

DIVISION OF JUVENILE JUSTICE SERVICES



Juvenile Rights and Responsibilities

While you are in the care of the Division of Juvenile Justice Services, you have the right to be treated with dignity, respect and fairness at all times. You also have the responsibility to treat others with dignity, respect and fairness at all times.

Juvenile justice employees are here to help you and keep you safe. If you feel unsafe or believe your rights have been violated, please report your concerns to an employee, a trusted adult or through the Division's grievance process so we can work on solving the problem. Any immediate threat to your safety should be reported as soon as possible.

Your Rights

You have the right:

1. To be free from discrimination based on race, religion, color, gender, gender identity, sexual orientation, or disability;
2. To be treated with respect, dignity, impartiality, and fairness;
3. To be in a clean safe environment, with equal access to all available services, including food, medical, dental, mental health, and treatment/ rehabilitation programming;
4. To not be subjected to corporal punishment, harassment, and abuse of any kind, personal injury, intimidation, property damage, threats, assault or humiliation by any person;
5. To have access to approved mail, phone calls, and visitation;
6. To have access to public education and to attend educational classes;
7. To practice your religious faith and participate in religious services on a voluntary basis;
8. To have access and opportunity to participate in physical activity;
9. To exercise your voting rights if you are registered to vote and have requested an absentee ballot;
10. To review any and all information in your juvenile file to which you have a right to review;
11. To be informed of rules, procedures, and expectations of your program within forty-eight (48) hours of placement;
12. To be informed of your grievance rights and procedures.

Your Responsibilities

You have the responsibility:

1. To follow all rules, procedures, schedules, and direction of staff while in Division facilities and programs;
2. To treat other juveniles and Division staff with respect and to not engage in activity that is disruptive to the programming;
3. To use respectful and appropriate language;
4. To not verbally abuse others, name call or use gang or obscene gestures;
5. To maintain a clean room and living area;
6. To not damage or deface public or private property;
7. To maintain your body, clothes, and hair in a clean and odor-free condition;
8. To not use illegal drugs, alcohol, and tobacco.

How to File a Grievance (Complaint)

If you have a concern or complaint (a grievance), please follow the Division's Grievance process.

1. You have the right to grieve (complain) about any condition of confinement, circumstance, or action you believe to be unfair.
2. You may bring your concern to any staff member for action.
3. You may also complete the written Grievance Form available at your program. Once completed, the form should be placed in the locked Grievance Box which is checked daily by the program director or another designated staff member.
4. A written grievance can be completed anonymously. However, we are better able to solve problems when we have complete information.

I have read and reviewed my rights and responsibilities with staff. I understand my rights, responsibilities and the grievance process.

Juvenile Name: _____

Signature: _____ Date: _____

Signature of Staff: _____ Date: _____