



### PLACEMENT CRITERIA

The following procedure is recommended for the placement of delinquent youth to the China Spring Youth Camp program. The following procedure will allow the sending County to maintain jurisdiction of the child upon his/her release from the Camp and their return to the community.

- Child to be adjudicated a delinquent child within the purview of Chapter 62 of the Nevada Revised Statutes;
- Child to be committed to the care and custody and control of the Superintendent of a State Youth Center;
- The commitment be suspended and the child placed on probation with the condition he/she successfully complete the Camp.

Placements/Referrals and Reviews for Appropriateness of Placement:

#### A. Exclusionary

1. China Spring does not house status offense youth.
2. Cases will be reviewed on an individual basis and determined by the Camp Director, consultation with the Camp Psychologist, Judge, and Program Management.
  - a. Youth with a diagnosis of psychotic, neurotic, severely emotionally disturbed and assessed with the Global Assessment of Functioning (GAF).
  - b. Youth with a score of Low on YLS
  - c. Youth with any indication of a tendency toward pyromania or arson or a conviction.
  - d. Youth with a history of sexual offenses (requires Mental Health Evaluation).
  - e. Youth with a sophisticated delinquent background or who have been previously committed to another institution.
  - f. Youth with a history or diagnosis of suicidal tendencies (requires Mental Health Evaluation).
  - g. Youth with a history of assault or violent behavior.
- h. Youth with existing medical conditions which could be considered a threat to other residents or which would limit participation in the wilderness program, outdoor activities or physical education
  - i. Youth without a full medical evaluation will be rejected until evaluation is provided.
  - j. Youth with drug addiction or chemical dependency which need a medical model for Treatment and care.
  - k. Youth with learning disabilities which require extraordinary educational attention.
  - l. Youth whose families are hostile to the court and law enforcement authorities and who reinforce delinquent/negative behaviors]
  - m. All youth will be given a score and assigned a room based on:
    1. Vulnerability
    2. Victimization
    3. Risk of Sexual Aggression



**ADMISSIONS CRITERIA PACKAGE CHECKLIST**

Please initial each included item below:

*The following information is required from probation upon intake review:*

- 1 **Juvenile Placement Questionnaire**  
(must be faxed or e-mailed for intake review and staffing)
- 2 **Jacobsen High School Intake Form**
- 3 **YLS (Youth Level of Service) & Case Plan**  
Need most recent copy
- 5 **New Intake Psychiatric Information Form**
- 6 Any mental health evaluations, Substance Abuse Evaluations, Psychological or Psychiatric Evaluations, etc. **(Please include most recent copy of the MAYSI-2)**
- 7 **For all intakes:** Please have intakes complete the attached "Orientation Stage Tools & Objectives" while in Detention. This will orient them to the program prior to arrival.

*The following information is required from probation & parent/guardian upon arrival in Camp:*

- 8 **Court Order**  
Must be faxed, e-mailed or mailed prior to arrival date
- 9 **Current Physical Report & Medical History**  
Must be current, use Camp's form, include TB Test, Pregnancy Test, & Lab Work
- 10 Parental Waiver/Release Packet, which includes:
  - a)  HIPAA, parent packet
  - b)  Authorization for Release of Information  
**Witnessed and Notarized**
  - c)  Authorization for Emergency Medical Treatment  
**Witnessed and/or signed by Probation Officer**
  - d)  Copy of Medical/Dental/Prescription Insurance Cards  
**Front and Back**
  - e)  Medical Insurance/Medicaid Form
  - f)  Wilderness Program/Organized Sports/Athletic Activities Release
  - g)  Placement Face Sheet
  - h)  Photo ID for Parent(s)/Guardian(s)
- 11 Mandatory Clothing List Items (Please follow list exactly. Refer to Walmart Registry Lists.)
- 12 School Transcript & Copy of Individual Education Plan (IEP)
- 13 30 day supply of all prescription medications **(Mandatory)**



### Juvenile Placement Questionnaire

(The Probation Officer must completely fill out this 6-page questionnaire for Intake consideration & review- ALL Information is Mandatory)

Juvenile's Name (include Middle Name): \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Medicaid Number (if applicable): \_\_\_\_\_

If juvenile has Medicaid, please specify what name he/she was placed under \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Juvenile's Probation Officer: \_\_\_\_\_ JPO's Phone Number: \_\_\_\_\_

County: \_\_\_\_\_ E-mail: \_\_\_\_\_

Parent/Guardian's Names: \_\_\_\_\_ Phone Number & E-mail: \_\_\_\_\_

Court Order Signed:  No  Yes Date Signed: \_\_\_\_\_

**\*\*All intakes will require an interview/meeting prior to their arrival in Camp. Please contact CSYC to set up this interview. Interview Date & Time: \_\_\_\_\_.**

