printed materials have been fully paid for in advance of their arrival at Wayne Half-Way House. A resident shall not contract to pay for and receive any CD's, DVD'S, videogames, books, or magazines while at Wayne Half-Way House if such items are to be sent directly to the facility by the company with which the youth has contracted. Items received at the facility in violation of this subsection shall be returned to the sender. Policy should be consulted regarding impermissible reading and viewing material.

## **VISITATION**

At intake, along with this document, you will receive a copy of the Visitation Regulations. Your counselor will work with you to establish an approved visitation list. This process will begin during your first counseling session.

An approved visitation list usually consists of parents (mother/father), legal guardian (court approved), brothers/ sisters, and grandparents. Some exceptions may be made for aunts and uncles.

## **TELEPHONE CALLS**

You have the right to private telephone calls to your family. The number of call you may make depends on your progress in the Phase System, as listed below:

- a. One 10-minute phone call to the resident's parent or guardian is provided upon completion of the admission process.
- b. While the resident is on Phase I of the Phase System, he may make one 5-minute call per week on his scheduled call day.
- c. While the resident is on Phase II of the Phase System, he may make two 10-minute phone calls per week on his scheduled call days.
- d. While the resident is on Phase III of the Phase System, he may make three 10-minute phone calls per week on his scheduled call days.
- e. While the resident is on Phase IV of the Phase System, he may make four 10-minute phone calls per week on his scheduled call days.

Residents can place no other phone calls, except in an emergency. If a resident feels another call is urgent or necessary, he must speak with his counselor. This may only be done at the regularly scheduled counseling time or through the use of a Counselor Request Form, or by reporting the situation as an emergency. Incoming and collect calls are prohibited except in an emergency. In case of an immediate emergency, tell the staff member at the front desk what the emergency is so they can make sure you and everyone else are safe!

## ACADEMIC PROGRAM

This program's in-house school is Wayne Academy, which is a certified school of the State of Tennessee Department of Education. All credits obtained here are transferable back to the school in your home community. If you earn your diploma while you are here, it will be as valid (real) as a diploma from any public school in Tennessee. The goal of Wayne Academy is to provide every resident the opportunity to obtain an education. Students are required to attend all classes, conform to school rules and demonstrate adequate skill level as determined by the teachers.

School supplies and resource materials are provided to all school students. Program staff members work closely with school administrators and teachers to ensure adequate behavior and academic progress.

Residents who attend G.E.D. classes *may* have the opportunity to work at jobs on or off-campus, ***if work is available and the resident's behavior warrants***. Jobs are hard to find, so they are a privilege that must be earned.

Upon completion of a High School Diploma or G.E.D., if discharge from custody does not occur immediately, residents may have the opportunity to prepare for college or vocational school admission or entry into a program such as Job Corps. Residents who request may also receive assistance in communicating with a military recruiter. For any resident who is near graduation or obtaining the GED, school administrators and counselors will (at the resident's request) assist residents who are interested in college or vocational school to prepare for the A.C.T. test, apply for a Pell Grant, and obtain information pertaining to various colleges or vocational schools.

## SAFETY/EMERGENCIES

Posted throughout the building are directions to the location of exits, fire extinguishers, and first aid supplies. The staff will conduct fire drills to ensure that all residents know which direction to proceed in case of an actual fire. When there is a tornado warning, all residents are to go to and stay in the hallway by the classrooms. We will have tornado drills so that you will know what to do in case of a tornado warning. Wayne Half-Way House has certified C.P.R. and first aid employees on each shift.

Wayne Half-Way House, Inc. has policies and procedures for other types of emergencies as well, and employees are trained in how to handle emergencies. In case of an emergency, follow the instructions of the staff member in charge. If you are concerned about emergency preparedness, please speak with your counselor, who will go over procedures with you. Emergency preparedness may also be a topic for group counseling sessions.

## SUBSTANCE ABUSE

All residents attend alcohol and drug abuse prevention and education group counseling. For some residents, it is a requirement of the Permanency Plan. For others, it is to help prevent future substance abuse. It is a required part of the program for ALL residents. Some residents will also receive individual alcohol and drug abuse counseling. The sessions are led or supervised by a certified counselor. A resident may be required to submit to urinalysis testing at any time. Testing may be conducted randomly or be based on a suspicion of substance use. A positive result from a urinalysis test results in a serious incident report and a write-up. The Program Director or Family Services Worker may impose one of the following penalties: removal from program, increasing the length of stay, loss of home pass, loss of job or other. If substance use recurs, the resident may be referred for inpatient treatment or assessment.

### **SICK CALL**

If a resident becomes sick he may sign up on sick call at the Y.S.O. desk. In order to be absent from school due to sickness, residents must have permission from the teacher. If a resident's health is bad enough, he will be taken to the emergency room or the doctor's office. All prescriptions will be brought to the pharmacy to be filled the day the resident receives them and will be issued as prescribed out of the Y.S.O. office. No medication will be allowed in your room.

### **JOBS**

Each resident entering Wayne Half-Way House will have an Individual Program Plan he must accomplish in order to be successfully released from the program. One of the goals in that plan MAY be to have a job. Due to past behaviors of former residents, jobs are very difficult to obtain in the community. If you do get a job in the community, PLEASE be considerate of future residents in your behaviors, your attendance, and giving sufficient notice if you wish to leave the job. During fair weather, temporary jobs are often available, which may involve doing yard work, farm work, helping someone move furniture, or possibly even construction work. **Obtaining one of these jobs will depend upon your attitude, your progress in the program, your school situation, your personal hygiene, and qualifications.** Two part-time kitchen jobs are also available on premises. These jobs are offered to residents based on the above PLUS seniority and need.

### **ALLOWANCE**

Each resident of Wayne Half-Way House will receive an allowance of \$1.00 per day. This allowance will be issued for your use ONLY outside the program or as part of Phase System rewards (when purchases may be made by or for you in the community or from the vending machine, as specified in the Phase System instructions). You may take any accumulated allowance money with you when you go on pass, up to \$30.00 per pass. If you need to take more than \$30.00 on a pass, you must get approval from your Family Services Worker and bring receipts back to show that you use the money as you were

authorized to do. You will receive any and all remaining balance from your allowance when you leave the program.

**WAYNE HALF-WAY HOUSE DAILY SCHEDULE  
(Monday thru Friday)**

***SCHOOL STUDENTS***

6:00 AM	Wake-up call
6:45 AM	Breakfast
	<b>RESIDENTS MUST REMAIN IN EATING AREA UNTIL CLASS STARTS</b>
7:30-8:30 AM	MATH CLASS (other subjects may be offered according to individual resident needs)
8:30- 8:45 AM	Break time in COMMON AREA (residents may return to rooms)
8:45 -10:00 AM	SCIENCE
10:00 - 10:30 AM	Structured Activity Period (Outdoor recreation or group activity)
10:30 – 11:45 AM	SOCIAL STUDIES
11:45 AM – 12:45 PM	Lunch
12:45- 2:00PM	ENGLISH
2:00 PM	Snack Time
2:00 – 2:30 PM	A&D Group
2:15 – 4:15 PM	Career Choices/Independent Living Skills T, W, T
4:30 – 4:45 PM	QUIET TIME
4:45 – 5:15 PM	Supper
(5:15 – 6:00 PM	<i>Semi-monthly A&amp;D large group didactic counseling for ALL residents)</i>
5:15 – 6:00 PM	Independent Living Activities (includes chores, room cleaning, ILS instruction)
6:00 -7:30	Recreation, Free Time, Study Time
7:30 PM	Linen and Personal Hygiene Supplies Call
7:45 PM	Snack Time
8:00 – 9:00	Free Time, TV and games in Commons Area
9:00 PM	All residents in rooms, prepare for bed
10:00 PM	Lights out

