# Larned Juvenile Correctional Facility

## Guideline Booklet
## For Youth Residents/Parents/Staff

**(JCF131 – Revised 09-19-2013)**

Kansas
Department of Corrections
*Juvenile Services*


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**Attachments:**
- Privileges and Incentives Program Chart (PIP)
- Weekly Expectation Review (WER)

# INTRODUCTION

Larned Juvenile Correctional Facility (LJCF) is one of two facilities for committed youth residents operated by the Kansas Department of Corrections (KDOC) Juvenile Services and LJCF participates in the system of continuous learning and improvement standards of Performance-based Standards (PbS).

Each youth resident is assigned an individual room complete with restroom facilities. The facility is comprised of twelve (12) units, with each unit being named after a Kansas fort.

# PROGRAMS

The juvenile correctional facility provides a number of program opportunities designed for the rehabilitation of the youth residents.

- **Activity Therapy –** designed to meet the physical, creative, and artistic needs of each youth resident as well as teaching good sportsmanship, strengthening attitudes and relationships, and developing the youth resident's self-expression into quality leisure-time skills that will enhance his success in the community.

- **Criminal Conduct and Substance Abuse (CCSA) Program** – This is a substance abuse program for youth residents, which identifies psychological, biological, and social factors that contribute to the onset of adolescent deviance, including substance abuse, delinquency, and crime. Three levels of programming are offered: Phase I –Challenge to Change, Phase II – Commitment to Change, Phase III – Ownership of Change.
- **Independent Living Skills -** provides a class that is eighteen weeks in length and designed to teach basic life skills including (but not limited to), practical skills of job search, interviewing skills, developing a formal resume; and budgeting. Youth also receive a certificate of completion and one-half school credit upon completion.

- **Violent Offender Program** – Explores the aspects of violence and how the youths' crimes have impacted their victims, the community, their families and themselves.
- **Vocational Industries** – Productions Unlimited is a LJCF operated manufacturing program. The program constructs decorative wood items which are sold to the wholesale and retail market in local communities. Youth are also offered high school credits in the trainer/trainee program through Westside School.
- **Work Program** – following federal guidelines, the work program is available to youth residents 15 years of age or older who are on the appropriate level and approved by the youth resident's unit team. Youth residents gain experience in interviewing, job skills, work relationships, and work ethic. Youth residents' earnings are used to pay toward their assessed restitution and include such work areas as: woodshop, custodial maintenance, cafeteria, laundry, trash detail, yard maintenance, and activity therapy.

## SERVICES

- **Education –** provided by Westside High School, as an extension of the Fort Larned School District 495 where youth residents may work toward a diploma or GED. Vocational training programs are integrated with the academic program and college courses are also offered through Barton County College (BCC).
  - **Vocational Program –** the following vocational programs are offered: food service, computer applications, welding, woodworking, building trades, small engines, and production manufacturing.

- **Family Living and Human Sexuality –**
  - **Parenting Class –** teaches youth residents the rights and responsibilities of being a father and the issues involved in raising children.
  - **Family Planning Options –** designed to provide youth residents information regarding birth control decisions and their responsibility, methods of control, including abstinence, and the counseling available.
  - **Sexually Transmitted Illnesses (STIs) –** provides information on who is at risk, the impact on society, personal responsibility, specific information on HIV/AIDS and other STIs, and resources that are available to provide assistance.
  - **Medical Services** – comprehensive medical services, including but not limited to, clinical, dental, mental health, pharmaceutical, and laboratory services are provided to all youth residents.
- **Mental Health Services** – Specialized programming is provided to youth residents who suffer from a mental illness or developmental delay.
- **Religious Programs** – addresses the spiritual needs of the individual youth residents. Interdenominational religious services, Catholic Masses, and Bible Study are provided weekly. Individual spiritual counseling and grief counseling are also offered to youth residents.
- **Library Services** – library materials are provided to all youth residents through Westside School.
- **Youth Resident Advisory Council** – provides youth residents a direct and regular channel of communication with administration and the opportunity to develop leadership skills.
- **Youth Resident-of-the-Month** - Youth residents from each unit are nominated by the unit Juvenile Correctional Officers and selected by the unit's Treatment Team for the purpose of recognizing positive change or improvement in a youth resident's behavior.

