



Hilltop Residential Facility

Resident Rules

General Expectations:

Cooperate with all staff. This means that defiance, back-talking, manipulation, arguing, bargaining, ignoring staff or any type of disruptive behavior is not allowed. You will find that things are much easier when you do as requested or directed; your cooperation reduces stress for everyone.

Residents will not try to manipulate staff. Asking a Youth Worker for something after being told “no” by another staff is not allowed. Bargaining for less serious consequences when you have broken a rule is also not allowed.

Use clean, respectful language at all times. Hilltop will not tolerate profanity or foul language. Hilltop is a place where you have a chance to respect yourself by learning to use appropriate language. Residents will address staff, peers, and others with “**yes ma’am or sir**”. Staff will address residents by “**Mr. or Miss,**” followed by the resident’s last name.

Treat others with dignity and respect, just as you would wish to be treated. This means no arguing, name calling, threats, pranks, inappropriate statements about a resident’s family members, or fighting. All residents are expected to make it possible for everyone to live together. Residents are advised that assaultive behavior is a criminal act and may result in the filing of additional charges.

Treat the property and belongings of others with respect. Do not damage, destroy or steal anything belonging to someone else. Damage to property and theft of property are chargeable offenses, and are subject to restitution. Residents are advised that property damage is a criminal act and may result in the filing of additional charges.

Residents will not make sexual contact with other residents or behave in a sexually inappropriate way at any time. This may include anything from touching inappropriately and kissing to having sex. Sexual gestures, having your hand down your pants and exposing yourself are also not allowed. Hilltop is not the place for sexual contact of any kind.

AWOL attempts will result in possible additional charges and restriction from Home Visits during the remainder of your placement at Hilltop. Any conversation relating to AWOL will be dealt with on a case by case basis.

Residents will not make tattoos, pierce ears or make scratches in the skin of yourself or other residents. Self-destructive behavior may result in consequence or placement on Suicide Precaution. Residents are not allowed to cut or braid each other's hair.

Residents are not allowed to participate in any gang related activity. This includes drawings, hand signs, raps or any other type of gestures. This is neutral territory and no gang activity will be permitted. This rule also applies to anything that even looks like a gang drawing or hand sign, even if you say it is not. Colored shoelaces and tennis shoes are not allowed. Resident tennis shoes are to be all white, all black, all gray, or a combination thereof.

Telephone Usage: Use of any telephone must be authorized and monitored by staff. **The use of three-way calls is not allowed.**

Hats: Hats are not to be worn on campus or inside any building. Winter hats will be allowed during inclement weather and with authorization.

Uniforms: Residents must iron their uniforms. Residents are not to mark on their uniforms for any reason. In the event the uniforms are marked they are to be marked by staff only. Residents who deface the County uniform will be assessed restitution.

Residents should line up in a straight line, with their hands clasped behind their back, and no talking while in line. Residents will line up according to room number. Residents should have t-shirts tucked in and pants should not be sagging. Residents should not leave the cottage areas with combs, picks, pajamas, skull caps, magazines, books, pictures, carmex, etc. These items must be kept in the cottage. The only item allowed to be brought out of the cottage is school homework.

Residents are to be escorted by staff to and from any destination on the Hilltop campus, unless on a higher phase in the program and have previous approval. Residents are to wear name tags on their uniform pockets whenever they leave the cottage.

Residents must submit to personal and property searches. Residents are subject to strip searches after any off-campus activity and home visit or upon reasonable suspicion. Resident living areas will be searched regularly. Refusal to submit to any search will result in disciplinary action.

Room Rules:

You are assigned to a room; no other resident except your roommate will be permitted in your room. Also, you are not to enter another resident's room. This rule is to protect your privacy, your safety and the safety of your belongings.

Items allowed in your room area: The clothing you have on, two sheets and one blanket, one pillow, one pillowcase, 1 book until lights out (if level permits), and up to 5 family pictures (if level permits) and approved by Case Management Officer. Program books are allowed in your room once they are approved by staff. You may be given consequences if any other items are found in your room. Non approved items are considered contraband.

In order to keep the room clean, do not mark on the walls or scratch the paint. Resident will be responsible for Restitution for defacing walls or other property, including County uniforms.

Residents are not allowed to have any pens, pencils or other writing utensils in their room at any time.

All residents must take part in cleaning their rooms daily, as directed by staff. Floors must be swept, all trash thrown out, beds made, etc. Residents are not allowed to eat in their rooms, unless on room restriction. Snacks are not allowed in residents' rooms.