**Additional activities will occur as scheduled. These include:**

Individual, Group, Family, or A&D Counseling Sessions  
 Staffings  
 Voluntary Bible Study  
 Movies in rooms  
 Medical, dental, or other appointments  
 Employment

**WAYNE HALF-WAY HOUSE DAILY SCHEDULE  
(Monday thru Friday)**

***GED STUDENT or HIGH SCHOOL GRADUATE***

6:00 AM	Wake-up call
6:45 AM	Breakfast
	<b>RESIDENTS MUST REMAIN IN EATING AREA UNTIL CLASS STARTS</b>
7:15 – 8:15 AM	Independent study
8:15 - 8:45 AM	Indoor recreation/Free Time in Common Area
8:45 – 10:30 AM	<b>INDEPENDENT LIVING SKILLS DAY GROUP</b> (last 30 minutes structured recreation or group activity)
10:30 – 11:45 AM	Quiet Time, Independent Study
11:45 – 12:30 PM	lunch
12:30 – 1:00 PM	Clean up
1:00 – 2:00 PM	Tuesday and Thursday, A&D small group counseling for referred residents who have intensive A&D treatment needs identified in Permanency Plan)
2:00 PM	Snack Time
2:15 – 4:15	GED CLASS, T, Th
2:15 – 4:15	GED STUDY TIME M, W, F
4:15 – 4:30 PM	QUIET TIME
4:45 – 5:15 PM	Supper
<i>(5:15 – 6:00 PM)</i>	<i>Semi-monthly A&amp;D large group didactic counseling for ALL residents)</i>
5:15 – 6:00 PM	Independent Living Activities (includes chores, room cleaning, ILS instruction)
6:00 -7:30	Recreation, Free Time, Study Time
7:30 PM	Linen and Personal Hygiene Supplies Call
7:45 PM	Snack Time
8:00 – 9:00	Free Time, TV and games in Commons Area
9:00 PM	All residents in rooms, prepare for bed
10:00 PM	Lights out

Additional activities will occur as scheduled. These include:

Individual, Group, Family, or A&D Counseling Sessions  
 Voluntary Bible Study  
 Movies in rooms  
 Medical, dental, or other appointments  
 Employment

## **WAYNE HALF-WAY HOUSE DAILY SCHEDULE NON-SCHOOL WEEKDAYS (HOLIDAYS OR INSERVICE DAYS)**

Note: An extra childcare worker is scheduled on 1<sup>st</sup> shift on such days to assist the Activities Coordinators

6:00 AM	Wake-up call
6:45 AM	Breakfast
7:15 – 8:45 AM	Residents may rest or spend time in Common Area playing games, watching TV, talking, etc.
8:45 – 11:45 AM	

Three groups will be provided, among which residents will rotate for one-hour periods. The groups will each be supervised by an Activities Coordinator or Assistant. The groups are as follows:

1. ALCOHOL AND DRUG ABUSE PREVENTION AND EDUCATION GROUP
2. STRUCTURED RECREATIONAL PERIOD
3. THERAPEUTIC GROUP

11:45 – 12:30 PM	Lunch and clean-up
12:30 – 1:30 PM	Unstructured Recreational period
1:30 – 2:00 PM	INDEPENDENT LIVING SKILLS DIDACTIC GROUP I
2:00 – 2:30 PM	Snack time, followed by indoor or outdoor recreation
2:30 – 3:00 PM	INDEPENDENT LIVING SKILLS DIDACTIC GROUP II
3:00 – 4:00 PM	Quiet time
4:30 – 5:00 PM	Supper
5:00 – 6:00 PM	Independent Living Activities (includes chores, room cleaning, ILS instruction)
6:00 - 7:30 PM	Recreation, Free Time, Study Time
7:30 PM	Linen and Personal Hygiene Supplies Call
7:45 PM	Snack Time
8:00 – 9:00	Free Time, TV and games in Commons Area
9:00 PM	All residents in rooms, prepare for bed
10:00 PM	Lights out

Additional activities will occur as scheduled. These include:

Individual, Group, Family, or A&D Counseling Sessions  
 Voluntary Bible Study  
 Movies in rooms  
 Medical, dental, or other appointments  
 Employment

## RESIDENT RIGHTS

Wayne Half-Way House, Inc. serves as a proponent of the rights of our residents from admission through initiation of aftercare. We also believe that rights carry with them responsibilities.

Client rights include the following:

- 1. Title VI of the Civil Rights Act of 1964.** Wayne Half-Way House, Inc. complies with Title VI of the Civil Rights Act of 1964. As stated in the State of Tennessee Department of Children's Services Administrative Policies and Procedures 24.10, "no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity operated, funded, or overseen by the Tennessee Department of Children's Services."

Wayne Half-Way House, Inc. prohibits the following practices:

- Denying any individual any service, opportunity, or other benefit for which this individual is otherwise eligible;
  - Providing any individual with any service, or other benefit, that is different or is provided in a different manner from that which is provided to others based upon their race, color, or national origin;
  - Subjecting any individual to segregate or separate treatment in any manner related to that individual's receipt of services based upon their race, color, or national origin;
  - Restricting any individual in the enjoyment of services, facilities, or any other advantage, privilege, or other benefit provided in the program based upon their race, color, or national origin;
  - Adopting methods of administration that would limit participation by any group of recipients or subject them to discrimination based upon their race, color, or national origin.
- 2. Admission of resident with language barrier.** A prospective resident will not be denied admission to a program and/or services due to an encountered language barrier.
  - 3. Communication of rights and expectations.** Each resident has the right to have this document and any aspect of program requirements explained in a way that is understandable to that resident and at a time that is appropriate to the resident's needs.
  - 4. Fair and equitable treatment.** Residents have the right to receive services in a non-discriminatory manner and to participate in the program with consistent enforcement of program rules and expectations.

5. **Participation in service decisions.** Residents have the right to participate in all service decisions. This includes the following:
  - a. Residents have the right to request an in-house review of their care, treatment, and Individual Program Plan.
  - b. Residents have the right to refuse to participate in any aspect of treatment unless law or court order mandates it. This includes the right to refuse to take medication. However refusal of any aspect necessary for the safety of a resident or the successful participation in or completion of Individual Program Plan goals will result in consequences up to and possibly including termination from the program or emergency transfer from the program. Upon refusal of a service, a resident has the right to be informed of the consequence if he continues to refuse.
  
6. **Confidentiality.** Wayne Half-Way House, Inc. practices confidentiality of resident information in its record-keeping, release of records, electronic communication, and verbal communication. The program works to protect the resident's right to confidentiality by seeking consent for release of information when required, and/or informing the resident and/or parent when information is released.

The only exception to this would be information that indicates that a resident or another individual is in danger, for example is any person were suicidal, homicidal, or being abused. In any of these situations, the information would be reported as necessary to assure safety of all individuals.
  
7. **Uncensored mail.** Outgoing and incoming resident mail is not censored except if that mail suspected of containing unauthorized, injurious, or illegal material or substances. Mail in that category will be opened by the addressee in the presence of designated personnel.
  
8. **Private telephone conversations.** Privacy during telephone calls with family members or others will not be restricted unless indicated in the Permanency Plan, documented in the resident's record, approved in advance and reviewed monthly by the DCS Family Services Worker, and based on documented short-term safety concerns.
  
9. **Visitation.** Residents have the right to visit their family in the family home, receive visits, and have telephone conversations with family members, when not contraindicated by the permanency plan.
  
7. **Personal Property.** Residents have the right to have personal property and a place for safe storage.
  
8. **Fair employment.** Residents have the right to be free from exploitation in employment-related training or gainful employment.