- **Youth Resident-Worker-of-the-Month** - Youth residents from each work site, each month are nominated by the work site supervisors and selected by the facility Team Leaders for the purpose of recognizing one youth resident worker who has demonstrated initiative or exceeded the expectations of his job.

## COMMUNICATON SERVICES

**Mail**

Youth residents will be afforded a reasonable degree of privacy subject only to the restrictions necessary to ensure the safety of the facility or other persons. Correspondence of any nature shall be prohibited if it poses a clear, direct, and immediate danger to the security of the facility, or is sexually explicit or gang related. All youth resident mail entering/exiting the facility is screened for potential contraband, personal threats, or escape plans.

Mail that is considered as legal, official, or privileged is not opened by staff but by the youth residents in the presence of staff. All incoming mail shall bear the youth resident's full name, JJIS number and housing unit as well as the facility name and address.

Youth residents purchase stamps through the canteen; however, all new admissions or transfers in are provided two (2) stamps. Youth residents who are considered "indigent" may use money from their supplemental funds to purchase stamps.

Youth residents can receive monies through the US mail system in the form of a cashier's check, money order, or payroll check made payable to the youth resident.

Youth are NOT to receive newspapers unless approved by an IMPP or facility orders. When they are approved they have to be delivered directly from the publisher or vendor. NO youth is allowed to receive newspaper clippings in the mail.

Youth residents shall be prohibited from receiving items which are considered disruptive to facility order or security, and/or detrimental to the youth resident's treatment program. The following are examples of **materials not allowed**:

- Cash, personal checks, and postage stamps
- Nude photographs or drawings
- Photographs depicting drinking, drug use, and/or smoking
- Gang writing
- Personal correspondence which contains or has applied to it any foreign substance, including but not limited to adhesive stickers, perfume, lipstick, etc.
- Cards larger than 8 ½" x 11".

**Telephone**

Youth residents are allowed to place calls to pre-approved numbers by calling collect on the security phones. Each youth resident is allowed 10-minute phone calls per week according to their level as outlined on the Privileges and Incentives Program Chart. Credit card calls and three-way calling are not permitted. Youth residents serving disciplinary segregation may not place phone calls until such time they are deemed as no longer being a security risk. Upon admission or transfer in, each youth resident shall be allowed to make one phone call to parents/legal guardians.

## Visitation

**K.A.R. 123-5-505** states:
No person who has been convicted of any felony or a narcotic offense shall be permitted to visit any offender, **unless prior, written approval** is given by the superintendent or designee.

*Scheduling Visits*
Visits shall be scheduled through the team leader or Central Control, if the team leader is unavailable, during regular business hours. Visits shall be scheduled no more than two (2) weeks in advance but no later than Friday at noon, as the visitation area has a capacity of 44. Youth residents shall be allowed visits according to their level as outlined on the Privileges and Incentives Program Chart. An approved adult visitor shall accompany anyone under the age of 18 who also has prior authorization to visit.

Visitation hours shall be provided during the following times:

| | | | |
|---|---|---|---|
| Saturdays: | 8:00 a.m. – 12:00 p.m.<br>1:00 p.m. – 5:00 p.m.<br>6:00 p.m. – 8:00 p.m. | Sundays: | 8:00 a.m. – 12:00 p.m.<br>1:00 p.m. – 5:00 p.m. |

Holidays as approved by the Superintendent

Visitation shall be in continuous blocks of time (such as 8:00 a.m. to 12 noon), and cannot be split into two different segments.

Be on time. Arriving late will NOT extend your visit time.

All visitors shall roll up all vehicle windows, remove keys, and lock all doors. No weapons are permitted on campus. Pick-up beds shall be clean of all tools and weapons, and toolboxes shall be secured and locked.

***Special visits*** may be conducted outside the routine established visiting policy. A youth resident may request only one special visit per calendar month and shall submit the request at least 48 hours prior to the visit. A special visit may be authorized if:

- The visit is in the best interest of the youth resident's rehabilitative goals as determined by the treatment team.
- The visitor works weekends and has only weekdays available to visit.

*Visitor Registration*
Visitors shall check in with the Entry Post Officer and sign in on the Visitor Registration Log. Picture identification (ID) with signature (e.g. valid driver's license, state ID card, student identification card) is required of all visitors 13 years of age and older each time they visit. Visitors shall provide the make, model and color of their vehicle, in addition to their license plate tag number. All visitors shall be required to successfully pass through a metal detector and check all personal items into an assigned locker.

