

# LARAMIE COUNTY SHERIFF'S DEPARTMENT

13794 Prairie Center Circle  
Cheyenne, WY 82009  
(307) 775-7301



INFORMATION PAMPHLET

The Juvenile Services Center (JSC) was opened in July 2012. The JSC houses juveniles for the Cheyenne Police Department, Laramie County Sheriff's Department, the Department of Family Services (DFS) and other Wyoming Law Enforcement Agencies.

The juveniles housed in the facility may be waiting to be seen in City, Circuit or District Court on a variety of charges. Juveniles may also be housed awaiting transportation to another facility.

**All visitors are asked to immediately notify the JSC staff if they know a juvenile may or has any medical or mental health concern. If the juvenile makes any comments about self-harm, has thoughts of self-harm or thoughts of possibly hurting others please notify the JSC immediately.**

## Contact and Visits with the Juveniles

Immediate family members (parents/legal guardian, siblings) must be on a juvenile's approved visitor's list in order to have verbal or written communication with the juvenile.

Once the juvenile has an assigned DFS caseworker all approvals must be authorized by the caseworker.

Juveniles are permitted one 15 minute non-contact visit per day.

Each visitor must provide a valid picture ID in order to visit.

Juveniles are provided stamps, envelopes and paper at no expense so they may write individuals on his/her contact list.

Juveniles are allowed to make one 20 minute phone call per day to an approved individual on his/her contact list.

## Visitation Days and Times

**\*\*Last visit will begin no later than 3:45 PM daily due to meal schedules**

- Monday - Friday 1:30 PM to 4:00 PM
- Saturday 1:00 PM to 4:00 PM
- Sunday – No visitation
- Holidays – No visitation

## Professional Visitors

Professional visitors, i.e. attorneys, counselors, DFS, etc. may visit the juveniles they are responsible for. A valid picture ID is required in order to visit.

## Professional Visitation Days and Times

- Everyday (Monday - Sunday)
- 1:30 PM - 4:00 PM & 6:30 PM – 9:00 PM
- School hours 8:00 AM – 1:30 PM, visits during this time are on a case-by-case basis.

## Meals

The JSC has a contractor that prepares all of the juvenile's meals. The meals have been approved by a certified dietician according to Juvenile Dietary Standards. See daily schedule for meal and snack times.

## Hygiene and Cleanliness

All juveniles are required to take a shower once a day. Juveniles are provided all necessary hygiene items such as tooth paste, tooth brush, soap and deodorant. They are provided time before school, after school and before bed to perform personal hygiene.

Clothing is exchanged twice a week and linen is exchanged once a week.

Exchanging of clothing or linen at other than the designated times is on a case-by-case determination made by the housing unit deputy or team leader.

## Facility Cleanliness

Each juvenile is responsible for the cleanliness of their own room. The housing unit's common areas and classrooms are also picked up and cleaned by the juveniles.

Every Wednesday a formal inspection of the facility is completed by the JSC Lieutenant or JSC Sergeant. Each area such as the juvenile's room, bathrooms, showers and dayrooms are scored from 1 to 5. If the juvenile's housing unit averages a score of 4.0 or better the juveniles of that housing unit earn a reward of popcorn and Kool-Aid for their efforts.

## Issued Items and Laundry

Juveniles are issued all necessary clothing, shoes, linen and bedding.

Items Issued: tan over shirt and a pair of tan pants, underwear, t-shirt, a pair of socks, two pair of shoes (cros for day-to-day and shower wear, sneakers for gym use only) and gym shorts. Females are also issued a sports bra.

Linen consists of a mattress cover, top sheet, two blankets, a wash cloth and towel. Beds are to be made when not in their rooms.

## Medical & Mental Health Staff



Medical Room

**Nurses** are available to the children. If a juvenile has questions or concerns they need to just ask a deputy for a Medical Request form to request to speak with a nurse. Situations requiring immediate medical assessment are handled by the Team Leader through the medical staff.

**Mental Health** staff members are available Sunday through Friday. If a juvenile has questions or concerns they need to just ask the deputy for a Mental Health Request form to request to speak with a Mental Health Staff member. Situations requiring immediate mental health assessment are handled by the Team Leader through the mental health staff.

### **School at the JSC**



Classroom

The JSC works in conjunction with Laramie County School District #1. Classrooms are setup with materials and computers provided by the school district. One classroom has juveniles that are presently enrolled in school and are provided schoolwork from their teachers. The schoolwork they complete is graded and counts toward their individual educational requirements. Those juveniles that are not enrolled in school are still required to attend class and are provided educational material to complete. Physical Education is also part of the educational requirement. The JSC has a ¼ size gymnasium with various physical activities.



Housing Unit #1



Housing Unit #2



Multi-purpose Room

### **The juvenile's weekday is as follows:**

- **6:30 AM** - Wakeup, cleanup and make beds
- **7:00 – 7:30 AM** - Breakfast
- **7:45 AM** - Medication Rounds
- **8:00 AM** – Start of the school day
- **10:00 – 11:00 AM** - Physical Education for Classroom #2 in the gymnasium
- **11:00 AM** - Lunch
- **11:30 AM – 12:30 PM** Return to classroom for educational instruction
- **12:30 – 1:30 PM** - Physical Education for Classroom #1 in the gymnasium
- **1:30 – 4:00 PM** Open Time in housing unit during visitation hours
- **4:00 PM** - Dinner
- **5:15 – 6:30 PM** – Juveniles are in their assigned sleeping rooms
- **6:30 PM** – Evening Snack
- **7:00 PM** - Medication Rounds
- **6:30 – 9:30 PM** - Open Time in housing unit
- **9:30 PM** – Juveniles are in their assigned sleeping rooms
- **10:00 PM** - Lights out



Gym



Outdoor Recreation Area

**Please talk with the staff when here at the facility or call 307-775-7301 if you have any questions or concerns.**