

What is Hillbrook?

Hillbrook Detention Center is a secure setting for children between the ages of 10 and 16 years of age.

Your child is at Hillbrook for one or more of these reasons:

S/he has been accused of committing a serious offense and present a risk to the safety of others;

S/he is likely to run away before the next court date;

S/he had a bench warrant, but because court is closed s/he must be detained until court resumes on the next business day.

What will happen to my child?

- Your child has been transported to Hillbrook by a police agency.
- S/he will be searched by trained staff and all personal property will be documented and stored until you can pick it up or until your child is released. Property will be kept for up to 90 days after your child is released.
- Your child will receive a medical examination by a nurse within 24 hours and by a medical doctor within 72 hours of admission.
- Your child will be assigned to a social worker who will do a comprehensive history, needs and strengths assessment and orient your child to Hillbrook.
- Your child will call you.
- S/he will go to school each day and participate in structured group activities during the evenings and on weekends.

What should I do next?

Wait for a social worker to call you.

When a social worker contacts you, you will have the opportunity to ask any questions. Please answer the questions s/he asks to the best of your knowledge.

The social worker will be your main contact at while your child is at Hillbrook. S/he will schedule visits and phone calls and work with you to develop a plan to help your child. Hillbrook social workers are interested in the safety and welfare of your child both in the facility and beyond.

How can I be helpful?

- Be **honest**. We can help, but we need as much information as you can give us.
- Be **available**—give the social worker reliable contact information and phone numbers. Let them know if something changes.
- **Visit** your child as often as possible.
- **Answer** the phone. Phone calls are the way your child stays connected. If you need to reschedule, please call as soon as you know. This will minimize disappointment and help your child's schedule stay consistent.
- Do not **share** information about negative events in the community. There is nothing your child can do with negative information.
- **Complete** the authorization to obtain/release information form. This will give Hillbrook the ability to speak with service providers involved with your child, which will help strengthen support.
- **Communicate** with your child's school. Get them to send school work to Hillbrook or offer to bring it to your child.
- Make a list of the things that help your child feel secure or comforted. Also make a list of the things that make your child act out. Share this information with the social worker.

Legal Information

Attorney for the Child: This is the lawyer assigned to represent your child and advocate for his/her best interest.

County Attorney: This lawyer represents the public or government in family court.

District Attorney: This is the lawyer that represents the public or government in criminal court when a child is charged as an adult (juvenile offender).

Do I need an attorney? This is a decision you must make. If you feel that your position is not going to be represented in court by either the attorney for the child or the county/district attorney, you may want to consider hiring your own attorney.

Contact Information

County Attorney (Onondaga) 435-2170
District Attorney (Onondaga) 435-2470
Family Court Schedule (Onondaga) 671-2000

Health & Mental Services

All residents receive a physical examination and tuberculosis test upon admission to make sure any physical needs, injuries, illnesses or issues are addressed.

Residents also have the opportunity to receive a free Sexually Transmitted Disease test, but it is not a requirement. Hillbrook does not perform drug testing.

Nurses are available from 7:30 AM until 9 PM each day, and medical doctors see residents as needed. Hillbrook has a psychiatrist on staff for any emotional or mental health needs.

CONSENT TO RELEASE INFORMATION

(Please keep original on file)

I authorize the release of information from any agency or institution that has information relevant to my child's education, medical, mental health, psychiatric, or case management history to Hillbrook Detention Center at 4949 Velasko Road in Syracuse, NY 13215.

This information is to be exchanged solely for the purposes of case coordination, treatment and assessment. This consent expires 90 days after my child is released from Hillbrook Detention Center.

I understand that I may revoke this authorization at any time. My revocation must be in writing. I am aware that my revocation will not be effective if the persons I have authorized to use and/or disclose protected health information have already taken action because of my earlier authorization.

I understand my rights as a parent/guardian as described on the back of this form.

Name of Child: _____

Date of Birth: _____

Parent/Guardian name (printed)

Parent/Guardian Signature

Date

Witness name (printed)

Signature of Witness

Date

Information Exchange

Consent Form– Parent/Guardian Rights

- I understand that the staff at Hillbrook Juvenile Detention Center may not condition treatment on my signing this authorization.
- I understand that the information disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and may no longer be protected by federal or state privacy laws.
- I understand that I may revoke this authorization in writing. If I did, it would not affect any actions already taken by the staff at Hillbrook Juvenile Detention Facility based upon this authorization.
- I understand that I have the right to receive a copy of this authorization after I have signed it.
- I understand that I have the right to refuse to sign this authorization.



**HILLBROOK
DETENTION CENTER**
Onondaga County
Department of Probation

Visitation, Mail and Phone Calls

Visitation

Only parents, guardians and official visitors (e.g. police, probation, lawyers) are allowed to visit. Special visits must be approved by a social worker or administrator.

Parent/Guardian must:

- Call ahead to schedule a visit
- Possess valid identification
- Be able to prove your relationship to the child

Visits are scheduled:

- Wednesdays— 3:00pm-5:30pm
- Saturday and Sunday— 8:30am-4:30pm

Please review the visitation rules on the next page

Mail

Hillbrook provides all writing supplies and postage. All residents are encouraged to write letters. Residents are not allowed to correspond with former residents or staff upon discharge.

Incoming mail will be opened prior to distribution to remove any items not permitted in the facility.

Phone calls

A social worker will call you to schedule regular phone calls with your child. Phone calls are monitored by staff. Residents are not allowed to speak with anyone other than parents and official contacts by phone unless authorized by a social worker or Hillbrook administrator.

Visitation Rules

- Visits are monitored by staff.
- Parents or guardians who are unable to visit during regular visiting hours will be accommodated by schedule through the Social Work Department.
- All visitors must provide current, official identification that includes a photo and date of birth.
- Visitors who appear under the influence of drugs or alcohol will not be admitted to the facility.
- Visitors will secure all belongings in a locker provided in the main lobby.
- Visitors shall be required to successfully pass through a metal detector.
- All visitors are subject to search.
- Visitors are expected to dress appropriately. Visitors who fail to do so will not be admitted to the facility.
- Visitors may not bring food and/or beverages into the facility.
- Visitors may not give **anything** directly to residents.
- Visitors are not permitted access beyond the designated visiting area.
- Visitors are expected to conduct themselves appropriately. Failure to do so will result in termination of the visit.
- If there is a threat that compromises the security of the facility, visits will be terminated.



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Parent Guide

County of Onondaga
Department of Probation