

Clackamas County Community Corrections Residential Services Resident Handbook



**Correctional Facility
9000 SE McBrod Ave
Milwaukie, Oregon 97222
503.655.8262**



**Residential Center
9200 SE McBrod Ave
Milwaukie, Oregon 97222
503.722.6000**

Community Corrections Mission Statement

We promote public safety and provide offenders with opportunities to become productive members of the community.

April 2010

INTRODUCTION

CLACKAMAS COUNTY COMMUNITY CORRECTIONS consists of two entities, Residential Services (Work Release) and Field Services (Probation and Parole).

Residential Services operates two buildings, the eighty (80) bed Correctional Facility (CCCF) and the thirty four (34) bed Residential Center (CCRC). Both buildings are located in Milwaukie, Oregon, approximately ten (10) minutes from downtown Portland. Residential Services provides programs that support and guide transition for adult offenders.

CHANGE IS POSSIBLE: The prospect exists for you to learn to make different choices that may result in positive change. You are responsible for your own behavior and your decisions, so the results are up to you. Staff will offer guidance and assistance when you are unsure or having difficulty. The groups and programs available at Residential Services support these goals.

RESIDENTIAL SERVICES STAFF: Residential Service staff is responsible for maintaining a safe and secure facility, intervening on problem behavior, and supporting you in the process of learning to change. Our staff includes Corrections Counselors, Community Corrections Officers, an Employment Specialist, Food Services Staff, Office Support Staff, Maintenance Staff, Management Staff, and contracted Mental Health Specialists. Although each staff provides different services, it is the combination of our skills that ensures a safe, efficient and effective program.

UPON YOUR ARRIVAL at Residential Services you complete the first phase of intake paperwork with a Community Corrections Officer. You receive a facility tour and meet with an intake Counselor to complete the intake process. Specific questions can be addressed during this time.

The assigned Corrections Counselor will meet with you periodically during your first few days and throughout your stay at the facility. The Corrections Counselor and you work together, discussing your goals and developing a plan while you are at Residential Services. Each person comes to Residential Services with specific needs that are best addressed with an individualized plan. You're court orders and conditions of probation or parole will also determine a part of your plan.

You are encouraged to become fully aware of the program you are here to complete as well as the general facility rules. This will help avoid any misunderstandings or disciplinary action. Be sure to familiarize yourself with this handbook. After reading this handbook, please ask staff if you have any questions regarding the Residential Services programs.

SUGGESTED ITEMS TO BRING TO THE FACILITY

1. Picture Identification (I.D.) / Social Security Card / Birth Certificate
2. Bus Pass
3. Underwear (7 day supply)
4. Shoes (2-3 pairs)
5. Socks (7 day supply)
6. Pants, Skirts, Dresses (7 day supply)
7. Shirts, Blouses, T-Shirts (7 day supply)
8. Appropriate sleep ware and robe
9. Slippers and/or Shower Shoes
10. Jacket (seasonal)
11. Warm Hat and Gloves (seasonal)
12. Shower Kit: soap, shampoo, toothbrush, toothpaste, comb or brush, deodorant (non aerosol)
*no products with alcohol or marked flammable
13. CD or FM radio (only portables with headphones are approved), MP3 player (must be without the ability to display photos, take pictures, or download files other than music)
14. Books (appropriate for the facility as determined by staff)
15. Pens / Paper
16. Laundry detergent
17. Umbrella (seasonal)

* All items must fit into three (3) regular sized laundry baskets. Excessive items must be removed from the facility.

THINGS TO LEAVE AT HOME

1. Cologne
2. Food, candy or beverages
3. Cell phones, computers, DVD players
4. Any item that contains alcohol
5. Lighter refill fluid / Butane
6. Loose tobacco, cigars, or tobacco pipes
7. Items marked flammable
8. Pillows, bedding or towels
9. Any items promoting drug or alcohol use
10. Pornography or sexually suggestive clothing or materials
11. Alarm clocks

SECTION 1: GENERAL RULES

The Community Corrections Residential Services rules are designed to provide you with structure, support and accountability and to assist staff in supervising groups of people in a residential setting. The program and resulting staff decisions are also driven by contractual agreements and best practices.

