

ADMISSION FORM/PERSONAL HISTORY

DETENTION # _____ DATE _____ TIME _____

NAME: _____ SS # _____

ADDRESS: _____ LIVING WITH: _____

CITY: _____ RELATIONSHIP: _____

STATE & ZIP: _____ MINISTER/RELIGION: _____

D.O.B.: _____ AGE: _____ PLACE OF BIRTH: _____

ETHNICITY: HISPANIC OR LATINO? YES NO RACE: _____ NATIONALITY: _____

GENDER: MALE FEMALE OTHER _____ SCHOOL: _____

HOME PHONE: _____ SPECIAL EDUCATION PROGRAM INFO: _____

EMPLOYER: _____

HT: _____ WT: _____ HAIR: _____ EYES: _____ GRADE/STATUS: _____

LEFT HANDED RIGHT HANDED MISC NOTES _____

MOTHER: _____ FATHER: _____

ADDRESS: _____ ADDRESS: _____

CITY/STATE: _____ CITY/STATE: _____

HOME PHONE: _____ HOME PHONE: _____

EMPLOYER: _____ EMPLOYER: _____

WORK PHONE: _____ WORK PHONE: _____

STEP-FATHER: _____ STEP-MOTHER: _____

JUVENILE'S SIBLINGS: (NAME AND AGE): _____ JUVENILE'S CHILDREN: (NAME AND AGE): _____

COUNTY: _____ PO: _____

CHARGES: _____ TRANSPORT AGENCY: _____

PARENT/GUARDIAN NOTIFIED? _____ TIME: _____ BY: _____

PREVIOUSLY AT DCJC: _____

ADMITTED BY: _____

RELEASED BY: _____ DATE: _____ TIME: _____

CONSENT FOR MEDICAL TREATMENT

I/we, _____ and _____
(parent) (parent)

of _____, _____, _____
(city) (county) (state)

do hereby state that I/we am/are the parents(s), legal guardian or custodian of

_____, a minor, age _____, born _____
(juvenile's name) (child's DOB)

who resides with me/us at: _____
(full address)

I/we authorize the Dearborn County Juvenile Center, City of Lawrenceburg, County of Dearborn, State of Indiana, to consent to any necessary examination, medical diagnosis, treatment, or hospital care to be rendered to the above named minor under the general or special supervision and on the advice of any physician or surgeon.

I/we further authorize the release of medical records and mental health records to the Dearborn County Juvenile Center as may be necessary for the care and treatment of the above named minor.

I/we assume financial responsibility for all medical, dental, and psychiatric charges incurred by the above named minor while a resident at the Dearborn County Juvenile Center.

Dated this _____ day of _____, 20_____
(month)

Signature parent/guardian

Signature parent/guardian

Witness

Witness

Date

Date

Medical Insurance Carrier:

Family Doctor:

ID #

Allergies

Member Name

Chronic/Existing Diseases/Conditions

Benefit Code

Account #

Med. Care #

Medicaid #

Medication Now Taking

Blood Type

RH Factor

Current on Immunizations (shots up to date)

YES NO

Please bring in a copy of the shot record

**DEARBORN COUNTY JUVENILE CENTER
OUT OF COUNTY HOLD SHEET**

Please fax, email or hand deliver the Intake Packet, including the following forms: Out of County Hold Sheet, Consent for Medical Treatment, Admission Form/Personal History and Visitation/Phone List to the Dearborn County Juvenile Center. Please give the Parent Information Sheet and Zero Tolerance Policy to the parents. Thank you.

Josh Beshears – Director
Beth Blair – Administrative Assistant
Dearborn County Juvenile Center

jbeshears@dearborncounty.in.gov
bblair@dearborncounty.in.gov
dcjc@dearborncounty.in.gov

812-537-8740

812-537-8748 (fax)

1. Child's Name: _____ Age: _____
Birthdate: _____ Social Security Number: _____
Name of Probation Officer: _____
3. Current charges. (If Probation Violation, please give original charges): _____

4. Court date, if known: _____
5. Does child have/had any problems in the following areas: home, school, or previous placement? (If yes, please give brief explanation)
 - a. Depression/Suicide _____
 - b. Escape _____
 - c. Violence _____
 - d. Sexual Problems _____
6. Health History:
Allergies: (food/medications): _____
Medications: _____
Special Conditions: _____
Currently Drunk or High: (A BAC level higher than .08) _____
Been injured in an accident: _____
7. School History: Grade: _____ School: _____
IEP: _____ Problems: _____
8. Please add any additional information pertinent to the child and his/her placement in this facility that is not included in this information sheet. _____

Date: _____ Signature: _____

VISITATION/PHONE LIST

Child's Name: _____ Age: _____

*Visitation List (No one under the age of 18)

Mother: _____ Step-father: _____

Email: _____ Email: _____

Father: _____ Step-mother: _____

Email: _____ Email: _____

Siblings:

Name _____ Age _____

Others: (Family, Clergy, School, Etc.)

