



# Resident Manual

12<sup>th</sup> Revised Edition  
5/20/19

In compliance with Title VI of the Civil Rights Acts of 1964 (P.L. 88-352) no person shall be excluded from services of Broken Shackle Ranch, Inc. on the grounds of race, color, religion, or national origin.

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## **Welcome To Broken Shackle Ranch**

We're glad you're here with us and hope that you're glad to be here, too. This manual will tell you about this program and what you can expect during your stay. First, though, let me tell you a little bit about Broken Shackle Ranch (BSR).

BSR was started in 1984 by Gary & Kathy Cobb. They started taking boys into their home as foster children, but soon they had about 6 guys and not enough room for everybody. They asked Mr. Howard Sheppard's family if they could donate some land to a ministry for boys, and they gave 60 acres to BSR! The Main House was completed in 1988, and they kept building until it is what you see today.

Now, what IS this place? Well, we're a ministry first. We preach the gospel of Jesus Christ, so you're going to hear a lot of stuff from the Bible while you're here. We don't force it down anyone's throat, but it's our hope and prayer that you'll accept Jesus into your heart, if you haven't already. All church services and Bible studies are totally voluntary; you can go if you want.

Secondly, BSR is an educational program. We have GED classes for your academic education. Besides that, we also have several certified vocational classes. You can choose from welding, construction, food service, and auto mechanics. We'll go into that more later on in the manual.

Okay, that's enough general information. Let's get into the real nuts and bolts of everything you need to know about BSR!

## A Day at BSR

So you're here—now what? With so many teenage boys and all the staff, there's always a lot going on around here. A student's day at BSR is pretty busy and you're always scheduled to be somewhere specific.

As far as the work day goes, here's your schedule Monday—Friday:

Time:	Activity:
7:00-8:00 am	Get up and out of bed, clean room, do morning chores
8:00-9 am	Eat breakfast in the cafeteria, clean up breakfast, go to groups
9:00 am-12:30 pm	Go to your assigned work area or school
12:30-1:00 pm	Lunch in the cafeteria
1:00-1:30 pm	Free time around the cafeteria, you may <i>NOT</i> go to your living area
1:30-4:55 pm	Go to your assigned work area or school
5:00-5:30 pm	Supper in the cafeteria
5:30-9:00pm	Free time, bedtimes depending on level (pg 6)

You're pretty much free on the weekends, and you don't have to get up until 8:00. There are scheduled activities. As you can see, you always have to be somewhere specific during the day. NEVER go to your living area during the weekdays. You are expected to be where you're assigned at all times. If you're somewhere other than where you're assigned, you have to be escorted by a staff.

There's a "work board" in the cafeteria that will have your name assigned somewhere in the morning and in the afternoon. If you're confused about where to go, **ASK A STAFF!!** During the work day (8 am to 5 pm, Monday - Friday), you are

not allowed to have any electronics with you—just leave them in your room because if you bring them out of your room during those hours, you'll be in trouble.

### **YOUR ROOM:**

You'll be assigned a room when you arrive. There's a "Living Assignment Board" in the hallway of the cafeteria. You might be moved around a lot, you might be allowed to stay in one living area for a long time; that's up to you, your attitude, and how you get along with other students. You will have specific chores you are expected to do every morning to help keep your living area clean. Staff and higher-level students will let you know about your chores.

You cannot have food in your room. Food in your room will attract roaches, rats, ants, and other creepy-crawly things. **NO FOOD IN YOUR ROOM!** Each living area has a kitchen. If you have food, you must keep it in the kitchen area. The staff for the evening will get it for you if it is under lock-and-key. We do not allow food in the rooms.

When you are assigned a room, it is important that you only go into **YOUR OWN ROOM!** Students are not allowed to visit bedrooms, not even if the bedrooms share a bathroom. This is a simple rule: if you don't live in that room, then stay out of it. Each living area has a common room in which students can hang out with each other.

### **What We Offer You**

At this point, you're probably thinking, "Man, I ain't getting up at no 7am every morning." Well, as important as your beauty sleep is, your future is more important, and that's what we prepare you for—your future. That's why our program focuses on your **academic and vocational education**.