The furniture and equipment are for your use. It is up to you to take care of them. Be aware that damage to any property may result in charges being filed against you, as well as restitution.

All windows and vents must remain uncovered at all times. Residents will not place anything over the doors or windows that could obstruct staffs' ability to see into the room.

At shower time, residents must undress and dress in the bathroom. At NO time are residents to be in the day area, hallways, or bedrooms while completing their dressing process. Resident hygiene must be completed in the restroom and not in the day area.

All pencils, games, and cards must be obtained from your Youth Worker. These items cannot be taken into your rooms and they must be checked in to staff in good condition. If these items are found in your room, they will be considered as contraband and can result in consequences.

Only staff is allowed to start the TV, VCR, or change channels.

Residents are to be properly dressed at all times when not in their rooms or at shower time. This means: county tops, county bottoms, underwear, shoes, and t-shirts must be tucked in at all times.

Gray sweatshirts are the **only** sweatshirts allowed under the county top. Proper wear for playing games in the gym will be decided by staff at the time of gym use. Residents must turn in their dirty laundry after completion of showers every night.

No talking after residents are instructed to go to bed.

Meal Time Rules:

All residents must use the restroom and wash their hands before each meal.

Do not touch or play with drinks/food on the counter.

Resident may not talk during meal times.

Do not share your food or drink with another resident.

Residents must raise their hand and get permission from Youth Worker /staff before leaving the table for any reason.

When your cottage Youth Worker says that your table has finished eating, take your trays to the food cart and dispose of any food, napkins and eating utensils. Residents are to clean the tables after each use.

Learn and practice good table manners. Rude, disruptive behavior is not permitted. Staff will help you and encourage you to use good table manners.

Residents are not allowed to remove any food from the dining area.

All snacks will be given as a group. Snacks will be consumed before leaving the group. Residents will not trade snacks.

Gymnasium Rules:

Always practice good sportsmanship. No profanity, name calling, arguments or threats will be allowed.

No rough play that may cause injuries. For safety reasons, no dunking of the basketball or hanging on the rim. If the basketball rim is broken, it may be a long time before it can be repaired or replaced, so take care of all game equipment.

Do not throw balls or any other equipment against the windows.

No spitting allowed on the gym floor!

School/Hallway Rules:

Residents must attend class as scheduled.

Residents must be in class and in their seat at the direction of staff.

No physical horseplay or name calling will be allowed during class change. Residents late to class or in the hallway during class periods must have a pass from staff.

No talking in the hallways during class changes or while lining up.

Residents are to walk on the RIGHT side of the hallways at all times with their hands behind their back.

No physical contact between residents in the hallways.

Resident's Rules Signature Sheet

POLICY:

The Resident Rules are designed to encourage safe and secure interaction of residents and staff at Hilltop and to prevent verbal and physical harm to person and property.

PROCEDURE:

- Hilltop residents are informed of the Hilltop Resident Conduct Code and Consequences for violation. This occurs at orientation shortly after admission and is reinforced as deemed necessary during a resident's stay.
- The Youth Worker will always use less restrictive means of behavior management prior to using **TIME-OUT** confinement.
- The Youth Worker will complete an Incident Report according to the Incident Report Policy and Procedure.
- When a resident violates more than one of Hilltop's Resident Conduct Code provisions, in an incident, all violations are recorded in one Incident Report.
- The CMO will meet with residents who repeatedly violate the Conduct Code in order to assist them to break the pattern of misconduct.
- Residents posing a risk to the safety and security of the program will be placed on a Behavior Risk Management Plan.

I have read the Resident Rules and acknowledge my responsibility to follow them.