1. Is the juvenile currently in detention?  No  Yes Where? \_\_\_\_\_ How Long? \_\_\_\_\_

2. After Placement? Formal Probation:  No  Yes Youth Parole:  No  Yes  
Foster Placement:  No  Yes

3. Is the juvenile currently in the custody of a County Social Service Agency?  No  Yes

4. Please list the juvenile's prior juvenile offenses:

- a. Status Offense  No  Yes How Many? \_\_\_\_\_
- b. Runaway  No  Yes How Many? \_\_\_\_\_
- c. Substance/Alcohol Abuse  No  Yes How Many? \_\_\_\_\_
- d. Crimes against persons  No  Yes How Many? \_\_\_\_\_
- e. Crimes against property  No  Yes How Many? \_\_\_\_\_
- f. Firearm Charges  No  Yes How Many? \_\_\_\_\_

g. Adjudicated Delinquent offense (Please list the charge, which placed them on probation):

\_\_\_\_\_  
(Offense must be within purview of NRS Chapter 62)

5. Has the juvenile been involved in gangs?

Yes Please indicate the degree of involvement:  Major  Moderate  Minor

No List gang affiliation here: \_\_\_\_\_

6. Where was the Juvenile's Birthplace?

\_\_\_\_\_

7. How long has the Juvenile resided in Nevada?

\_\_\_\_\_

8. Who does the Juvenile currently reside with? (check all that apply)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Biological Mother & Father | <input type="checkbox"/> Mother            | <input type="checkbox"/> Father            |
| <input type="checkbox"/> Single Parent              | <input type="checkbox"/> Mother/Stepfather | <input type="checkbox"/> Father/Stepmother |
| <input type="checkbox"/> Blended                    | <input type="checkbox"/> Foster Parents    | <input type="checkbox"/> Adoptive/Guardian |
| <input type="checkbox"/> Other                      |  | <input type="checkbox"/> Grandparent(s)    |

9. How do the juvenile's parents view the placement?

- Supportive
- Fair
- Hostile
- Uninvolved

Please Explain: \_\_\_\_\_

10. Has the juvenile seen a physician in the last 12 months for something other than a physical?

- No
- Yes (Please explain): \_\_\_\_\_

11. Does the juvenile have any health problems (i.e. asthma, diabetes, hernia, etc.)?

- No
- Yes (Please explain): \_\_\_\_\_

12. Please list any prescription medications the juvenile is CURRENTLY taking:

- 1. \_\_\_\_\_ 2. \_\_\_\_\_
- 3. \_\_\_\_\_ 4. \_\_\_\_\_

13. What are the reasons for the medications (i.e. medical, mental health)? Please be specific for each.

\_\_\_\_\_  
\_\_\_\_\_

14. Please list any other prescription medications the juvenile has ever taken in their lifetime (not including the current medications):

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

15. Has the juvenile ever seen a psychologist/psychiatrist?

- No  
 Yes (Please explain): \_\_\_\_\_

16. Has the juvenile ever received a psychological and/or psychiatric evaluation?

- No  
 Yes (*Please attach for our review*) (Dates of evaluations): \_\_\_\_\_

17. Has the juvenile ever been in another treatment facility; received inpatient or outpatient treatment?

- No  
 Yes (Where? When? Why?): \_\_\_\_\_

18. Has the juvenile ever received Substance Abuse Counseling?

- No  
 Yes (Where and when?): \_\_\_\_\_

19. Does the juvenile have a DSM diagnosis? If so, what are they (Please list)?

- No  
 Yes (List Diagnosis): \_\_\_\_\_

20. Please attach the Juvenile's YLS and YLS Case Plan (Required). What did the Juvenile score on the YLS?

- Low  Moderate  High  Very High

21. Did the juvenile receive any other assessments, i.e. Other Risk & Needs, Substance Abuse, PREA, etc.?

If, so please attach for review.

- No  
 Yes (List): \_\_\_\_\_

**22. Has the juvenile ever been diagnosed by a professional (i.e. Psychologist, Psychiatrist, Therapist) of any of the following?**

ADD/ADHD	<input type="checkbox"/> No	<input type="checkbox"/> Yes	When?_____	Current Medication:_____
Bipolar	<input type="checkbox"/> No	<input type="checkbox"/> Yes	When?_____	Current Medication: _____
Depression	<input type="checkbox"/> No	<input type="checkbox"/> Yes	When?_____	Current Medication: _____
Suicidal	<input type="checkbox"/> No	<input type="checkbox"/> Yes	When?_____	Committed/MHE complete? <input type="checkbox"/> No <input type="checkbox"/> Yes
Anxiety	<input type="checkbox"/> No	<input type="checkbox"/> Yes	When?_____	Current Medication: _____
PTSD	<input type="checkbox"/> No	<input type="checkbox"/> Yes	When?_____	Current Medication: _____
Other	<input type="checkbox"/> No	<input type="checkbox"/> Yes	When?_____	Current Medication: _____

**23. Is there a history of:**

- 1) Cruelty to animals?  No  Yes
- 2) Self-harming behavior?  No  Yes
- 3) Running away?  No  Yes From home  or programs  ?
- 4) Sexual Abuse History (Victim or Perpetrator)?  No  Yes Please explain: \_\_\_\_\_
- 5) Sexual Orientation, please list: \_\_\_\_\_