Your GED gives you the edge for making it in life because no employer wants to hire someone who doesn't have a GED or a high school diploma. The GED is

actually the same thing as a high school diploma, but you don't have to wait to get it. As soon as your test scores show that you can pass the GED, we send you in for it! Think of it as getting out of school really early.

Here's how we find out when you're ready to take your GED. First, you'll have to take the Test of Adult Basic Education (TABE). That will tell us your grade level. Based on your grade level, you'll be placed in one of BSR's three classes: reading development, educational fundamentals, and GED preparatory. You'll be re-tested every 12 weeks until you can score a 9<sup>th</sup> grade level or above in any subject. As soon as you get a 9<sup>th</sup> grade level or above, we'll give you the pre-GED test. If you can score 150 or above on THAT, we'll send you to take the real thing! The harder you try on your tests, the faster you'll move up in school; the faster you move up, the faster you GET OUT!

Our vocational programs give you the edge in your future, too, by giving you on the job training and experience. Employers want to make sure you can actually do the job, not that you've just seen it done. Our instructors will coach you through your trade until you can do anything they need you to. We offer:

**Cabinetry (NCCER Certified)**

**Construction (NCCER Certified)**

**Welding (NCCER Certified)**

**Food Service (through ServSafe)**

**Auto Mechanics**

By the time you graduate BSR, you'll have the skills to build a house, weld a trailer, fix a car, or build an entire kitchen of cabinets. That's skill. Once you've completed a trade and have your certificate in it, you can get permission to go on to other trades. Once you get your GED, you can even work on two trades at once!

Finally, we offer you the chance to learn about Jesus Christ and find personal healing. You will not be forced to accept these teachings, but we believe that His teachings bring peace, healing, and lead to a better life. We hope that you

will open your mind and heart to these possibilities and allow Christ to come in and change your life, making you a new creation through Him. If you choose not to attend church or certain groups in which these beliefs are being taught, please tell your counselor. If you have strong feelings against Christianity and the teachings of Jesus Christ, we suggest that you and your case worker find another placement that is more suitable for your needs. Our program is founded on Christ's love and His life, so getting away from those teachings completely may be tremendously difficult for you at Broken Shackle Ranch. However, we hope that you will open your mind and heart to these beliefs and stay with us to become the man Jesus wants you to be.

### **BSR Level System**

Every BSR student is on a "level." There are four levels to the program; level one is the lowest level and level 4 is the highest.

**Level one** students are the guys that have a bad attitude, get "written up" a lot, and stay on "ICU" and "restriction." They have to go to bed at 7 pm during the week AND on the weekends. They eat last. They don't get to go off campus during visitation with their parents. They also don't get to buy anything from the Snack Shack. All of their electronics are taken up when they are dropped to level 1 and they won't get them back until they earn their level 2. It sucks to be on level one.

**Level two** isn't much different, but you do get an extra hour before you have to go to bed and you get to have your electronics. Level two goes to bed at 8:00 pm on the weekdays and at 10:00 pm on the weekends. They eat third. But they still don't get off campus visitation with their parents and they don't get many other privileges. They can buy things from the Snack Shack. It kind of sucks to be a level two.

**Level three** is where it gets better. They don't have to go to bed until 9:00 pm on the weekdays and 11:00 pm on the weekends. They eat second and can go off campus with their parents on Sundays. They usually get a whole lot more trust from the staff because they've proven they can be trusted. It doesn't suck to be a level three.

**Level four** is the cream of the crop around BSR. These guys have proven that they have integrity and character. They get to go off campus with staff for special jobs or events. The staff gives them a lot of trust because they've earned it. Level fours have a lot of responsibility and have to handle situations with staff and other students in an appropriate way. It's really, really hard to get on level four.

So how do you get on levels and how do you move up? There're a couple of steps. Depending on your attitude, you'll probably be put on level two when you come in to BSR, so you'll try to move up to level three. To do that, you have to:

**Wait three weeks and not get in ANY trouble (NO WRITE UPS).**

**Get your morning staff and afternoon staff to turn in a "Staff Approval Sheet" where they write down if you're doing good or bad for them (so be nice).**

**Memorize the requirements of a level three.**

**Write a three page paper about why you should be on level three.**

**The staff in charge of the level system will tell you if you got your higher level or not.**

These forms and stuff are available all the time. Just ask a staff to get you a Staff Approval Sheet. They'll be happy to help you out.