9. **Expression of opinion.** Residents have the right to express their opinions on issues concerning their care or treatment.
10. **Cultural Expression.** Each resident has the right to receive care in a manner that recognizes variations in cultural values and traditions and will be free from coercion with regard to religious decisions.
11. **Religious Expression.** Each resident has the freedom to express and practice religious and spiritual beliefs.
12. **Right to refrain from participation in advertising.** Wayne Half-Way House, Inc. prohibits the requirement or encouragement of public statements that express gratitude to the program. Wayne Half-Way House, Inc. prohibits using identifiable photographs or videotapes for public relations purposes without the consent of the resident and, in the case of a resident who is a minor, both the resident and the parent or guardian of the minor resident.
13. **Dress code.** Residents will be allowed the freedom to dress in ways that preserve their dignity, their freedom of expression, and their cultural identity. This freedom must be expressed within a dress code that is reasonable and restrictive only for the purposes of safety, security, identification and/or hygiene. Residents are required to dress neatly in clean clothes. Residents will not be required to wear a particular hairstyle in a particular manner for purposes of public embarrassment or punishment. Hair must be kept neat and clean at all times.
14. **Corporal punishment.** Corporal punishment shall not be imposed at any time upon any resident.
15. **Freedom from abuse.** All residents have the right to freedom from abuse. Any incident of abuse should be reported immediately. Information about how to report abuse is posted near the front desk and is in this handbook.
16. **Right to file a grievance.** All residents have the right and opportunity to formally complain about a circumstance or action that affects them and that they feel is unjust. All grievances will be handled within the specified period of time and without threats of or reprisal against the resident filing the grievance. Any written grievance shall be filed according to WHWH GRIEVANCE PROCEDURE FOR RESIDENTS, included in this handbook.
17. **Work assignments.** Residents are not required to participate in uncompensated (unpaid) work assignments unless the work is related to maintenance of their living area, personal hygienic needs, disciplinary procedures, or the work is a part of an approved vocational training program. Any other type of labor performed by youth will be voluntary or compensated. In addition:

- a. Resident labor shall not be used to perform tasks assigned to staff.
  - b. Resident labor shall not be used for personal gain by any employee.
  - c. Residents will maintain their living area, personal belongings and hygienic needs as part of the treatment program to develop independent living skills.
  - d. Residents will be allowed to volunteer for work assignments that are a part of a structured work program. However, this must not interfere with academic and vocational programming that is recommended in the youth's IPP.
  - e. Residents will not be required to perform physical labor when the performance of such labor would constitute any form of compulsory service purely for the benefit or pleasure of others, such as the cleaning of staff's personal property. This shall not prohibit the imposition of sanctions of repairing or restoring damaged property caused by the resident or as a sanction which may be imposed by the Disciplinary Committee. Further, this shall not prohibit the use of restitution as a means of discipline, which restitution will occur only if court ordered.
18. **Free time in living area.** Residents will be permitted access to their own room and common living area during individual free time. Any restriction to this right must be documented and reason(s) for denial of the privilege given to the resident.
19. **Contact with attorney.** Residents have the right to have contact with to their attorney(s) or authorized legal representatives for the purpose of interviewing, consulting, and providing legal services. If requested, staff will assist resident in making confidential contacts to include but not limited to telephone communications, uncensored correspondence, and visits. It is suggested that residents make such a request during an individual counseling session.
20. **Searches.** Residents have the right to have their property and person treated with respect, dignity, and self-determination during searches. Searches will be conducted according to WHWH Policy 11.3 SEARCHES.

## GRIEVANCE PROCEDURES FOR RESIDENTS

Procedures have been established to ensure a fair and relatively quick review of resident complaints. Complaints should be communicated through a resident grievance form. *No retaliation, reprisals, harassment, or discipline will result from filing a grievance.* A grievance form does not have to be filed on the same day as the situation occurs.

When a resident feels that a situation has occurred that warrants a grievance, the following procedure needs to be followed to make sure your grievance is handled appropriately:

- A. Residents/family members/advocates shall use the grievance box to submit grievances.
  1. The Grievance Box will be available to residents at all times and without control or comment by staff members.
  2. Grievance forms will be available at all times in the area of the grievance box, in such a location that the resident does not have to ask a staff member for the form.
  3. The Executive Director, Program Director, or Assistant Program Director will be the only staff members with access to the Grievance Box. Grievances will be removed by these persons and reviewed each weekday (Monday through Friday, with the exception of days neither is present the entire day).
  
- B. Response to grievances:
  1. The Executive Director or Assistant Program Director will review the grievance and return an answer to the resident within three days.
  2. If the grievance is an emergency (i.e., the resident's safety or mental health status is in danger), the grievance will be answered immediately. In any emergency, the resident/family/advocate needs to tell the Executive Director, Assistant Program Director, or another staff member immediately.
  3. If a staff member is aware of or suspects an emergency situation, s/he will bring the situation to the attention of the Executive Director, Assistant Program Director, or a counselor immediately, or if one of those persons is not accessible, will handle the situation according to emergency policy.
  
- C. Resolution of grievances:
  1. If a resident does not agree with the answer provided by the Executive Director or Assistant Program Director, the resident will have the right to discuss the grievance further with his Family Services Worker.
  2. If the grievance is not resolved through communication with the Family Services Worker, the resident, and the Executive Director, then the resident will have the right to appeal the situation to the Department of Children's

Services. The Executive Director or Assistant Program Director will assist him in this process, with the assurance that the resident need not fear reprisal.

3. The decision and explanation at each stage of the grievance process will be documented. A copy of the documentation will be provided to the resident and a copy placed in the resident's case record within five (5) working days of the decision.



Each resident of Wayne Half-Way House, Inc. is expected to abide by the rules of the facility. These rules serve the following purposes:

- to ensure the safety and security of the facility, its residents, and staff,
- to manage and monitor the movement of residents,
- to provide for promptness of scheduled activities,
- to correct poor discipline habits,
- to promote consistency among residents and staff,
- to teach appropriate hygiene habits,
- and most of all to enable each resident to attain the goals the program has to offer.

Following the rules will lead to rewards in the Phase System and toward successful completion of the program. Failure to follow facility rules may result in disciplinary action or termination from the program.

1. The following are strictly prohibited:

- assault (both physical and verbal)
- arson
- escape or attempted escape (any resident who is out of area may be classified as on “escape” status)
- burglary
- conspiracy
- damaging property
- extortion
- bullying
- human trafficking
- racketeering
- forgery
- gambling
- possession of drugs
- possession of contraband (anything not on the approved property list is considered contraband and can be confiscated)
- use of inhalants
- possession of any type of weapon.

2. Residents are expected to treat staff with respect. This is necessary for orderly management of the program and so that the resident has the opportunity to demonstrate the type of behavior he will demonstrate when he returns to community living. This means that residents will address staff by Mr., Mrs., or Miss, yes sir, no sir, yes ma’am, no ma’am, etc. Residents must follow instructions from staff without talking back. If a resident feels that a staff member is wrong, there is a proper procedure to follow.

