



YOUTH SERVICE
In Memphis, Inc

ABOUT FACE

TRAINEE'S HANDBOOK

143331

U.S. Department of Justice
National Institute of Justice

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v. Donald E. Mowery, Executive Director

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CHAPTER ONE - PROGRAM OVERVIEW

1.01 - THE ABOUT FACE PROGRAM. You have been selected for the ABOUT FACE program. ABOUT FACE is a new program for young men convicted of drug law offenses. It is an alternative to long-term detention. The program is designed to help you acquire the skills, attitudes and values you need to lead a productive life and avoid further trouble with the law.

1.02 - PURPOSE OF THIS HANDBOOK.

- a. This handbook is designed to give you some basic information about the ABOUT FACE program.
- b. It is also your personal reference for the program rules that you must follow while in the ABOUT FACE Residential Center. Read this handbook carefully and learn the rules. Bring this handbook with you when you report to the Juvenile Court to enter the program.

1.03 - PROGRAM LENGTH. The program has two phases: a residential phase which lasts a minimum of eight weeks, and an aftercare phase lasting six months. You will remain under the jurisdiction of the Juvenile Court for the entire period you are in the program.

1.04 - PROGRAM LOCATION. The residential phase of ABOUT FACE is conducted at the Memphis Naval Air Station. This part of the program is held on the Navy base because the Navy made a building available for the ABOUT FACE Residential Center and because of security reasons. You will not be associated with the military in any way while you are in ABOUT FACE. During the aftercare phase you will report to the Martin Luther King Cultural Center at 620 South Lauderdale. You may also be given instructions later to report to other locations for counseling or educational activities.

1.05 - PROGRAM GOALS.

- a. To reduce the number of youth who return to Juvenile Court for drug offenses.
- b. To instill self-discipline, self-control, and teamwork through an intensive program of military-like drills and discipline.
- c. To promote the development of moral reasoning and decision making.

- d. To enhance employment opportunity by developing specific skills associated with finding and keeping a job.
- e. To increase academic performance through an intensive and systematic literacy program.
- f. To transition offenders back into the community through a structured program of individual and family counseling and support.

1.06 - REPORTING REQUIREMENTS. You were given a date and time to report to the Juvenile Court when you received this handbook. You must report as ordered or you will face more severe consequences.

1.07 - WHAT TO BRING. When you report to the Court, bring only the clothes you are wearing, plus two sets of plain white underwear, and two pair of plain white socks. Wear a pair of sneakers if you have them. You will be provided with all other clothing and personal hygiene items when you arrive at the ABOUT FACE Residential Center. Do not bring money, jewelry, radios, tape players, cigarettes, lighter, matches, weapons of any kind, or non-prescription drugs. All of these items are prohibited.

1.08 - TELEPHONE CONTACT. Your family may call 872-2111 to inquire about you, but you will not be allowed to call home during the first week. After the first week the number and duration of telephone calls will be awarded on the basis of your performance in the program. You will not be allowed to receive calls from family members while you are in the ABOUT FACE Residential Center unless it is an emergency.

1.09 - FAMILY VISITATION.

- a. Beginning the second week, family visits will be permitted for trainees who are performing satisfactorily. Your family will be notified if you will be able to receive visitors and the time for the visit.
- b. All visitors must wear proper dress. Halter tops, shorts and see-through garments are not permitted.
- c. Visitors are expected to behave in an appropriate manner while on the Navy base. Persons who appear to be under the influence of drugs or alcohol, who use profanity, or who argue with base or staff personnel will not be allowed on the base.
- d. Purses, bags, and other containers may not be brought into the ABOUT FACE facility.

- e. Visitors will not be allowed to have in their possession illegal drugs, tobacco products, or smoking paraphernalia including matches or lighters.
- f. Visitors will be met at the Naval Air Base Visitor Center at Willis Gate, Navy Road, Millington, Tennessee and transported to the Youth Service ABOUT FACE Residential Center. Private automobiles will not be allowed on the base.
- g. Once in the ABOUT FACE building, visitors must remain in the visitation room.

1.10 - MAIL.

- a. Your address while you are in the residential phase of the program is as follows:

Your name, UDS number
ABOUT FACE Residential Center
P.O. Box 54203
Millington, TN 38054

- b. You will be given stamps to mail two letters each week. You may also be allowed to purchase one extra stamp each week with earned merits.