Entrance into the facility will not be allowed if you or the youth you plan to visit display any of the following symptoms: fever of 100-degrees or more **PLUS** at least one of the following: cough, sore throat, runny or stuffy nose, extreme tiredness, shortness of breath, headache, muscle aches, diarrhea and/or vomiting. If you have had an illness, such as the flu, you must be fever free for 24 hours, without the aid of any medication to reduce fever, such as Tylenol, ibuprofen, etc.

*Visitor Conduct*

- All visits are monitored by LJCF staff and by cameras. All visits are subject to video recording and these video recordings may be used in prosecution if required in the event of legal charges.
- No person who has been convicted of any felony or a narcotic offense is permitted to visit unless prior, written approval is given by the superintendent.
- Visitors may not bring **any** items to be left for youth residents during visits. These must be sent through the US mail system and only following previously mentioned mail guidelines.
- Children must be supervised at all times by the parents or responsible adult. The parent or responsible adult shall be responsible for the child's conduct while in the visitation room.
- Touching is limited to a brief embrace between visitor and youth resident at the beginning and end of each visit. Any other displays of physical affection or physical contact that is considered inappropriate for a family style visitation environment shall not be tolerated and visits shall be terminated. Staff supervising the visitation area has the discretion to end visits in this event.
- Youth residents may be allowed to hold their own infant/toddler (age three (3) or younger) during the visit.
- Supervising staff may terminate a visit at any time due to inappropriate behavior, language or conversation, violation of visitation room rules, behavior that is disruptive to the visitation room and other visitors or any behavior that breaches the safety and security of the visitation room. This decision shall be at the discretion of the highest ranking Juvenile Corrections Staff.
- If staff for any reason terminates a visit, no future visits may be scheduled until the treatment team reviews the termination. The treatment team may impose further restrictions, corrective action, or sanction based on the reason for the termination.
- Smoking on facility grounds shall be prohibited and those observed smoking shall be required to leave/depart the facility and the visit shall be terminated.

*Allowable Visitor Personal Property*

- Cash currency or coin not to exceed $10.00.
- Personal jewelry, including a medical alert bracelet.
- Eyeglasses, contact lenses, or sunglasses.
- One diaper, one bottle, one blanket, one pacifier, and a small amount of wet wipes. All other items associated with any infant child who may be with the visitor shall be placed in the assigned locker, including the diaper bag.
- All other items, subject to search, shall be placed in the assigned locker in accordance with IMPP 12-115 Search of Visitors and Facility Order 3A-32 Searches and Evidence Handling. All electronic devices, such as cell phones, cameras, and/or audio/video recorders **are prohibited** from entering the secure facility. Personal car keys shall be placed in a locker.
- LJCF may prosecute, according to the provisions outlined in KSA 21-3826, Trafficking in Contraband, any person who introduces contraband or attempts to introduce any contraband into or upon the grounds.
- KSA 21-3826 "Trafficking in Contraband" states that trafficking of firearms, ammunition, explosives or a controlled substance is a severity level 5 non-person felony. Trafficking in any of the above contraband in a juvenile correctional institution is a severity level 5, non-person felony. Except as provided above, traffic of contraband in a facility is a severity level 6 non-person felony.
- Contraband is defined as any item that has not been approved for introduction into the juvenile correctional facility by law, regulation, and policy or otherwise specifically authorized by the Superintendent. Illegal substances, cigarettes, and smokeless tobacco are also considered contraband, and therefore not allowed on LJCF grounds.
- If barred from a facility because of undue familiarity or for trafficking in contraband, the person shall not be allowed to have any visits with any youth resident for a minimum of two (2) years after the effective date of the order barring the person from the facility.