Once earn a higher level, you need to be sure to keep up your good behavior; getting an A-level write up (explained on page 9 ) within one week of earning your level will demote your level back down.



## The Downlow on Discipline

Up until now, everything's been nice and easy, but it's time to talk about the ever-important "WRITE UP." A write up is the disciplinary measure that a staff will take when a student does something he's not supposed to do, or doesn't do something he was supposed to do.

Basically, the staff will write the situation down on a form and put a "charge" on it (the list of charges is on the next page). The staff will talk to the student about it and have the student sign the form. The form is then turned in to Mr. Glenn. He will determine if the student needs to be on restriction, on ICU, or should just be warned.

So what is "restriction" and "ICU?" Okay, here's how it works. Restriction is like being grounded. You eat last, go to bed directly after supper, can't watch TV or play any games, play basketball, or lift weights. The only difference between restriction and ICU is that on ICU, you get pulled off your trade and out of school to work all day on the ICU crew. Students on ICU are not allowed to have any electronics; when a student earns ICU, his electronics will be taken and stored in a secure room until he's off ICU and on at least level 2. ICU literally means "I see you," intensive supervision. The ICU crew has certain jobs assigned to them around the ranch, like: picking up trash, clearing land, cutting grass, clearing brush, and anything else the ranch needs done that other crews don't have time to do. You don't even get to eat with everyone else; ICU has to eat separately from the other students. Your level in the program will also be dropped.

Now, what charge you get determines whether or not you go to ICU and/or how many days on restriction you get. There are four kinds of charges:

**AA charge= instant ICU & 6 points, Level drop**

**A charge= 3 days restriction & 3 points**

**B charge= 2 days restriction & 2 points**

So where did the points come from? Well, if you get six points in one week, you go to ICU. So if you get three B charges, you have to do ICU for a week. So, the more write ups you get, the closer you come to ICU.

Now, I'm sure you'd like to see this terrible "Write Up," huh? Study it carefully, because you'll be expected to know what you can and can't do. This will help you stay out of trouble. Ask a staff to go over any charges you don't understand, so you can be sure to stay away from trouble. As you can see, we've got almost everything covered, but we can add charges as new violations are devised by students. Look over this list carefully and ask questions about the charges you don't understand because, "I didn't know that was a charge," isn't an excuse you can use to get out of a write up.

The most commonly used write up is a B-1 (failure to follow instructions). This is one you may be hearing a lot if you plan to goof around on the job site. You may even get "Pages." If the write up is not really a big deal and you had a good attitude about it, the staff who wrote you up may just give you an essay assignment and a due date, or early bed, or a conference w/ your counselor.

## Broken Shackle Ranch Discipline Form

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Name: \_\_\_\_\_

**Reason(s) for Disciplinary Action:**

- |                                    |  |  |
|------------------------------------|--|--|
| AA1. Destruction of ranch property | AA9. Smoking, dipping, chewing         | AA17. Sexual acts of any kind                    |
| AA2. Drugs                         | AA10. Distributing drugs               | AA18. Not participating in fire drill            |
| AA3. Unauthorized use of phone     | AA11. Illegal entry to staff area      | AA19. Stealing                                   |
| AA4. Causing a fire                | AA12. Tattooing                        | AA20. Gambling                                   |
| AA5. Fighting                      | AA13. Cruelty to animals               | AA21. Possession of obscene material             |
| AA6. Possession of weapons/ammo    | AA14. Any involvement in a fight       | AA22. Extreme cursing                            |
| AA7. Buying/Selling anything       | AA15. Two students in bathroom         | AA23. Gang signs/language                        |
| AA8. Act possibly causing injury   | AA16. Cheating                         |  |
|                                    |  |  |
| A1. Disrespect to staff/adults     | A5. Leaving supervision w/o permission | A7. Horse Playing                                |
| A2. Disrespect to students         | A6. Unauthorized use of machines       | A8. Causing disruptions in school                |
| A3. Lying                          |  |  |
| A4. Going to unauthorized area     |  |  |
|                                    |  |  |
| B1. Failure to follow instructions | B7. Disrupting group activities        | B13. Refusing to participate in group activities |
| B2. Mild cursing                   | B8. Exchanging clothing                | B14. Poor work performance                       |
| B3. Negative attitude              | B9. Late to bed                        | B15. Singing or playing negative music           |
| B4. Poor sportsmanship             | B10. Late out of bed                   |  |
| B5. Addressing staff improperly    | B11. Talking during mealtime           |  |
| B6. Room failed inspection         | B12. Late for scheduled activities     |  |