1.11 - COMPLETION REQUIREMENTS. You will be released from the residential phase when you meet the completion requirements for each component of the program. All parts of the program are equally important. In order to be released to the Aftercare phase, you must meet the following:

- a. Demonstrate satisfactory participation and progress in the academic, counseling, military training, and physical training phases of the ABOUT FACE program as evaluated by the program staff.
- b. Complete the first five steps of the 12 step counseling program.
- c. Complete lesson four of both the will power and self-discipline components of the counseling program.
- d. Be recommended for release by the program staff and be approved by the Juvenile Court.

1.12 - DISMISSAL. You may be recommended for dismissal from the program for any of the following reasons:

- a. Serious breaches of conduct: fighting; violent, disruptive, or abusive behavior; making threats against staff or other participants.
- b. Continued indifference to scheduled program activities.
- c. Possession and use of illegal drugs or alcohol.
- d. Possession of a weapon or a device which could be used as a weapon.

The final decision for dismissal will be made by the Juvenile Court. The Court will also decide the further disposition of your case.

1.13 - ACADEMICS. The academic program consists of the following:

- a. Assessment. You will be tested upon entering the program to allow the teaching staff to develop an individual course of study for you.
- b. "Immersion" in reading and math. You will begin the academic program with an intensive reading and mathematics program designed for the U.S. Navy.
- c. Continuation of the course work from your home school. Staff teachers, graduate assistants from Memphis State University, and volunteer tutors will help you keep up with your normal course work so you won't fall behind.
- d. Accelerated academic progress through computer-assisted learning. You will be working with the staff at State Technical Institute and will be using the computers at the school's Workforce Learning Lab. This course will also be tailored to your specific academic needs.
- e. The equivalent of a six-week period in school will be completed during the residential phase. You will experience an improvement in your reading and math skills. This will make your re-entry into your school during aftercare phase of ABOUT FACE easier and more meaningful.

1.14 - COUNSELING. You will participate in group counseling during the ABOUT FACE Residential phase. The counseling method you will use is called Moral Reconciliation Therapy (MRT). Three major areas will be addressed in group counseling: moral reasoning, will power, and self-discipline. Groups will be held

daily. You will also be scheduled for individual counseling once a week. Moral Reconation Therapy is designed in a series of twelve structured tasks and exercises called steps. Will power and self discipline are also presented in a series of exercises. Once you have passed a step in group counseling, you will be expected to show the appropriate behavior in all other program activities -- all the time. If you fail to behave appropriately, you may be required to return to step one and start over. The group counseling schedule for the residential phase is shown below.

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1			MRT Step 1	Will Power 1	MRT Step 1
2	MRT Step 1	MRT Step 1	Will Power 1	MRT Step 1	Self- disc. 1
3	MRT Step 2	MRT Step 2	Will Power 2	MRT Step 2	Self- disc. 2
4	MRT Step 3	MRT Step 3	Will Power 2	MRT Step 3	Self- disc. 2
5	MRT Step 4	MRT Step 4	Will Power 3	MRT Step 4	Self- disc. 3
6	MRT Step 4	MRT Step 4	Will Power 3	MRT Step 4	Self- disc. 3
7	MRT Step 5	MRT Step 5	Will Power 4	MRT Step 5	Self- disc. 4
8	MRT Step 5	MRT Step 5	Will Power 4	MRT Step 5	Self- disc. 4

As you progress in the counseling program, you will move up to a new "level." The higher your level, the more responsibility and privileges you will have. The chart below shows the positions you can attain. The privileges awarded for each level are shown in paragraph 3.16.

Level	Requirement	Positions eligible
Awareness	7 days minimum	None
Level 1	--	None
Level 2	complete Step 1	Squad Leader/ Assistant
Level 3	complete Step 5	Squad Leader/ Assistant

1.15 - MILITARY "BOOT CAMP" TRAINING.

a. Program Goals. The ABOUT FACE program is run similar to a military "boot camp." Boot camps are where most military men and women get their initial training to prepare them to defend the country. Because you are not being readied for combat, your training will be easier. You must take this training very seriously, however, because it is intended to build and strengthen in you the following:

- 1) Respect for authority, yourself, and others
- 2) Self-discipline
- 3) Sense of duty and honor
- 4) Mental and physical habit patterns everyone needs for success
- 5) Effective time management
- 6) A sense of unity, teamwork and self-sacrifice
- 7) Self-confidence
- 8) Pride in yourself and your country

b. Organization. You will enter the program as one of a group of fifteen young men. Your group will form a platoon. There will be one other platoon at the residential center. The other platoon will have completed the first four weeks of training when you arrive.