It would be impossible to list a rule for every situation, but the basic rules on which the facilities operate are included in this handbook and/or posted at the facilities. It is your responsibility to know and abide by these rules. When you sign the "Condition for Facility Residents" you are agreeing to cooperate, act responsibly and respectfully, and agree to be held accountable while in the program.

Show respect to staff, clients, and visitors and for yourself. Residential Services facilities are hate free zones. We recognize and honor the differences in people and in any of the countless features that make us unique. While a client of Residential Services we remind you of one simple rule, treat others as you wish to be treated. Swearing, abusive or aggressive language or actions will not be tolerated by you or your visitors.

BASKETBALL COURTS: The basketball courts are only for client use. You may not play 1 on 1 or contact play. A maximum of three (3) clients may be on the court at one time unless directly supervised by facility staff.

BUILDING: Residential Services is your temporary home. Avoid causing damage to the buildings, their contents or the property. You will be financially responsible for any damage you cause.

COMMUNITY NEIGHBORS, PASSING VEHICLES, PEDESTRIANS AND THE PUBLIC: Show respect to the facility neighbors, passing vehicles and pedestrians by going about your own business and avoiding verbal or non-verbal contact. We take this responsibility very seriously. Inappropriate behavior toward any community member or business will result in severe disciplinary action up to and including possible termination from the program.

You are expected to conduct yourself appropriately inside and outside of the facilities. Any contact with our facility neighbors is strictly prohibited, such as the Oregon Liquor Control Commission (OLCC). This includes either verbal or non-verbal communication, i.e. comments, yelling, hand gestures etc.

CONTRABAND: A client possessing or supplying contraband at a Residential Services facility will be subject to the Residential Services Administrative Disciplinary Process.

Any visitor possessing or supplying contraband at a Residential Services facility will be required to immediately leave the facility and may be permanently denied admission to Residential Services per the facility Supervisory staff.

Contraband at a Residential Services facility includes, but is not limited to:

- ✓ Weapons – including items which can be used as weapons (Check in knives or tools used for employment at the front office upon your return to the facility)
- ✓ Illegal Drugs or Alcoholic Beverages
- ✓ Drug Paraphernalia
- ✓ Food From Outside the Facility
- ✓ Electronic Devices – cell phones, TVs, DVD players, iPods,, any device with video, photo or camera capabilities, computers, memory sticks or any storage devices, etc.
- ✓ Pornography
- ✓ Flammable Items
- ✓ Undeclared Money or Checks
- ✓ Unauthorized, Undeclared, or Unsecured Medications

EMERGENCY EVACUATIONS/DRILLS: The facility holds periodic emergency evacuation drills on all shifts to insure that you can safely exit during a true emergency. In the event of an emergency, an alarm will sound. Exit the building immediately using the nearest exit. Immediately go to the evacuation point in the parking lot which is located between the two Residential Services buildings. Follow staff directions. There is no smoking during evacuation drills.

It is mandatory for you to participate in all evacuation drills while at either facility.

If you are not dressed when an alarm sounds you can grab a towel or blanket and move quickly out the emergency exit. If you are with visitors, make sure they exit with you and go to the evacuation point in the parking lot.

GRATUITIES: Residential Services staff may not accept gifts of any kind, no matter how slight.

GROUNDS: The designated backyard patio area on the creek side of the facilities can be accessed by clients during daylight hours until dusk. Smoking areas are clearly marked. An outside area is designated for smoking after dark or during inclement weather.

JOHNSON CREEK: The creek and its banks are off limit areas. Do not throw any objects into the creek. Do not feed, touch or bother the wildlife that inhabits the area. Please advise your visitors of these restrictions. Any client failing to comply with these restrictions will be subject to disciplinary action.

PARKING LOT: The parking lot is available for visitors and staff to park their vehicles. You may not sit in cars or visit in the parking lot.

