



# Broad River Road Complex

## HANDBOOK

*Inspiring Change, Transforming Lives*

*Revised January 2023*

# Welcome To BRRC

## To Our Youth

This handbook offers information on how to make the most of your stay at the Broad River Road Complex (BRRC). Inside this handbook, you can learn what is expected from you and what you can expect from BRRC staff. Please let us know if you need a translator for any disability or because you do not read or speak English well.

BRRC staff will help you and your family during your stay. They can tell you about the following:

- The rules, your rights and your responsibilities
- Safety and security
- Your living arrangements
- Making and receiving phone calls, meals, personal supplies, and clothing

Feel free to ask them for help or information or just to talk. They are experienced professionals who care about you and want you to be successful.

The BRRC community has rules you must follow during your stay. We expect you to treat all staff and other youth with respect. We commit to treating you with respect.

We recognize you may not want to be here, but there are many opportunities for you while you are here. You can advance your education; explore training and possibly certification in a trade; take part in recreational activities; learn about yourself and how your behavior affects you and others; and receive medical care, spiritual



guidance, and mental health support. You can express yourself through hobbies, writing and sharing poetry, singing, dancing, or other special programs.

Our goal is to provide you with a safe environment to grow and succeed. We want you to focus on positive changes, and we will provide the resources to help you return to your family and community as soon as possible.

This handbook will be a good source of information while you are here. As part of your orientation to the BRRC, a staff member will go over this handbook with you. You get to keep this handbook after we review it with you. We want you to understand it, so let us know if we need to explain something again. We will also send one to your family/guardian.

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## **Mission, Vision, and Values and Your Rights**

### *South Carolina Department of Juvenile Justice (SCDJJ) Mission Statement*

To impact and transform young lives, strengthen families, and support safer communities through targeted prevention and rehabilitation.

### *SCDJJ Vision Statement*

Youth discover their strengths and abilities and become productive and successful citizens contributing to a safer South Carolina.

### *SCDJJ Values*

#### **Integrity**

We are honest and transparent in our work and we are accountable for what we do and say.

#### **Loyalty**

We are all DJJ: Loyalty is our commitment to the youth and the agency at which we work.

#### **Diversity**

Each employee brings a viewpoint and can make a difference; working together, we can all make change.

#### **Respect**

There is always "respect" built in every interaction with youth, their families, the public and between employees.

#### **Compassion**

Belief in our youth means showing them care and genuine concern every day.

## **Your Rights**

**You have rights while you're here, with some limits. They include the following:**

- The right to be free of discrimination because of your sex, race, creed, religion, color, age, natural origin, sexual orientation or identity, language, disability, or political beliefs.
- The right to send and receive mail.
- The right to receive visitors.
- The right to have contact with your parent/guardian and your attorney.
- The right to have freedom in your grooming unless it conflicts with safety or security.
- The right to file a grievance.

- The right to be treated respectfully.
- The right to have the rules, schedules and procedures of the facility explained to you.
- The right to not be harassed or abused mentally, physically or sexually.
- The right to be free from injury, disease, intimidation, property damage, threats, harm, assault, humiliation or interference with the normal bodily functions of eating, sleeping or bathroom functions.
- The right to practice your faith and participate in religious services.
- The right to vote (by absentee ballot if you are 18 years or older).
- The right to have medical, dental and mental health care.
- The right to express yourself (as long as it does not interfere with the rights of others or the safety and security of the facility).
- The right to have due process if you are accused of doing something wrong.
- The right to have equal access to programs and services.
- The right to maintain your physical, mental and emotional health by exercising daily.
- The right to an education.

## Staff Roles and Introductions

### *Facility Administrator (FA)*

The FA provides leadership in the administration and supervision of all BRRC programs and services and is responsible for the health, safety, security, and welfare of all youth and staff. *The FA is:* \_\_\_\_\_.

### *Assistant Facility Administrator (AFA)*

The AFA assists the FA in the administration and supervision of BRRC programs and services. It is also responsible for the health, safety, security, and welfare of all youth and staff. *The AFA is:* \_\_\_\_\_.

### *Captain*

The captain is responsible for the overall management of the living units, the supervision of staff, programming, and the safety and security of your living unit. They will come to your pod daily to make sure everyone is doing OK and to address any concerns.

