

SHELTER CARE FACILITIES

**Manuel Saura Center
2732 N. Kedzie
Chicago, Illinois
Boys Only
773-489-7304**

**Neon House Girls Program
7351 South Princeton
Chicago, Illinois
Girls Only
773-783-7177**

ADMISSION CRITERIA FOR DETENTION SCREENING POPULATION

The following are not allowed in the shelter care facilities for minors being screened for detention:

- Minors who are being charged or have been charged with a sexual offense.
- Minors who are being charged or have been charged with arson.
- Minors who are pregnant.
- Minors who have been diagnosed with a communicable disease.
- Minors who are on or have been prescribed psycho-tropic (mood altering) medications.
- Minors who are on or have been on Ritalin.
- Minors who reside in the geographic area covered by Calendar 76

Minors, who have been prescribed an asthma inhaler, can be referred to the shelter care facilities. However, they must have the inhaler with them at the time of admission. If the minor does not have the medication, then the Youth Investigator must take the minor for medical clearance. If a prescription for medication is given, it must be filled. If medical clearance is given without a prescription then the medical clearance indicating the minor does not need medication will suffice for admission into the shelter care facility.

Minors who are intoxicated are not to be admitted into the shelter care facilities. Intoxicated minors must be sent for medical clearance and detoxification before they are admitted into the facility.

REFERRAL PROCEDURES FOR THE SHELTER CARE FACILITIES

Minors who meet the admission criteria and whose parents are unwilling to accept the minor in the family home can be referred. However, attempts should be made to seek authorization from the parent/guardian to release the minor to another relative.

Regarding the time frame youth investigators must operate under in locating parents or their designees: screeners should refrain from citing specific time frames for the completion of youth investigation, but rather use their discussions with the youth investigators as a way of measuring whether "due diligence" was exercised in locating parents/guardians, before allowing access to the shelter care facilities.

Minors who meet the admission criteria and whose parents are unavailable to pick up the minor from the police station can be referred. However, attempts should be made to contact the parents prior to the minor being referred to the shelter care facility.

An authorization for admission into the shelter care facility must be completed and faxed to the appropriate facility.

DO NOT FAX THE AUTHORIZATION FOR PLACEMENT INTO THE SHELTER CARE FACILITY UNTIL YOU HAVE RECEIVED A FAX COPY OF THE NON-SECURE PAPERWORK.

SHELTER CARE FACILITY REJECTIONS

The shelter care facilities may reject minors who are non compliant. However, they must obtain approval from a shelter care facility supervisor prior to rejecting the minor. The shelter care supervisor must inform Detention Screening of the reason for the rejection and a written incident report must be faxed to Detention Screening. The incident report should clearly outline the behavior that the minor exhibited which resulted in his being rejected for admission. The Detention Screening Probation Officer will contact the Unit Supervisor to obtain authorization for a supervisory override into secure detention.

VIOLATION OF PLACEMENT AT SHELTER CARE FACILITY

A minor who exhibits behavior that prohibits continued residence in the shelter care facility is one who presents:

- A danger to himself / herself
- Or
- A danger to staff and / or clients

Which extends beyond the limits established by the Agency to effectively provide for the safety and security of its residents and staff.

Protocol

- I. In an effort to maintain discipline and order, the shelter care facility shall follow an internal disciplinary protocol to ensure all other options have been exhausted before seeking relief from the Juvenile Temporary Detention Center. This protocol shall include:
 - A. Deduction of points
 - B. Room restrictions
 - C. Use of quiet room
 - D. For minors on release status, contact parent/ relative/ responsible adult/ DCFS for immediate release of minor from the shelter care facility.
- II. Only when a minor fails to alter disruptive behavior following the application of the agency's internal disciplinary protocol shall the shelter care facility staff seek immediate Juvenile Court intervention.
- III. Shelter care facility staff supervisor will contact the Detention Review Supervisor for immediate access to Court if a placement breach occurs while Court is in session.
- IV. Shelter care facility supervisor will contact the Detention Screening Supervisor for consultation and approval for detention in the Juvenile Temporary Detention Center if Court is not in session.
- V. Shelter care facility supervisor will complete the Affidavit of Violation of Placement (see attached).
- VI. Detention Screening Officer will issue an authorization for detention and complete a JTDC Intake Form (see attached).

- VII. Shelter Care representative will transport minor to the Juvenile Temporary Detention Center.
- VIII. The minor will be lodged in the Juvenile Temporary Detention Center until presented to the Court on the next session date.
- IX. Detention Screening Officer will FAX the Affidavit to the offices of the State's Attorney and Public Defender and will notify the Probation Officer/Supervisor of the emergency detention.
- X. RUR Probation Officer will ensure that the minor's petition is instantered on the appropriate Calendar for a hearing on the Court's next session date.

**CIRCUIT COURT OF COOK COUNTY
JUVENILE JUSTICE DIVISION**

AFFIDAVIT OF VIOLATION OF PLACEMENT AT SHELTER CARE FACILITY

NAME _____ **PETITION #** _____

Pursuant to an Affidavit of Non-Secure Custody or by Order of
Judge, Calendar _____, the above
minor named has been placed at a shelter care facility
(_____ **Manuel Saura Center** or _____ **Neon Girl Program**) pending a
hearing on _____, Calendar _____.

Subsequently, on, the following occurred while in
Residence at the shelter facility: _____

All administrative options available to the shelter care facility to ensure the safety of the minor, staff and other residents have been exhausted. The Detention Screening Supervisor has authorized that the Minor Respondent be transported for detention in the Cook County Juvenile Temporary Detention Center, 1100 S. Hamilton Avenue, Chicago, IL 60612, by a representative from the shelter care facility after executing this Affidavit of Violation of Placement.

This affidavit constitutes the basis for the above minor to be authorized for Immediate detention in the Juvenile Temporary Detention Center until such time as the minor's case is instantered on Calendar _____ when it is called into session on the next available date.

Shelter Care Facility Representative

Date

**COOK COUNTY
JUVENILE TEMPORARY DETENTION CENTER
1100 SOUTH HAMILTON AVENUE
CHICAGO ILLINOIS 60612**

**COURT COPY
INTAKE DEPARTMENT**

ADMISSION BLANK

DATE: _____
MALE FEMALE

Name of Child _____ **Alias** _____

AGE _____ **years.** **Birth Date** _____ **Race** _____

Address _____ **Floor** _____ **Phone No.** _____

Father's Name _____ **Address** _____

Mother's Name _____ **Address** _____

Occupation or (School and Grade) _____ **Religion** _____

Petition # child is being held on: _____

ORIGINAL CHARGE ON THIS PETITION: _____

NEXT COURT DATE: _____ **CALENDAR NUMBER:** _____ **JUDGE** _____

PROBATION OFFICER: _____ **PHONE** _____

STATE FACTS CONCERNING DETENTION:

IS SUBJECT NEEDED AS WITNESS OR HAVE A PENDING ADULT CASE?

DESCRIBE _____

OFFICE USE ONLY

JUVENILE COURT

COURT DATE

**CALENDAR NUMBER OR
COMITMENT DAYS**

(JCT-CT)

(CT)

(CAL)

WHO HAS BEEN NOTIFIED CHILD IS IN CUSTODY INTAKE CASEWORKER MAKING TRANSFERS _____

NAME _____ **TIME** _____ **DATE** _____ **RELATIONSHIP TO CHILD** _____