PETS: No pets are allowed in either facility or on the grounds.

PHYSICAL CONTACT BETWEEN CLIENTS / VISITORS / STAFF: Physical contact of a sexual nature between clients whether on or off Residential Services grounds is a program violation and could result in removal from the program. Physical contact of a non-sexual nature between clients should be limited to a brief handshake. Horseplay or practical joking is not allowed.

Physical contact with a visitor is prohibited at the facility except for a handshake, brief hug or kiss as appropriate upon the visitor's arrival and departure from the facility.

Physical contact with between staff and clients should be limited to a brief handshake as appropriate. Sexual contact between a client and staff is prohibited and is illegal.

PROBATION REPORTS: If you are on probation you must file a monthly probation report (MPR) by the 5th of each month. These forms are available at both facilities. After completing your MPR, facility staff will send it to your Probation Officer.

PROPERTY: Do not loan your property to other clients. You run the risk of losing your property if you choose to lend it to another client. Staff is not responsible to determine ownership of client property.

SUBSTANCE ABUSE TESTING: Residential Services conducts random alcohol and drug testing for clients.

Alcohol breath tests require a fifteen (15) minute observation period free of ingesting food, water, cigarettes etc. You are prohibited from taking any substance that contains alcohol unless it is prescribed by a medical provider and staff is made aware that you are prescribed the medication. Refusing to provide an alcohol breath test is considered a positive result.

All clients participate in a random drug surveillance program. The specimen must be submitted within two (2) hours of notification. Urine samples must be obtained under the observation of a same sex Residential Services staff. Refusing to provide a urine specimen is considered a positive urine result. Any medications being used must be reported prior to the submission of a urine sample.

SMOKING: No loose tobacco (roll your own), cigars, pipes, or herbal cigarettes. Smoking, striking a match or lighter is never allowed inside either facility. Smoking is only allowed in the clearly marked areas on facility grounds.

SMOKELESS TOBACCO: The use of smokeless tobacco is allowed in the smoking areas on facility grounds. You must use a paper towel or disposable cup to contain your used smokeless tobacco and saliva. Spitting is prohibited.

The use of smokeless tobacco is not allowed inside the facilities.

TELEPHONES: Multiple telephones are available in each facility for your use. These telephones are for local or collect calls only. Long distance phone calls can be made using a calling card. Long distance calls to your attorney or other legal calls can be made from a private staff telephone as arranged through your Corrections Counselor. Both facilities have a specific telephone dedicated to the job search program Monday – Friday morning until 5:30pm. Client telephones are not for visitors.

A separate TTY line is available upon request for clients requiring this assistance.

TELEPHONE RULES:

- ✓ Telephone calls are limited to 10 minutes.

- ✓ Answer the client telephones in a polite and courteous manner.
- ✓ Take a message for other clients who are unavailable to take their call.
- ✓ Write the message down and post it in the designated area.
- ✓ Do not give out information on clients to callers.

Unless it is an emergency, you may not receive telephone calls after bedtimes.

Office telephones are for staff use. You may make arrangements with staff to have a private telephone call for the purpose of speaking with an attorney, a medical provider, your Probation or Parole Officer, or your employer.

In an emergency, your family can contact the front office telephone number to reach staff.

CCCF – 503.655.8262 or CCRC – 503.722.6000
Press “0”

TRANSPORTATION WITH SPONSORS: If a visitor requests to provide private transport for you while in the community, they must complete a sponsor application, provide proof of license and insurance in advance and you must demonstrate a compelling reason for requesting private transportation i.e. the location is not within walking distance of a bus route. The auto insurance verification and proof of a driver’s license must occur in advance of your transportation request, so plan accordingly. It is suggested you plan at least 48 hours in advance for this process.

VISITING AREAS: You may see your visitors in the dining room area, common area, or in the designated backyard area. Visitors may not enter any dorm, dorm hallway or dorm restroom.

* You may play pool with your visitors if they are 16 or older.

VISITOR INFORMATION: Visitors must be 18 years of age or older. You are limited to a total of six (6) visitors on your approved visiting list. Visiting hours are posted in the lobby area. Visiting hours vary depending on your employment and program status.