*Visitor Approved Dress*
All visitors shall come appropriately dressed and neatly groomed. Inappropriate dress shall include, but not be limited to:

| | | | |
|---|---|---|---|
| Gray or light blue polo shirts | X | X | X |
| Short shorts, short dresses or short skirts/skorts, and slit skirts of any kind | X | X | *Allowed with discretion as stated below |
| Garments with plunging necklines or that expose any part of the abdomen, breasts, lower chest area, the back below the shoulder blades, or the armpits | X | X | *Allowed with discretion as stated below |
| Garments that fit very tightly, including spandex biking shorts/pants, slacks, leggings, or tight knit tops | X | X | *Allowed with discretion as stated below |
| Garments with pictures or language that may be considered profane or offensive by current public standards; this is to include articles of clothing that encourage or promote the use of illegal drugs or alcohol or any gang involvement. | X | X | X |
| Any kind of headwear to include bandanas. | X | X | X |
| Hooded sweatshirts | X | X | X |

***LJCF reserves the right to deny entrance to any visitor when it is determined by the highest ranking JCO staff that the visitor's attire and/or hygiene is unacceptable.**

**Youth Resident Personal Property**
Youth residents are not allowed necklaces, wallets, individual TV sets, "trading cards", comic books, or inappropriate pictures/calendars. Youth residents who have reached the appropriate level are allowed to purchase other items through the facility canteen. Other items allowed are:

- 1 Religious Doctrine Publication (Bible, Koran, etc. – facility approved and issued)
- 1 Rosary, Prayer Towel (facility approved and issued)
- Photos (facility approved and the number allowed according to his level as outlined in the Privileges and Incentives Program Chart).

**Canteen Purchases**
Dependent on a youth resident's level, he can request canteen items up to a maximum amount established by the Privileges and Incentive Program Chart. All youth residents are allowed to purchase hygiene products on a regular basis.

**Funeral Leave**
Off-campus leaves to attend the funeral of an immediate family member (parent/legal guardian, stepparent, wife [with proof of marriage], sibling, stepsibling, child, and stepchild) are reviewed on an individual basis by the Superintendent and either approved or disapproved by the Deputy Commissioner or designee; however, no

consideration will be given to transport youth residents to out-of-state funerals pursuant to Kansas Statute. The youth resident shall remain in restraints and shall be escorted by LJCF staff.

**General Information**

LJCF is located three (3) miles west of Larned on Highway 156. Continue to the 264 junction and travel south past the Larned Correctional Mental Health Facility (adult prison) to the stop sign at the end of the road. Turn left and travel around the curve (Larned State Hospital - Isaac Ray Building on the left and Jung Building on the right) to the next stop sign. Turn left and go approximately one block. LJCF is located on the right hand side of the road.

The facility is located in rural Western Kansas without access to public transportation (taxis and/or bus services) and the nearest transit terminals are over 100 miles away.

LJCF is unique in that it shares the same grounds as two other state agencies, the Larned State Hospital (LSH), a Social & Rehabilitation Services Health Care Policy institution, and the Larned Correctional Mental Health Facility (LCMHF), operated by the Kansas Department of Corrections (KDOC). The three state agencies share many services, which provides for a more cost-efficient delivery of services.

**Information Sharing**

The Weekly Expectation Report (WER) shall be sent monthly to parents/legal guardians by team leaders that provide a summary of the youth resident's progress in programming (i.e. school, treatment groups, vocational, etc.), attitude, behavior, and motivation for positive change, medication compliance/changes, and any disciplinary actions taken. The WER is the agency-wide mechanism used to track a youth's behavior throughout the day, resulting in the youth receiving good time credits, if he is eligible, and advancing through the incentive levels. The WER divides the day into three separate shifts in addition to school, activity therapy, and programming. Within the first and second shifts, there are seven different behaviors that are examined, and third shift reports on three behaviors. Each behavior is scored on a 0 to 3 scale, with the higher scores indicating more positive behaviors. The information from the WER provides you with the scoring for each behavior throughout the day. You will also be able to determine your youth's current incentive level, if the youth was convicted of a disciplinary infraction during the week, and total good time credits earned for the week, if applicable. A copy of the WER is enclosed.

Parent/Teachers conferences are held each semester to keep parents informed of their son's educational accomplishments.

All questions and concerns cannot be addressed in the guideline booklet. If you have any further questions or concerns about your son or the programs/services provided, please contact your son's team leader.