**24. What is the current grade of the juvenile?**

12<sup>th</sup>  11<sup>th</sup>  10<sup>th</sup>  9<sup>th</sup>  8<sup>th</sup>  7<sup>th</sup> Name of school last attended: \_\_\_\_\_

**25. Was the juvenile in a special education class prior to placement? Do they or have they ever had an Individual Education Plan (IEP)? (Please attach a copy of the IEP for review)**

No  Yes If yes, what is it for (be specific)? \_\_\_\_\_

**Note:** Please return this document (email or fax) within 24 hours of contacting the Camp to ensure juveniles name is placed on the intake list. This information is critical to the placement and pending treatment of this juvenile in the China Spring Youth Camp program. Any misrepresentation or willful omission on the part of the officer providing this information may be cause for a delay in the juvenile's acceptance.

Signature of Preparer: \_\_\_\_\_

Date: \_\_\_\_\_



Jacobsen High School  
225 China Springs Rd.  
Gardnerville, NV 89460  
775-265-5433

Gavin Ward, Principal  
[gward@dcsd.k12.nv.us](mailto:gward@dcsd.k12.nv.us)

**Jacobsen High School Intake Form**

**Student Full Name:**

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
**(Last) (First) (M.I.)**

**Date of Birth:**

**Previous School of Record:**

\_\_\_\_\_  
**(mm/dd/yyyy)**

**Individual Education Plan (IEP):** \_\_\_\_\_

**OYOG: (Mandatory requirement)**

\_\_\_\_\_  
**(yyyy - This is four years from the year that the student began the ninth grade.)**



**New Intake Psychiatric Information**

1) What medication(s) is the youth coming in on?

Name of Medication	Dosage (amount and time of day)	Amount brought to camp

2) What is the youth's Doctor's Information?

Prescribing Doctor	Phone Number	Address	Office Name

3) Does the youth have another appointment scheduled already?

Yes                   No

4) If yes, when is the youth's next appointment scheduled for?

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

5) Did you provide a 30 day supply of medication?

Yes                   No

If no when will you be delivering this to Camp?

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Please sign below.

\_\_\_\_\_   
 Resident Name

\_\_\_\_\_   
 JPO Signature

\_\_\_\_\_





## Orientation Stage Goals & Objectives

When a new resident enters the Camp, it can be overwhelming. As a result, staff has put together a list of goals and objectives that a new resident must learn and implement. Keep in mind these are not all the rules, goals or objectives for which you will be responsible. The following are the minimum requirements you must learn and implement prior to being advanced to the Adjustment Stage of the Youth Development System. You must demonstrate working knowledge of the rules and expectations. Once you arrive in Camp, each of the following requirements must be witnessed and signed off by a staff.

Resident's Name: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Due Date: \_\_\_\_\_

### **BASIC CAMP RULES**

### **Date & Staff Initial**

- |  |                      |
|--|----------------------|
| 1. When in line formation, a resident must be at attention – no talking allowed                                      | <input type="text"/> |
| 2. Orientation stage residents may not talk to each other.   | <input type="text"/> |
| 3. Orientation stage residents may not talk to residents they have had a prior acquaintance with outside of the Camp | <input type="text"/> |
| 4. There is no lending or borrowing of personal property or clothing. It cannot be traded, sold or given away.       | <input type="text"/> |
| 5. All youth will follow the direction of persons in charge of projects, as delegated by staff                       | <input type="text"/> |
| 6. All conversation in Camp will be in English.  | <input type="text"/> |
| 7. Residents may not be in possession of or use contraband.  | <input type="text"/> |
| 8. Any activity, which can be thought of as gang related, will not be allowed.                                       | <input type="text"/> |
| 9. Profane, obscene or abusive language is prohibited.   | <input type="text"/> |
| 10. Fighting, whether direct or implied, is prohibited.  | <input type="text"/> |
| 11. Statements with racial references are prohibited.  | <input type="text"/> |
| 12. Do not do anything you have not been told to do. Ask permission first.   | <input type="text"/> |
| 13. Communication in any form with the opposite program is prohibited.   | <input type="text"/> |