3. There will be no physical, verbal, or other threats of violence toward self, other residents, staff, outside people, or family.
4. Profanity (cursing or foul language) is prohibited at all times.
5. Horseplay is prohibited at all times. (Horseplay often leads to physical aggression and is therefore not allowed).
6. **There will be no stealing, lending, borrowing, or purchasing from staff or other residents.**
7. Pornography, sex magazines, nude pictures, sex novels, explicit materials, etc. are prohibited.
8. Any magazines, books, or other materials containing subject matter that would encourage disruptive behavior (the use of alcohol, drugs, gangs, racism, etc.) will not be allowed.
9. All residents are expected to attend scheduled activities on time. That means that it is your responsibility as a resident to learn to depend on yourself to be on time. Although staff may knock on your door to inform you of major activities such as school classes or mealtimes, the responsibility is ultimately yours to be aware of the time and to be in the appropriate location at the appointed time.
10. Residents may be excused from scheduled activities for physical illness only by staff members, teachers, or someone from the medical profession. If a resident has been excused due to illness, he must remain in his room except for meals or medication.
11. Racial or sexual slurs of any kind toward staff or other residents will not be tolerated.
12. All residents are expected to bathe daily. Residents are required to dress neatly with clean clothing. The proper dress is pants, shirt, socks, and shoes. **RESIDENTS MUST WEAR BELTS AT ALL TIMES IF THEIR PANTS HAVE BELT LOOPS, AND THE WAISTBAND OF THE PANTS MUST BE KEPT ABOVE THE HIP BONE.** During recreation, a resident can wear shorts, sweat pants, muscle shirts, sandals, etc. (During recreation time is the only time these types of clothing are allowed, except when you are in your room).
13. Residents' hair must be kept clean and neat. Beards must be kept neatly trimmed. Residents will NOT be allowed to wear bandanas, hats, etc. indoors. Caps or hats may be worn outdoors only.
14. Residents are expected to stay neat and clean and will be graded daily on hygiene.

15. Residents will be allowed to hang ONLY pictures of family, friends, diplomas, and calendars on room walls.
16. Residents must not tamper with Fire and Safety equipment. This includes sprinklers, fire alarms, and smoke detectors. You must NOT touch or allow any object to come in contact with the sprinkler system heads.
17. All residents are expected to maintain a strict level of confidentiality pertaining to treatment issues. Nothing is to be discussed about you by another resident or staff outside of Wayne Half-Way House, except to your Case Worker or by court order or subpoena.
18. Residents are expected to treat the facility with respect. This means picking up after yourself, no feet on the walls, no graffiti, etc. Intentional damage to the facility is likely to result in charges being filed.
- 19. Residents are NOT allowed in another resident's room. Violation of this rule will result in a major write-up.**
20. Residents will have access to the vending machines only as permitted by their status within the Phase System (see Phase System Handbook).
21. Each resident will be assigned chores on a rotating basis. Every resident is expected to complete their chores. The staff will check to see whether or not you have completed your chores. If you have not completed your chore appropriately, you will receive extra duty or loss of points in the Phase System. Continued failure to complete assigned chores will result in write-ups and negative reports of chore participation to your Family Services Worker.
22. Cold drinks and snacks are not allowed inside resident rooms.
23. All televisions must be played at an acceptable volume. Acceptable volume will be determined by staff on duty.
24. Residents will not be allowed in the staff offices or the YSO office without staff permission and supervision.
25. Any articles of clothing with vulgar or offensive writing, satanic or gang messages, or other inappropriate writing or pictures as determined by staff on duty will be taken up and placed in storage until you go on your next pass, at which time you will be expected to ask for it and take it home. If you bring it back to the facility, it may be permanently confiscated.
26. Residents leaving for and arriving back from pass, work, etc., will not be allowed to bring anything into or out of the facility except property such as thermoses and lunch boxes loaned by the facility for work, or personal clothing for passes.

27. Rooms must be clean and beds made before residents go outside for recreation. During recreation, residents will remain in the recreation area.
28. Residents are assigned a regular counseling time. It is your responsibility as part of independent living practice to show up at the front desk at the appointed time. If you need to see your counselor for an additional session, or if you need to speak with another staff member such as the Executive Director or Security Supervisor, you need to fill out a “Counselor Request Form” and turn it in at the front desk. **In the event of an emergency, please notify the person on duty at the front desk that the situation IS an emergency** and you will be seen immediately. Questions about pass approval, discharge dates, room changes, etc. are not normally considered emergencies, unless yours or someone else’s safety is in question.
29. Each resident has an assigned laundry day. All residents are required to do their laundry on their assigned day. The resident is responsible for getting his clothes washed, dried, and put away in a timely manner. Saturday and Sunday will be on a first-come basis.
30. Residents working in the community will stay at their assigned work location unless approved by the program director to leave that area. When attending a medical or other appointment, residents will stay inside the waiting area of the office both before and after the appointment. Residents will show respect and courtesy and will obey all laws at all times while in the community. If a problem arises, contact Wayne Half-Way House immediately.
31. RESIDENTS WILL WEAR SEAT BELTS AT ALL TIMES IN VEHICLES. No food or drink is allowed in vehicles.
32. Residents must not inappropriately approach or harass staff members who are going to or coming from different areas of the building or outside the building. Staff will be glad to assist you with questions or other needs when you go through the proper channels, such as inquiring at the front desk or filling out a request form.
33. Residents are to **never** harass or interfere with visitors to the facility, including family members of other residents.

### **VISITATION REGULATIONS**

Each resident and their parent/legal guardian will follow the following procedures for visitation on the premises of Wayne Half-Way House:

1. Visitation will be on Saturdays and Sundays by appointment. Visitation appointments will be scheduled for the following times each of these days:

**9:00 AM to 11:00 AM**  
**12:15 PM to 2:15 PM**  
**2:30 PM to 4:30 PM**

2. Visitors may only schedule visitation appointments on *one* of the approved days. *All visitation appointments must be scheduled 48 hours prior to the visit.*
3. Each resident will be allowed a maximum of four (4) visitors at a time.
4. Staff must verify that each person visiting is on the resident's approved visitation list. *Photo identification will be required.*
5. Visitors are not allowed to bring *cell phones* or *cameras* into this facility. Only car keys and identification are allowed in the building during visitation.
6. Visitor's cars must be locked during the visit.
7. Anything brought to a resident by a visitor must be brought directly to the front desk and given to a staff member **BEFORE** the visit. Staff members will issue the item(s) to the resident.
8. Anyone who is not on the resident's official visitation list will not be permitted to visit with the resident. Residents will only be permitted to visit with immediate family unless counselors have provided written notification to staff members of an exception.
9. Visitation will occur in the designated area only. No resident will be permitted to accompany a visitor out the front door for any reason. Residents will not accompany visitors to cars.
10. There is **NO SMOKING** allowed in the building. If a visitor must smoke, they will be required to go outside, out of the view of any residents, in an approved smoking area, and residents will not accompany them outside.
11. Residents will be searched following the visits and **WILL NOT BE ALLOWED ANY CONTACT WITH VISITORS AFTER THE SEARCH.**
12. Any visitor bringing or attempting to bring contraband into the building or provide contraband to any resident will be prosecuted. Staff will call the Sheriff's Department immediately if this situation occurs.
13. Visitors will be permitted **NO CONTACT** with other residents of the program or other visitors. Violations will result in termination of the visit.

14. Any disturbances by the visitors or the resident being visited will result in immediate termination of that visit. The Sheriff's Department will be called for assistance if the visitors do not leave immediately.
15. Visitors must dress with reasonable modesty for visits. Violations will result in either notification of the resident's Family Services Worker or not being allowed to visit until appropriate dress occurs.
16. Residents are not to accompany visitors to the restroom, or visitors to accompany residents to the restroom. Residents are not to enter the area of the Primary Treatment Center or Level II Continuum at ANY time unless they are residents of the Primary Treatment Center or Level II Continuum.
17. The visitor restroom will be searched at the end of each visitation period. If any types of drugs or weapons are found in the restrooms or in the visitation area, they will be left in place with the area guarded, and law enforcement will be called to investigate and take custody of the evidence.

Residents and the parent/guardian will be given a copy of these guidelines when the resident is admitted to the program. This is part of treatment and must be carried out as specified. Failure to follow these guidelines or the rules and policies of Wayne Half-Way House, Inc. may result in reports to the Family Services Worker and may have an affect on future visitation and/or passes.