Name _____ Age _____ Relationship _____

* Our policy states the juvenile may only call or visit parents, legal guardian or custodian unless special circumstances apply and the Probation Officer wants to add other names.

Phone List

Parents/Guardians/Other (Relationship)

Name _____ Phone # _____

Attorney

GAL/CASA

Probation Officer

Counselor



DEARBORN COUNTY JUVENILE CENTER

219 West High Street
Lawrenceburg, Indiana 47025
(812) 537-8740
(812) 537-8748 (fax)
dcjc@dearborncounty.in.gov

F. Aaron Negangard, Judge
Joshua Beshears, Director
Beth Blair, Administrative Assistant

PARENT INFORMATION

The Dearborn County Juvenile Center is secure co-ed facilities for youth up to age 18, who are, or are alleged to be, delinquent and who pose a threat to themselves or the community.

Admissions are taken upon the authority of the Juvenile Court of the arresting jurisdiction.

The Juvenile Court Judge, or his/her designee, makes the decision whether to hold a child in detention, to place him/her elsewhere, or to release the child. No child is admitted to or released from the facility without a court order. The Juvenile Center is intended to be a short-term placement and is not a long-term treatment facility.

All juveniles are assigned a probation officer, who maintains regular contact with the child and is responsible for on-going casework and placement planning.

DISCIPLINE:

Upon admission, juveniles are required to read the Resident Handbook which informs them of the rules of the facility. According to the Juvenile Center's Behavior Modification system, juveniles will earn point based on good behavior. As the juvenile earns more points, he/she receives more privileges, such as playing cards, later bedtimes, longer visits and more phone time per week.

Sanctions will be given when rules are broken. These sanctions may include early bedtimes, loss of points, activity restrictions and time-outs in the juvenile's room or another area. If a resident threatens violence, becomes violent, or endangers themselves or others, he/she will be placed in isolation until he/she is calm. If he/she becomes excessively violent, it may be necessary to physically restrain the juvenile. Once the juvenile is calm, any restraints that have been used will be removed. **Corporal punishment (hitting, spanking, etc.) is never used as a means of punishment. Also, basic necessities such as food, clothing, or sleep will not be withheld from any resident, particularly as punishment.**

VISITATION:

Visitation is allowed seven days a week **BY APPOINTMENT ONLY**. You must call to schedule a time to visit your child. Only individuals approved by your child's probation officer may visit. A juvenile may only have 4 visitors at a time on his/her visitation list. Residents may only have 2 visits per week (Sunday-Saturday).

Visitors may include parents/guardians, grandparents, or siblings over 18 years of age. In some cases, Probation Officers may include aunts, uncles or other family members. All visitors are at the discretion of Juvenile Center staff. No one under 18 is allowed to visit, unless given special permission from the Probation Officer and Director in cases of special visits. A Special Visit may be allowed prior to a juvenile being placed elsewhere. A Special Visit list will be compiled by the Probation Department and Juvenile Center staff.

The length of the visitation is determined by the juvenile's Behavior Modification System level. The length ranges from 30 minutes to 1 hour. Juveniles that have negative points due to inappropriate behavior will only receive 15-minute visits, until they reach positive point status.

Juveniles may refuse a visit at any time. A visit may also be cut short by the juvenile or visitor. Juvenile Center staff reserves the right to cancel or refuse a visitor at any time for any reason.

At the Supervisor's discretion, only 2 visitors per juvenile will be allowed in at one time. Thus, in case of split households or numerous visitors, arrangements should be made prior to arrival as to who will be visiting at what time. This will hopefully alleviate any awkwardness or confusion.

All visitors' personal property is to be placed in a locker before a visitor is admitted. Also, visitors will be searched with a metal detector. Passing of contraband may result in loss of visitation privileges and/or criminal prosecution.

Visitors may not bring in food or drink items into the Visitation area. Photo I.D. must be shown each time you visit. All visits are constantly monitored by video surveillance and may be physically monitored at the request

of the Probation Department or the Department of Child Services. Special visitors such as mental health professionals, attorneys, GAL/CASA, or clergy may visit at any time.

PHONE CALLS:

Upon admission, a resident is permitted to make two short admission calls to family, except if a juvenile is detained from a court hearing or if the parent/guardian is present upon admission. Also, upon admission, a juvenile's approved phone list will be completed. Juveniles may lose phone privileges if caught talking to someone who is not on the approved list. Staff reserves the right to cut short a phone conversation if that conversation is not appropriate.