## OBJECTIVES

- |  |  |
|--|--|
| <b>1. Work on changing behavior</b><br>a. State what behaviors need to change<br>b. Sight specific incidences of change  | <div style="border: 1px solid black; width: 100px; height: 15px; margin: 0 auto;"></div> Recited &<br>Demonstrated |
| <b>2. Respect other resident's property</b><br>a. Do not touch anything, without permission, which does not belong to you.<br>b. Report to staff if others have misplaced their property                                   | <div style="border: 1px solid black; width: 100px; height: 15px; margin: 0 auto;"></div> Recited &<br>Demonstrated |
| <b>3. Be responsible for your own property</b><br>a. Never leave your property unattended<br>b. Keep your property in good condition   | <div style="border: 1px solid black; width: 100px; height: 15px; margin: 0 auto;"></div> Recited &<br>Demonstrated |
| <b>4. Respect the rights of other residents.</b><br>a. Do not make fun of others<br>b. Be courteous to others  | <div style="border: 1px solid black; width: 100px; height: 15px; margin: 0 auto;"></div> Recited &<br>Demonstrated |
| <b>5. Be thorough</b><br>a. Whatever you do, do it to the best of your ability<br>b. Finish what you start   | <div style="border: 1px solid black; width: 100px; height: 15px; margin: 0 auto;"></div> Recited &<br>Demonstrated |
| <b>6. Be motivated</b><br>a. Display enthusiasm<br>b. Do more than you are supposed to do<br>c. Always leave things better than the way you found them   | <div style="border: 1px solid black; width: 100px; height: 15px; margin: 0 auto;"></div> Recited &<br>Demonstrated |
| <b>7. Display good hygiene habits</b><br>a. Be aware of any changes in your body<br>b. Use preventative measures to ensure a healthy body  | <div style="border: 1px solid black; width: 100px; height: 15px; margin: 0 auto;"></div> Recited &<br>Demonstrated |
| <b>8. Learn the chain of command</b><br>a. Youth Counselor<br>b. Case Manager<br>c. Shift Supervisor<br>d. Administration (use Administrative Communication form)  | <div style="border: 1px solid black; width: 100px; height: 15px; margin: 0 auto;"></div> Recited &<br>Demonstrated |
| <b>9. Learn the proper way to respond to staff</b><br>a. Simply state, "yes sir" or "no sir" or "yes ma'am" or "no ma'am"<br>b. Do not expound unless asked to do so   | <div style="border: 1px solid black; width: 100px; height: 15px; margin: 0 auto;"></div> Recited &<br>Demonstrated |
| <b>10. Learn the proper procedure for getting medical attention</b><br>a. If an emergency, report immediately<br>b. State how to use a Medical Request Form<br>c. State the procedure for getting a doctor's appointment   | <div style="border: 1px solid black; width: 100px; height: 15px; margin: 0 auto;"></div> Recited &<br>Demonstrated |
| <b>11. Demonstrate a working knowledge of the three "L's"</b><br>a. Look (observe other resident's behavior)<br>b. Listen (pay attention to what's going on around you)<br>c. Learn (emulate residents who are successful) | <div style="border: 1px solid black; width: 100px; height: 15px; margin: 0 auto;"></div> Recited &<br>Demonstrated |
| <b>12. Meet minimum school requirements</b><br>a. Academic grade of no less than an 80% in any subject<br>b. Physical Education grade of no less than 80%  | <div style="border: 1px solid black; width: 100px; height: 15px; margin: 0 auto;"></div> Recited &<br>Demonstrated |

**GOALS**

**13. Active Listening**

- a. Look at the person who is talking.
- b. Remember to sit quietly.
- c. Think about what is being said.
- d. Say yes or nod your head.
- e. Ask a question about the topic to find out more.

Recited

Demonstrated

**14. Starting a Conversation**

- a. Greet the other person.
- b. Make small talk.
- c. Decide if the other person is listening.
- d. Bring up the main topic.

Recited

Demonstrated

**15. Having a Conversation**

- a. Say what you want to say.
- b. Ask the other person what he/she thinks.
- c. Listen to what the other person says.
- d. Say what you think.
- e. Make a closing remark.

Recited

Demonstrated

**16. Asking a Question**

- a. Decide what you would like to know more about.
- b. Decide whom to ask.
- c. Think about different ways to ask your question and pick one way.
- d. Pick the right time and place to ask your question.
- e. Ask your question.

Recited

Demonstrated

**17. Saying Thank You**

- a. Decide if the other person said or did something that you want to thank him/her for.
- b. Choose a good time and place to thank the other person.
- c. Thank the other person in a friendly way.
- d. Tell the other person why you are thanking him/her.

Recited

Demonstrated

**18. Introducing Yourself**

- a. Choose the right time and place to introduce yourself.
- b. Greet the other person and tell your name.
- c. Ask the other person his/her name if you need to.
- d. Tell or ask the other person something to help start your conversation.

Recited

Demonstrated

**19. Introducing Other People**

- a. Name the first person and tell him/her the name of the second person.
- b. Name the second person and tell him/her the name of the first person.
- c. Say something that helps the two people get to know each other.

Recited

Demonstrated

**20. Learn How to Get Staff's Attention**

- a. Look at the person.
- b. Raise hand or stand at staff door at attention.
- c. Wait for acknowledgement.
- d. After acknowledgement, ask question politely.
- e. Accept answer. Do not argue/expound.
- f. Thank the staff for listening.

Recited

Demonstrated

Case Manager Signature

Why are you here? We know the typical answer, “probation violation” BUT coming to the Camp took planning, although you would probably disagree and say “I didn’t plan to come to this Camp!” The truth is, everything you have done to this point made your trip to CSYC a reality.

Examples:

1+1+1=3, there is no other answer.

Bad behavior + not listening to authority + breaking the law + ..... = CSYC.