**Attachments:**

- **Phase System Handbook**
- **Notification of Equal Access to Programs and Services**
- **Counselor Request Form**
- **Daily Point Sheet**
- **Money Request form**
- **PREA Information**

**ZERO-TOLERANCE FOR SEXUAL HARASSMENT,  
ASSAULT OR RAPE**

The following information is very important, so **please read it carefully and thoroughly**. Once you've been given PREA material to read, a day will be designated for a video, after which, you will complete a quiz.

Wayne Half-Way House, Inc. is committed to a zero-tolerance standard for all forms of sexual abuse, assault, misconduct, harassment or rape. We have a policy called ZERO-TOLERANCE STANDARDS AND GUIDELINES FOR SEXUAL HARASSMENT, ASSAULT OR RAPE INCIDENTS AND PRISON RAPE ELIMINATION ACT (PREA) (7.8). You and/or your parents may read the whole policy if you wish by asking a staff member. Here is a summary of the policy:

The ways we work to enforce the standards and keep you safe come from a federal law called the Prison Rape Elimination Act (PREA). Even though it was originally written for prisons, it now applies to all juvenile facilities as well. All of our employees who work with our residents are trained about this law. Some of the training includes how to prevent sexual assaults by other residents, staff, volunteers, or anyone, what staff members must do to properly report sexual assaults, abuse, or neglect, what will happen to them if they commit sexual assault, abuse, or neglect, and what to do if any resident is sexually assaulted, abused, or neglected.

When you are first admitted to Wayne Half-Way House or Crossroads Primary Treatment Center, we give you information and teach you what you need to know about how we keep you safe and what to do if you are abused. Here are some of the things we do:

1. We give you information about how to protect yourself and what to do if you are abused.
2. We tell you the consequences of engaging in any type of sexual activity while you are at this facility.
3. We tell you how to get medical and mental health treatment and counseling.
4. We tell you how to safely report incidents or suspicions of sexual abuse or sexual harassment, retaliation by other residents or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents.
5. We take a look at the records of every new resident to see if they have a history of either being abused or of abusing someone else and use this information to help keep everyone safe.
6. We ask each new resident a series of questions to help us know if they are at risk of being abused or of abusing someone else.
7. If we need more information to keep everyone safe, we may refer a resident to a mental health professional, who will work with the resident and with us to provide treatment and make safe program assignments.
8. If a resident tells us he was abused at another facility but hasn't reported it, we will report the incident to DCS and to the Director of the other facility. This allows DCS to investigate the incident, determine if charges will be filed, and keep those in the other facility safe from abuse.
9. We send your parents/guardians information about how to report abuse.

**HOW TO REPORT ABUSE:**

Wayne Half-way House, Inc. is dedicated to the safety, dignity, and well-being of the residents and families of residents it serves. It is the policy of this agency that the following will not be tolerated:

- verbal abuse
- physical abuse or neglect
- emotional abuse or neglect
- sexual abuse
- sexual harassment
- staff neglect
- retaliation for reporting
- any misconduct of a sexual nature
- staff neglect or violation of responsibilities that may have contributed to an incident of abuse or neglect

**Wayne Half-Way House, Inc. refers any allegations of sexual abuse or sexual harassment involving a resident to the Department of Children's Services, Child Protective Services division and, if criminal conduct is suspected, to local law enforcement for criminal investigation.**

**If anyone abuses you, you should report it in any or all of the following ways:**

- Report the abuse to a staff member (all staff members are required by law to immediately report abuse to the Department of Children's Services).
- Tell your parent/guardian
- Tell your Family Services Worker.
- Call the Child Abuse Hotline (Department of Children's Services Child Protective Services Central Intake at **1-877-237-0004**).
- Write a letter to or call Child Protective Service Central Intake at:

**DCS Central Intake  
1101 Kermit Drive  
Nashville, TN 37217  
1-877-54ABUSE (1-877-542-2873)**

- Write to or call WRAP at:

**WRAP**  
**62 Director's Row**  
**Jackson, TN 38305**  
**1-800-273-8712**

- File a Wayne Half-Way House, Inc. grievance (if you are in immediate danger, tell a staff member immediately in addition to any of the other ways of reporting. Staff members will take action to protect your safety).
- Report the abuse to law enforcement. If you choose to report the abuse locally, the phone number for the Wayne County Sheriff's Department is (931) 722-3613.
- Report the abuse to your attorney or guardian ad litem.

Staff members will allow you to use the telephone and/or will provide you with paper, pencil, envelope and stamps so that you can report abuse if it occurs.

Other things to know about reporting abuse:

1. You may report sexual abuse at any time, regardless of when it occurred.
2. You should not try to resolve an incident of sexual abuse by yourself. Report it and let the authorities investigate it and provide protection for you.
3. You can get help filling out paperwork from whomever you wish. This can be other residents, staff members, family members, attorneys, and/or outside advocates. Those persons may also file such requests on your behalf.
4. There are confidentiality laws to protect you if you report abuse. Your counselor can explain them to you.
5. If anyone tries to retaliate (get back at you) because you reported abuse of yourself or another resident, please tell the Security Supervisor, your counselor, or another staff member you trust. Retaliation is not allowed!
6. Any person who either verbally or by written/printed communication reports false accusations of sexual abuse commits a Class E felony. A report made in good faith upon reasonable belief of the alleged incident will not constitute a false report.

#### WHAT HAPPENS AFTER A RESIDENT REPORTS SEXUAL ABUSE, ASSAULT, HARASSMENT, NEGLIGENCE, OR RETALIATION?

The Department of Children's Services (DCS) division of Child Protective Services (CPS) investigates all reports concerning children who are in DCS custody. They will notify certain people such as your Family Services Worker, parents, and administrators of Wayne Half-Way House, Inc. After CPS completes their investigation, we will tell you the outcome. If you are in another program or living at home at that time, someone else will tell you whether the report was determined to be substantiated, unsubstantiated, or unfounded.

Immediately after you report sexual abuse, we will work hard to protect you. This includes the following:

1. We will keep you apart from the person who you reported abused you.
2. We will cooperate with agencies investigating your report.
3. We will make sure you receive medical treatment, emotional support, and counseling if needed.
4. We will provide you with access to outside victim advocates for emotional support services related to sexual abuse. This includes letting you communicate with the advocates in as confidential a manner as possible. You should know that there are limits to confidentiality when you communicate with outside victim advocates. They are the same limits that our counselors here in the program have. That means that if you tell them anything that indicates you or another person is in danger, they have to report it in order to keep you and others safe. An example of this would be if you told them someone was talking about committing suicide, we or they would tell someone who could get them the help they need and keep them safe. The phone numbers and addresses for victim advocates are listed at the end of the PREA information in this Resident Handbook.

PREA (Prison Rape Elimination Act) was passed in 2003 to help prevent, reduce, and eliminate sexual misconduct between juveniles and between staff and juveniles. The following literature will explain your rights and inform you of exactly what you would need to do if you were to become a victim of sexual abuse/harassment.