All visitors must present an official state issued photo ID card (current valid driver’s license, official state issued ID card, or official military identification with a photo) for entry into the facility. Visitors must complete a “Sponsor Application Form” prior to their first visit. Visitors from outside the metro area who have been unable to submit a prior “Sponsor Application Form” shall be allowed one visit after completing the application and providing photo ID.

You are responsible for the conduct of your visitors. Any visitor who has been drinking alcohol, appears under the influence of drugs, or with the noticeable odor of drugs, will not be allowed to visit. If a visitor is disruptive they will be directed to leave.

Upon completion of a “Sponsor Application Form” staff completes a criminal history check on all adult visitors. If a warrant is found, local law enforcement are notified as appropriate.

If a potential visitor is on probation or parole supervision, their visits to the facility must be pre-approved in advance by the facility Supervisor or Corrections Counselor and by both supervising Probation / Parole Officers.

Visitors holding concealed weapons permits must disarm before entrance into Residential Services will be authorized. Possession of a weapon or firearm by a visitor is prohibited at any Residential Services building. A concealed weapons permit will not exempt anyone from this prohibition.

Staff will deny visitors who are wearing sexually suggestive clothing, gang clothing, clothes with derogatory comments or clothing deemed inappropriate for the Residential Services setting. Staff will consider clothing as being inappropriate if it exposes flesh on the chest, back, upper thigh, or midsection. This includes short shorts, skirts, and dresses; dresses or skirts with high slits; tank tops, halter or tube tops, or other clothing with low-cut necklines.

VISITING MINORS: All minors must be accompanied by their parent or legal guardian (in addition to the facility client) while visiting the facility. All minors must remain under the direct supervision of their visiting parent or guardian while at Residential Services.

SECTION II: RESIDENT RULES

ACCIDENTS / INJURIES: If you are involved in an accident or sustain an injury while living at a Residential Services facility, report this as soon as possible to facility staff. This applies whether the accident occurred on facility grounds or any other location (including your work site).

CLOTHING & CLIENT REQUIREMENTS: Residential Services are public facilities. Residential Services staff will make the final determination as to acceptable clothing. All clients must be fully dressed when outside of the dorm/restroom area. Sleeping or bathing attire is not allowed in public areas of the facilities.

It is acceptable to be undressed in the shower and restroom dressing area only. You must be dressed in the dorms. At night you must at minimum wear underwear while sleeping. You are to be covered at all times including sleep hours or when leaving the dorm for the restroom during sleep hours.

Shower shoes or slippers are only to be worn in the dorm, restroom or shower areas.

Head coverings, hats, caps and bandannas are prohibited inside the facility. Head coverings worn for religious practices or hair processing (hair caps or nets) may be authorized by staff.

Sunglasses are not to be worn inside the facility. Sleeveless shirts (tank tops, tube tops, halter tops, muscle shirts etc.) are not to be worn at the facility except as undergarments.

Clothing must cover the chest, back, upper thigh, midsection and private areas. Clothing which is dirty, torn, ragged, too tight or baggy is not appropriate attire.

No sunbathing is allowed. You are to wear shirts while on the grounds or in the common areas.

Clothing that is sexually suggestive, tight-fitting, see-through, sheer or loose-weave fabrics, short shorts, plunging necklines, dresses or skirts with high slits, will not be allowed.

No clothing that promotes alcohol, drug use, violent activity, or insignias with language, symbols, or markings that indicate affiliation with a criminal gang, or that contain derogatory comments will be allowed.

CSAP TREATMENT PROGRAMS: In addition to the work release program, Residential Services also provides alcohol and drug treatment to clients in the Corrections Substance Abuse Program (CSAP). All CSAP clients are required to avoid socializing with non-CSAP clients. This rule supports CSAP clients in maintaining focus on their **treatment program**. It is expected that all Residential Services clients and their visitors support and follow this rule.