Bad behavior + not listening to authority + breaking the law + ..... Never equal freedom

1+1+1 will never equal 4

**With that in mind, list the decisions, which led to your commitment. Be thorough & Be Honest.**

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**My Main Issues**

This assignment requires you to evaluate yourself. Think about what you would need to change in order to be successful; perhaps your friendships, family issues, self-image, anger, drug/alcohol abuse, etc. You need to be honest with yourself. This is not always an easy thing. Sometimes our problems require deep thought and are not what they seem to be on the surface. For example, you may have a problem with alcohol. Although this may be a problem, maybe the reason you drink is because you are unhappy because someone close to you hurt you. Take your time with this & if you need help, ask someone. This will be due upon your arrival in Camp.

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**My Main Issues Continued**



**PHYSICAL EXAMINATION FORM for CSYC  
(MUST USE THIS FORM)**

<b>Name:</b>					<b>Date:</b>			<b>Age:</b>	
Allergies					General Appearance	<input type="checkbox"/> Healthy <input type="checkbox"/> Unhealthy			
Height		Weight		Blood pressure		Pulse		Res	
Visual Acuity	Rt:	Lt:							

MEDICATIONS	DOSAGES	REASON

		Observation				Observation	
		Abnormal	Normal			Abnormal	Normal
1	Head, Face, Scalp			12	Rectal		
2	Skin: lesions, ulcers, tracks, Jaundice, lacerations			13	Vagina		
3	Eyes: conjunctiva, sclera			14	Abdomen		
4	Ears: canals, drums, hearing			15	Liver: size, tenderness, edge		
5	Nose			16	Spleen		
6	Mouth: Teeth, throat			17	Groin: nodes, lesions, hernias		
7	Neck: lymph nodes, masses			18	Back: pain, range of motion		
8	Chest Walls			19	Extremities: clubbing, deformities		
9	Breasts			20	Flanks		
10	Lungs			21	Joints: deformity, range of motion		
11	Heart: Rhythm, murmurs			22	Neurological: reflexes, gait, gross touch, oriented, speech		

HEALTH MAINTENANCE (enter date, or ✓ if done today)						
<b>Immunizations</b>	DPT/Td	Flu	Polio	Hep.B	MMR	
<b>Lab</b>	U/A	HIV	PPD/tine	RPR/VDRL	HB/Hep Comp	
	Gen/Probe	Pap/ HCG		Other		

OTHER RECOMMENDATIONS/REFERRALS	

<b>Follow- up</b>		<b>Next physical</b>	
<b>Note:</b> This form will be used as intake criteria for consideration of acceptance into our program. Youth must possess the physical capabilities necessary to participate in our physical training program (running, weight training, yoga, sports, etc.) and Wilderness Program (fishing, hiking, ropes, camping, and rafting).			
<b>I certify this patient has no physical/medical problems, which would present a hazard to either self or others of the China Spring/Aurora Pines Programs.</b>			

Date	Signature of Examiner	Please print full name	Phone Number
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**China Spring Youth Camp Program Disruptions and Reentry Protocol**

**Goal:** Identify high risk youth who are a disruption in the program early and develop an individualized action plan to assist with their progress. At minimum this should be completed prior to entry into the program or within the first 45 days of their program.

- A. Identifying a high risk youth prior to entry into the program**
  - a. Program Manager or designee will set up interview/meeting with youth via telephone, virtually or in person.
  - b. Probation Officer will be notified and have the option to participate in the meeting.
  - c. Meeting will consist of a conversation regarding CSYC's expectations, programming, rules and the youth's level of commitment to the program. Discussion of the program and questions answered relating to the program to alleviate any anxiety or stress.
  - d. After first meeting, decision will be made if more meetings are needed and whether probation or family will need to be present for a Team approach.
  - e. If applicable, assess medications and need. If medication is needed based on the information provided, work with probation departments to address this prior to entry into the program.
  - f. Discuss high risk youth in Treatment Team Meeting and develop an individual action plan with our team to ensure smooth transition at entry. These plans will incorporate coping skills, identify triggers and strategies for calming down.
  - g. Communicate individual action plan with staff and probation department.
  - h. Reevaluate individual action plan weekly or as needed after entry into the program.
  
- B. Identifying a high risk youth after entry into the program**
  - a. Discuss high risk youth in Treatment Team Meeting and develop an individual action plan with our team to ensure smooth transition at entry. These plans will incorporate coping skills, identify triggers and strategies for calming down.
  - b. Communicate individual action plan with staff, family and probation department.
  - c. Set up a Child and Family Team Meeting early to incorporate family, probation and Camp staff. In some incidences, other parties may also be included in these meetings, i.e. attorney, therapists, etc.
  - d. Meeting will consist of a conversation regarding CSYC's expectations, programming, rules and the youth's level of commitment to the program. Discussion of their program and how this will look moving forward.
  - e. After first meeting, decision will be made if more meetings are needed and how frequently.
  - f. Keep in constant communication with family and probation department.
  - g. If applicable, assess medications and need. If medication is needed based on the information provided, work with probation departments and Camp's Psychologist and Psychiatrist to address this need.
  - h. Reevaluate individual action plan weekly or as needed.
  - i. If disruptions continue, communicate with probation and work towards setting up a court review hearing.
  - j. We are proposing a "DIP" or as we like to call it, a "Reset of Program." This would occur when all resources and interventions are exhausted within Camp; however, the negative behavior either continues or escalates to a violation of their probation and court order, i.e. aggressive or violent behaviors or threats, inciting riots or riot-like behavior, etc. Due to China Spring being a staff-secured facility and not having the option for a detention



intervention, we are proposing another option to the counties we serve. We would like to send a youth to Detention in order to reset their thinking and behavior. The ultimate goal is to have the youth appear in front of their Judge and explain their actions, show a commitment to return to the Camp and move on with their program.