During your first week at ABOUT FACE you will be individually referred to as a 'boot'. After the first week you will be called a Trainee. When you reach level two in the counseling program, you will be eligible to be appointed as an assistant squad leader, squad leader or guide. Appointment to these positions will be based on your overall performance in the program. Participants holding these positions are expected to explain the program and encourage other platoon members to do their best.

c. Drill. You will be taught and will practice basic military formations and marching movements. These formations will be used to move you and your group to the Navy dining facility for meals and to other locations around base. You will be expected to conduct yourself in these formations so as to ensure that the

ABOUT FACE program can be another source of pride to the sailors and marines on the base.

d. Customs. the following customs and courtesies will be observed:

- 1) Respect for the flag. When outside during reveille or retreat (flag raising or lowering) you will cease activity, place your hand over your heart, and face the flag (or sound of music).
- 2) Respect for senior program staff. You will be instructed to come to the position of attention whenever the ABOUT FACE Program Manager, the Executive Director of Youth Service or the Director of Operations enters the room. If the program staff fails to see these persons enter, you will call the group to attention. You will remain at attention until told "carry on" or "at ease." The only exceptions are during meals or athletic activities.

1.16 - PHYSICAL TRAINING.

a. Physical fitness. In order to be the best you can be, you must have good nutrition and regular, rigorous exercise. In ABOUT FACE you will participate in a daily (except Sunday) early morning exercise program. The goal of the program is for you to pass a physical fitness test consisting of the following:

- 1) Run 1.5 miles in 12 minutes or less
- 2) Pass a three-event physical fitness test consisting of sit-ups, push-ups, and chin-ups. A chart showing the desired goals for each of these events is in attachment A to this handbook.

b. Organized athletics. When sports activities are conducted you will be expected to participate and to do your best.

1.17 - RECREATION. You can expect to be very busy in scheduled activities during the time you are in the residential phase. There will be a small amount of time set aside for you to have general recreation, provided, of course, that you are performing satisfactorily.

1.18 - MEALS. You will eat in the Navy dining facility (galley) located not far from the building where you will be staying.

1.19 - MILITARY SECURITY. The Memphis Naval Air Station is an important Department of Defense installation where thousands of sailors and marines receive technical training in skills related to aviation. As a result, base security is tight. No one is allowed on the base without proper military identification.

1.20 - MEDICAL CARE. While in the residential program, you will be treated by a private physician or at a local hospital should the need arise. If you are eligible for Medicaid, you should bring your Medicaid identification number with you. If your parents have medical insurance, the Juvenile Court will need a copy of the insurance card.

You will be given the opportunity daily to let the staff know if you have a medical problem. This will normally occur each morning. However, you should never hesitate to ask for medical attention at any time you feel it is necessary, regardless of the time of day or night.

1.21 - CONTRABAND. Anything in your possession that has not been authorized by the ABOUT FACE staff or issued to you is considered contraband.

1.22 - RIGHTS AND RESPONSIBILITIES. Your rights and responsibilities while you are in the ABOUT FACE program are listed in a document that will be signed by you and a staff member. A copy of these rights and responsibilities is in Attachment B.

1.23 - GRIEVANCE PROCEDURES. If for any reason you feel that you have not received proper treatment or service, you will have the right to file a formal complaint any time you are in the ABOUT FACE program. A copy of the Grievance Procedure is in Attachment C.

1.24 - THE SLIP SYSTEM. The slip system is designed to help you resolve conflicts or problems you may have with another platoon member or with a member of the staff. You may request a meeting with the other individual by "dropping a slip." Slips are available from any staff member. Simply fill out the slip with your name, the other person's name, the reason for the slip and the time and date of the incident. Then return the slip directly to a staff member.

1.25 - CROSS TALK. Whenever a slip is dropped, a staff member will arrange a meeting between you and the other person. The purpose of these sessions is to help you learn how to communicate your feelings in an acceptable and appropriate manner. A staff member will run the session if the slip is dropped on another platoon member. If you drop a Cross Talk slip on the lead counselor, lead teacher or lead military instructor, the Program

Manager will conduct the session. Rules for Cross Talk are as follows:

- a. You must explain the problem in a level voice, expressing your thoughts and feelings.
- b. You must respect the other person's view.
- c. Only one person may speak at a time.
- d. No profanity, personal insults, violence, or threats of violence are allowed.
- e. The staff person running the Cross Talk will control the meeting but will intervene only to enforce the rules.
- f. You should leave the Cross Talk with the problem resolved and without lingering bad feelings toward the other person.

CHAPTER TWO - WHAT TO EXPECT DURING THE FIRST FEW DAYS

2.01 - INITIAL ORIENTATION. You must bring this handbook with you when you report to the Juvenile Court to begin ABOUT FACE. DO NOT LEAVE IT AT HOME. You will receive a short initial orientation at the court by the program staff. At the end of the orientation, you will be moved to where a bus or van is waiting to transport you to the Navy Base. There will be no talking unless you are addressed by a staff member.

