



Corrections and Rehabilitation

TRANSFORMING LIVES, INFLUENCING
CHANGE, STRENGTHENING COMMUNITY.
HEALTHY AND PRODUCTIVE
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NDYCC HANDBOOK

2026

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WELCOME

PURPOSE AND GOALS

On behalf of the NDYCC Team, we would like to welcome you. NDYCC staff will do our best to assist you in your familiarization and understanding of the programming and expectations of campus; you will be expected to familiarize yourself with and follow the cottage and campus rules.

Staff will be fair, firm, and consistent as they provide you a safe, structured, and secure environment where you can succeed, feel safe and accomplish your goals. You will be treated with dignity, respect and kindness and we recognize you have the ability to change and you are worth the effort.

It is YOUR responsibility to know and understand the rules of the Cottage and the NDYCC. If you have questions or trouble understanding the rules and expectations, staff are here to assist you.

INTAKE

Upon admission to Pine Cottage, staff will assist you in completing the intake process. This process is done to ensure the health, safety and well-being of yourself and others; it is done with dignity and respect, with the understanding that this can be a difficult process for you.

PROCEDURES

1. Upon arrival, staff will conduct a wand search prior to the transporting party's departure to prevent contraband from entering the facility.
2. A non-clothed search will be conducted to prevent contraband from entering the unit as well as to examine the student for body markings or injuries, etc.
3. You will take a shower. You will be given clothing, bedding and personal hygiene items.
4. All your clothing and personal items are searched, laundered, inventoried and secured in a designated storage area. Clothing and personal items will be made available to you at your time of discharge. A copy of the inventory list is kept in your personal file, which you will sign and date. Access to your personal items during your stay will be restricted.
5. Youth will be permitted to have one change of clothes (pants, shirt, underwear, bra, socks, shoes and jacket) in storage. Any additional items are to be approved by the Correctional Unit Manager.
6. Jewelry, cellphones and/or other sensitive items (at the discretion of the Unit Manager) are to be returned to family or DJS.
7. All new students will be building restricted at the discretion of the medical and cottage teams.
8. You will meet with a staff member to complete the following:
 - A. Basic intake information and complete the orientation checklist
 - B. Read a copy of the student handbook
 - C. Make initial phone call to parents or guardian

IMPORTANT INFORMATION ABOUT YOUR JUVENILE RIGHTS

Subject to reasonable safety, security, order, discipline, and administration requirements, including protection of the confidentiality of other juveniles, you have the following rights:

1. The right to equal opportunities to participate in all facility programs and activities and to request and receive reasonable accommodations to facilitate participation.
2. The right to receive adequate education.
3. The right to participate in the grievance process.
4. The right to practice your religion.
5. The right to participate in recreational opportunities and a regular exercise program.
6. The right to access the courts, including to receive confidential legal mail (which may only be opened for screening, but not read, in your presence), to have legal representation for juvenile court proceedings, appeals, and to challenge the conditions of placement in court.
7. The right to receive necessary medical and mental health care.
8. The right to be protected from sexual abuse, sexual harassment, physical abuse and neglect, and corporal punishment.
9. The right to reasonable communication and correspondence with family members, the general public, persons, clergy, media, and organizations, except victims.
10. The right to be free from discrimination based on race, religion, sex, marital status, national origin, age, disability, or political belief.
11. The right to be separated from adult offenders.

STUDENT DRESS CODE

All students must wear the uniform assigned to them while at NDYCC. Students will be responsible for the care and cleaning of their uniforms and will be charged for all lost, defaced, and abused clothing.

Students will be issued the following items:

- 4 gray polo shirts (assessment youth males and females)
- 4 black polo shirts (treatment male students)
- 4 female polo shirts (treatment female students)
- 4 green pants
- 4 gray t-shirts
- 2 green shorts
- 2 gray sweatshirts
- 2 gray sweatpants
- 2 orange gym shorts
- 1 black windbreaker – (to be worn spring – summer – fall)
- 1 winter coat – (winter use)
- 1 orange sandals
- 1 pair of tennis shoes
- 5 pairs of socks
- 5 underwear
- 2 pajama tops
- 2 pajama bottoms

UNIFORMS

Regular Day Programming:

1. Gray t-shirt must be worn under the polo; both must be tucked in and top polo buttons are to be left open at all times. Gray sweatshirts may be worn in place of a gray t-shirt during cold weather.
2. Green pants must be worn and are not to be tucked into socks or shoes. Green shorts may be worn as season, weather, and staff permits.
3. Socks and underwear are to be worn at all times.