- k. The “DIP” to detention plan would entail the following:
    - i. China Spring would be in constant communication with the appropriate county’s probation department regarding a youth who is struggling extensively. We would contact the probation department once the decision is made to fail a youth and transportation will be arranged with the probation department.
    - ii. The youth would spend time in detention as a “reset of program.” Time to be determined by probation and Camp Administration at time of DIP.
    - iii. The youth would be responsible for completing a Reflection Essay, which would include their commitment to CSYC’s Program, their plan for success and how their thinking and behavior will change if they are allowed to return to the Camp.
    - iv. A China Spring Staff Member would be present via phone, in person or virtually for their Review Hearing with the Judge and probation.
    - v. A China Spring Staff Member would interview youth in detention via phone, in person, or virtually in order to determine their level of commitment and approval to return to the Camp. The youth must display a certain level of commitment prior to returning to the Camp.
    - vi. Depending on how quickly they commit to the Camp’s rules and regulations upon their return and how they handle themselves in detention, will determine what their program will look like upon return.
    - vii. Our plan and ultimate goal is to use this intervention infrequently and only when absolutely necessary.
- C. Reentry of high risk youth after DIP to detention or Failure of Placement**
- a. Communicate with probation department and Chief.
  - b. Set up Team Meeting with youth and probation department to discuss reentry into the program.
  - c. The youth must display a certain level of commitment prior to returning to the Camp and complete all assignments/treatment assigned while in detention.
  - d. If applicable, a review hearing would have occurred and China Spring Staff would have been present.
  - e. Discussion on youth and their reentry will occur in Treatment Team Meeting.
  - f. Treatment Plan will be updated.
  - g. A plan will be developed for youth’s reentry to the program and what stage of the program the youth will return under.
  - h. This plan will be communicated to probation and family of youth.
  - i. Dates of reentry will be determined and transportation will be set.
- D. Reentry of youth who already successfully completed the program**
- a. Communicate with probation department and Chief.
  - b. Set up Team Meeting with youth and probation department to discuss reentry into the program.
  - c. Discussion on youth and their reentry will occur in Treatment Team Meeting.
  - d. A plan will be developed for youth’s reentry to the program and what expectations of the program the youth will return under.
  - e. Treatment Plan will be catered to current risks and needs
  - f. Youth’s program would look differently than last program and this will be a discussion in Treatment Team Meetings.
  - g. This plan will be communicated to probation, youth and family.
  - h. Dates of reentry will be determined and transportation will be set.

China Spring Youth Camp  
Staff Code of Conduct

**Staff must not engage in any activity, behaviors, or statements, which fundamentally violate the rights of any person, staff, or resident of China Spring Youth Camp.**

It is important for our stakeholders to know that CSYC values quality service to residents (clients) and strives to provide person centered therapy. We value teamwork and rely on the cooperative effort of all staff in the facility working together, problem-solving, and creating new visions for the best service for our residents. Each person is an essential part of the team. Our staff is our most precious resource so we welcome the opportunity for support and continued education and learning. With that, we require our staff to uphold the below standard of conduct in day to day interactions. We encourage our stakeholders to share any information with us if information is received outside the below standards.

**I. General**

- A. Staff will report any violation to their supervisor or the Director.
- B. Failure to report violations may result in disciplinary action.

**II. Standard of Conduct**

- A. A facility employee is a conspicuous representative of county government; as such an employee's conduct is closely scrutinized.
- B. Since the conduct of an employee on or off duty may reflect directly upon the department, an employee must at all times conduct himself/herself in such a manner, which does not bring, nor tend to bring discredit to himself/herself, the facility or the County of Douglas.

**III. Loyalty**

- A. Employees shall maintain such loyalty to the facility and their associates as is consistent with professional ethics.
- B. Habitual revelation of personal or sensational facts about others, rumors or reports of an intimate nature, chatty talk or any subject matter of gossip is prohibited.
- C. If any such activity, behavior, or statement is observed or experienced by any staff, then that staff must immediately report this information to the Supervisors, Assistant Director, or the Director.

**IV. Insubordination**

- A. Employees shall not be insubordinate.
- B. Intentional failure or refusal of any employee to obey a lawful order given by a Supervisor shall be insubordinate.

**V. Performance of Duty**

- A. All employees shall perform their duties as required or directed by law, departmental rule, policy or order by a Supervisor.
- B. All lawful duties required by competent authority shall be performed promptly as directed.