Team Leaders

| Name | Extension | Name | Extension |
|---|---|---|---|
| Becky Carter | 170 | Kathy Stucker | 150 |
| Joyce Haberman | 152 | Crystal Trout | 148 |
| Jay Haremza | 149 | Meredyth Winter | 154 |
| Mary Giles | 137 | | |

# PRIVILEGES AND INCENTIVES PROGRAM CHART

| PROPERTY (Use/Access/Possession) | ORGANIZATIONS/ACTIVITES (Structured and Non-Structured) | CANTEEN & OTHER PURCHASES | COMMUNICATION (Phone and Visits) |
|---|---|---|---|
| State issued personal hygiene items and clothing<br><br>Room Time (with exceptions for programming): 8:15 PM | Library Access (Only check out one (1) book at a time<br><br>May display two (2) 4"x6" or smaller personal photos in room | None (Items within youth resident's rights are exempt; i.e., stamps, etc. | 1 – Ten (10) minute phone call on Phone System per week<br><br>Two (2) hour visit with Parent(s)/ Guardian(s), Child(ren) and Spouse (Two [2] adult visitors maximum; no visitor shall be allowed to switch out during visit |

| PROPERTY (Use/Access/Possession) | ORGANIZATIONS/ACTIVITES (Structured and Non-Structured) | CANTEEN & OTHER PURCHASES | COMMUNICATION (Phone and Visits) |
|---|---|---|---|
| All intake property and permissible canteen items<br><br>Room Time (with exceptions for programming): 8:30 PM Fri.: 9:00 PM | All Intake Level activities and services<br><br>Library access (Only check out [2] books at a time)<br><br>Access to all Art Supplies<br><br>May display five (5) 4"x6" or smaller personal photos in room | Purchases not to exceed $6 per week for hygiene items only | 2 – Ten (10) minute phone calls on Phone system per week<br><br>Two (2) hour visit with Parent(s)/Guardian(s), Spouse, Child(ren), and Grandparent(s) (Three [3] adult visitors maximum; no visitor shall be allowed to switch out during visit) |

| PROPERTY (Use/Access/Possession) | ORGANIZATIONS/ACTIVITES (Structured and Non-Structured) | CANTEEN & OTHER PURCHASES | COMMUNICATION (Phone and Visits) |
|---|---|---|---|
| All Level I property plus access to handheld electronic devices/games/radios<br><br>Room Time (with exceptions for programming): 9:00 PM Fri.: 9:20 PM | All Level I activities and services, plus special small group activities, request for work program and advisory council<br><br>Library access (Only check out three [3] books at a time<br><br>May apply for work position or obtain ½ time employment (Only for those youth residents who have graduated, obtained their GED, or after school hours.)<br><br>May display ten (10) 4"x6" personal photos in room | Purchases not to exceed $8 per week for hygiene and canteen | 3 Ten (10) minute phone calls on Phone System per week<br><br>Two (2) hour visits with Parent(s)/Guardian(s), Spouse, Grandparent(s) and Child(ren) (Three [3] adult visitors maximum; no visitor shall be allowed to switch out during visit) |

