

POLICY

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) to ensure that youths are fully informed of program expectations, available programming and their rights and responsibilities.

PURPOSE

This policy ensures that youths are provided with timely and informative orientation.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Designated in the facility standard operating procedure.

PROCEDURE

Each facility is required to develop and implement standard operating procedures (SOPs) relative to the orientation that is provided to youth subsequent to admission to the facility/program. At a minimum, these SOPs must contain the following requirements:

**General Criteria
for Orientation**

The facility/center director or designee designates staff to provide the orientation to youths.

An informative orientation is conducted within twenty-four (24) hours of admission unless there are documented extenuating circumstances.

The orientation does not occur in the youth's room.

The orientation involves live presentations, but may also include video presentations.

Arrangements are made to accommodate non-English speaking and disabled youths to ensure that the orientation information is understood.

Opportunities exist for youth to ask questions during the orientation process.

Youth are given written materials and handbooks that reinforce, supplement or enhance the orientation process.

Orientation Checklist

An orientation checklist is developed for designated staff to utilize, which will contain:

- Philosophy and goals of the program.
- Identification of key staff and the roles they play.
- Expectations, rights, and responsibilities of youth.
- Standards of conduct, rules, and regulations.
- Potential consequences for violations of statutes, rules, and regulations, including escape.
- Behavior management/support system.
- Grievance process.
- Due process proceedings.
- Process for obtaining medical and mental health care.
- Process for reporting alleged physical abuse, sexual abuse, or neglect.
- Drug testing protocol.
- Disaster and emergency preparedness procedures, including emergency drills and evacuations.
- Dress code and personal hygiene requirements.
- Personal property and contraband.
- Searches.
- Visitation, correspondence/mail, and telephone privileges.
- Treatment planning process, services, and treatment.

- Daily/weekly schedule.
- Educational programming and opportunities.
- Recreational and leisure activities; religious/spiritual programming.
- Eligibility criteria for off-campus activities.
- Release criteria and anticipated length of stay.

Documentation

At the conclusion of the orientation, the youth and staff conducting the orientation must sign and date the orientation checklist.

A copy of the signed and dated checklist is placed in the youth's file.

AUTHORITY

Social Welfare Act, MCL 400.115a(1)(l)