

Chapter No. 5115	Page 1
Issue Date: 02/01/97	
Revised: 06/18/21	

**Notes and
References**

PROGRAM ORIENTATION

I. Purpose of Orientation

- A. To ensure that each youth is informed of and understands the basic rules, policies, and organization of the Los Prietos Boys Camp (LPBC) before he joins the general population.
- B. To provide each youth with information on their rights, duties, and responsibilities while committed to the LPBC program.

II. Intake Orientation

- A. Each youth entering the program will be given a thorough orientation. The intake orientation will consist of verbal, written, and visual information introducing the Los Prietos Boys Camp. An Orientation video is used to supplement each youth's understanding of the program. A Youth Orientation Manual (Camper Manual) is also issued and is kept in the youth's locker for reference. Extra time and care will be taken with youth who are learning impaired or for whom English is a second language to insure understanding and comprehension.
- B. All incoming youth are administered the Massachusetts Youth Screening Instrument-II (MAYSI-II) to identify signs of mental/emotional disturbance or distress. Appropriate action is taken based on MAYSI-II results that may require an immediate response Behavioral Wellness clinicians.
- C. The orientation process will include a review of the following:
 - 1. Program description, length, and goals
 - 2. Facility Rules, including those on contraband and searches, Notice Regarding Battery or Assault on Probation Department and County School personnel, Zero Gang Tolerance, responsibilities and expectations, daily routines, bunks and locker inspection
 - 3. Behavior expectations, including incentives and consequences

Title 15, Section
1353

**PROBATION DEPARTMENT
LOS PRIETOS MANUAL**

Chapter No. 5115	Page 2
Issue Date: 02/01/97	
Revised: 06/18/21	

**Notes and
References**

4. Zero tolerance of sexual misconduct, abuse and harassment and reporting procedures.
5. Non-discrimination policy, including the right to be free from physical, verbal or sexual abuse or harassment from other youth and staff
6. Disciplinary and grievance procedures
7. Access to routine and emergency health care and mental health services
8. Access to legal services and immigration legal services
9. Access to educational, religious and recreational activities
10. Telephone and correspondence procedures, rules and access
11. In-Camp visits
12. Dormitory bed/locker assignments
13. Use of force, restraints and chemical spray policies
14. Opportunity for daily showers and availability of personal care items
15. Availability of programming, reading materials and other activities (indoor and outdoor)
16. Available counseling services (i.e. mental health, substance abuse, family counseling, and group counseling guidelines)
17. Personal property agreement
18. Behavior Management Program
19. LPBC dress code

Access to medical/MH services see Chapter 5127 Info, also posted in the intake/release lobby.

**PROBATION DEPARTMENT
LOS PRIETOS MANUAL**

Chapter No. 5115	Page 3
Issue Date: 02/01/97	
Revised: 06/18/21	

**Notes and
References**

20. Graduation plan and Interactive Journals
 21. Camp job assignments
 22. Work crews and work area rules
 23. Processes for requesting different bunk assignments, job assignments, education and programming
 24. Daily routines of physical activity
 25. Emergency and Evacuation Procedures
 26. Universal Precautions
 27. Key staff and their roles
 28. Information on the court process
 29. Process for parents/guardians to receive information, including contact information for LPBC, medical, school and Behavioral Wellness as well as frequently asked questions.
 30. Access to Title 15 upon request
 31. Services and programs in a language other than English, if appropriate
- D. The orientation will be conducted by the Programming and Transition Officer (PTO) or designee in the PTO's absence. This staff, in addition to reviewing the program information listed above, will educate and counsel the youth regarding various behavioral protocols that are to be observed within the Camp program, and how to appropriately adapt to dormitory living, etc. Each youth will maintain a copy of the Youth Orientation Manual in his Camper Binder for future reference.