**Here are a few important things to know:**

- ❖ If you tell a staff member (counselor, YSO, therapist, etc.) that you have been sexually abused, harassed, raped, or sexually assaulted, or if you tell a staff member that you are going to hurt yourself or someone else, that staff member **WILL** report it. Wayne Half-Way House/Crossroads Primary Treatment Center have a Zero-Tolerance Policy against any kind of sexual misconduct and the staff have a “**duty to report**” any such allegations that they are made aware of.
- ❖ Staff members are instructed to keep the information you tell them confidential with the exception of having to tell the appropriate people who **NEED** to know in order for them to perform their duties accordingly and keep residents safe.
- ❖ Persons who report sexual misconduct will **NOT** be retaliated against for doing so. Retaliation or negative consequences for reporting sexual misconduct will not be tolerated and will result in disciplinary action for that staff member up to and including termination.
- ❖ WHWH/CPTC has a “**Memorandum of Understanding**” with a program called **WRAP** (Wo/Men’s Resource and Rape Assistance Program). If a resident is a victim of a sexual assault/abuse incident, they will be permitted to speak to a designated WRAP counselor. WRAP advocates are skilled professionals who provide a wide variety of services including court advocacy, hospital accompaniment, resources, mentoring, and individual and group counseling, just

- to name a few. **No conversations with this victim advocacy service will be recorded.**
- ❖ **False allegations:** All of this being said, by all means, if you fall victim to sexual abuse or a sexual assault or were abused prior to coming here and you have not reported it, PLEASE tell someone you trust. However, also remember that any person who knowingly reports a **FALSE** accusation of sexual abuse, assault harassment, misconduct, or rape commits a **FELONY**. And there are consequences to committing this crime.
  - ❖ **BOTTOM LINE: Our staff members have a “duty to report.” Failure to comply with this duty will result in disciplinary action up to and including the loss of their job AND/OR criminal charges against them.** So never be afraid to tell. If you tell a staff member of a sexual abuse, misconduct, or rape incident, the first thing the staff member will do is **make sure YOU are SAFE. You will be separated from the abuser.** The staff member will then notify Child Protective Services. Be assured that **our staff members are trained** in how to respond to these incidents.

On the following pages, you will find some important information that will help you know about:

- Your right to be free from sexual violence while you are in DCS custody
- Definitions of terms used in the PREA information
- More information about reporting abuse
- What to do if you are assaulted
- Consequences
- Preventing sexual abuse
- Safety tips

## **YOU HAVE THE RIGHT TO BE SAFE FROM SEXUAL VIOLENCE**

While you are under the supervision of Tennessee’s Department of Children’s Services Division of Juvenile Justice, no juvenile or staff member has the right to sexually harass you or pressure you into ANY sexual acts. Regardless of your gender, age, size, race, ethnicity, religion, or sexual orientation, you have the right to be safe from any sexual harassment, advances, and acts.

Under Tennessee’s Division of Juvenile Justice policy:

- Sexual intercourse, contact or conduct between juveniles and between staff and juveniles is prohibited.
- Sexual assault of a juvenile by another juvenile will be referred for prosecution according to the laws of Tennessee.
- Sexual abuse includes penetration or external touching of a child’s intimate parts, oral sex with a child, indecent exposure or any other sexual act performed in a child’s presence for sexual gratification, sexual use of a child for prostitution, and the manufacturing of child pornography. “Child” refers to anyone under the age

of 18. 18 year olds at Wayne Half-Way House and Crossroads Primary Treatment Center are also protected by PREA laws.

The United States Federal Government passed the Prison Rape Elimination Act (PREA) in 2003 to help prevent, reduce, and eliminate **sexual misconduct** between juveniles and between staff and juveniles.

#### WHAT IS SEXUAL MISCONDUCT?

- **Sexual Assault or Sexual Contact** – when one or more juveniles tries to force or convince another juvenile to participate in a sexual act through manipulation or through the use of threats, intimidation, inappropriate touching, or other actions.

**YOU NEED TO RESPECT OTHERS** – IT IS NEVER RIGHT TO PRESSURE SOMEONE TO ENGAGE IN A BEHAVIOR HE/SHE DOES NOT WANT TO DO. YOU DO NOT HAVE THE RIGHT TO FORCE ANY TYPE OF SEXUAL BEHAVIOR ON ANY PERSON. THERE SHOULD BE NO JOKING, BRIBING, OR TEASING OF ANY KIND OF A SEXUAL NATURE. **BULLYING WILL NOT BE TOLERATED.** THERE IS A **ZERO TOLERANCE** POLICY IN PLACE FOR SUCH OCCURRENCES.

- **Sexual Conduct** – any type of sexual activity between juveniles which includes asking for, paying for, promising, threatening, or communicating with another person in any manner, verbally or written, to have sexual intercourse. It also includes exposing, touching, or gesturing to the juvenile's own intimate parts to attract the attention of another person or using sexually explicit language.

SEXUAL ACTS OR CONTACT BETWEEN JUVENILES (LIKE HOLDING HANDS, KISSING, ETC.) EVEN WHEN BOTH PEOPLE WANT TO, **ARE NOT ALLOWED.** BOTH JUVENILES INVOLVED IN SEXUAL CONDUCT WILL BE HELD ACCOUNTABLE.

- **Sexual Assault of a Staff Member BY A JUVENILE** – a resident may be charged with state criminal offense if there is sufficient proof that the resident participated in sexual misconduct. Facility discipline may also occur for a resident participating in sexual misconduct. This does not apply if the staff member voluntarily participates in **sexual conduct** (see below). In that case, the staff member would be prosecuted.
- **Sexual Assault or Sexual Conduct BY A STAFF MEMBER** – when a staff member engages in, or attempts to engage in, a sexual act with any juvenile. This includes the staff member intentionally touching the juvenile's intimate parts with the intent to abuse, humiliate, harass, or degrade the juvenile, or arouse or gratify the sexual desire of any person. Sexual behavior can include, but is not limited to, indecent, profane or abusive language or gestures of a sexual nature, inappropriate visual surveillance of juveniles, making sexually offensive comments or gestures, solicitation of sexual activity through promises of favors or threatening a juvenile for refusing sexual advances.

**IT IS NEVER APPROPRIATE FOR A STAFF MEMBER TO MAKE SEXUAL ADVANCES OR COMMENTS TO OR TO ENGAGE IN SEXUAL CONTACT WITH A JUVENILE. EVEN IF THE JUVENILE WANTS TO BE INVOLVED WITH A STAFF MEMBER, THE STAFF MEMBER IS NOT ALLOWED TO PARTICIPATE. TENNESSEE LAW AND TENNESSEE'S DEPARTMENT OF CHILDREN'S SERVICES DIVISION OF JUVENILE JUSTICE SPECIFICALLY FORBID SEXUAL ACTIVITY BETWEEN JUVENILES AND STAFF, CONTRACTORS, OR VOLUNTEERS. STAFF IS SUBJECT TO DISCIPLINE AND CRIMINAL PROSECUTION REGARDLESS OF WHETHER YOU CONSENT TO SUCH ACTIVITY. THERE ARE NO EXCEPTIONS.**

**REMINDER – HOW TO REPORT AN INCIDENT OF SEXUAL MISCONDUCT OR SEXUAL ASSAULT:**

It is important that you tell a staff member as soon as possible if you or someone you know has been sexually assaulted, have been threatened, or are being asked to do something sexually. You can tell your Case Manager/Family Services Worker, your counselor, the psychologist, the Executive Director, Shift Supervisor, medical staff, YSO, teacher, or any other staff member. Staff members are instructed to keep the reported information confidential and only discuss it with the appropriate officials that have a need to know in order to perform their duties and keep you and other residents safe. Persons who report sexual misconduct will be protected from retaliation.

You can also report the incident to the agencies we talked about under the section above, “HOW TO REPORT ABUSE.” We will help you report abuse, you can get someone else to help you report it, or you can report it yourself without help from us or someone else. The main thing is that you report it.

**WHAT TO DO IF YOU ARE ASSAULTED WHILE YOU ARE HERE**

**If you are sexually assaulted, you should report it immediately to staff who will offer you immediate assistance and protection. Staff will also refer you for a medical examination and assessment.**

**Even though you may want to clean up after an assault, it is important NOT to shower, wash yourself, drink or eat anything, change your clothing, or use the bathroom before you see a medical professional.**

**Please remember that by reporting the crime of a sexual assault or sexual misconduct right away, you are assisting in helping stop this harmful behavior and sending a message to the perpetrator that this behavior will not be tolerated.**

**RETALIATION OR NEGATIVE CONSEQUENCES:**

**DCS Policy 18.8 GUIDELINES FOR SEXUAL ABUSE, ASSAULT, OR RAPE INCIDENTS IN YDC’S – PRISON RAPE ELIMINATION ACT, Section A. # 9 reads:**

“The possibility of retaliation or negative consequences for reporting sexual abuse/assault/misconduct or rape will not be tolerated and may result in disciplinary actions up to and including termination.” This means that you WILL NOT get into

trouble and you will not be punished if you report sexual abuse/assault/misconduct or rape.