Recreation:

1. Gray t-shirts must be worn with orange gym shorts.
2. Socks and underwear are to be worn at all times.
3. Gray sweatpants, gray sweatshirts and jackets will be worn at staff's discretion to and from recreation.

Sleeping Hours:

1. Pajama top and pajama bottom must be worn.
2. Socks and underwear must be worn at all times outside the sleeping room.

All students must be dressed the same both inside and outside their cottages. Orange gym shorts or green shorts are not to be worn as underwear.

Green shorts may be worn from May 1-September 30 with temperatures reading 65 degrees or above and with staff discretion. Work projects may require green pants to be worn.

Students must take all clothes needed for the day when departing from their sleeping room in the morning.

Inappropriate tattoos must be covered up and may require long sleeves. Hats may only be worn outdoors.

Tennis shoes are not to be worn in living units.

PERSONAL HYGIENE

1. Students are to shower daily. Showers are limited to 10 minutes at staff's discretion.
2. Students are to brush their teeth daily. Students may be given one dental loop to floss their teeth upon request; dental loops are not to be used as hair ties.
3. Students are to use deodorant daily.
4. Student hair must be neat, clean, and appropriately trimmed and must not present a health, safety, or sanitation hazard.
5. Hairstyles indicative of those that bring negative attention such as mohawks and symbols carved into hair will not be permitted. Students will not be allowed to shave heads more than a #2-inch guard. Haircuts are only allowed by professionals and are scheduled once every two months.
6. Students (males) must be clean-shaven at all times; beards and mustaches are not permitted. Fingernails are to be kept neatly trimmed. Non-compliance with these expectations will result in building restrictions until the student completes the expectation.
7. Sideburns (males) must extend **no lower** than the bottom of earlobe.
8. If a youth comes to NDYCC in braids, the braids may be maintained. Ponytails and braids are permitted but are limited to one per youth.

MAIL SERVICES

Students will be allowed to send and receive mail during their stay and are encouraged to write to family to develop or strengthen relations. The following guidelines are to be observed when using the mail services.

1. Outgoing mail will be screened by cottage staff and must be appropriate to be approved. Government and state mail will always be approved. Postage will be provided for a reasonable amount of letters (as determined by staff) when mailing to your immediate family; any additional letters must be paid for by the juvenile.
2. Front Office personnel will open all incoming general mail in the front office to deposit any funds and search the opened mail for contraband. Approved mail will be scanned to be viewed on your assigned tablet. Outgoing general mail will be read by cottage staff to ensure the content is appropriate and does not present any security or safety concerns.
3. All incoming and outgoing general mail not in accordance with the letter writing rules below will be rejected. Students will be notified when this occurs.
4. Legal mail will not be read by staff but must be opened and searched in the presence of the student. If a student would like a copy of the legal mail, staff will make a copy to provide; otherwise, the original documents will be destroyed. (Legal mail as used here implies: Department of Corrections, attorneys, courts, and elected officials).

The following restrictions apply to letters sent out:

- Drug and alcohol related topics.
- Gang or cryptic writing. (Roman style lettering)
- Profanity or inappropriate use of symbols.
- No glorifying past crimes or misdeeds.
- No inappropriate pictures (i.e. - gang signs, drug or alcohol, nudity etc.)
- Students may not mention other YCC students by name in their letters.
- Sending and receiving letters from individuals in other facilities will be based upon the discretion of DJS, the YCC case manager and the Warden of NDYCC.

If an outgoing letter is denied, students will have the option to rewrite the letter to meet the above guidelines.