Other: \_\_\_\_\_

**Staff Comments (attach incident report if more room is needed):** \_\_\_\_\_

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**Action(s) Taken Prior To Write Up:**

Verbal Warning(s) \_\_\_\_\_ Assigned Papers \_\_\_\_\_ Sent to Counselor \_\_\_\_\_ Sent to Gary/David/Glenn \_\_\_\_\_

Student's Signature: \_\_\_\_\_

### **Getting Your Head on Straight**

The one person at BSR who will know all about your past, your write ups, and everything else that has to do with YOU will be your counselor. You'll be assigned a counselor and you'll meet with him/her once every seven to ten days (about once a week on average). You'll be able to ask questions, discuss different issues, resolve problems, and talk about all your needs with your counselor.

If you need to talk to your case worker, your counselor will set up your phone call if it's approved by BSR Administration. You can use some of your counseling time to phone your worker. Your counselor may need to get permission from BSR Administration to make sure your call to your worker is appropriate in terms of timing and subject matter (you can't call your worker to "see how it's going;" you need to make that call count). Each time you speak with your worker, your counselor will help you get things resolved, adjust to the changes in your life, and help you get everything you need out of this program. You can write your case worker at any time about anything you deem necessary. You, your counselor, and your case worker will develop your "treatment plan." That is a list of goals and things you need to accomplish before leaving BSR. Your counselor will talk to you about your treatment plan throughout your stay at BSR to help you stay on task.

If you are having a hard day and want to speak with your counselor outside your usual counseling time, simply ask your supervising staff to call your counselor. Your counselor will let you know when they'll be available to talk to you.

### **What To Do When You're Mad**

Okay, it's going to happen. You're going to get very mad about another student, or a situation, or maybe even at a staff. Or maybe there's a rule you don't really agree with. What can you do about it?

You need to write a "grievance." A grievance can be against a situation, a rule, another student, a write up, or a staff. It can even be just a request, like if

you'd like to have dental floss for better oral hygiene. Grievances always have to be written with the date. If you would like to submit an **anonymous** grievance, simply write a valid grievance, but do not write your name on it; slide it under Mrs. Mae's office door or put it in one of the grievance boxes in the living areas.

Also, all grievances should be written in a calm, factual manner. In other words, don't say: "Mr. Tom is stupid. He wrote me up and it ain't right. He's always writing me up for stupid stuff. He don't need to work here." That's the wrong way to write a grievance. You should include specific details, write exactly what happened, what was wrong with the situation, and why it should be changed. For example: "I was trying to get my clothes on when Mr. Tom came in my room and said it was time for breakfast. I told him I was trying to get dressed. Mr. Tom got really mad and wrote me up for disrespect. I didn't try to disrespect Mr. Tom. I just told him I was trying to get ready for breakfast. I don't think this write up was fair."

If you need help writing your grievance, ask your counselor or another staff and they will help. Once you've written your grievance, turn it in to Mrs. Mae or your counselor. She will look over it, and check in to the situation for you. All valid grievances will be taken seriously and investigated. We are always looking for ways to make this program better for you.

### **Medical Marvels**

The medical staff at BSR will also know a lot about you and are here to help you anytime you get hurt or sick. The medical staff will schedule your necessary doctor appointments and tend to any little "boo-boos" you get while you're out on the job. They'll also take you to the hospital so they can handle any big "boo-boos" that might happen, too.