The amount and length of phone calls are based on the juvenile's level on the Center's Behavior Modification System. Our phone system only allows for the use of phone cards purchased from the machine in our foyer. These phone cards do not work outside of the facility, therefore, any remaining phone cards that a juvenile has upon release, will be used for other juveniles in need. Incoming calls will only be accepted in extreme circumstances and at the discretion of Juvenile Center staff. These calls will be carefully screened and counted towards the weekly allotment of calls.

Juveniles may request to call mental health professionals, attorneys, probation officers, and clergy at any time. These calls do not count toward the weekly allotted calls.

PERSONAL ITEMS:

The Juvenile Center provides all clothing and hygiene items. Only in special circumstances will parents/guardians be permitted to bring in personal hygiene items. These items must be approved by the Director. The items must be new, unopened, non-aerosol and not contain alcohol. Parents are permitted to bring in paperback books, Bibles, crosswords or word search books. The juvenile will be responsible for the whereabouts of these items. The Juvenile Center will not be held accountable for misplaced items.

Personal clothing may be brought in for the juvenile in exchange for the clothing he/she has at the facility. At any time, a juvenile may release any personal items to parents/guardians. A parent/guardian will be asked to sign off that the items have been taken.

Parents/guardians may bring in snacks for the residents. All snacks must be individually packaged such as Little Debbie's or chips, etc. Fruit is also acceptable. There must be enough snacks brought in for all the residents. All snacks go into a snack inventory and are given out at staff discretion. All items brought to the Center are searched.

MAIL:

All incoming mail must go through the Post Office. Residents may receive and send letters unless there is a court order stating otherwise. Staff will not read a juvenile's mail unless there is a reason to believe it may endanger the safety and security of the facility, staff, residents, or the community.

The Juvenile Center will provide paper, envelopes and stamps (3 per week). Parents/guardians may bring additional stamps for the juvenile to use.

SCHOOL:

Residents attend school Monday-Friday, year-round. School consists of academics, life skills, and TASC preparation, if applicable. The Lawrenceburg Community Schools teacher will contact the resident's school to get homework assignments. While the resident is detained at the Dearborn County Juvenile Center, the LCS teacher will collaborate with school teachers and administration to make sure all school services are being provided, i.e., IEP implementation. For residents not currently enrolled in a school corporation or online program, the teacher will provide lessons for them.

Residents will also take part in special programming which includes, but not limited to: art classes, music classes, health activities, Ivy Tech programming, Safe Passage, Purdue Extension, Lawrenceburg Public Library and church groups/studies. All residents participate in activities with the exception of church services which are optional.



ZERO TOLERANCE POLICY

Sexual assault affects everyone, either directly or through the experience of those we care about. It is not only a female issue as it can affect persons of any gender, age, race, ethnic group, socioeconomic status, sexual orientation, or disability.

Forms of sexual misconduct include, but are not limited to:

1. Any behavior of a sexual nature directed toward a resident by staff, contractor or volunteer.
2. Inappropriate touching between staff and residents or between residents.
3. Sexual comments and conversations with sexually suggestive innuendos or double meanings.
4. Display or transmittal of sexually suggestive posters, objects or messages.

Safety Assurances:

1. Your child has the right to be safe at all times.
2. No one has the right to ask your child for sex or sexual favors.
3. Any sexual contact between residents or between residents and staff or volunteers is against the law.

The Dearborn County Juvenile Center has **ZERO TOLERANCE** for any type of sexual abuse or sexual harassment. The safety of our residents is our number one concern. Any allegations of sexual abuse, assault or harassment will be investigated immediately by Administration and/or law enforcement. The Department of Child Services will also be notified, if necessary.

If you wish to report an incident of sexual abuse, you may do so in the following ways:

- Contact the DCJC Director or PREA Coordinator (Robert Belew)
- Contact your child's Probation Officer
- Contact your child's attorney
- Contact your child's mental health care professional
- Contact the Department of Child Services Hotline 1-800-800-5556
- Contact local law enforcement:
Dearborn County Sheriff's Department 812-537-8730 or Lawrenceburg Police Department 812-537-2284

Please feel free to contact us with any questions, comments or concerns.

Traci L. Agner
Director

Items needed for detaining juvenile

Intake Packet

- Admission Form
- Consent for medical treatment form
- Out of county hold form
- Visitation form
- Parent information sheet
- Parent info – Zero tolerance form

Medications

Please bring all of the juvenile's medications with them during their transport.

Court dates and other appointments

All court dates or other appointments (in-person, zoom, or otherwise) must be sent via email to DCJC@dearborncounty.in.gov with at least a 24-hour notice. If it is less than a 24-hour notice, please call the DCJC at 812-537-8740 in addition to sending the email.

Probation Officer

Please provide all contact information for the juvenile's probation officer: name, email address, and phone number.