** All contraband found in the mail will be removed and become property of the state. **

TELEPHONE SERVICES

Upon arrival or a change in buildings, you will be permitted an initial phone call to an approved parent(s)/guardian. You must have staff permission prior to making all outgoing calls.

** Telephone use is a privilege and may be restricted at any time by on-duty staff. When making telephone calls the following procedures will be followed:

1. You must request permission from on-duty staff before they will place a call for you.
2. All calls must receive approval from the DJS Youth Corrections Officer (YCO) and the YCC Juvenile Case Manager.
3. All emergency telephone requests must be made through staff on-duty.
4. Students may have a total of four calls per week (any combination of incoming and outgoing calls)
5. A 15-minute time limit will be set for all family calls; phone calls will be scheduled by staff based on the daily schedule and programmatical status of the juvenile. Monitored phone calls will take place at the availability of staff.
6. Incoming and outgoing calls need to be completed by 8:00 PM.
7. Outgoing calls to attorneys, caseworkers, and pastors are permitted based on the approval of the Juvenile Case Manager or Correctional Unit Manager.
8. Staff may monitor calls for security reasons and to verify the identity of the person calling or being called.
9. NDYCC encourages youth to have regular contact with family; abuse of telephone privileges will result in a loss of privileges.

EDUCATIONAL SERVICES

While at NDYCC, students are required to participate in the educational programs which will be tailored to meet each individual's needs.

Students will be required to complete testing which will determine their academic skill level; transcripts will be reviewed and a schedule will be made.

This schedule will be designed to help you earn credits to meet graduation requirements through a high school diploma or a GED.

SCHOOL RULES:

1. Respect yourself.
2. Respect others.
3. Respect property.

School Operations:

Students will participate in educational services at the Marmot School unless there is a security risk presented or the student is on Detention status; if so, educational services will be provided within the living unit.

1. All student movement is with staff permission.
 - a. Always stay to the right. No talking while traveling to your next class.
 - b. Once you are dismissed, go to your cubby for your items/coat and line up in your designated area.
2. All students will go through an orientation process to learn all school expectations.
3. Any schedule changes will be effective on Mondays.

School Schedule:

- 8:15-9:15 AM
- 9:15-10:15 AM
- 10:15-11:15 AM
- 12:15-1:15 AM
- 1:15-2:15 AM
- 2:15-3:15 AM

COMPUTER USE

1. The use of the computer and Internet by students is limited to educational purposes only.

2. Computer users will not use the system to:

- Access sites that relate in any way to gangs, cults, violence, games, music, obscenity, violence, pornography, social media, or other non-related educational sites.
- Download any plug-ins, games, MP3 files, or any other Internet program.
- Send or receive any emails.
- Download and view any video without permission from the teacher.
- Log onto any site where a password is required.
- Order anything from the Internet.
- Change any computer file at any time, including backgrounds and icons.
- Delete computer browsing history.
- Print anything from the computer without permission.

If you have any questions about using the computer, ask the teacher. If an inappropriate website "pops-up" without you going there, tell the teacher immediately.

DISCIPLINE MEASURES

- Consequence for inappropriate behavior will be determined by the teacher (Cottage staff may offer input).
- Marmot School has a ZERO tolerance policy on bullying.

RELIGIOUS SERVICES

You may receive an initial chaplain interview after your arrival. Students may receive religious counseling services in addition to scheduled religious services from the clergy that are available on campus.

PROCEDURES

1. If you wish to visit with clergy staff, you can inform staff of your interest and they can contact the chaplain's office to schedule a visit.

2. If a student wishes to attend a scheduled church service, you must sign-up in the cottage.

3. Students who choose not to attend church services will remain in the building and be on personal time which includes no electronic use during the service.

4. Students are eligible to attend church services or other church functions, provided that they are not on disciplinary status, are considered a security risk, or are on detention status.

RECREATIONAL SERVICES

While at YCC you are required to participate in one hour of recreational activity per weekday and two hours on Saturday and Sundays. These activities are scheduled by the Recreation Specialist.