Any medications you take will go through the medical staff. They'll prepare any prescription medication you take, give you the necessary over-the-counter

medicine you need (like Asprin or Peptobismol), and they'll keep a running record of any medical problems you have.

If you are having trouble with some aches and pains, like a tooth ache or a hurt toe, you will need to fill out a "Medical Complaint Form" and turn it in to a medical staff. The medical staff will check on your "boo-boo" and care for it by giving you advice, giving you medicine, making you a doctor's appointment, etc.

### **Hard Work = Stinky Boys**

With all these guys working so hard every week day, it gets pretty ripe around here sometimes. This is why good personal hygiene and cleanliness are so important. BSR will provide you with all the necessary items for good hygiene; it's up to you to use them everyday. Here's what we'll require:

- You have to shower at the end of every day. If you are really, really dirty, or have spilled something on you at work, you can request to take a shower at lunch (under staff supervision). Students will take showers in their living areas. Everyone must shower everyday. We will provide you with soap, shampoo, a towel, and a washrag.
- You have to brush your teeth at least twice a day. It's a little hectic during lunch, but if you request it, you can brush your teeth after lunch, too. We will provide you with a toothbrush and toothpaste. Dental floss and non-alcoholic mouthwash are also available upon request.
- You have to keep your hair cut short and brush your hair everyday. This is a safety precaution for the vocational shops and it just helps you stay clean because we work hard! We will have someone on hand to cut hair a minimum of once a month, or take students to the local college to have their hair cut. We understand that hard working guys may look pretty rough, but a short hair cut can make you look good, anyway.

- You have to be clean-shaven everyday. Razors and shaving cream can be provided by the ranch. Once you are on level 4 (explained earlier in the manual), you are allowed to grow a mustache or beard, so long as it's neat. If you cannot grow facial hair or keep it neat, you will be required to shave, even if you are level 4. "If ya can't grow it, ya gotta mow it."
- You have to wear deodorant everyday. It gets hot in the Georgia sun and other people have to live with you. Be respectful of them and wear deodorant. We will provide you with deodorant.
- You have to change your clothes everyday. It may sound weird, but some of these guys would wear the same dirty clothes for a week if we let them. The laundry procedure is described below.
- You have to wear clean, neat clothes. We don't allow pants with holes in them, really stained shirts, or clothes that have been written on. Also, we don't let guys wear clothes with "inappropriate" things on them.

Do you think you can handle being that clean? You need to, because that's part of this program AND part of being an adult. If you don't keep clean in any of the ways we just talked about, you'll be written up because it's very important for you to be clean and have good hygiene.

### **Stinky, Dirty Clothes**

Here's how we handle the laundry situation: every student here will get a number assigned to him when he comes in. That number needs to be on every piece of clothing you own: socks, underwear, hats, shoes, shirts—EVERYTHING! That way, we'll be able to tell what belongs to who when it goes through the wash. Anything that is not numbered will go into a lost and found. It's always best to number your clothes, ALL of them.

At the end of everyday, before showers, you'll pick up your basket of clean clothes to take with you to the shower. You'll put your clean clothes away and you'll

have to take your basket full of dirty clothes to the laundry to be washed the next morning. You have to take your dirty clothes to the laundry EVERYDAY by 7 am.

Sometimes we find clothes lying around the campus, like on the basketball court and in front of the cafeteria. Those clothes will be picked up and washed. If they have a number in them, they'll be put in the right laundry basket that night. If they don't have a number, they'll be put in the lost and found. Any clothing not claimed in one month will be bagged up and donated to the Salvation Army.

Ultimately, your clothes are your responsibility. If you don't keep up with them, number them, and keep them clean, it's your bad if they get lost. We'll do everything we can to help you keep up with your stuff. We know that stuff happens and your things could get missing. But it's your responsibility to tell the laundry staff, your responsibility to look through the lost and found, and your responsibility to make sure your stuff is clearly marked.

### **Your Clothes & You**

When wearing your own clothes, you need to make sure what you wear fits you well and is appropriate. That means that your pants stay around your waist and aren't falling down around your butt. No one here wants to see your underwear. Make sure your pants are pulled up at all times. If you need a belt, we'll get you a belt. Also, you will not be able to go around shirtless; you need to keep your shirt on at all times. There are ladies who work here and you should be respectful of them by being fully dressed at all times. Sleeveless shirts are not allowed in the cafeteria due to hygiene concerns, so be sure to have a sleeved shirt for meal times.