### *Social Worker*

All youth have a social worker assigned to help them. Your social worker coordinates phone calls, answers questions, connects with your family/guardian, provides treatment groups, and through conversations with you, works with you on your treatment and improvement goals. *Your social worker is:* \_\_\_\_\_.

### *Juvenile Correctional Officer (JCO)*

The JCO is the staff in the pod with you who helps you get from place to place, ensures safety, ensures counts and meals happen, and is someone you can talk to and depend upon for help. If you need something, ask them to help you.

### *Other Supervisors*

Other supervisors who help the JCO may occasionally walk through or stop in. If you have tried to talk to the JCO for help and it is not working, you can also talk to a supervisor. They are there to make sure everything is happening as it should.

### *Psychology Staff*

The psychology staff provides individual and group treatment. They keep up with your mental health needs and may also engage in one-on-one, group, or family therapy that you may be involved in.

### *Medical Staff*

The medical staff ensures your medical needs are taken care of, and you get your prescribed medications daily. We have a sick call process where you can turn in a sick call form if you are not feeling well or need to see a nurse. We will explain that process later in the handbook.

### *Teachers*

Teachers are certified and trained and are here to educate you and encourage you to graduate high school or get your GED. They also can connect you with college classes and vocational education.

### *Intensive Supervision Officer (ISO)*

This is a non-facility staff who supervises your case in the community. Your ISO must visit you at least once per month and keep up with your progress so that you are ready to be successful when you are released. *Your ISO is:* \_\_\_\_\_.

## **Staff Behaviors You Can Expect and Deserve**

### *Professionalism*

Staff will treat you with respect through appropriate behaviors while conducting themselves in a positive and encouraging manner.

### *Honesty*

Staff will be straightforward with you and not play games.

### *Help*

Staff will protect you from others and do everything they can to keep you safe. They will also assist you in problem-solving and making positive changes.

### *Goal Setting*

Staff will help you choose reachable goals and plan ways of getting there.

### *Consistency*

Staff will provide rewards for positive behaviors and hold you accountable for negative behaviors.

### *Mistakes*



Everyone makes mistakes, and staff also make mistakes. Therefore, it is important that you learn how to talk with staff when you believe they have or you have made a mistake, so you can work together to correct the mistake.

### *Confidentiality*

Staff will only discuss your business with those they are required to.

### *Listening*

Staff will listen to your concerns. However, sometimes they will ask you to wait for the right time and place.

### *Responsibility*

Staff will accept responsibility for their actions, and you must do so as well.

## **A Few Things to Know When You First Arrive**

### *Intake and Orientation*

You will live in this secure facility for the time required by the court. SCDJJ staff are always here to assist you in any way needed. This handbook is provided to you with the important information you need.

You will be provided an orientation within a few days of your arrival, where someone will discuss everything you need to know about this facility, the rules, the people, your responsibilities, and the programs.



Upon arrival, you should have undergone an intake during admission, where questions were asked about your charges, history, and other personal things. This information will be used to ensure you are placed in the best environment for your success. That means classes, programs, dorms, and staff to assist you. It is important that you are honest with the staff to ensure you are placed where our staff can help you the best.

During your intake, the staff will do the following:

- Anything you are not allowed to have will be taken from you, including weapons, jewelry, sunglasses, money, money orders, checks from other facilities, hats, etc. Any money more than \$10.00 will be deposited in the bank. SCDJJ will send a check with you when you leave.
- If you have any contraband (things you are not allowed to have), it will be taken and documented. If it is not illegal, these things will be placed in your assigned locker and returned to you when you leave the facility.

- You will be asked questions to see how you are feeling and what has been happening to you.
- We will take your picture, and you will be searched and may take a shower. You will get state-issued clothes if you arrive in your own clothes. You will get a wristband with your name on it, this is to scan you in around campus, so you get the right medical care and education services. Wear your wristband and do not write on your clothes. Any personal items you have with you will be placed in your assigned locker. You and the intake staff will sign a completed inventory sheet. It will be put in an assigned area, and you will get personal items back when you leave the facility.

### *Zero Tolerance Policies*

The SCDJJ's responsibility is to ensure the safety, custody, and care for all youth in our care. It is also our responsibility to safeguard all youth and staff from danger.

We have zero tolerance for any kind of sexual abuse or sexual harassment. You will learn more about this later in this handbook.