There may be times when recreational restrictions are applied. Medical staff is responsible to ensure these restrictions are appropriate. If you are placed on recreational restrictions or discipline status, other assignments or exercises will be provided for you to complete in the cottage.

Students are required to dress according to the weather and season. Cottage staff will determine the appropriateness of the clothing. All students from the same living unit must wear the same outfit.

MEDICAL AND DENTAL SERVICES

When you are received into YCC you will have medical and dental services available at a level comparable to that in the community.

PROCEDURES

1. Physical, dental and vision examinations will be scheduled for each student by the nurse.
2. Immunizations and follow-up care will be provided for each individual on an as-needed basis.
3. All illnesses and injuries are to be immediately reported to the staff on-duty. If a student is currently on medication, the cottage staff will dispense the appropriate medication at the prescribed times.
4. Medications are administered to juveniles by trained staff. All medication must be taken in the presence of staff. A visual inspection of the mouth is required when the medication enters your mouth as well as after the medication has been taken to ensure the medication has been swallowed.

FINANCES

A financial account will be established for you where money received will be placed and kept during your stay.

You will be allowed to receive money from your account the first Thursday of every month. Debits will be filled out on Wednesday of the debit week for your respective cottage. You will be allowed to withdraw a maximum of \$20; additionally, you may fill out a debit to purchase stamps.

If you have any questions regarding your account, ask a staff member.

All money withdrawn from accounts must be approved by the assigned institutional case manager and community case manager prior to withdrawal.

FOOD SERVICES

You will be provided a nutritionally adequate diet consisting of three meals a day and an evening snack.

Lunch and dinner are served in Centennial Hall seven days a week and breakfast is served in the cottages seven days a week. However, if you are on restrictions of any kind that do not allow you to leave the building, you will be served your meals in the cottage.

DINING ROOM RULES

1. Students are required to go over expectations and consequences of Centennial Hall with kitchen staff during their first visit to Centennial Hall.
2. Maintain respect for self and others. Students are to **remain quiet** until they have gone through the serving line and are seated at their assigned table – tables are limited to two students per table
3. Students are encouraged to eat the food on their tray. You must take three items and one of those must be a fruit or vegetable. Milk is considered an item. Your plate must be cleaned before you get seconds. **NO SHARING FOOD!**
4. Students may talk only to those seated at their tables while maintaining a low noise level.
5. Staff permission must be obtained before talking with others at the dining hall or to get out of your seat for any reason.
6. Silverware will be turned into staff prior to dumping your tray. No bending silverware.

7. After everyone has finished eating, the staff will instruct students to take their tray to the kitchen area prior to leaving.

RULES FOR EATING IN THE COTTAGE

Students required to eat in the cottage will abide by the following rules:

1. Students restricted to their rooms or the cottage for any disciplinary reason or sickness will eat meals on discipline or in their rooms depending on staff coverage.
2. Clean-up will be the responsibility of the students required to eat in the cottage.

SCHEDULE

Weekdays: Monday through Friday:

6:45 AM	Doors unlocked and began cottage morning routine. 7:20 AM Students eat breakfast in cottage.
7:45 AM	Medication administration (quiet time during medication administration)
8:15 AM	Students attend school.
11:15 AM	Morning school session dismissed. Students eat lunch at Centennial Hall on a rotating basis. Upon completion of lunch, students return to their living unit for personal hygiene and administration of any prescribed medications.
12:15 PM	Students return to school.
3:15 PM	Students are dismissed from afternoon school session.
3:30-4:30	Treatment Hour/Quiet Hour/Structured Activity (dependent on treatment programming schedule). Students will be in group or sitting quietly during this time.
4:45 PM	Students eat evening meal at Centennial Hall on a rotating basis.
5:45-7:45	Cottage group time/structured cottage activity/rotating cottage recreation.
8:00 PM	Medication administration, general cottage clean-up, evening cottage expectations – electronics are shut off.
8:30 PM	Students start their hygiene and begin bedtime routine. 9:00 PM Students are secured in their rooms.