DORM AREAS (BUNKS & LOCKERS): You are assigned a dorm and bunk. You are not allowed into another dorm and are not to move bunks or exchange mattresses. Window blinds are to be closed and windows are to be locked at all times in the dorms.

Keep your dorm, bunk and locker areas clean. Do not tape or tack items to the inside or outside of your locker. Shoes can be stored on top of your locker and jackets can be placed on the rack in your dorm. Your laundry bag may hang on your bunk. All other personal property is to be neatly stored in your locker. Maintain control of your locker key as you will be charged a \$5.00 fee to replace any lost locker keys.

Personal property left unsecured will be confiscated. A property receipt will be provided to you and you will be required to speak with a staff to retrieve your property. You may be assigned two (2) hours of extra work duty to reclaim your confiscated property. You have seven (7) days to claim secured property. Unclaimed personal property is subject to disposal by facility management staff after seven (7) days.

No food or beverages are allowed in the dorm areas (except for medical necessities). All food and beverages must be consumed in the facility dining room. Food or drink may not be brought from the community into Residential Services.

Dorms are randomly searched by staff. No pictures, posters, drawings or other images that contain nudity, sexual activity, violence, weapons, or promote racism, drug or alcohol use will be allowed in Residential Services.

Dorm doors may not be propped open and latches may not be taped or altered on the dorm doors.

Male and female clients may not enter each other's dorm areas, dorm hallways or restrooms.

Clients may not enter a staff office, the front office, kitchen, any dorm other than their assigned dorm, or storage areas without staff approval and supervision.

ESCAPE / ABSCOND / UNAUTHORIZED DEPARTURE: Any client residing at Residential Services that leaves without authorization or fails to return to Residential Services from a pass, will be in violation of the program rules. This program violation may also be a violation of supervision conditions. Violating supervision conditions could result in sanctions or in a hearing before the supervisory authority i.e. Parole/Probation Officer, Judge, Parole Board etc.

FACILITY ORIENTATIONS: You will be scheduled to attend a facility orientation, chemical orientation, kitchen orientation, and job search orientation. These are arranged with your assigned Corrections Counselor. Attendance is mandatory.

GAMBLING: Gambling for anything at anytime is prohibited. This includes betting money, details, pushups, cigarettes, or anything.

GENERAL INSPECTION (GI - Clean-up): You are required to participate in a weekly Saturday morning general clean-up. Clients will not be signed out for social passes until Saturday GI is completed.

GRIEVANCE PROCESS: The grievance process provides an avenue for each client feeling aggrieved, to have the grievance heard and dealt with formally. All grievances shall be written on "Grievance Forms" which may be obtained at the front office. All grievances shall be returned to a facility Supervisor.

Prior to filling out a grievance form, it is expected that you have attempted to resolve your concerns with the person involved and/or other facility staff prior to filing a formal grievance.

HOUSE COMMITTEE MEMBERS: A house committee member is a client who is in good standing in their program and who is familiar with the Residential Services programs. House Committee members are elected by the clients and appointed upon approval from facility staff. The purpose of a House Committee member is to assist newer facility clients in the daily client routines at Residential Services.

House Committee members do not hold authority with other clients and are not excluded from being assigned daily details.

HOUSE MEETINGS: House meetings are scheduled once each week. Attendance is mandatory unless you are attending treatment, working, or ill. These meetings provide you with general information while living at Residential Services. You may also use this meeting to clarify or resolve general facility issues.

HYGIENE: You are living in a group environment. It is important to practice good personal hygiene while at Residential Services. Sneeze or cough into your sleeve. Shower daily and wash your hands often. It is mandatory for you to wash your hands at the dining room sink prior to receiving your meals. Hand sanitizer is also provided for your

use just prior to entering the food line. Do not share beverages, food or cigarettes with others.

ILLNESS AND SICK CALL: If you are unable to work because of illness, you **MUST** notify your employer and the facility staff. When you are on sick call, you are to take proper care of yourself and remain on bed rest. You must remain in your dorm the remainder of the day except for meals and staff approved smoking times. As approved by staff, you may have fluids in your dorm to maintain hydration. Over the counter medicines are available to treat your symptoms. You may not have visitors or talk on the phone while on sick call.