We also have zero tolerance for any bullying, fighting, verbal harassment, or abuse from any youth against other youth, staff, or staff against youth. SCDJJ will support the prosecution of any person who knowingly conducts any behavior that endangers the life of someone who lives, works, volunteers, or visits any of our facilities. Such incidents will be investigated by the Inspector General's office and in certain situations, by the South Carolina Law Enforcement Division (SLED). The investigative team in consultation with victim and the solicitor's office will decide if criminal charges will be filed. Depending on your age and the severity of the offense you could be charged as an adult. So think before you act, and let's all stay safe.

### *Safety and Security*

Your safety is very important to us at BRRC. If you have problems with peers or staff, you should talk with your unit JCO, your social worker, psychology staff, teacher, or another staff member. We are committed to keeping you safe here. This facility is equipped with cameras. However, your privacy is still protected. No cameras are in the bathrooms or bedrooms, except in the suicide rooms. Do not tamper with cameras or any facility equipment: it is a rule violation.

All actual or suspected abuse or neglect incidents, even prior to admission or during your stay, will be reported by us to the SC Department of Social Services hotline.

### *Emergency Evacuation Plan*

BRRC has plans in case of emergencies, like fire, tornado, or another unexpected event. Here are a few things to keep in mind:

- Remain calm.
- Follow instructions given by staff.
- Move quickly and safely. Do not run.
  - DO NOT go to your room or stop to get any personal belongings.
  - Move in an orderly fashion without pushing and shoving.
  - Exit the building and move to the designated area.
  - Your life and your fellow youths' lives may depend on your actions at this time.
- At the designated time, you will line up for a head count. This is a very serious time, and staff will need your full cooperation.

You are expected to participate in fire and emergency drills, so you will know what to do. In addition, it is important to follow staff instructions so you will know where to exit to safety.

## **Contact with Your Family**

We understand it may be hard to be away from your family, but you can still contact them through phone calls, letters, or face-to-face visits.

### *Telephone Calls*

Telephone calls will be allowed weekly to family members or your legal guardian. Calls may be monitored and recorded. Staff will provide you with the maximum amount of time you are able to remain on the phone, or it will be considered abusing your telephone use. Your time or access to phone calls may be reduced but will not be taken from you entirely. The good news is that you can earn more phone calls through positive behavior. Your parents, guardians, ISO, chaplain, and attorney can all call you as long as they are on your approved phone list. Your social worker will coordinate these calls.

You can call your attorney at any time. Calls with your attorney do not count against your allotted phone calls per week.

### *Sending and Receiving Mail*

You will be given the time to write letters. You will not be able to write to other SCDJJ facilities or to any person you are not allowed to contact by court order. Your outgoing mail will be opened and reviewed for contraband or inappropriate content. All incoming mail will also be opened and inspected for contraband.

Mail is received daily and given out daily, except on Saturdays, Sundays, and holidays.


## **Incoming Mail**

You may receive postage stamps through the mail, but no more than six stamps you receive at a time. All of your incoming mail must have a return address written on the top left corner of the envelope or package.

### **Outgoing Mail**

BRRC will provide you with two free stamped envelopes for your letters per week. There is no limit to the number or frequency of letters you may mail out as long as you provide any extra stamps. If you do not have stamps, the chaplain may be able to provide some to you, or you can purchase them through the Canteen. You must give your mail to your JCO, who will ensure it gets to the Captain and is mailed.

When sending a letter, the front of the envelope should look like this:

Your Name123456	
Broad River Road Complex - Holly Dorm 4900 Broad River Road	
Columbia, SC 29012	Family or Friend's Name
	Their Address
	City, State and Zip Code

### *Visitation*

Visiting hours are Saturdays and Sundays from 1:00 p.m. to 5:00 p.m. at BRRC. Only approved immediate family members with identification (parents, grandparents, legal guardians, and siblings) are allowed to visit you.

The DJJ County Office staff and BRRC must preapprove these visitors before coming to visit.

All visitors are subject to being searched. All items brought to the facility will be inspected.

### *Special Visitation*

Special visits can be arranged if approved and in support of your treatment plan, and you can earn special visits when you reach higher levels due to positive behavior. Special visits include additional hours and additional approved visitors (like an aunt or approved non-family member). You can request visits with your child through your social worker if you are a parent.

## How Will My Needs be Met?

### *Living Arrangements*

You will be assigned to a living unit. Each living unit typically has eight sleeping rooms. You will be assigned a room and share a community bathroom, dining area, and TV area.