| LEVEL III | | | |
|---|---|---|---|
| **PROPERTY (Use/Access/Possession)** | **ORGANIZATIONS/ACTIVITES (Structured and Non-Structured)** | **CANTEEN & OTHER PURCHASES** | **COMMUNICATION (Phone and Visits)** |
| All Level II property plus ability to purchase approved non-issued personal hygiene items and purchase/check out personal radio, watch, electronic devices/games<br><br>Room Time (with exceptions for programming): 9:20 PM Fri./Sat.: 9:45 PM | All Level II activities and services, plus any other activities authorized by Facility Order<br><br>Library Access (Only check out four [4] books at a time)<br><br>Eligible for full-time Industries/Work Program<br><br>Up to two (2) hours a week allowance to play gaming systems (i.e., Playstation, Wii, X-box, etc) and/or access to Activity Center (Minimum of 30 minutes to two (2) hours maximum)<br><br>4”x 6” photo taken of youth resident/family (allowed to send to parent/guardian once every six (6) months; eligible to purchase up to three (3) additional 4”x 6” prints for $1.50 each print.<br><br>Eligible to participate in extracurricular activities/special AT activities (i.e., basketball, football, etc.)<br><br>May have one (1) photo album and can display ten (10) 4”x6” or smaller personal photos | Purchases not to exceed $12 per week for hygiene and canteen | 4 – Ten (10) minute phone calls on Phone System per week<br><br>Three (3) hour visit with Parent(s)/Guardian(s), Spouse, Grandparent(s), Child(ren), Sibling(s), Aunt(s) and Uncle(s) (Four [4] visitors maximum; no visitor shall be allowed to switch out during visit) |
| | | | |
| **PROPERTY (Use/Access/Possession)** | **ORGANIZATIONS/ACTIVITES (Structured and Non-Structured)** | **CANTEEN & OTHER PURCHASES** | **COMMUNICATION (Phone and Visits)** |
| All Level III property plus other property as authorized by Facility Order<br><br>Attire: Polo T-shirt and Jeans (KJCC-E)<br><br>Room Time (with exceptions for programming): 9:45 PM Fri./Sat/Sun.: 9:55 PM | All Level III activities and services, plus any other activities authorized by Facility Order<br><br>Library Access (Only check out five [5] books at a time)<br><br>Extra five (5) minutes for shower (KJCC-W)<br><br>4”x6” photo taken of youth resident and/or family picture at visits at facility’s expense up to three (3) times a year (allowed to send photo to parent/guardian)<br><br>Minimum of two (2) hours allowance to play gaming systems during free time (i.e., Playstation, Wii, X-box, etc.) each week<br><br>Access to all art and craft supplies and activities – at least two art activities a month<br><br>May have up to two (2) photo albums and display ten (10) 4”x6” or smaller personal photos in room<br><br>Allowed to grow hair to collar length for last two weeks<br><br>Honors room or high level zone (gaming systems, board games, movies, snacks, etc.) scheduled at least once a week<br><br>Weekly movie/popcorn night with snacks or pizza available once a month | Level III canteen privileges; not to exceed $16 per week for hygiene and canteen – No limit on what can be purchased, items have to fit in facility approved tote<br><br>Option to receive extra snack and one (1) soft drink<br><br>Eligible to have money taken from youth resident’s account to purchase outside food for supper once a month (e.g., McDonalds, Burger King, etc.) – Special purchase not included in canteen limit | 6 – Ten (10) minute phone calls on Phone System per week (Youth residents may have five [5] pro-social friends on their phone list as approved by the Community Supervision Officer and JCF social worker)<br><br>Four (4) hour visit with Parent(s)/Guardian(s), Grandparent(s), Spouse, Child(ren), Sibling(s), and other individuals on youth resident’s approved visitor list (to include cousins, nieces, and nephews (Youth resident may have five (5) pro-social friends on their visitation list as approved by the Community Supervision Officer and JCF social worker) (Five (5) visitors maximum; no visitor shall be allowed to switch out during visit)<br><br>Two (2) pro-social friends may visit |

# WEEKLY EXPECTATION REVIEW

**Youth Resident's Name:** **Unit:**

**Week of:** **Through:** **JJIS ID #**

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| Follows Rules | | | | | | | | **Good Time (daily awarding)** | |
| Maintains Property | | | | | | | | *Behaviors: 90% or better* | |
| Controlling Frustration | | | | | | | | *Programs: 75% or better* | |
| Respect | | | | | | | | | |
| Problem Solving | | | | | | | | | |
| Responsibility | | | | | | | | | |
| Prosocial Thinking | | | | | | | | | |
| | | | | | | | | | |
| Follows Rules | | | | | | | | | |
| Maintains Property | | | | | | | | | |
| Controlling Frustration | | | | | | | | | |
| Respect | | | | | | | | | |
| Problem Solving | | | | | | | | | |
| Responsibility | | | | | | | | Class I | |
| Prosocial Thinking | | | | | | | | Class II | |
| | | | | | | | | Good Time Forfeited (amount) | |
| Follows Rules | | | | | | | | | |
| Maintains Property | | | | | | | | Present Level | |
| Respect | | | | | | | | Remain | |
| | | | | | | | | Advance | |
| School/Vocational/Work | | | | | | | | Reduce | |
| | | | | | | | | | |
| Activity Therapy | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | 95% | IV |
| Program #1 | | | | | | | | 90% | III |
| Program #2 | | | | | | | | 85% | II |
| Program #3 | | | | | | | | 80% | I |
| Program #4 | | | | | | | | 75% | Intake |
| Program #5 | | | | | | | | | |
| | | | | | | | | | |
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**Youth Resident's Name:** **Unit:**

**Week of:** **Through:** **JJIS ID #:**

# Weekly Expectation Review Comments

| Date | Time | Behavior/ Program# | Infraction/Behavior (pro-social or maladaptive) | Staff Initials |
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