Weekends: Saturday and Sunday:

8:00 AM	Doors unlocked; hygiene begins. (Breakfast served in the cottage)
8:30 AM	Medication administration and breakfast in cottage
9:00-10:00	Cottage General Inspection
10:00 AM	Church service on a rotating basis.
11:15 AM	Lunch served at Centennial Hall on a rotating basis.
12:00-4:30	Free time/recreation/visitation at Centennial Hall.
4:45 PM	Supper at Centennial Hall on a rotating basis.
5:30-8:00	Free time/ scheduled recreation.
8:00 PM	Medication administration, general cottage clean-up, evening cottage expectations – electronics are shut off.
8:30 PM	Students start their hygiene and begin bedtime routine. 9:00 PM Students are secured in their rooms.

RULES AND EXPECTATIONS

BASIC COTTAGE RULES

1. Students practice respect by addressing all staff as Mr. or Ms.
2. Students are expected to address their peers by first or last names only; nicknames are not allowed.
3. Students are not allowed in staff offices, work areas or the cottage kitchen without staff permission.
4. Students are expected to treat all staff and students with dignity and respect. There will be no tolerance of verbal or physical abuse of staff or another student.
5. Student safety is important; physical contact, fighting or horseplay is not permitted any time.
6. Students are not allowed to borrow, trade, loan, gamble or sell any personal item(s) – to include assigned uniforms.
7. Students are expected to maintain a clean and orderly environment. Shoes, hats, and coats are to be placed in the shoe room or locker upon arrival in the cottage.
8. All staff directives are to be followed at all times.

9. Students are not allowed to have their feet on the furniture at any time.

10. Students must pair off in columns of two when moving on campus from one location to another. Talking is not permitted when lining up to proceed to or from a certain location.

11. Students practice respect by not swearing, cursing, or making threats.

12. The use of gang signs, symbols, or gang related language is prohibited.

SLEEPING ROOM EXPECTATIONS

1. Rooms will be kept orderly and cleaned each morning.

2. Items allowed in rooms:

- Mattress and assigned bedding:
- 1 Sheet
- 2 Blankets
- 1 Pillow
- 1 Pillowcase

3. Assigned clothing with laundry basket

4. Approved hygiene items (toothbrush, toothpaste, deodorant, bodywash/shampoo, 2 towels).

5. Two approved pictures.

6. Two books.

7. Pencils are allowed in rooms at staff discretion and must be removed from the sleeping room by 9:45 p.m.

8. Nightlights, cameras, and windows may not be covered at any time. External window coverings must be on the sleeping room door at all times.

9. No property destruction (to include writing on walls). Damage to state property will result in your account being frozen for restitution.

10. No pounding on walls or doors. No communication with peers.

11. Students are not allowed to enter any sleeping room that is not assigned to them.

12. Students are not allowed to look inside other sleeping room windows.

LOCKER RULES

1. Lockers assigned to each student. Students are not permitted to be in any locker that is not assigned to them.

2. The lockers must always remain clean and organized. Clothing is expected to be neatly folded or hung up.

3. No food or drink allowed in lockers.

4. Shoes must be in pairs and kept in designated areas at all times.

COTTAGE GROUP RULES

1. Each cottage will have designated group times.

2. Group will be led by a staff member.

3. Students will have the opportunity to address issues they may have with their peers, school, activities, and work assignments. (Issues with staff are to be addressed one-on-one with that staff member).

4. Students not complying with group rules may be redirected or asked to leave the group to complete a behavior report.

5. Students must participate in group by providing input of situations, activities, and personal views, feelings, or opinions they may wish to bring up.

6. Students will be encouraged to resolve issues in an appropriate manner.

WORK ASSIGNMENTS

You will be required to perform certain duties as part of your program. These work assignments will include, but not be limited to: your sleeping room, community areas within the cottage or throughout campus.

1. Additional work assignment information:

- A. Cottage work assignments are given to each student. Job assignments are changed at the end of each week. New assignments begin each Sunday.
- B. Failure to complete a work assignment and/or refusal to do an assignment will result in having to re-do the job. It may also result in re-assignment of the same job the following week, loss of privileges and/or building restrictions.
- C. Job assignments must be completed at least once a day and as needed, per staff's direction. Staff approval is required before a job is considered completed. If the job is not done to the staff's satisfaction, the job must be redone until the job passes inspection.
- D. Written job descriptions are posted in the cottage.
- E. Deep cleaning is done each week. You are responsible for the deep cleaning of your own room and the job assigned that week.