### *Dining*

You will be provided a nutritious breakfast, lunch, dinner, and snacks daily. You may not trade or exchange food. You may not take food back to your room. You must follow your doctor's orders if you are on a special diet.

### *Cleanliness and Personal Grooming*

BRRC will give you clothing and personal hygiene items to keep yourself neat and clean.

- We have laundry procedures to keep your clothes clean. These procedures will be explained to you.
- You must shower one time each day.
- You must brush your teeth twice daily.
- You must keep your fingernails and toenails clean and neatly trimmed at all times.
- You are required to wash your hair when needed. In addition, BRRC will provide professional haircutting services to help you keep your hair neat and clean.

### *Laundry Services*

Your clothes and linen will be sent to the Central Laundry and washed. The unit JCO will give clean clothes to each youth at shower time and take the soiled clothes for laundry pick up. All bed linens and blankets are washed once each week as indicated on the laundry schedule.

### *Allowed Personal Property*

You may only have the items and quantities authorized by the youth property list at BRRC. Youth are issued state-owned property that must be returned upon transfer or release.

You must take care of state-owned property. If you damage or lose the state-owned property issued to you, you will be held responsible and must pay for it.

These are the items you will be given or are allowed to have:

- Polo shirts
- Soap, body wash, and shampoo
- Rubber shower shoes
- Sweater
- Deodorant
- Small radio with headphones
- Jacket
- Hair conditioner
- Plastic watch
- Blue recreation shorts
- Hair gel and pomade
- Magazines (approved)
- Khaki pants
- Comb (black only)
- Laundry bag
- White boxer briefs (males)
- Hairbrush (round edge)
- Pencil, journal, and loose leaf paper
- Underwear and bras (females)
- Toothbrush and toothpaste
- Paperback books (approved)
- Thermal underwear
- Lotion
- Photographs (size 3x5 or 4x6)
- White calf-high socks
- Chapstick
- Religious literature
- Black tennis shoes
- Sunscreen (squeezable container)



### *Contraband and Unauthorized Property*

Contraband is any item not allowed, like clothes not issued or authorized, weapons, tobacco, money, things you could use to hurt yourself, or drug-related items. Unauthorized property or contraband will be confiscated.

A list of contraband items that are not allowed is below:

- Weapons and any devices that may be used as a weapon, including but not limited to firearms, knives, blades of any and all descriptions, clubs, billies, tasers, mace, and any other articles that may be used for offense or defense
- Any and all types of alcohol and any liquids containing any concentration of alcohol
- Flammable liquids of any type, including,
- Illegal drugs and medicines that have not been prescribed for the youth by a physician
- Poisons and other chemicals
- Locks and keys
- Drug paraphernalia
- Tools of any kind, including pocketknives
- Writing markers, ink pens, and materials other than a pencil
- Tobacco products and materials

- but not limited to, gasoline, kerosene, and lighter fluids
- Money and any money instrument, including checks, money orders, credit cards, gift cards, and telephone cards
- Matches, lighters, and any type of igniting devices
- Any type of devices with audio or video recording capability, cameras (video and still) cellular telephones, and any equipment capable of photographing
- Electronic devices, computer materials, DVDs, televisions, cellular phones, tablets, and any other communication device
- SCDJJ computer printouts, carbon paper, and other confidential office materials
- Any toxic, caustic, and flammable material
- Tattooing devices, inks, toners, markers, and any other material used for tattooing
- Pornographic materials
- Gang-related materials.
- Medicine, syringes, and needles

### *Treatment*

BRRRC is a long-term treatment facility. Your social worker and psychology team will be working along with you to create a treatment plan to address your needs. These may be needs such as family attachment issues, communication improvement, anger management, stress management, good decisions, assistance with sleep issues, and psychological care based on any diagnosis or special needs you may have. You may also see a psychiatrist if you are prescribed any medications.

*You will be involved in your own treatment plan and will attend, whenever possible, treatment team meetings to be involved in your own goal setting, progress, and success. Our goal is to help you be your best self and make changes and grow to become a productive and responsible young person.*



### *Education*

You and all other youth at BRRRC are required to attend school as scheduled by the education staff. They will assess your needs and grade level soon after you arrive to be sure you are in the right classes and will make a plan to hopefully earn your high school diploma or GED while you are with us. The school provides education to students in grades six through 12.

