

BUCKS COUNTY YOUTH CENTER

Resident Rights/Notification of Rights & Grievance Procedures

Resident Rights: As a resident of the Bucks County Youth Center you are entitled to the following rights:

- You may not be discriminated against because of your race, color, religious creed, disability, handicap, ancestry, sexual orientation, national origin, age or sex.
- You may not be abused, mistreated, threatened, harassed or subjected to corporal punishment.
- You have the right to be treated with fairness, dignity and respect.
- You have the right to be informed of the rules of this facility.
- You have the right to communicate with others by telephone subject to the policy of this facility.
- You have the right to visit with your family at least once every two weeks.
- You have the right to send and receive mail.
- You have the right not to have your mail opened or read by staff members.
- You have the right to communicate and visit privately with your attorney or clergy.
- You have the right to be protected from unreasonable search and seizure. Our facility may conduct search and seizure procedures subject to our policies.
- You have the right to practice the religion or faith of your choice, or not to practice any religion or faith.
- You have the right to appropriate medical, behavioral health and dental treatment.
- You have the right to rehabilitation and treatment.
- You have the right to be free from excessive medication.
- You may not be subject to unusual or extreme methods of discipline that causes psychological or physical harm to you.
- You have the right to clean, seasonal clothing that is appropriate for your age and gender.
- You may not be deprived of specific or civil rights.
- Your rights may not be used as a reward or sanction.
- Your visits with your family may not be used as a reward or sanction.

Civil Rights Compliance Complaints of discrimination may be filed with any of the following:

Bucks County Youth Facilities
1750 Easton Rd.
Doylestown, PA 18901

Dept. of Public Welfare
Bureau of Equal Opportunity
Room 521 Health & Welfare Building
PO Box 2675
Harrisburg, PA 19105-2675

Dept. of Public Welfare
Bureau of Equal Opportunity
Southeast Field Office – Rm. 1105B
1400 Spring Garden Street
Philadelphia, PA 19130

PA Human Relations Commission
711 State Office Building
1400 Spring Garden Street
Philadelphia, PA 19130

U.S. Dept. of Health & Human Services
Office for Civil Rights – Suite 372
Public Ledger Building
150 S. Independence Mall West
Philadelphia, PA 19106-9111

Notification of Rights & Grievance Procedure: Resident or Parental/Legal Guardian Procedures:

All residents or parents/legal guardians have the right to voice grievances without discrimination or reprisal. The resident or parent/legal guardian may present to the primary supervisor, verbally or in writing, the nature of the grievance. The supervisor will respond with a decision regarding disposition of the grievance within three (3) working days. If dissatisfied the resident or parent/legal guardian may bring his/her written grievance to the Deputy Director of Program within three (3) working days of the receipt of the first response. The Deputy Director of Program will respond within five (5) working days of receipt of the grievance with a decision regarding the disposition of the grievance.

Availability of Grievance Forms:

Residents: Forms are available in each dorm and the mall area in the upper left corner of the magazine rack. Completed forms are to be given to a Supervisor.

Parents/Legal Guardians: Forms are available through a supervisor. Completed forms may be placed in the lobby administration mailbox.

Acknowledgement

A staff member has explained my rights and the grievance procedure to me. I have received a copy of these procedures.

Resident's Name (print)

Resident's Signature

Date

Staff Signature

Date

Parent/Guardian Signature

Re: PA Code, Title 55, DPW Chapter 3800.32 a-o, 3800.33 a-c
#10 **File Copy – Yellow**

Re: PA Code, Title 55, DPW Chapter 3800.31a-33c
Resident's Copy – White