REDIRECTIONS

When a student displays an inappropriate behavior or a minor rule violation, they receive a redirection. The redirection is a reminder given to the student by staff that the behavior needs to be corrected.

In the event the student does not respond to the redirection, continues to escalate or choose to make more poor choices, they are offered the option to take some time to make better choices. During this structured cooling-off, the student is expected to sit in a designated area or in their room. The staff will respond to the student based on the student's behavior.

A room status review is completed with a student that is placed in their room due to their negative behavior choices. A student moves from his/her room once a commitment to abide by the rules of sitting at a study carrel is secured. Once at the study carrel, the student will be expected to follow through with expectations that were set at the time of the room status review.

BEHAVIORAL REPORTS

Behavior reports will give you the opportunity to process the choice you made. It is an opportunity to identify your thoughts and feelings, cues and who your behavior has affected. It allows you to come up with a plan on how you can move forward, repair the situation or relationship, and develop new prosocial behaviors. It is an opportunity to learn different ways to deal with your feelings and build healthy relationships with staff and other students. A behavior report is a way to identify your thinking and explore different ways to change that thinking. Changing your thinking may change your behavior and deal with issues in a different way. After the behavior report is complete, staff sit down and process it with you. They will have the final approval as to if you are meeting all the criteria needed to move forward to regular programming.

Criteria that staff look for:

- Ability to identify feelings
- Accountability for behavior
- Plan for making amends to those affected by your behavior
- Clear plan to move forward
- What you learned from the incident

BEHAVIOR PLANS

If you receive behavior reports consistently for the same sorts of behaviors, you may be placed on a behavior plan. The behavior plan is created and periodically reviewed by the assigned Case Manager in conjunction with the Unit Manager and staff from within the facility.

PERSONAL DEVELOPMENT PLAN FOR TREATMENT STUDENTS

Upon your arrival, you will meet with your assigned case manager to establish a Personal Development Plan (PDP) and assign a primary staff member (JCO) who will assist you with progressing through your PDP. The PDP is the case plan for each juvenile that identifies the major treatment focus areas and action steps for treating those focus areas. Your involvement and input in the PDP are **very** important since you are the person who is going to complete the PDP.

EDUCATIONAL REVIEWS

On the 4th Tuesday of every month all treatment students will be a part of an Educational Review Day where the student, teachers and your case manager will go through the progress you have been making in school. You will discuss any concerns/behaviors that need to be addressed regarding your performance in the school. These reviews play a role in your overall programming at NDYCC as school is an expectation within your programming.

MONTHLY TREATMENT TEAM REVIEW

Each month you will have a meeting to review your treatment progress to include all affirmations, behavior reports, redirections, group progress, PDP progress and anything else that is pertinent to your treatment and goals. Team members involved in this meeting include: Youth, YCC case manager, parents/guardian, DJS Youth Corrections Officer and primary staff member. Other members may be invited to these meetings if they have items to offer regarding your treatment programming. Some privileges and plans for improvement will be discussed and decided within these meetings.

NDYCC GANG POLICY

NDYCC has a zero-tolerance policy for any gang activity. The use of gang signs, symbols or gang related language is strictly prohibited. Students that have gang related tattoos are required to keep those tattoos covered at all times. The disciplinary action for any gang related activity is based on the severity of the action and the number of previous gang activities involved in while at NDYCC.

LEISURE ACTIVITIES & PRIVILEGES

During your stay at YCC, you will be allowed leisure activities within the cottage.

These activities are intended to aide in teaching students how to occupy your free time in a safe and constructive manner. You will be required to plan for and occupy your free time positively after scheduled activities are completed.

