

Parent Guardian Take Home Packet

Hamilton County Juvenile Detention Center
18106 Cumberland Road
Noblesville, IN 46060
(317) 776-9828

Parent/Guardian,

Your child is currently being detained at the Hamilton County Juvenile Detention Center (HCJDC). This handout contains information and an explanation of the guidelines while your child is in our facility, along with a Medical Release Form.

Immediately upon admission, a parent/guardian must report to the facility to sign a medical and educational records release form. It is your responsibility, as the parent/guardian, and required by LAW to fill out and **sign** all necessary medical paperwork regarding your child. Please make sure you answer each question to the best of your ability and **sign** both forms.

The completed and signed paperwork is extremely important. It gives the HCJDC staff the authority to obtain medical treatment for your child in case of an emergency, and gives Secure Detention Educators the authority to obtain information from your child's home school, to continue curriculum, and provide direction for their individual educational needs, while being held in our facility.

It is our desire to work with you toward the best interest of your child and we ask for your cooperation. In our Front Lobby is a copy of our Juvenile Handbook. You can also access the Juvenile Handbook on the Hamilton County Sheriff's Office Website:

<https://www.hamiltoncounty.in.gov/565/Juvenile-Services-Center>

If you should have any questions regarding your child's stay, please contact the Hamilton County Juvenile Detention Center at 317-776-9828.

Questions regarding your child's court case or pending charges should be directed to the *Probation Department* at 317-776-5856.

Thank you,
Captain Kija Ireland
Juvenile Division Commander

DETENTION CENTER GUIDELINES

The Hamilton County Juvenile Detention Center (HCJDC) is located just north of State Road 32, at 18106 Cumberland Road, in the Hamilton County Sheriff's Office Complex. It is the second entrance, on the left, once you have entered the fenced complex.

PHILOSOPHY

It is the mission of the Hamilton County Juvenile Detention Center to provide juveniles with a safe, secure and healthy environment by holding them accountable for their behavior through positive reinforcement; and provide the juveniles with an opportunity for behavioral change. The Center has a ZERO tolerance policy towards all forms of sexual abuse and sexual harassment.

The Center operates on a points and level system referred to as the Behavioral Management Program. The intent of the program is to allow juveniles to use the time spent in the Center in a positive and constructive manner. Juveniles will earn points for positive behaviors and lose points for negative behaviors.

By rewarding responsible positive behavior with increasing privileges, the goal of the Behavioral Management Program is to help juveniles learn how to obtain a sense of responsibility for his/her actions. The program encourages mutual respect between juveniles and staff as well as an environment that allows for positive and appropriate social skill development.

MEDICATION

Any current prescription medication(s) your child is taking, please deliver in the original container, to the JDC Front Lobby between the hours of 6:00am-10:00pm. Medications must be delivered to the Hamilton County Sheriff's Office-Adult Jail Main Lobby between the hours of 10:00pm-6:00am. Please advise the Control Room Officer at the Jail that your child is at the Juvenile Detention Center and you are dropping medication off. A member of the Medical Staff will be notified. *If the prescription is out of date or inaccurate, it will not be accepted.*

Questions regarding your child's medical and mental health status should be directed to the Advanced Correctional Health Personnel at 317-776-2892.

CLOTHING

Please provide the following items in the original and un-opened packages after the intake process or initial court hearing:

- 6 pair ankle length white socks (crew and tube socks will not be accepted)
- 6 white t-shirts
- 6 pair white underwear
- 4 white sports bras
- 3 pair white/cream long underwear (optional)

You will have seven days (7) days from your child's release date to pick up any personal items that have been left at the HCJDC.

DETENTION CENTER GUIDELINES

SCHOOL

While at the HCJDC, your child will receive school instruction from Educators, appointed by the Noblesville School System. It is the parent/guardian's responsibility to deliver all school books to the facility as soon as possible after intake and/or the initial court hearing. The Educators will arrange for school work to be delivered to the Detention Center.

If you should have any questions regarding your child's school work, please contact the Education Department during normal school hours at 317-776-2985.