2.02 - RULES ON THE VAN OR BUS.

- a. Remain seated at all times with seat belts buckled.
- b. Do not open the windows unless told to do so.
- c. No talking.
- d. Follow all instructions promptly.

2.03 - AWARENESS WEEK. Upon arrival at the residential center, you will begin a week of intense orientation called Awareness Week. Awareness week is designed to help you adjust to the ABOUT FACE program as quickly as possible. You will observe how trainees in the other platoon perform, and you will be expected to perform in the same way by the end of the week. During this week, you may only speak to staff members. YOU MAY NOT SPEAK TO ANYONE ELSE. In order to speak to staff members you must request permission in the following manner: "Sir, request permission to speak, Sir." When permission is granted you will begin and end every statement with "Sir."

2.04 - HAIRCUT. As the first step of your orientation, you will be given a haircut. Your head will NOT be shaved. The purpose of the haircut is to ensure your platoon presents a conservative, uniform appearance while on the military base.

2.05 - UNIFORM ISSUE. Next, a staff member will lead you to an area where your personal effects will be inventoried and stored. You will be searched, fitted for your uniform and issued your personal hygiene items. You will then be escorted to the showers.

2.06 - BUNK ASSIGNMENT. After showering and dressing, you will be assigned a bunk. You will sit on the chair next to your bunk until instructed to do otherwise. DO NOT SIT ON THE BED.

2.07 - PROGRAM ORIENTATION. The information covered in this handbook will be covered in greater detail and you will be given an opportunity to ask questions.

2.08 - DRILL. During the first few days you will spend a good deal of time learning and practicing basic drill movements.

2.09 - ASSESSMENT AND TESTING. You will be given a battery of psychological and academic tests to assist the staff in developing an individual program for you. It is important for you to try hard and to do your best.

2.10 - PHYSICAL EXAMINATION. A doctor under contract with Juvenile Court will give you a physical examination.

2.11 - PHYSICAL FITNESS TEST. You will be given an initial fitness test during the first few days. Once again, you will be expected to do your best.

2.12 - OTHER SCHEDULED ACTIVITIES. The normal schedule of academic and counseling activities will begin early in the program. You can expect to be kept very busy, with little free time.

2.13 - WHAT TO BRING. Reminder - what to bring when you report to the Court. Remember to bring the following items with you when you report to the Court to enter the ABOUT FACE program.

- a. This handbook.
- b. Only the clothes that you are wearing that day. Wear sneakers if you have them.
- c. Medicaid or health insurance card, if your parents have one.
- d. Two sets of plain white underwear (T-shirt & briefs) and two pairs of plain white socks.

CHAPTER THREE - PROGRAM DISCIPLINE SYSTEM

3.01 - DISCIPLINE. Discipline is the individual and group attitude that ensures prompt obedience to established rules and orders that are given. The purpose of discipline is to instill personal pride in being able to follow instructions. Discipline also builds a group identity and draws individuals together so they can accomplish goals.

3.02 - ABOUT FACE RULES. While in the ABOUT FACE residential program, you will learn to live by rules. These rules are designed to cover everything you do in the program. All rules of the program must be followed. Just as in life, good things will normally happen to you in the program if you follow the rules and bad things will happen if you don't. Here is a partial list of the rules you must follow:

3.03 - TYPES OF RULES. Program rules are divided into two types: Cardinal rules and general rules. You will find cardinal rules listed below under the cardinal rules heading. General rules are all other rules. They are listed under such headings below as platoon rules or sleeping area rules.

3.04 - CARDINAL RULES. Cardinal rules are absolute. Violation of these rules will not be tolerated.

- a. The use of drugs or alcohol is prohibited.
- b. You may not use physical violence or threaten to use violence.
- c. There will be absolutely no smoking or use of other tobacco products while in the residential program.
- d. You may never possess a weapon or construct a weapon.
- e. You may not leave the program without permission.
- f. You may not abuse, deface, or destroy any program property.
- g. All forms of gambling are prohibited.
- h. Talking about, planning or attempting to leave the ABOUT FACE Residential Center without permission is prohibited.

3.05 - CARDINAL RULE INFRACTIONS. Cardinal rules are critical for the health and welfare of all participants; therefore, the punishment for breaking one of these rules is usually more

severe. Listed below are some possible punishments that may be imposed if you break the cardinal rules.

- a. Zero out all merits
- b. Constructive work tours
- c. Restriction to a specific area (time out)
- d. Recommendation for dismissal.
- e. Extension of Residential phase

The type and duration of this punishment will depend on the nature of the infraction.