The following guidelines will apply for leisure activities:

1. If you are on a Behavior Plan, working on a Behavior Report, or placed at a cubicle to refocus, you may NOT be eligible for cottage leisure activities.
2. All leisure activities will be approved or disapproved by the on-duty cottage staff at the time of request.

Leisure activities may include, but are not limited to the following:

Television	Board Games	Reading/Writing
Computer Games	Ping Pong	Cards
Puzzles	Watching Movies	Listening to the radio

3. There will be no TV, computers or video games played by juveniles during scheduled school hours, mealtimes and any other time as directed by staff.
4. Staff will be in charge of and maintain control of remote controls for the purpose of watching TV, selecting appropriate TV channels, and setting a reasonable volume.

5. Movies must be rated PG-13 or lower and will be shown at staff discretion.
6. Students who have earned video game and computer game privileges must ask the staff prior to getting on any gaming system or computer.
7. Students will have a restricted amount of time on the gaming system/computer based upon staff discretion and the availability of the gaming system/computer.
8. Students will not be allowed to play any rated "M" games.

SODA PRIVILEGES

1. Soda is a privilege and can be purchased with debit money with staff permission.
2. During weekdays students can purchase one soda after school with staff permission.
3. During the weekends and non-school days students may purchase one soda per day after lunch with staff permission.

VISITING PROCEDURES

Upon arrival, your assigned YCC Case Manager and your community Youth Corrections Officer will prepare an authorized visitation list that is subject to change. Visits are a privilege and may be denied if staff determines they are negatively affecting your program or are jeopardizing the safety and security of the facility.

1. Institutional policy requires the following steps to be followed:
 - A. In the event of an emergency, all visitations may be stopped or canceled without prior warning.
 - B. All visitors may be subject to searches at any time.
 - C. Visits may be monitored by staff at any time.
 - D. All visitors under the age of 18 must be accompanied by an approved adult.
 - E. Certain visitors may require prior approval to visit students and will be referred to the Warden of NDYCC by their Case Manager or Unit Manager.
 - F. Treatment and Assessment students will have visitation during weekend visitation hours; requested visits during the week must have prior approval from the Unit Manager or assigned Case Manager. Detention students will have visitation during weekday business hours within the living unit upon approval of the Juvenile Court Officer, Unit Manager and assigned Case Manager.

G. Off-campus visits are available to students based on eligibility determined by the assigned YCC Juvenile Case Manager and community Youth Corrections Officer. These visits must be approved by the community Youth Corrections Officer, assigned YCC Juvenile Case Manager, the Corrections Unit Manager, and the Warden of NDYCC.

REGULAR WEEKEND VISITATION RULES

1. Visitations are allowed for the North Dakota Youth Correctional (NDYCC) students when they are considered eligible (off any building restrictions or other restrictions).
2. Visitations are held Saturdays and Sundays in Centennial Hall from 1:00 PM to 4:00 PM.
3. Students will be searched before a visit and upon their return to the cottage after a visit.
4. Arrangements for visitation are made through Case Managers at least 24 hours prior to the visit.
5. Staff will ask visitors to provide a date of visitation, ages, names, and relationships of all visitors. NDYCC visitation will allow 4 visitors per visit; all approved juveniles must be accompanied by an approved adult. The Security Safety Manager can approve of any other combinations of individuals on a case-by-case basis.
6. Visitors are not allowed to walk around campus. Visitor(s) will report directly to the Visitation Coordinator in Centennial Hall for visitation. Visitors will identify themselves and name the juvenile they are scheduled to visit. Proper picture identification may be requested at the time of the visit.
7. Visitor(s) and their personal belongings are subject to search by the Visitation Coordinator or other facility staff if circumstances arise to maintain order and security, which could include the use of a metal detector.
8. Purses/handbags and diaper bags are allowed but are subject to search at the Visitation Coordinator's discretion. Diaper changing stations are available in both bathrooms in the visiting area in Centennial Hall. Cellular phones will be kept in the visitor's locked vehicle or turned over to the Visitation Coordinator for safekeeping until the conclusion of the visit.
9. Visitor(s) must be appropriately dressed. Appropriate dress is at the discretion of the Visitation Coordinator.