DCS Policy 18.8, section A. #10 reads:

“Any person who knowingly and maliciously reports, or causes, encourages, aids, counsels, or procures another to report a false accusation of child sexual abuse commits a Class E felony.” TCA 37-1-413. What this means is that you should not make false/untrue statements about being sexually abused. If you do, you are subject to disciplinary and legal consequences.

**Consequences for engaging in any type of sexual activity while at Wayne Half-Way House/Crossroads Primary Treatment Center:**

If you engage in any type of sexual activity while at this facility, your treatment team will meet to address your behavior.

Seeking medical treatment, mental health treatment, and/or counseling:

If you report abuse, you will be provided medical treatment. If you wish to speak with a mental health professional to receive counseling, please tell medical staff and medical staff will contact the mental health professional.

**PREVENTING SEXUAL ABUSE**

NO MATTER WHERE YOU GO OR WHERE YOU LIVE, YOU HAVE THE RIGHT TO BE SAFE FROM SEXUAL VIOLENCE

Sexual abuse can happen anywhere there are people. It can happen in school, in church, at home, and lots of other places too. Staff at Wayne Half-Way House and Crossroads Primary Treatment Center will do everything they can to make sure sexual abuse doesn't happen to you. Here is what we are already doing to keep you safe:

- Staff will be watching you and other residents 24 hours a day, 7 days per week.
- Staff members are carefully screened through background checks to make sure the best people are in charge of your safety and care.
- Staff members know how to spot abusive behavior and how to stop that behavior.
- Residents who may have gotten into trouble because of their sexual behavior stay in special programs.
- Resident's cannot go into other resident's rooms.

You may be thinking of what you will do to keep yourself safe. To do your part there are three things you need to know. You need to:

1. Know what sexual abuse is;
2. Know how to protect yourself; and
3. Know how to get help.

What is sexual abuse? You may already have a good idea of what sexual abuse is. But if you don't, here are some facts that may help you. **Sexual abuse is any unwanted sexual contact with another person.** Sexual contact includes, but is not limited to the following:

- Touching
- Kissing
- Talking in sexual ways
- Showing private parts to others
- Watching people undress
- Watching people go to the bathroom
- Putting your mouth on someone's private parts
- Putting any part of your body inside someone else's body

You may NOT do any of these behaviors while at Wayne Half-Way House or Crossroads Primary Treatment Center. These behaviors are against the rules and can lead to problems in your program.

Sometimes sexual contact can be abusive even if a person seems to go along with it. As a rule of thumb, you CANNOT say "YES" to sexual contact if:

- You are under age 16
- You are using drugs or alcohol
- You don't know what you are being asked to do
- You believe that you can't say "NO" without bad things happening to you.

If you find yourself in a situation like any of the ones named above, seek help from staff as soon as possible.

## **SAFETY TIPS**

Here are some things you can do to protect yourself from unwanted sexual contact:

- Don't talk about sex with peers.
- Don't enter another resident's room.
- Don't let another resident enter your room.
- Don't keep secrets about sexual activity.
- Stand up for yourself and say "NO."

- Stay one (1) arm's length away from other residents during line moves.

If you are the victim of unwanted sexual contact, report what happened to any staff immediately. The longer you wait, the more difficult it will be to give you the help you need. You may report sexual abuse to ANY staff member you wish. All staff members are trained to get you the help you need.

Once you report what happened, you will be given the help you need. You may be taken to the hospital to make sure your body is not hurt. You may be asked lots of questions about what happened. You may be asked to meet with a counselor to talk about what happened. **Sexual abuse is never the victim's fault.**

If you would like to know more about sexual abuse, please feel free to talk to a staff member.

#### INDICATORS THAT A YOUTH MAY HAVE BEEN SEXUALLY ASSAULTED OR MAY BE IN FEAR OF BEING SEXUALLY ASSAULTED INCLUDE:

- Isolation or refusing to leave isolation
- Depression/anxiety
- Lashing out at others
- Refusing to shower
- Seeking protective custody
- Easily startled or jumpy
- Self-mutilation
- Increase in aggression
- Insomnia
- Social withdrawal
- Difficulty concentrating
- Loss of appetite
- Sudden mood swings
- Suicidal thoughts

#### POSSIBLE PHYSICAL SIGNS THAT A RESIDENT MAY HAVE BEEN SEXUALLY ASSAULTED:

- Injuries
- Nausea
- Vomiting
- Headaches
- Sudden sweating
- Unkempt appearance or no longer caring about their appearance

IS THERE SOMEONE WHO CAN HELP ME GET THROUGH ALL THIS IF IT HAPPENS TO ME?

Yes! There are organizations ready and waiting to help you. They are called Victim Advocates. You can call them from the Wayne Half-Way House telephones or when you are at home.

When you call from Wayne Half-Way House, your conversation will not be intentionally monitored; however because of the location of phones and the necessity of supervision, a staff member may be able to hear your part of the conversation if you talk loudly. Wayne Half-Way House personnel will not record the conversation. You should know also that there are limits to confidentiality when you communicate with outside victim advocates. They are the same limits that our counselors here in the program have. That means that if you tell them anything that indicates you or another person is in danger, they have to report it in order to keep you and others safe. An example of this would be if you told them someone was talking about committing suicide, we or they would tell someone who could get them the help they need and keep them safe.

But know that the Victim Advocate programs are there to help you and they will respect your right to privacy and confidentiality. On the next page are some Victim Advocacy organizations you can contact.

## **EMOTIONAL SUPPORT AND VICTIM ADVOCACY ORGANIZATIONS**

WRAP (Wo/Men's Resource and Rape Assistance Program)

62 Director's Row  
Jackson, TN 38305  
1-800-273-8712

National Sexual Assault Hotline  
1-800-656-HOPE (1-800-656-4673)

Sexual Assault Center  
101 French Landing Drive  
Nashville, TN 37228  
1-615-259-9055

Sexual Assault Center of East Tennessee  
6215 Kingston Pike  
Knoxville, TN 37919  
(Serving Anderson, Blount, Campbell, Knox, Loudon, Roane, and Sevier counties)  
Crisis Line: 1-865-522-7273  
24/7 Line: 1-865-558-9040

Sexual Assault Center of East Tennessee  
409 East Unaka Avenue  
Johnson City, TN 37601  
(Serving Carter, Green, Hancock, Hawkins, Johnson, Sullivan, Unicoi, and Washington counties)  
24 Hour Crisis Line: 1-865-522-7273

Child Help  
2505 Kingston Pike  
Knoxville, TN 37919  
1-865-637-1753  
National Hotline: 1-800-422-4453

Shelby County Rape Crisis Center  
1750 Madison Avenue  
Memphis, TN 38104  
1-901-222-4350

*If Abuse Happens to You ...*

# End The Silence

A Teen's Guide to Reporting Abuse, Neglect and Exploitation in Juvenile Justice Facilities

## End The Silence...



### Can Abuse Happen to Me?

In a juvenile justice facility, you have the right to be safe and protected against abuse. Abuse includes physical, sexual and emotional abuse, neglect and exploitation. Juvenile facilities make every effort to keep you safe from harm. Despite the best protections in place in each facility, abuse does sometimes happen. It is important that you know what to do if it happens to you.

