

# Resident Handbook

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: RI Training

School Policy: 1200.1301

Effective Date: May 17, 2010

Version: 1

It is essential that residents know what is expected from them and available to them during their stay in the RI Training School. Residents should also understand why and what disciplinary actions may be incurred by them. The Resident Handbook has been developed and is issued as a part of orientation for the achievement of these purposes.

## Related Procedure

[Resident Handbook](#)

## Related Policy

[Incentive System – Points and Levels](#)  
[General Discipline](#)  
[Discipline for Academic and Vocational Classes](#)  
[Behavior Report](#)  
[Major Discipline Review](#)  
[Administrative Classification to Restrictive Status](#)  
[Use of Restraint at the RI Training School](#)  
[Lock Up](#)

## Resident Handbook

### Procedure from Policy 1200.1301: Resident Handbook

- A. Within 24 hours of a resident's admission, facility staff provide each resident a copy of the Resident Handbook and discuss the rules governing conduct at the institution, including chargeable offenses and the range of penalties and disciplinary procedures and incentives for good behavior.
1. When a literacy or communication problems exists, a staff member assists the resident. Interpreters are available, as required. Staff or interpreters communicate with the resident in a manner that he/she understands.
  2. Each resident signs RITS Form #060, Receipt of Resident Handbook upon receipt of the manual.
  3. Paragraph A is consistent with American Correctional Association (ACA) Standards 3-JDF-3C-01; 3-JTS-3C-01; 3-JDF-1E-02; 3-JTS-1E-02; 3-JTS-3C-03 and 3-JTS-5A-04.
- B. This manual, which has been translated into Spanish, includes a description of:
1. Available academic, vocational, medical, recreational and community programs.
  2. Rules and regulations for resident conduct, including the Training School's Incentive System—Points;
  3. Explanations of the RITS grievance system;
  4. Explanations of the role of the Child Advocate and contact information;
  5. Explanations of the requirements of the Court Order and contact information for Plaintiffs' counsel;
  6. Explanations of disciplinary procedures; and
  7. Any other information deemed pertinent to the residential life in the Training School.
  8. Paragraph B is consistent with ACA Standards 3-JDF-3C-03; 3-JTS-3C-03; 3-JDF-5A-02; 3-JTS-5A-01; 3-JDF-5A-15 and 3-JTS-5A-04.
- C. The Unit Manager ensures that a Resident Handbook is conspicuously posted in an accessible area in each unit for all residents' use.
- D. The Resident Handbook is reviewed annually by the Superintendent or designee and updated as needed. Paragraph D is consistent with ACA Standards 3-JDF-3C-02 and 3-JTS-3C-02.
- E. Staff receive training so that they are familiar with all the material in this Handbook and can respond to resident questions in an accurate manner. Paragraph E is consistent with ACA Standards 3-JDF-3C-04 and 3-JTS-3C-04.

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**TITLE 214 - DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES**

**CHAPTER XXX - OLD REGULATIONS WHICH WERE NOT ASSIGNED**

**CHAPTER-SUBCHAP-PART**

**SUBCHAPTER XX - OLD REGULATIONS WHICH WERE NOT ASSIGNED**

**CHAPTER-SUBCHAP-PART**

**PART 6031 - RESIDENT HANDBOOK**

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**Agency Signature**

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Regulation Effective Date

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Department of State Date