COMMISSARY

If you would like for your child to be able to order commissary items such as: personal hygiene products, stamps, envelopes, snacks, etc., you will need to have the money brought to HCJDC, no later than 4:00 p.m. on Saturday of each week; maximum amount of \$40.00. Personal checks are prohibited. All initial commissary orders are limited to personal hygiene products. ***You will have seven (7) days after your child's release to pick up previously ordered commissary. In the event the commissary is not picked up it will be added to our indigent commissary supply.***

PHONE CALLS

Any phone number you provided for your child to call MUST be pre-approved by the Probation Department. In order to get a phone number approved, the custodial parent/guardian must contact the appointed probation officer assigned to the child's case at 317-776-5856.

Your child is permitted to use the phone on a restricted basis to call individuals approved by you and your child's assigned Probation Officer. The parent/guardian of the juvenile will need to set up a pre-paid account and deposit funds on the account in order for them to call you.

For your child to call you, the three options available, include:

1. Telmate 866-516-0115
2. Kiosk, in the JDC front lobby. Valid ID required.
3. pay.gettingout.com.
 - a. select "HC Jail",
 - b. select "friends and family account",
 - c. select "add phone number".

Please note Telmate cannot be used to add money to your child's commissary account or to schedule visitation. This feature is not available for juveniles.

Once you have a pre-paid account set up, your child will be able to make approved calls, during our facility calling hours. Fees will be automatically deducted from these pre-paid accounts. In addition to pre-paid, your child will also have the option of using our phone services as collect calls. Many phones cannot accept collect calls; setting up a prepaid account ensures that you can call any authorized phone number.

DETENTION CENTER GUIDELINES

VISITATION

Visitation is based on HCJDC Behavioral Management Program which rewards responsible positive behavior with increasing privileges. The level that a juvenile is on, as of Friday, will determine how many visits are authorized:

Level 1 and Level 2: One (1) visit - either on Saturday or Sunday. Thirty (30) minutes or fifteen (15) minutes shared per parent if divorced or separated.

Level 3: Two (2) visits - one on Saturday and one on Sunday. Thirty (30) minutes, or fifteen (15) minutes shared per parent if divorced or separated.

Level 4: Three (3) visits* - one Friday evening, one Saturday and one Sunday. Thirty (30) minutes or fifteen (15) minutes shared per parent if divorced or separated.

Visiting hours on Saturday and Sunday are between 1:00pm-4:00pm.

Visiting hours on Friday are between 7:00pm-9:00pm.

All appointments can **only** be scheduled during regular business hours every Friday from 8:30am - 4:00pm.

Picture Identification is required for any visitor. The appointment starts at the scheduled time, so if you are late, you will only have the remainder of the scheduled time to visit.

All visitors MUST be pre-approved by the Probation Department. In order to get a visitor approved, the custodial parent/guardian must contact the appointed probation officer assigned to the child's case at 317-776-5856. No one under 18 will be permitted to visit.

Other approved visitors can be added to your scheduled visitation appointment. We can accommodate three visitors at a time.

*Sometimes the number of visits may be reduced due to the number of juveniles in the facility. Staff will notify you if this occurs.

DETENTION CENTER GUIDELINES

MAIL

HCJDC staff will not directly accept mail (letters, cards, stamps, etc.). All items must be processed and delivered via the U.S. Postal Service. Juveniles detained in the Hamilton County Juvenile Detention Center shall be authorized to send and/or receive mail that does not include messages and/or materials deemed contraband. Contraband shall be defined as any property or possession that is in violation of Indiana or U. S. statute and/or prohibited by HCJSC.

First class letters received after a juvenile has been released or transferred will be returned to administrative staff for forwarding to the juvenile's home address. When no home address is available, mail will be returned to sender.

There will be no limit on the volume of letters a juvenile may send or receive.

Upon request, a staff member will assist you with further questions regarding mail protocol within the facility.

MISCELLANEOUS

Any religious materials, such as bibles and/or religious reading materials will be accepted, along with any school books that pertain to your child's curriculum.

No other books and/or magazines will be accepted into the Juvenile Detention Center, including donated reading materials. *Book donations can only be accepted and must go through the Hamilton East Public Library.*