Resident's Signature

Name

RESIDENT AND FAMILY RULES

Initials

- ___ 1. Residents shall comply with established rules of Hilltop Residential Center and all local, state, federal laws and ordinances.
- ___ 2. Residents and their families shall follow all verbal and written requests and instructions from authorized staff.
- ___ 3. Courtesy and mutual respect is expected in all interpersonal contacts with others. Threats, abusive language, physical abuse, harassment, or physical posturing directed towards any persons will not be tolerated and may result in a request for additional charges to be filed and/or a hearing before the Judiciary.
- ___ 4. Misrepresentation of information, manipulation, and/or dishonesty by residents to any person shall be subject to possible disciplinary action.
- ___ 5. Residents must submit to personal and property searches. Resident living areas will additionally be searched on a regular basis. Refusal and/or failure to submit to any search may result in serious disciplinary action.
- ___ 6. Residents are expected to adhere to the same code of conduct in the facility, during school, at home, or in the community.
- ___ 7. Possession of contraband is strictly prohibited. Contraband is defined as any item/object, or substance not specifically authorized by staff. Contraband is also defined as any authorized item that has been altered for illicit purposes.
- ___ 8. Residents shall not consume or possess alcoholic beverages or illegal drugs. While on pass, residents shall not enter any establishments where alcohol is served. Families whose children have a history of alcohol use or abuse are strongly encouraged not to allow alcohol or drugs in the home.
- ___ 9. Residents shall not ingest, inject, possess, or otherwise use any drug or intoxicating substance unless so prescribed by a physician. All medications prescribed or over the counter shall be authorized by a physician through the Hilltop nurse and administered under the nurse's supervision by Hilltop staff. Cough medicine and/or other over-the-counter medications (i.e. Nyquil, Benadryl liquid) that contain alcohol will not be allowed unless expressly authorized by the treating physician. It is the resident's responsibility to take medication as prescribed. Residents who make home visits will be provided with their medication while on pass. It is the joint responsibility of the parent/guardian and the youth to ensure the youth continues to take their medications as directed. This information should be documented on the Home Visit Report.
- ___ 10. While on authorized passes, both residents and the parents or guardians are responsible for notifying facility staff of any possible problems.
WHILE AWAY FROM THE FACILITY ON AN AUTHORIZED PASS, IT IS THE RESIDENT AND FAMILY'S RESPONSIBILITY TO MAINTAIN CONTACT WITH HILLTOP STAFF AS DIRECTED.
Hilltop staff will conduct curfew checks to ensure compliance.

- ___ 11. Residents may not associate with any other current or past residents of the Hilltop facility while in the community. Residents may not have phone or personal contact with Hilltop peers or ex-residents while in the community, on authorized pass or activities.
- ___ 12. Transportation to and from downtown will be provided on a limited basis by Hilltop staff. There are established van runs to and from Hilltop campus. Parents/guardians are strongly encouraged to transport their youth to and from home visits. This allows for additional interaction between the family, resident, and treatment staff.
- ___ 13. The length of the program is not measured by time. Resident's progress through the Hilltop Program is determined by working through a Level System designed to allow/encourage residents and their families to participate fully in the treatment process. Each resident's program is individualized to address his/her/hers specific needs. When a resident has completed the specific goals of his/her/hers treatment plan and can safely return to the community, a pre-lease meeting is scheduled. This process varies with each resident and some residents will be at Hilltop for a longer period of time than others.
- ___ 14. Residents and their parents/guardians will be required to attend family sessions with the assigned CMO, or other designated staff. Siblings or other family members must be authorized by the CMO to participate as well. These sessions are intended to discuss issues and problems concerning the youth. Additional group counseling for parents is available and encouraged. Residents and their parents/guardians are required to attend various designed family groups or treatment. Hilltop offers a twelve (12) week long Nurturing Parenting class. It is imperative that the parents/guardian make a strong commitment to attend and participate in counseling sessions. Additionally, whenever possible, Hilltop staff will assist families in their transportation to and from Hilltop campus in Court owned vehicles.
- ___ 15. Visitation at the Hilltop campus will be allowed on a weekly basis, as approved by CMO, Facility Supervisor or administrative staff. Visitation is for **parents, guardians, siblings, grandparents and authorized others only** and is held every Saturday afternoon from 5:30 to 8:00 p.m. and on Sunday afternoon from 1:30 – 4:00 PM. Parents are not allowed in the cottage area. During visitation and other authorized visits to the facility, **neither parents nor visitors are allowed to bring any items into the facility except their ID and car keys. Purses, bags or other property must be left at home or locked in individual vehicles.** Parents riding the Family Court Van may not bring any such items with them. Parents and/or other visitors to the facility will not be allowed to enter the building if they appear to be under the influence of drugs or alcohol.

Visiting will only be allowed in the Administration building and all visitors are subject to search upon entering the facility, during the

visitation and, under certain circumstances, upon exiting the Hilltop campus. All visitors will maintain proper respect and behavior while in the facility. Any visitors who become loud, verbally abusive or disrespectful will be escorted from the facility by on-duty staff or local law enforcement.