Another issue that tends to come up is jewelry. Jewelry on a job site is considered a safety hazard, so we do not allow any jewelry (necklaces, rings, bracelets, etc.) during the work day. The "work day" is Monday-Friday between the hours of 7am to 5 pm. You may wear APPROPRIATE jewelry in the evenings and on



the weekends. "Appropriate" jewelry is defined as simple necklaces, simple rings, simple bracelets, nothing overly gaudy or bulky. If you have an earring, you may wear it TO BED only, in order to keep the hole in your ear from closing up. If you wear your earring outside of bed, it will be confiscated as contraband. Any other jewelry, such as nose rings, tongue rings, eyebrow piercings, etc. are not appropriate and not permitted. Consistent disregard for the jewelry policy will result in ALL jewelry being taken up. Keep it simple, keep it appropriate, and keep it out of the work site.

### **Buying New Clothes**

Hey, you're still growing, right? You like to have some new threads and kicks, right? Okay, here's how we handle this at BSR:

Some guys come from counties that give them a DFCS Clothing Allowance. This is an annual allowance from their county for them to buy new clothes. Now, this ain't coming as a check that you get to cash and spread around at the mall. How this works is you give a list of clothes you need to Mrs. Mae. She'll check to see how much money you can spend and decide how much you can spend at a time so you don't blow all your allowance on one pair of jeans. She'll either order your clothes or go out to Wal-Mart and get what you need, then you'll sign the receipt saying you got the stuff she bought. BSR will then send that receipt to your case worker and your county will reimburse BSR for your clothes. See how that works? So you don't actually get "money," you get to spend a certain amount on SENSIBLE clothes that you NEED. It is our policy to spend your money sparingly and wisely. That means that you're probably not going to get those \$124 Nikes, but we will search the catalogs for you to get you a great pair at a good price.

Now, what if you don't have a DFCS Clothing Allowance? Some counties don't offer that to their guys, but there are ways we can help you get clothes, even without a DFCS Clothing Allowance. If you need clothes, you should make a list of

everything you need, sign it, and give it to your counselor. Your counselor will send your list to your worker who will ask for approval to buy the clothes for you. That's kind of a long process, so we have come up with another way to help you out...

### **Allowances, the Snack Shack, and You**

We have a big campus, so there are a lot of little things that need to be done everyday. We offer these chores to you guys and will pay you a weekly allowance to do them! You can sign up for several chores and BSR will pay you for the number of chores and how often they have to be done. Check with Mr. Daniel to sign up for a chore.

Now, you don't get paid in cash, because cash gets missing around here really quick. So how do you keep up with your money? The Snack Shack! The Snack Shack is the little building beside the cafeteria. That's like our campus store; we sell candy, drinks, chips, phone cards, stamps, and all kinds of stuff! You will have an account in the computer there and will be able to buy stuff with your account.

How does that tie into clothes? Well, just like with a DFCS Clothing Allowance, your Snack Shack account can be used to buy clothes, shoes, video games...just about anything you want that's allowed at BSR! Just fill out an order form, located in front of Mrs. Mae's office, and slide it under her door. She orders for students once a week and deducts the price of each student's order from their Snack Shack account! It's just like having a checking account, but you don't have to write the check! Everything is recorded in the computer under your account, so everything's documented and your money is safe. How cool is that?!

### **What You Can't Have**

So you've got some cheese and a way to spend it. In a Christian program, you know there will be some things you can't do and things you can't have, right? Sure.

We'll go over some of them here for the record. Some of the things you can't have include, but are not limited to:

- Motorized toothbrushes, hair clippers, or electric razors
- Mouth wash with alcohol
- Pornography (duh!)
- Negative books, magazines, games, music CDs/tapes, or movies
- Radios or stereo systems with speakers
- Cologne (because of the alcohol content)
- Clothing with negative messages
- Any kind of tools
- Any kind of sharp object (scissors, knife, razors, etc)
- Any kind of weapon (duh, again!)
- No PSP, PlayStation 3, or any other game system that connects to the internet
- No MP3 players (until level 4), no IPODs
- No burned/copied CDs or DVDs
- Cash (all money is recorded in the Snack Shack)

That's most of it, but there are other things that we just don't let guys have here. We promise there's a reason for all these things being on the "no-no list."