**VI. Misuse of Position**

- A. Staff is prohibited from using their position for private gain or advantage.
- B. No employee shall use for private gain or advantage the County or District Court's time,

facilities, equipment, money, materials, or the prestige and influence of their position.

C. No employee shall accept or receive any consideration or compensation for an act which they would be required or expected to perform as a part of their duties.

D. No employee may receive from any current or ex-resident or their family any gift, consideration or compensation.

E. No employee, contractor or entity of China Spring Youth Camp may allow a youth to grant power of attorney to the operator, a contractor or staff member.

## **VII. Conflicts of Interest**

A. Any conflict of interest must immediately be reported following chain of command

1. The Director will be informed of any conflict of interest of subordinate staff.

a. Conflicts of interest with a youth, shall result in the staff being removed any decisions regarding promotions, programming and discipline.

b. It does not remove the responsibility of supervision.

c. If the Director has a conflict of interest, the Director shall report such conflict to the District Court Judge.

B. Staff of the Camp may not benefit from any activity or property of the Camp or County

a. Employees may not use the youth to their personal gain.

b. Youth may not perform work at employee's homes.

C. Employees may not remove any property of the Camp without the approval of the Director.

1. Employees may not remove food or items from the Camp.

2. Camp keeps an inventory of items and follows County policy for removal or destruction.

3. Employees will receive permission, from the Director, to remove boxes or other trash.

D. Employees may not use Camp or County Property in their personal time.

1. Camp property such as Barbeque, vehicles, equipment, machines etc., may not be removed from the Camp; except for which purposes are expressly approved by the Director.

2. Camp property may be used for County use.

3. Camp property may be donated to a nonprofit with the express permission of the Director and all provisions of the County for such donation shall be followed.

## **VIII. Cooperation:**

A. All employees shall establish and maintain a high spirit of cooperation within the Camp and with other county agencies.

B. Cooperation among staff, herein, and other essential personnel is critical to the smooth operation of Camp.

## **IX. Restricted Communications:**

A. Employees of this Camp, while in a duty capacity, shall not engage in conversation, allow themselves to be interviewed or make any statements concerning any matter currently being investigated by this Camp, unless as a matter of official duty or by the approval of competent authority.

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## **X. Confidentiality:**

A. Employees shall maintain confidentiality of information, which has been entrusted to them and designated as such.

1. Staff may not reveal the identity of any current, past or future resident of the facility.

## **XI. Reporting unethical, corrupt or illegal behaviors**

A. Employees shall report without reservation any corrupt or unethical behavior, which could affect either residents, employees, or the integrity of the Camp.

B. Reports shall follow chain of command except those of sexual harassment, harassment, or criminal nature.

C. Sexual harassment shall follow Douglas County reporting mechanism, reference DC policy.

D. Criminal Behaviors are to be immediately, reported to the Director.

E. Director shall report to the Sheriff's Department.

## **XII. Conduct toward Superior, Subordinate, and other Employees**

A. Employees shall treat supervisors, subordinates, and co-workers with respect.

B. Employees shall be courteous and civil in their relationships with one another.

C. Employees shall not ridicule or criticize one another.

D. Employees shall not ridicule or criticize orders, policies, directives or programs issued by competent authority.

E. Workplace violence and bullying will not be tolerated.

F. These rules are to apply to all County Officials and their employees.

## **XIII. Criticism of Orders**

A. Employees shall not criticize or ridicule the Camp, its policies or other employees where the talking, writing or expression tends to impair the operation of the Camp by interfering with its efficiency, interfering with the ability of supervisors to maintain discipline or having been made with reckless disregard for truth or falsity.

B. Orders or policies which an employee believes need adjusting, or clarification are to be referred through chain of command so that all issues may be addressed on an efficient basis.

C. This is not meant to discourage participation by employees to participate in policy or operations, but to keep communication open, honest and professional.

## **XIV. Issuing Orders**

A. Orders shall be issued in a clear and understandable language and in pursuit of Camp business.

B. No Employee shall issue any order, which is in violation of any law, ordinance or which is beyond the scope of their authority.

## **XV. Reporting for Duty**

A. Employees shall report for duty at a specified time and place, and in attire appropriate to their assignment.

B. Employees shall be fully dressed and have all equipment clean, serviceable and ready

to begin duty at said specified time and place.

C. Inability to comply shall be reported to the employee's immediate superior as early as possible in advance of the specified time.

D. When reporting, the employee will report in detail to his superior why they are unable to comply with the requirements of this section.

#### **XVI. Untruthfulness**

A. No employee shall knowingly make a false statement or misrepresentation to fellow employees, Judicial Officers, subordinates or superiors.

#### **XVII. Removal or Alteration of Official Records Prohibited**

A. An employee shall not remove or alter any official record of the Camp except as directed by his superiors in accordance with established Camp procedures, or under due process of law or by order of competent court.

#### **XVIII. Tampering of Evidence**

A. An employee shall not falsify, withhold, alter or destroy evidence of any kind.

B. This does not apply to destruction of evidence pursuant to a written Court Order, statute or directive from competent judicial authority.