3.06 - PLATOON RULES. Platoon rules are intended to promote unity, mutual harmony and support within your group. Platoon members **MUST** follow these rules:

- a. Participate in all activities.
- b. Do not use profanity or vulgar gestures.
- c. Never engage in horseplay.
- d. Support and respect all other platoon members.
- e. Never show off or put others down.
- f. Exercise self-control.
- g. Never ridicule or make fun of other ABOUT FACE Trainees.
- h. Use the "cross talk" procedure to solve a problem.
- i. Respect the confidential nature of things discussed in group sessions. Do not gossip.
- j. Never use street talk, slang, or acting.
- k. Never talk after lights out.
- l. When approached by a staff member, you will come to the position of attention.
- m. When passing a staff member in the building, you will stop and request permission to continue by saying "By your leave sir or ma'am." You may continue when leave is given.

- n. All staff will be addressed as "Sir" or "Ma'am."
- o. Outside of group activities, in order to address staff, you must come to attention and request permission to speak.
- p. Always follow your last instructions first.
- q. Follow all instructions promptly without discussion.
- r. No quibbling. Quibbling means haggling over details in order to shift the staff's attention away from the issue in question.

3.07 - SLEEPING AREA RULES.

- a. You may lie in bed only during scheduled sleep hours. You may not be in or on your bed at any other time.
- b. Making the bed. Beds will be made with a white collar in the following manner. The mattress will be centered on the springs and grounded to the head of the bed. Forty-five degree military corners will be used when tucking sheets or blankets on the bed. All bed coverings will be tight and wrinkle free when made. The white collar bed features a six-inch collar with sheet and blanket folded together. To make the bed, fold the head of the sheet over the blanket and fold both to a six-inch width exactly 24 inches from the head of the mattress.
- c. Shoes. When you remove your shoes, they must be aligned under the foot of the bed. They must be aligned with heels and soles touching and grounded to the right leg of the bed.
- d. Towels. Towels must be folded lengthwise in half, and hung centered over the bed foot rail. The closed part of the fold will face left. Your washcloth will be folded the same way and centered on the towel.

3.08 - COMMON AREA RULES. You will be responsible for maintaining the neatness and cleanliness of all common areas. Furniture must be dust free. Floors must be kept clean and highly polished. Latrine commodes, urinals, sinks, showers, and mirrors must be kept spotless. They must be stain and odor free.

- a. Lights must be kept off when not in use.
- b. Staff will adjust the heat and air conditioning. Doors and windows will be kept closed in air-conditioned rooms.

- c. Trainees must have staff permission to use the recreation room.
- d. Only staff members are allowed to touch the television in the Recreation Room (i.e. on/off, volume, etc.).

3.09 - SHOWER RULES.

- a. You must shower daily.
- b. Only four trainees are allowed in the shower at a time.
- c. You must be fully dressed any time you are not in the shower.
- d. You will undress only after you are behind the shower curtain.
- e. Deposit dirty clothes in the designated containers.

3.10 - GALLEY RULES.

- a. You will go to and return from the galley in formation.
- b. You will be served from the main galley serving line.
- c. After receiving your tray, you will proceed to the designated seating area and remain standing until everyone to be seated at your table (normally four) is ready to be seated. Then you may sit down and begin eating. You will have approximately twenty minutes to eat.
- d. There is no talking during meals.
- e. You will be expected to eat all of the food on your tray.
- f. No food may be removed from the galley without staff permission.

3.11 - GROUP COUNSELING RULES. These rules apply during group counseling.

- a. No talking until recognized.
- b. Raise your hand to be recognized.
- c. Keep what is said in group within the group.
- d. Everyone must participate actively.

3.12 - SCHOOL RULES.

- a. Raise your hand and wait to be recognized.
- b. Allow everyone to finish their statement.
- c. You must bring your own supplies to class.
- d. Keep personal and group comments out of the classroom.
- e. You may only work on school work during school hours.
- f. Do your own work.
- g. Sit up straight, feet flat on the floor at all times.

3.13 - FIRE/SAFETY RULES. You will be given a fire drill soon after you arrive.

- a. Should you hear the fire alarm or be told there is a fire, you must immediately vacate the building. Follow the instructions of the staff first. If no staff member is present, follow the posted emergency evacuation plan.
- b. Move swiftly to the nearest exit. Do not run. Once outside, report to a staff member and stay well clear of any fire fighting equipment.
- c. Do not attempt to fight a fire yourself.

3.14 - THE MERIT/DEMERIT SYSTEM. A system of merits and demerits is used to give you feedback on how you are doing in the program. The merit/demerit system applies to everything that you do while you are at the ABOUT FACE Residential Center. Here is how the system works.