SCDJJ's school district also offers students the following:

- Career and Technology Education (CATE) courses
- Extensive special education services
- The nation's first army JROTC program
- Communities in Schools (CIS) program
- Media center

- Career development center and guidance counselors
- Character Education
- College programs of study
- Community service programs
- Student mentoring programs
- Entrepreneurial ventures (starting your own business)
- Visual and performing arts
- After school enrichment programs

Students enrolled at Birchwood School are offered the following CATE courses:

- Graphic communications
- Horticulture
- Culinary arts
- Parenting education
- Personal finance
- Accounting
- Digital desktop publishing
- Keyboarding
- Other hands-on courses

It is very important for you to put forth your best effort in school for the following reasons:

**Self-improvement**

When you return home, education will enhance job opportunities.

**Evaluations**

Teachers provide input to treatment teams regarding your progress and behavior in school.

**Parole Review Hearings**

The Juvenile Parole Board and SCDJJ Release Authority consider your progress and behavior in school when making decisions.

*Daily Schedule (Programming)*

You will have the opportunity to earn rewards and activities through our facility Behavior Management System (BMS). This system relies on your behavior and decisions to determine whether a reward or incentive will be available. If you behave poorly or are aggressive or get into incidents here, you will not get to participate in the various experiences and events that your peers will be able to participate in. The BMS will be



explained to you at orientation and again when you get to your unit or pod to be sure you understand it. We want you to do well and have your positive behavior rewarded and relayed to the judge or parole board when the time comes.

As you move about your day, there are a few things we want you to keep in mind. These are also tied to the BMS and the points you will receive throughout the day:

- You are expected to keep your room and the rest of the pod clean. JCOs will assign you specific unit cleaning responsibilities (chores.) Chores will be rotated so that all unit youth participate in all aspects of cleaning.
- We move in formation and remain in a line, with hands to ourselves.
- Everyone follows the pod schedule. However, no one likes to be bored, so we have created a schedule of activities and programs to keep you busy and productive.
- You may not visit other youth in their rooms or gather in hallways or bathrooms with other youth.
- Noisy environments are often chaotic and not peaceful. Therefore, noise should be kept to a minimum at all times.
- All activities cease when lights are turned off at bedtime.
- Furnishings in the dayroom and recreation room may not be relocated without staff permission.
- You may not sit on tables.



### *Recreation*

Recreation will be held daily. Intramural competitions, high- and low-impact physical activities, tournaments, and other types of large-muscle physical activities will be offered to you. When weather permits, recreation will be held outdoors. Recreation will be held indoors during inclement weather (rain, snow, etc.).

### *Spiritual and Religious Services*

All religious faiths are recognized at SCDJJ. Worship service is held on various days and times. Volunteer groups offer Bible studies at various times. Bibles, greeting cards, literature, or any other religious materials are available from the chaplain. Ask if you need to see someone from a different faith. Chaplains also provide counseling and clinical groups for grief, homesickness, and leadership development.



### *Medical and Mental Health Attention (and Sick Call)*

BRRRC has licensed doctors, nurses, dentists, psychologists, and psychiatrists to respond to your medical and dental needs. If you have a food allergy, a special medical need or require a religious diet, make sure you tell a staff member. You may also see a nurse or doctor for any other injuries, allergies or medical and dental problems you may have while at BRRRC. Be sure to wear your wristband so they can help you.

If you are not feeling well, we have nurses and doctors here to help you. Your living unit has a box labeled “sick call.” You can ask any staff for a sick call form. You can fill it out (or ask for their help) and put it in the box. Forms are picked up two times each day and nurses will schedule an appointment to see you.

Psychology and social work staff will work with you on treatment goals formed in treatment team meetings. You will get to attend your own treatment team meeting and talk about what you need, what works for you, and have an important role in your own life and improvement. We look forward to working with you to meet your treatment goals and get you closer to release.

### *Pod Community Meetings*

In your pod, as well as all other pods, BRRRC schedules frequent community meetings with staff and youth. These meetings are held with the youth group to talk about issues of concern for the whole pod to problem-solve to make things better.