Now, you can have lots and lots of cool stuff here. We just don't want anything negatively affecting you or any other student here. You can have positive video games, CDs, movies, televisions, radios (with headphones, not speakers), books, magazines, and all kinds of other cool stuff! It just can't be negative or inappropriate for our program and your growth. ALL books, movies, CDs, games, or anything else you bring in will need to be checked and okay-ed by a staff. Be sure to remember which staff said your stuff is okay so that if someone else asks you who authorized your stuff, you can tell them.

The following is our contraband policy; this is what will happen if you have stuff that we don't allow:

### **BSR Search & Seizure Policy**

Broken Shackle Ranch, Inc. administration and leadership is hereby instituting a search and seizure policy in regard to any and all contraband found on BSR property. BSR has the right to search any and all possessions, property, and persons on BSR property, to seize any items deemed contraband by the BSR administration and/or leadership, and to promptly dispose of any and all contraband found without any retribution on the part of BSR. All seized property will be taken, tagged, and turned in to BSR administration/leadership in order to determine whether or not to destroy it.

Contraband includes, but is not limited to the following items:

- Any items that are gang related or have gang related symbols or language
- Any media (music, books, magazines, personal writings, movies, etc) containing vulgar, negative, or otherwise inappropriate messages or themes
- Any drug paraphernalia or any items referencing drugs or drug use
- Any pornographic media, or any media containing suggestive material
- Any unapproved movies, CDs, etc.; burned/copied CDs/DVDs
- Any unapproved electronics, such as cell phones, music players, game consoles, etc.
- Any clothing with inappropriate messages

Under this policy, contraband will no longer be stored, kept, or protected in any other manner, regardless of the value of the contraband. Any and all contraband found at BSR will be disposed of at the discretion of the BSR administration and/or leadership. The owner of the contraband will have no right whatsoever to the item(s), in that the owner was aware item(s) were not permitted on the property. All possessions and property of students are required to be approved by an authorized member of the BSR administration/leadership. Any item not so approved will be considered contraband and will be disposed of. Any and all possessions and property of students must be approved of by the authorized BSR administration/leadership BEFORE the student's parent or caseworker has left the property.

By signing this document, I attest that I fully understand the aforementioned policy and completely agree to adhere to the policy as written.

### **Communication with the Outside World**

So there are lots of things you can bring in, but what about staying in contact with what's out there in the "real world?" There are three basic ways to

stay in touch with your family and friends out there: mail, phone calls, and visitation.

Mail is the most unregulated form of communication at BSR. You can write anyone you want, as long as your worker doesn't mind you having contact with any particular people. Your parents, your friends, your girlfriend, whom ever you choose to write. But you know there's got to be a catch, right? Right. All outgoing and incoming letters will be scanned by your assigned counselor for inappropriate content. That's right, your counselor will see everything that you send out and everything that comes in for you, so don't be writing about what you did with who under the bridge before you got here, okay? Don't write about drugs or sex, don't use curse words, don't write ANYTHING that you wouldn't want your grandma to read, because we don't want to read it, either. Any negative or inappropriate mail will be destroyed.

Phone calls are another way of keeping up with your folks, but calls have to be restricted. You are allowed to call your immediate family only; no friends, no girlfriends, no "cousins." (If you were raised by your aunt or uncle, we'll take that into consideration.) Parents, siblings, and grandparents are the only people you can call until you are on level 4. Once you earn your level 4, you are allowed to call ONE pre-approved friend. Everyone you call, even your parents, have to be on your phone call list that is approved by your worker. If they're not on that list, you can't talk to them. You can make calls and receive calls during your free time, but **NOT** during work hours, school hours, or after your scheduled bedtime. Because there are so many guys here who want to call home, we have to limit all calls to between five and ten minutes per night, depending on how many guys are waiting to use the phone. Students may speak with the people listed on their call list only, at the number listed on the phone list only—NO EXCEPTIONS. All calls will be documented by a staff in the phone call log, fully documented with the caller's name

and phone number, and the staff's initials. The number of calls students are allowed to make depends on their level in the program:

**All Students-** One incoming phone call per household per night

**Level 1** - 1 Outgoing call every 10 days—5 to 10 minute time limit

**Level 2** - 1 Outgoing call every seven days—5 to 10 minute time limit

**Level 3** - 1 Outgoing call every five days—5 to 10 minute time limit

**Level 4** - 1 Outgoing phone calls every three days; friend and/or girlfriend added to phone list as approved by their worker and documented on their approval sheet.—15 minute time limit if no one is waiting to use the phone.

**Broken Shackle Ranch reserves the right to limit, closely monitor, and/or stop any communication with family members who are disrupting a student's progress in the BSR program. BSR Administration will make this determination on a case-by-case basis in conjunction with the student's case worker/probation officer.**

Visitation is every Saturday & Sunday from 12pm to 4pm. Your visitors must call your counselor at least 48-hours in advance to schedule a visit. So, if they want to visit on Saturday, they need to call your counselor by Thursday; if they want to visit on Sunday, they need to call your counselor by Friday. Again, there are restrictions on who is allowed to come see you. It works the same way as the phone calls: only immediate family, no friends or girlfriends allowed. If special consideration needs to be made, please talk to your counselor and we'll work something out.

Everyone who comes to see you has to be on your worker's approved visitation sheet. They need to sign in the visitor's log when they arrive and let the supervising staff know they are here. Your privileges during visitation are based on your level. Here's how it breaks down:

Level 1 & 2- You have to stay in the cafeteria area with your visitors. You cannot take them to your living area or walk around campus. You CANNOT go to their vehicle. You must stay inside or in front of the café.

Level 3 & 4- If your visitors have been to BSR before, you can ask the your PO/Case Manager for an off-campus pass. If your PO/Case Manager approves it, you can go out to eat, shopping, or whatever as long as you are back on campus by 4pm.

Your visitors are allowed to bring you things, but everything they bring in has to be given to the supervisor so they can check through it and make sure everything's approved. All visitors are expected to follow BSR's rules and policies, like no smoking on the campus, no cursing, no negative music, etc. We want you to have a good visit with your family and for everyone to have a great time.

### **Other Questions...**

Okay, that just about covers it. I'm sure you will probably come up with some questions later on. Anytime you have questions, just ask a staff or your counselor. If they don't know the answer right off, they'll find out for you. We want to do everything we can to help you while you're here with us. Please give us the chance to do that by letting us know what you need.

That's it for the orientation. Now it's time to grow up and learn to be a man...



**Georgia Department of Juvenile Justice  
Intelligence Unit**

**Prison Rape Elimination Act (PREA)**

**Zero Tolerance!  
Report Sexual Abuse**

**You have the right to be free from sexual abuse. You have the right to be free from sexual advances.**

- ✓ **Say **NO** to anyone who tries to pressure you to participate or consent to engage in any type of sexual activity.**
- ✓ **Immediately report the sexual abuse, attempted sexual abuse, or sexual harassment to staff, contract worker, volunteer or any adult you trust.**

**All sexual behavior is **PROHIBITED** while you are under the jurisdiction/custody of the Department of Juvenile Justice (DJJ).**

**Within 72 hours, a *Youth Safety Guide for Secure Facilities* will be provided to you and staff will conduct the Youth Informational session.**

**If you have been a victim of or witness sexual abuse or you have knowledge of any incident of sexual abuse, you may report these incidents or seek relief against retaliation by:**

- ✓ **Completing a Help Request Form**
- ✓ **Using the grievance process**
- ✓ **Dropping a note in the Director's box**
- ✓ **Telling a counselor, Youth Probation or Parole Officer, Medical Staff or Mental Health Staff, Director or Assistant Director, Parents or Guardians, Chaplain or Minister or any adult that you trust**

*Georgia Department of Juvenile Justice mandates a **ZERO Tolerance** toward all sexual abuse and harassment.*

*Youth Intake Flyer*