- a. Merits are awarded daily for appropriate behavior. If you follow the program rules and attain the highest average academic scores daily, you will earn 46 merits a day, Monday through Friday. This total may be increased to 66 merits on the one day a week you receive individual counseling, provided you perform satisfactorily. You may earn 31 merits on Saturday and 17 on Sunday. Thus, you can earn 278 merits each week. In addition, you can earn extra merits daily for

exemplary performance. The schedule of merits you can earn daily is as follows:

	<u>Mon-Fri</u>	<u>Sat</u>	<u>Sun</u>
Physical Training	5	5	
Cleanup	3	3	3
Morning Formation	3	3	3
Breakfast	2	2	2
Lunch	2	2	2
Dinner	2	2	2
Leadership Training		5	
Personal Hygiene	5	5	5
Individual Counseling	20**		
Group Counseling	4	4	
Education (daily academic score)			
100-90	20		
89-80	16		
79-70	12		
69-60	8		
59-50	<u>4</u>		
Total	46**	<u>31</u>	<u>17</u>

** Individual Counseling is scheduled one day a week. A maximum of 20 additional merits may be awarded for appropriate participation in individual counseling one day a week.

- b. Additional merits can be earned by completing the scheduled steps or lessons in group counseling. The number of merits you can earn for completing each step is shown below.

Steps	MRT	Willpower	Self Discipline
1	25	15	15
2	50	25	25
3	300	50	50
4	100	50	50
5	100	50	50

- c. The list of merits that you earn each day is kept on an individual Merit Tally Sheet by a staff member. The total from this tally sheet is posted every evening so you will know exactly how many merits you have to "spend" the following day.
- d. Demerits may be given at any time for inappropriate behavior. If you do not follow the program rules, or if you do not behave properly, you may be given one or more demerits. Demerits are penalty points that are assessed for not following the rules. Demerits subtract from the merits available to be earned for an activity.

The staff member will normally give you a chance to correct inappropriate behavior. But, if you fail to follow the staff member's directions, you will receive one or more demerits. You will know you have received demerits anytime a staff member uses the phrase "MAKE YOU AWARE." For example, a staff member could say, "I want to MAKE YOU AWARE, Mr. Jones, that you are not participating in group counseling." (OR, you are talking while marching, not making an effort in physical training, misbehaving during class, etc.) The staff member will then normally say, "That will cost you one (or more) demerit(s)." The only acceptable response you may make is to say, "Thank you, sir!"

Listed below is a partial list of infractions. The demerits shown are suggested maximum demerits for each infraction; however, depending on the seriousness of the infraction, the exact number of demerits is left to the discretion of the staff member.

Abusing property	100
Using Profanity	10
Horseplay	10
Disobeying Rules	10
Disruptive Behavior	10
Not Following Instructions	10

3.15 - PRIVILEGES. Privileges are personal benefits that you must earn. You will begin the program with few privileges except the privilege of participating in the accelerated learning program at State Technical Institute. All other privileges can be obtained in one of two ways:

- a. By making progress in the counseling program. As you advance to the counseling program "levels" shown in paragraph 1.14, you will automatically be given additional privileges.
- b. By earning merits to "buy" privileges.

3.16 - LEVEL SYSTEM PRIVILEGES.

- a. Family Visit Privilege

<u>Level</u>	<u>Visit Length</u>	<u>Number of Visitors</u>
Awareness	None	None
Level 1	None	None
Level 2	2 hrs	2 visitors
Level 3	2 hrs	3 visitors

b. Recreation Area use privilege

<u>Level</u>	<u>Use</u>
Awareness	None
Level 1	None
Level 2	1 hr/wk
Level 3	2 hr/wk

c. Movement privilege

<u>Level</u>	<u>Restriction</u>
Awareness	2nd deck only without escort
Level 1	2nd deck only without escort
Level 2	Free dorm movement with staff member approval
Level 3	Free 2nd deck movement during breaks and free time

d. Phone privilege

<u>Level</u>	<u>Time</u>
Awareness	0
Level 1	0
Level 2	1 - 5 min. call per week
Level 3	2 - 5 min. calls per week

NOTE: Phone calls should not be on the same day and all calls will be monitored by staff.

e. Bed time privilege

<u>Level</u>	<u>Bed Time - Friday/Saturday</u>
Awareness	2100
Level 1	2100
Level 2	2130
Level 3	2130

3.17 - BUYING PRIVILEGES WITH MERITS.

a. You can use your merits to "buy" privileges. Each morning, you will have a scheduled "commissary" time. You will be given "checks" to use to purchase any privileges you wish to buy that day. Here are the rules that apply to buying privileges.