### *Special Programs*

In addition to your daily schedule, you may be able to attend special programs. Some of these special programs are based on your behavior level. Some examples of special programs are:

### *Cleaning and Chores*

Part of your chores will be to clean your room and everything in your room (baseboard, floor, wall, window, bed, etc.). Your JCO will give additional chores to you and all of the other youth in your unit. These chores will involve things like cleaning the areas of the unit that everybody uses (dayroom, bathrooms, hallways, etc.) Everyone is responsible for keeping the entire unit clean so we do not have mice or bugs. Living in a clean space is healthy. The unit JCO will give you all the cleaning materials you need.

Your cleaning chores will include things like the following:

- Keeping your room neat and orderly at all times.
- Thoroughly cleaning your room for inspection every weekday before you go to school.
- Thoroughly cleaning your room for inspection on weekends and holidays before you eat breakfast.
- Making your bed neat and wiping your bed frame clean.
- Sweeping the floor and wiping the baseboards.
- Wiping walls and entrances clean.
- Cleaning windows and ledges.
- Keeping items graffiti-free (no writing on items that should not be written on.)

### *Counts*

A count is an official tally (total) of youth to ensure that all youth are in their proper locations. You and all other youth will be physically counted throughout the day. When a physical count is conducted, you must "count off" as directed by staff. When a roll call count is conducted, you must stand and announce your name when asked by the staff.

Physical counts will be conducted every time a pod moves for meals, recreation, school, etc. You must remain still and quiet during the count. You must not move until the count is verified and cleared by staff. The quieter and more cooperative, the faster it goes.

### *Movement*

While in the facility, you will be moved to several locations within, around, and outside the facility. It is important that you follow all directions given by staff. You may not move out of line unless given permission by staff. This is for your safety.

### *Boundaries*

- Moving anywhere requires permission from a staff member. Going to the bathroom also requires permission.
- You must never go into another youth's room or touch or take another youth's personal property.
- Stay in places you are supposed to be, such as a classroom, cafeteria, gym, or

wherever you belong, until you are told to leave or move. Don't go to places you don't belong.

- Keep your hands to yourself; be respectful, and do not touch others.
- Give everyone their personal space: It is a sign of respect.
- You must stay with your staff member when traveling from place to place.
- Hiding may sound fun to do, but do not do it; you can be charged with attempted escape over something you thought was no big deal.

## Grievance Procedure (Let's Talk)

If you have concerns about something that happened at BRRC, there are ways for you to tell what happened and get help.



You have the right to file a grievance or complaint about someone, programs, or services if you need help you have not received, or if you feel you have been treated unfairly, been physically hurt or abused, or have not had your basic needs met, such as if you are not being given items that you need such as medicine, food, education or clothes.

You also have the right to keep your grievance or complaint confidential without fear of disclosure.

You have the right to have your grievance or complaint handled quickly. Someone from the Youth Grievances and Family Support office will handle grievances and complaints.

Emergency situations raised in a grievance or complaint that affect the health or safety of anyone at BRRC may require immediate action by the Facility Superintendent (FA) or Assistant Facility Superintendent. (AFA).

*Parents or guardians can also call Youth Grievances and Family Support at 803-896-5943 or email [LetsTalk@dji.sc.gov](mailto:LetsTalk@dji.sc.gov)*

If you have a problem, you can ask a staff member to help you or you can file a grievance. Just take one from the grievance box area or ask for one from staff. If you are unable to write or need help for any reason, you may be helped by another youth or staff member of your choice.

We have grievance boxes on your pod labeled **“Let's Talk.”** Put your form in this “Let's Talk” grievance box; we will pick them up three days per week. A grievance staff member will contact you to help you and try to resolve your concern.

## **Searches**

Staff members are required to perform searches of you, your room, and other common areas to make sure that no one has any items that are not permitted and to keep you safe.

## **Frisk and Pat Searches**

You may be searched at any time by security staff. Do not carry items with you in your clothes or shoes that you should not have. Frisk and pat searches will be done frequently, including when you leave and return to your unit. A frisk search is when an officer searches you with their hands. The officer is required to touch you to ensure the safety of everyone in the facility. You will be searched by someone of the same sex as you and you will remain fully clothed. If you feel at any time that you were inappropriately touched during a search, you may file a grievance, file a sick call request, or notify a supervisor of the incident so that it can be investigated.

## **Property Search**

Random searches occur on campus daily. Your room and belongings will be searched. We occasionally use trained dogs to search the entire campus, including your room. Staff may read your personal writing or mail if there is a safety concern, such as writing, drawings, or markings that are gang-related or create a concern for your safety or the safety of others. Staff will keep your room as neat as possible while conducting their search and try to return everything you are permitted to have back where it was when they started.