#### What is physical abuse?

Physical abuse is something done to you that causes physical pain or injury to your body, often called an assault. It may involve hitting, kicking, punching, choking, shoving or other act done by an adult or another resident against you.

#### What is sexual abuse?

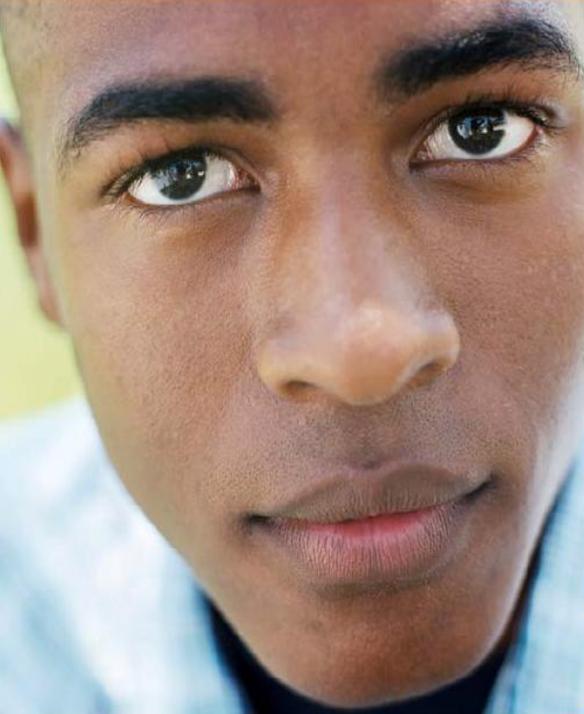
Sexual abuse is a sexual act committed against you or the intentional touching of your body in a sexual way by another person. Sexual abuse happens when someone asks you to flash or expose the private areas of your body or asks you to engage in sexual intercourse or other sexual behaviors.

#### What is neglect?

Neglect happens when persons responsible for taking care of you fail to do so. For example, neglect may involve the unreasonable delay or refusal to allow you to see a doctor or nurse when you are sick or injured. It also may involve facility staff not giving you medicine prescribed by your doctor. Neglect may involve staff not providing proper supervision of you and the other kids in the facility. If staff is not present or paying attention when you are assaulted or hurt in any way by one of your peers, that is neglect.

Adapted from A Publication By The  
**Texas Juvenile Probation Commission**  
 4900 N. Lamar Boulevard  
 P.O. Box 13547 | Austin, Texas 78711  
 Phone (512) 424-6700  
[www.tjpc.state.tx.us](http://www.tjpc.state.tx.us)

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### What is emotional abuse?

Emotional abuse is an action by another person that may cause you extreme embarrassment, mental or emotional harm instead of physical harm. For example, emotional abuse may involve a person cursing at you, making crude sexual remarks or mean or hateful comments about you, your race, your gender, your family or the way you look.

### What is exploitation?

Exploitation happens when someone in authority takes advantage of you. Exploitation may involve facility staff ordering you to do personal favors for them or someone else. For example, if a staff member takes you from the facility to his home to mow his lawn or perform some other type of labor, this may be exploitation.

### Who Can Commit Abuse?

It is not easy to know what an abuser looks like. Abusers can be someone you know, a friend, relative or a stranger. Any person in a facility may commit abuse. Abusers are not always detention or corrections officers or facility staff members. They can be visitors, volunteers, probation officers, medical personnel, counselors, teachers or other persons in the facility that you meet. Abuse committed by any person against you is wrong and should be reported immediately. No one deserves to be abused and abuse is always a crime... period.

### What if the abuser is another juvenile?



Other residents in the facility may commit abuse against you. This may involve physical and sexual assaults. Abuse by other juveniles should also be reported. You have a right to be protected at all times from other juveniles in the facility.

### What if I see or hear about someone else being abused?

If you see another resident being abused or you hear about someone else being abused, you should report this. All abuse is wrong and everyone deserves to be protected at all times in a facility. You can help others by reporting abuse.



### Who Can Help?

If you are the victim of abuse, there are many people who want to help you. The important thing is to tell someone about the abuse, neglect or exploitation immediately. Do not be silent.

### Trustworthy Adults

In the facility, there are many adults who you see every day that will help you and protect you. If you feel comfortable, you should talk to a facility staff member, counselor, teacher or medical professional and tell them if you have been abused. There are also many adults who may visit you in the facility that can also listen and help such as your attorney, your probation officer, your parent, guardian or other family member.



### Facility Grievance System

Each juvenile justice facility has a way to handle your complaints or problems, sometimes called "grievances" and this is called a Grievance System. For example, if you have a complaint about the food in the facility, or if you disagree with the way the rules are enforced, you should report these problems by using the grievance system in the facility. You can also report abuse using the facility grievance system if you feel comfortable doing so. The facility grievance system is a choice that is always available for you if you do not feel comfortable talking to a staff member directly. If you report abuse this way, DCS Child Protective Services will be notified of your case and will conduct an investigation of the situation along with the facility's investigation.

*Abuse is a crime...  
no matter where you live.*

# Abuse is a crime... Tell someone now!

## Frequently Asked Questions

### What Else Can I Do?

The State of Tennessee Department of Children's Services Child Protective Services (CPS) investigates abuse, neglect and exploitation in all Tennessee juvenile justice facilities. There is a toll-free phone number you can call to report abuse if you do not feel comfortable talking to someone in the facility. Your report will be investigated by CPS if you report it to facility staff or if you call CPS directly.

The toll-free number to report abuse is:

**1-877-542-2873**  
**(1-877-54 ABUSE)**

When you call, you will be asked to tell exactly what happened to you in the facility. What you tell them will be investigated very quickly. When you call, you do not have to give your name, but if you do, your name and your identity will be protected and kept confidential.



No one should be abused.

**Q: If I report abuse, will anyone believe me?**

Yes. If you report abuse, you will be believed and your case will be fully investigated to uncover evidence that proves what happened.



**Q: Will the person who abused me be allowed to have contact with me?**

No. After a report of abuse is made, the person who abused you is removed from contact with you during the facility's investigation. This does not mean that you will necessarily be released from the facility or moved to another facility, but you will be protected.

**Q: Will the facility punish me or treat me different (retaliate) if I report abuse?**

No. If you make a report of abuse and have told the truth, you should not be punished, treated differently or receive any discipline. You will be protected from further harm and the case will be investigated. If you are retaliated against, report it to a trustworthy adult or CPS immediately and it will be investigated.

**Q: Will I have to testify in court?**

The facility and CPS investigators will ask you questions about what happened. If the abuser faces criminal charges, then you may be asked to testify in court.

**Q: Will reporting affect my juvenile court case, my detention or placement status?**

No. Making a report of abuse will not extend your stay in detention, lengthen your probation term or change your current placement status, but you may change facilities.

**Q: What if I lie about being abused?**

All reports of abuse are taken very seriously and investigated thoroughly. Anyone who makes a false report may be charged with a serious criminal offense. Remember, reporting abuse is not a game and you should always tell the truth.

**Q: What if the abuse happened at home?**

If the abuse happened at home, at school or in your community, then you should report it to an adult you trust, to the DCS Child Protective Services at 1/877-542-2873, or to the police.

**RESIDENT HANDBOOK SIGNATURE PAGE**

I have received a copy of the Resident Handbook containing the following:

- Non-discrimination Policy
- Behavior Support and Management Policy with prohibited disciplinary practices
- Description of the program
- Resident Rights and Responsibilities
- Emergency procedures
- Daily schedules
- Grievance Procedures for residents
- How to report abuse and PREA information
- Phase System Handbook

Resident's Name: \_\_\_\_\_

Resident's Signature: \_\_\_\_\_

Date: \_\_\_\_\_