- 1) You can only spend merits that you have earned up to that day.

- 2) Merits can be earned, but privileges may not be bought during the first week at the Residential Center.
 - 3) You may not buy more than one of a single item per day.
 - 4) You may buy items only for yourself.
- b. Privileges that you can buy with your merits will fall into two categories; daily and weekly. A partial list is included here, but it may change from time to time. An up-to-date list may be seen by asking a staff member.

1) Daily:

Extra dessert	10 merits
Seconds of a meal	20 merits
Soft drink	35 merits
Candy bar	35 merits

2) Weekly:

A 3d free stamp	35 merits
5 extra minutes on phone	140 merits
Lunch <u>from</u> McDonald's	300 merits

CHAPTER FOUR - UNIFORMS

4.01 - ISSUED ITEMS. The following items of clothing will be issued to you upon your arrival at the Residential Center.

- a. One-piece coveralls. Dark blue coveralls will be worn by "boots" during awareness week. This uniform will also be worn by trainees who are "busted back" to Step One of the counseling program for inappropriate behavior. Light blue coveralls will be worn by all other trainees.
- b. Jacket
- c. Rain parka
- d. Sweatsuit
- e. Gym shorts
- f. Jock strap

4.02 - WEARING THE UNIFORM. All trainees will wear the designated duty uniform in the same way. You will be told by staff what to wear and when. Uniform items must be worn as follows:

- a. Coveralls. The zipper must be zipped all the way to the stop. Sleeves and pant legs will not be rolled. The ID Badge will be worn at all times with the uniform. It will be fastened to the left breast pocket.
- b. Sweatsuit. Sweats may be worn with or without the top. Staff will make this decision and everyone will dress the same. The sweatshirt may also be worn with the gym shorts.

4.03 - APPEARANCE. You are expected to present a neat, clean, and positive appearance at all times. You must shower every day and maintain good personal hygiene. No slouching is permitted. Hands are to be kept out of your pockets.

CHAPTER FIVE - AFTERCARE

5.01 - AFTERCARE. Aftercare is the second phase of ABOUT FACE. Upon graduation from the residential phase you will remain under the jurisdiction of the Juvenile Court until you complete all requirements of Aftercare. There are three parts to the Aftercare phase: you will (1) continue to have both group and individual counseling, (2) you will be required to continue your education, and (3) when eligible, you will receive job or job skills training.

- a. For the first 30 days after release from the residential phase, you will be Home Bound. During this period of time you may NOT be away from your residence unless you are in school, attending an Aftercare meeting, or have the permission of your Aftercare staff member. To ensure that you abide by the rules of being home bound, you will receive unannounced visits and random phone calls. When you are contacted by phone you will have only a short period of time to respond in person. If you are absent during any visits or calls you may have your home bound period extended.
- b. You are required to attend school. If you are absent it may only be by permission acceptable to the school and your counselor. Failure to attend school on a regular basis, to abide by school rules, and to work at being a passing student may cause your removal from the ABOUT FACE program and your return to the Juvenile Court for other action.
- c. You are required to attend all activities scheduled by the Aftercare staff. You may only miss an activity if permission is obtained prior to the activity. Only real emergencies will be exempt from the prior approval policy. Failure to abide by this rule may be cause for your removal from the ABOUT FACE program and your return to the Juvenile Court for other action.

5.02 - AFTERCARE BRIEFING. Prior to leaving the residential phase you will have a presentation by the Aftercare staff. At that time you will be required to sign a contract that will spell out all of your obligations exactly.