- ___ 16. Residents are allowed only one pair of shoes on the premises. Shoes must be black, white, gray or any combination. They will wear ironed uniforms while on campus. Jewelry is not allowed and must be taken home immediately.

Additional prohibited items include any aerosol products and electronic items such as radios, CD players, CD's, cassette tapes, video games, etc. Hilltop facility is not responsible for any resident's personal property.

ANY RESIDENT WHO HABITUALLY BRINGS IN CONTRABAND ITEMS TO THE FACILITY SHOULD BE AWARE THAT THIS PROPERTY WILL BE PERMENTLY CONFISCATED AND DISPOSED OF BY THE ASSISTANT FACILITY MANAGER. THE PROPERTY OF RESIDENTS WHO AWOL WILL BE CONSIDERED ABANDONED AND WILL BE CONFISCATED AND SECURED BY THE ASSISTANT FACILITY MANAGER.

- ___ 17. All residents are required to perform chores and community service work on the Hilltop campus.

- ___ 18. There may be times when residents will need to bring money onto the campus. (i.e. picture ID's, GED testing etc.) This money should be given directly to the shift supervisor, CMO or Facility Supervisor.

If the resident participates in the Resident Work Program and earns additional monies, these funds will be kept and maintained by Hilltop staff. Residents owing Court costs, restitution or other Court fees, will be required to pay these costs from said funds. If/When the resident requires access to these funds, he must discuss this with his/her CMO as soon as possible and the CMO will make arrangements to get the money.

- ___ 19. Residents are required to keep their living quarters and other assigned areas clean and free of debris. They are responsible for keeping themselves and their person neat, clean, and appropriately attired. On-duty staff will inspect each resident's room and ensure that each resident showers on a daily basis.

- ___ 20. Residents are required to submit to breathe analysis and urinalysis testing, as directed by authorized staff. Failure to submit to testing will be reported as a positive result.

- ___ 21. Horseplay within the facility or on Hilltop campus is strictly prohibited and may result in **SERIOUS DISCIPLINARY ACTION**. Residents shall not engage in any type of gang declaration or activity.
- ___ 22. This includes possession or distribution of any gang paraphernalia, showing of colors, possession or use of any gang communications, including verbal, written, and non-verbal behaviors.
- ___ 23. Residents may not possess or utilize any items that are obscene in nature, sexually suggestive (e.g. pornographic materials), music, or materials that tend to espouse or glorify violence, drug/alcohol use, racist beliefs/dogma, items associated with the occult, and/or items/materials that promote or incite rebellion.
- ___ 24. Smoking or possession of smoking materials is strictly prohibited.
- ___ 25. Hilltop Campus has a full time nurse on duty that is in charge of screening and assessing all new admits as well as coordinating the health and well being of all residents in the facility. All residents are eligible for Medicaid Insurance and will be treated at Truman Medical Center Lakewood, which is located just west of the facility.
- ___ 26. Residents may be placed on room restriction for a limited period of time as a result of disciplinary infractions. It is the responsibility of on-duty staff to recommend room restriction, as appropriate, but supervisory staff must approve the time and conditions of room restriction. Residents must adhere to room restriction, as directed.
- ___ 27. Under certain circumstances and as approved by supervisory staff, residents may be temporarily “evicted” from their rooms. Residents may be placed in the team area to ensure close observation and supervision by on-duty staff. **BOTH ROOM RESTRICTION AND ROOM EVICTION WILL BE USED ON A LIMITED BASIS ONLY. THE GOAL OF THESE CONSEQUENCES IS TO ADDRESS SHORT-TERM BEHAVIORAL ISSUES AND PROBLEMS ONLY. IT IS NOT CONSIDERED, NOR SHALL IT BE USED AS A FORM OF PUNISHMENT.**
- ___ 28. Our education program is considered a major component of the treatment program at Hilltop. Upon entering Hilltop Campus, an educational assessment will be completed and short and long term education goals will be established. Areas in which the student is deficient will be vigorously addressed both in a group setting and on a one-on-one basis. Students with special needs will receive additional intervention and support by designated staff and community volunteers. Failure on the part of the student to participate in a positive manner will prevent the resident from progressing through the level system, thus losing additional privileges such as authorized passes and participation in community activities.

I have read (or have had read to me), understand and agree to comply with the above regulations and special conditions while at the Hilltop Residential Center.

Resident Signature **Date**

Parent/Guardian Signature **Date**

Staff Signature **Date**