#### **XIX. Official Correspondence**

A. Employees of the Camp shall not engage in official Camp correspondence, or use Camp letterhead without the permission of the Assistant Director/Director.

B. Letterhead is not stationary, it is official correspondence and for personal use.

C. Letters of Reference, unless issues by Administration, are personal in nature and therefore not to be issues on Camp letter head.

1. If you wish to issue a letter of reference for a person in an official capacity, that letter is to be made part of their personnel file.

2. Permission from the Assistant Director/Director is required.

3. Letterhead gives the appearance of being sanctioned by the Administration; therefore, is limited in its use by those things which are official or approved.

#### **XX. Change of Address or Phone Number**

A. Employees shall, within twenty-four hours of occurrence, report any change in their address or phone number to Administration.

B. Contact information must be kept up to date with the County and Camp Administration to ensure communication is timely and not misdirected.

#### **XXI. Alcohol**

A. No employee shall consume any alcoholic beverage within eight (8) hours of reporting for a normally scheduled duty shift.

B. Should an employee be contacted during their off-duty time and requested or directed to report for emergency assignment, said employee shall report any consumption of alcohol within the previous eight (8) hours.

#### **XXII. Use of Controlled Substances/Reporting Medications**

A. No employee of the Camp shall report for or be on duty while under the influence of any controlled substances, drugs or other medications which could adversely affect their ability to perform his job, create safety issues or undermine public trust and confidence.

B. Employee's must report their limitations, medications or other issues which may interfere with an employee's ability to perform their duties.

### **XXIII. Sleeping on Duty**

A. Employee shall not sleep while on duty.

B. Employee's must not allow other employee's to sleep on duty.

C. Employee sleeping on duty or allowing others to sleep on duty will be reported using chain of command or on call Administrator for direction.

### **XXIV. Fraternalization**

A. Camp employees shall maintain a professional and civil attitude when dealing with residents, persons under investigation, parents, their co-workers, their spouses, relatives or friends.

1. Staff is prohibited from sharing information about their families, friends, relationships with the youth

2. Staff is prohibited from showing pictures, social media, or other identifying information about themselves, family, friends or relationships

3. Staff is expected to maintain confidentiality as it relates to their own lives and the lives of those in their family, friends and relationships.

B. Camp employees shall not establish relationships, fraternize with, give, or accept any gratuity, service, favor, or special treatment from any such individual.

C. Employee shall not commit or omit any act, special favor or treatment which would compromise the staff's ability to supervise, discipline or control any person.

### **XXV. Hours of Duty**

A. Employees of the Camp shall have regular hours assigned.

B. Filling shifts may require contact after an employee's shift to fill shift call outs.

C. Regardless of time of day, the employee who received a call from Camp should respond (within a reasonable timeframe) with either a "Yes" or "No" to the shift needing to be filled.

1. A "No" response is not subject to progressive discipline.

2. Failure to call back is not a professional means of responding to a request and may be subject to discipline, if the ignoring was intently, patterned or identified as a means of subverting the progress of filling the shift.

D. Employees shall not change the dates or times of their assigned duty nor exchange duty shifts/hours with another employee without prior approval of his/her immediate supervisor.

E. Shift Trades are to be submitted through the electronic scheduling system.

1. Unaccepted shift trades or those not approved are not valid and staff are held to their originally assigned shift.

### **XXVI. Physical Fitness**

A. Employees should maintain their physical condition for their wellbeing and the ability to perform job related functions.

B. Employees who have a condition, for which they have written medical or professional guidelines to control the condition, is responsible for following those directions, and for reporting to competent authority, any change in the condition, inability to follow the guidelines or any circumstances, which would affect their ability to perform assigned duties.

**XXVII. Graffiti**

A. No employee of the Camp shall deface, write upon, annotate, or otherwise alter any document, photo, memo, computer program, document or other paper prepared by any other person, without the express permission of that person or Director.

B. Such prohibition shall apply to walls, vehicles, personal property or any other surface not the property of the person doing the act.

C. Violation of this section shall result in disciplinary action up to and including termination.

**XXVIII. Presentation and Hygiene**

A. Employees shall maintain the highest standards of personal hygiene, grooming and neatness while on duty or otherwise representing China Spring Youth Camp and Douglas County.

**XXIX. Duty to Report**

A. All China Spring employees have an affirmative duty to report any knowledge of or information pertaining to possible staff misconduct, unethical practices, negligence, criminal conduct, malfeasance, fraud, or conflict of interest.

B. Employees are free to report without fear of reprisal.

C. Douglas County is establishing a fraud, waste, and abuse program with a hotline for employees to call.

1. In the meantime, employees are encouraged to report to the County Manager or Douglas County District Attorney's Office.

D. Reports will be investigated.

1. Time frame will include an initial response within twenty-four hours of receiving a report.

a. Updates to investigations are given to those with a need to know.

2. Delegation

a. Administration will handle internal investigations.

b. Sheriff's Department will handle criminal investigations or make a determination for the Camp to conduct internal investigation.

c. Human Resources, County Manager, and/or District Attorney's Office will conduct sexual harassment investigations.