## **Strip Searches**

Strip searches are searches of youth that require you to remove all of your clothing. They are conducted in a private area by a trained staff person of your same sex. We try to avoid strip searches. We know they are uncomfortable, but there are times they are necessary. You must be strip searched at intake or when coming back from a court or an appointment before you enter BRRC's living units. You must be strip searched after visitation and if we believe you are hiding something dangerous to you or others. You will be required to remove all of your clothing, including undergarments, and allow the same-sex staff to inspect each garment physically; they are not permitted to touch you during a strip search. These, and all searches, are conducted to keep you and everyone else safe.

## **Sexual Abuse and Sexual Harassment**

To protect all youth against sexual abuse, sexual harassment, or sexual misconduct, SCDJJ has a zero-tolerance policy against any form of sexual conduct between youth on youth, or youth and staff, to include sexual abuse and sexual harassment. This is

required under the Prison Rape Elimination Act (PREA). Please report any staff who approaches you for a sexual relationship, flirts with you, or makes you uncomfortable. It is against the law for staff to be in a sexual relationship with a youth. Please report inappropriate sexual misconduct by a youth, such as physical contact, making fun of your sexual orientation, or commenting on your body; it is against our policies for any youth to abuse or harasses another youth.

If you are sexually abused anywhere, do not shower or wash any part of your body or clothes, don't brush your teeth, eat or drink, or use the bathroom. Let us know immediately, and we will take care of you. The BRRC's Inspector General's office will fully investigate every allegation of sexual abuse and sexual harassment, regardless of when it was reported and by whom. It is not OK to be abused or harassed, so please let us know or report on someone else's behalf if you see something.



We are here to protect you. Please report in one of the following ways:

1. Tell any staff member (teacher, social worker, JCO, nurse, rec staff, supervisor, FA, or AFA.)
2. Fill out a sick call request form and tell the nurse.
3. Fill out a grievance form. The boxes are located on your pod.
4. Ask a friend or family to call the Inspector General's office at 866-313-0073.
5. Ask a friend or family to call the Child Advocacy Center at 800-206-1957.
6. Report it anonymously, in person, or in writing to anyone.
7. You can request to speak with your PREA Compliance Manager.
8. You can write the South Carolina Law Enforcement Division (SLED) at P.O. Box 21398, Columbia SC 29221.

## **Juvenile Parole Board**

The South Carolina Board of Juvenile Parole (Parole Board) is responsible for determining when and how youth committed to the SCDJJ will be released, except those with Determinate Sentences or those served by the Internal Release Authority. The Parole Board will consider your needs, as well as the interests of the victim and the interests of the State, when making parole decisions.

The Parole Board has seven members who are appointed by the Governor. The purpose of the Parole Board is to decide the length of stay for youth committed to SCDJJ for felony and certain unclassified offenses and to decide all matters of

release from that commitment. The length of incarceration cannot exceed your 22nd birthday.

The Parole Board establishes minimum and maximum sentences and your release considerations based on the category of crime and a range of guidelines. Guidelines are based on a youth's history. Guidelines and the parole process will be explained by your parole examiner when you enter SCDJJ. Further information will be given to you in a letter.

We want you to do well and be released as soon as possible. BRRC staff can help by documenting all of your good behavior, progress in school, progress with your treatment goals, and positive characteristics you display. You can help by participating in treatment, going to school, doing chores, going to groups, taking your medications, improving your outlook, and managing yourself as a young man or young woman who deserves to be released. We will do all we can to send a positive report to the Parole Board for you and prepare you to speak to them on your own behalf. As a team, we hope you will be released the first time you come before the Parole Board, and we will work together with you to help that happen.



*Inspiring Change, Transforming Lives*

# It Is Great to Meet You

You will be introduced to many facility staff within the first ten days on campus.

Staff	Name	Date	Signature
FA	_____	_____	_____
AFA	_____	_____	_____
Captain	_____	_____	_____
Lieutenant	_____	_____	_____
Sergeant	_____	_____	_____
Social worker	_____	_____	_____
Psychology staff	_____	_____	_____
Grievance staff	_____	_____	_____
Classification staff	_____	_____	_____
Rec/Programs staff	_____	_____	_____
Medical staff	_____	_____	_____
Culinary staff	_____	_____	_____
Education staff	_____	_____	_____