10. No food items, including candy, gum, chips, baked goods, fast food, beverages, etc. are allowed in visitation; with the exception of a snack item for young visitors upon approval of the Visitation Coordinator which may not be consumed by the juvenile. Juvenile residents may not bring any items purchased from the vending machines back to their living unit.

11. No items such as radios, stereos, headsets, newspapers, books, cameras, cellular phones, mail, electronic games, board games and cards of any kind, etc. are allowed. A variety of games and playing cards will be available for use during the visit. These may be obtained from the Visitation Coordinator. Games will be put away 10 minutes prior to the end of visitation.

12. No picture taking is allowed unless it is pre-approved by the scheduling cottage staff and noted on the visitation form prior to the visit.

13. NDYCC Visitors may bring funds, stamps, or personal pictures for the juveniles. Any personal items must be pre-approved by cottage staff and documented prior to the visit on the juvenile's visitation slip by cottage staff. These approved items will be presented to and processed by the Visitation Coordinator who will transfer for further processing and approval (to finance for funds processing or the living unit staff for stamps, pictures, or personal items approval/processing).

14. NDYCC visitors are allowed one embrace (hug) with the resident prior to and at the conclusion of a visit; physical contact is otherwise prohibited.

15. The juvenile will not visit with anyone outside their authorized visitors (people at other tables) unless specifically approved by the Visitation Coordinator.

16. Once the visitor(s) arrive to visitation; they must remain in the building until the entire visitation process is completed. Example: Visitors may not return to their vehicle for a smoke break and expect to return to resume their visit.

17. Visitors and juveniles are allowed to use the restroom in the visitation areas.

18. Upon completion of the visit, residents will say their "goodbyes" in the visitation area and will be sent to their respective living units by the Visitation Coordinator. The visitor(s) will remain inside the visitation area until confirmation is received that the resident has arrived at his or her living unit. Only then may the visitor(s) depart the visitation area.

19. The Visitation Coordinator has the authority to terminate a visit at any time that he or she believes residents or visitors are noncompliant with the facility's rules or for any other reason they believe is detrimental to safety and security.

20. Anyone planning a visit to the NDYCC requiring auxiliary aid or service must contact and notify the Warden of NDYCC at 701-667-1400 or ND Relay at 1-800-366-8888 at least five days prior to the scheduled visit.

EMERGENCY PROCEDURES

FIRE PROTECTION SERVICES

The following procedures are to provide instructions on how to evacuate all staff and students quickly and safely from the cottage in an orderly fashion in case of fire.

The following guidelines are to be followed in the event of a fire:

1. You are to remain calm and follow staff instructions at all times.

2. When a fire alarm sounds, you are to immediately gather at the nearest safe exit and depart the building upon staff direction.

3. **Never run** when leaving the area.

4. In the event smoke is present, keep low; this is where the fresh air is.

5. Leave all personal belongings behind; wear whatever you have on.

6. On-duty staff will designate an area for students to gather after you have arrived outside; further instructions will be issued at this time.

TORNADO PROTECTION

The following procedures are to ensure the safety of both students and staff in the event of a tornado.

Staff will be notified of the emergency and will provide you with instructions at the time.

TORNADO WARNING PLANS

1. You are to remain calm and follow staff directives at all times.

2. You are to never run when leaving an area.

3. All students and staff will report to the shower room in their designated living unit:

You are to sit on the floor; place your head between your legs and cover your head with your hands.

If time permits take a pillow and blanket along for added protection from flying debris.

4. If there is no time to evacuate an area, you are to sit on the floor in a crouched position and cover your head. If you are in your room, lie on the floor and cover yourself with the mattress from your bed.

TORNADO WATCH PLAN

The following procedures are to be followed in the event the weather conditions are favorable for tornados.

Staff will be notified of these conditions and give instructions at that time.

1. Staff and students attending off-campus activities such as community service projects are to return to the campus immediately.

2. Staff and students attending on-campus outdoor activities are to return to the cottage immediately.

3. Off- Campus visits scheduled during a tornado watch will be canceled until weather conditions permit.