ATTACHMENT A

PHYSICAL TRAINING CONVERSION CHART

PULL UPS		LONG JUMP		PUSH UPS		SIT UPS		600-YARD RUN	
Raw Score	Point value	Raw score	Point value						
16	100	109	100	63	100	90	100	86	100
15	93	108	97	62	98	88	96	88	96
14	87	107	95	61	96	86	93	90	92
13	81	106	92	60	94	84	90	92	89
12	75	105	90	59	92	82	87	94	85
11	68	104	87	58	90	80	84	96	82
10	62	103	85	57	88	78	81	98	78
9	56	102	82	56	87	76	78	100	74
*8	50	101	80	55	85	74	75	102	71
7	43	100	77	54	83	72	72	104	67
6	37	99	75	53	81	70	69	106	64
5	31	98	72	52	79	68	66	108	60
4	25	97	70	51	77	66	63	110	57
**3	18	96	67	50	75	64	60	112	53
2	12	95	65	49	74	62	57	*114	50
1	6	94	62	48	72	60	54	116	46
0	0	93	60	47	70	58	51	118	42
		92	57	46	68	*57	50	120	39
		91	55	45	66	56	48	122	35
		90	52	44	64	54	45	124	32
		*89	50	43	62	52	42	126	28
		88	47	42	61	50	39	128	24
		87	45	41	59	48	36	**130	21
		86	42	40	57	46	33	132	17
		85	40	39	55	44	30	134	14
		84	37	38	53	42	27	136	10
		83	35	37	51	40	24	138	7
		82	32	*36	50	38	21	140	3
		81	30	35	48	**36	18	142	0
		80	27	34	46	34	15		
		**79	25	33	44	32	12		
		78	22	32	42	30	9		
		77	20	31	40	28	6		
		76	17	30	38	26	3		
		75	15	29	37	24	0		
		74	12	28	35				
		73	10	27	33				
		72	7	26	31				
		71	5	25	29				
		70	2	24	27				
		69	0	23	25				
				22	24				
				**21	22				
				20	20				
				19	18				
				18	16				
				17	14				

- * Desired goal for each event
- ** Minimum performance for each event

To pass the Physical Training Test, male participants must achieve at least minimum performance (**) in each event OR achieve a point value of at least 150 points.

ATTACHMENT B

ABOUT FACE

PARTICIPANT'S RIGHTS AND RESPONSIBILITIES

AS A PARTICIPANT OF ABOUT FACE YOU HAVE THE RIGHT

- ... to respectful and courteous treatment by ABOUT FACE personnel;
- ... to reasonable privacy when relating your personal difficulties;
- ... to adequate time to express your present difficulties to the program staff;
- ... to have your records handled in a professional and confidential manner;
- ... to ask questions about anything you don't understand;
- ... to be informed of the options available to you upon release;
- ... to receive an explanation of the ABOUT FACE program in language you can understand;
- ... to expect reasonable program continuity. Should you need to be referred to another agency, you have the right to expect that ABOUT FACE staff will give accurate information concerning your case;
- ... to quality treatment and care;
- ... to file any complaints through an established participant grievance procedure.

AS A PARTICIPANT OF ABOUT FACE YOU HAVE THE RESPONSIBILITY.....

- ... to cooperate with ABOUT FACE staff;
- ... to be courteous to other ABOUT FACE clients and staff;
- ... to relate your difficulties to ABOUT FACE staff as honestly and completely as possible;
- ... to ask questions about any aspect of the program you do not understand;
- ... to inform the ABOUT FACE staff if you disagree with any aspect of the program.
- ... to follow ALL rules of the program;
- ... to inform the ABOUT FACE staff of any changes in name, address, phone number, etc;
- ... to complete all program components on a timely basis;
- ... to ask questions about any forms you may be asked to sign which you do not fully understand;
- ... to voice any grievances you might have by utilizing the participants grievance procedure;
- ... to cooperate with the ABOUT FACE staff in regards to the Aftercare program.

Resident's Signature _____ Date _____

Staff member's Signature _____ Date _____

ATTACHMENT C

PARTICIPANT'S GRIEVANCE PROCEDURE

The ABOUT FACE Program, operated by Youth Service in Memphis, Inc. in conjunction with the Juvenile Court of Memphis and Shelby County, is dedicated to the provision of quality Residential and Aftercare services. No person shall, on the grounds of race, color, national origin, or sex, be denied benefits or be subjected to discrimination under any program or activity sponsored by this agency.

No person shall be handled unfairly or treated disrespectfully by an ABOUT FACE employee.

If for any one reason you feel that you have not received proper treatment or service, you have the right to file a formal complaint.

STEP 1: Notify the ABOUT FACE Program Manager that you have a complaint. Give the Program Manager an opportunity to resolve the problem.

STEP 2: If the complaint cannot be solved by the Program Manager, he will forward the complaint to one of the following Participant Advocates.

Frank Dawson, Director of Operations, Youth Service USA
Ken Robinson, President, Correction Counseling Inc.
Jeune Johnson Wood, Director, Interagency Services, Juvenile Court Memphis and Shelby County

STEP 3: The Participant Advocate will investigate and evaluate the content of the complaint. After an assessment, the Participant Advocate will inform the participant of the action taken.

STEP 4: If the participant is not satisfied with the action, he should notify the Participant Advocate.

STEP 5: The Participant Advocate will then contact the Participant Advocacy Committee. The committee is made up of the three Participant Advocates and one staff member from the ABOUT FACE Program.

STEP 6: The committee will investigate and evaluate the content of the complaint. After their assessment, they will inform the participant of action taken.

Resident's Signature _____ Date _____

Staff member's Signature _____ Date _____