

Chapter: Rules for State-Operated Programs and Facilities Subchapter: Program Services Division: Basic Services <b>Rule: Youth Orientation</b>  ACA: 4-JCF-3A-22, 3B-01, 5A-01, 5A-03 3-JCRF-5A-07 Statute(s): N/A	<b>Effective Date: 4/15/15</b>  Page: 1 of 1  Replaces: GAP.380.9115, 4/26/04
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**RULE**

- (a) TJJD provides youth an orientation to the programs in which they are placed, except as noted in subsection (b) of this section.
  - (1) An initial verbal orientation is completed within 24 hours after the youth's arrival.
  - (2) A comprehensive verbal orientation is completed within 10 calendar days after the youth's arrival.
- (b) Youth who are transferred to a long-term placement at the same facility where the intake orientation was provided do not receive a new orientation.
- (c) If a youth does not understand English, TJJD provides the verbal and written orientation in the preferred language.
- (d) If a literacy problem exists, staff members assist youth to understand written orientation information.
- (e) The orientation includes verbal and written information on at least the following topics:
  - (1) intake assessment process;
  - (2) program goals;
  - (3) services available;
  - (4) daily living program;
  - (5) procedures for gaining access to health care services;
  - (6) procedures governing mail, telephone, and visitation;
  - (7) youth rights;
  - (8) program rules;
  - (9) behavioral rules and possible consequences;
  - (10) grievance resolution procedure;
  - (11) release criteria;
  - (12) search policy;
  - (13) emergency evacuation procedure;
  - (14) confidentiality of alcohol and drug abuse records;
  - (15) zero-tolerance policy for sexual abuse, sexual activity, and sexual harassment;
  - (16) trust fund procedures;
  - (17) religious activities;
  - (18) education services;
  - (19) clothing and personal property;
  - (20) drug testing policy; and
  - (21) earned privileges.

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- See [INS.11.01](#) for implementation procedures in institutions.
  - See [HWH.05.05](#) for implementation procedures in halfway houses.