KITCHEN ASSISTANCE & CLIENTS / FOOD SERVICES: Clients shall not work in the kitchen, except for limited duties prior to being seen by the facility nurse, or having a documented physical. If you are medically able to work in the kitchen, you are required to take the food handler's test prior to assisting in the kitchen. It is a requirement of the facility that all medically able clients assist as needed in the kitchen.

The food handler's test is available at the facility on Saturdays or Sundays. If a client desires to obtain a food handler's card for employment, they must re-test with the Health Department and pay a fee to the County.

Clients must wear closed toe shoes, long pants or shorts to the knee, and sleeved shirts while working in the kitchen, including kitchen clean up or dish details. Gloves, aprons and hair nets are mandatory for clients working near food while in the kitchen. Clients shall announce themselves to Food Services Staff prior to entering the kitchen.

LATE WORKERS: Late swing or night shift workers may have ten (10) hours upon returning from work to sleep before mandatory wake up. This gives you a maximum of two (2) hours upon arrival from work to eat, shower, and relax before going to bed. If you return from work after 9:00pm you must sign up for a late wake up. Otherwise you will be woken up at the 6:30am general wake up.

LEAVING AND ENTERING THE FACILITY: You are accountable to staff at all times for your whereabouts. To leave the facility you are required to present a pass which is pre-authorized by staff. You must sign out of the facility at the front office at the time indicated on your pass. You cannot leave early. It is your responsibility to inform staff of your destination, means of transportation and time of return each time you leave the facility. Allow a sufficient amount of time to complete the check-out procedure without being rushed.

Clients who are on passes or are away from the facility are expected to travel from "Point A" (facility) to "Point B" (approved destination) and back to "Point A." All locations must be pre-approved and listed on your pass.

Upon returning to the facility, you are responsible for informing staff of your return and signing back into the facility. You shall not enter the facility until the check-in process is complete.

MAIL: You may be required to open your mail in front of staff to check for contraband. This does not include legal correspondence. Mail from other correctional institutions will

be returned to the sender. (Case by case exceptions may be made on corresponding with an inmate with the approval of your Corrections Counselor, and must be documented.)

MEALS: The menu served at Residential Services has been certified by a licensed dietician and provides the daily nutritional requirements. Daily menus are posted on the designated menu boards located in both facilities. The monthly menu is also posted.

Meal times are posted at each facility. If you want to eat a meal, you are required to eat at the time the meal is served unless it conflicts with your work or ongoing sleep schedule.

If you are out of the facility during lunch you may sign up for a “sack lunch.” The sign-up sheet is posted at each facility. **You must sign up twenty four (24) hours in advance of the meal.**

If you are out of the facility for dinner, you may sign up for a “late night dinner.” This sign-up sheet is posted at each facility. **You must sign up twenty four (24) hours in advance of the meal.**

Health Codes prohibit clients from saving or storing food served at any meals.

MEALS & SPECIAL REQUESTS: Clients who request special dietary consideration for religious or medical reasons will be accommodated for the first two (2) weeks following intake. Within the two (2) week period, documentation/verification must be submitted to your Counselor for processing and identifying the requirement for a special diet.

For those clients entering Residential Services from prison, institution records documenting special dietary needs for health or religious reasons is acceptable documentation.

MONEY: All clients participate in developing a budget plan with their assigned Counselor. You are responsible to follow your budget plan and to provide your Corrections Counselor with all necessary receipts for expenditures. Work release programs are required to monitor receipt and disbursement of client finances. The priorities are as follows: restitution, facility fees, Court ordered fines, supervision fees, money necessary to maintain employment, child support, attorney fees, Court costs, personal bills and expenses, savings.

You may have a maximum of \$200.00 on your person at any time. You are responsible for securing your own money. A safe is available for overnight money deposits for safe keeping but can only be accessed Monday – Friday 9:00am – 4:00pm. A 24 hr notice to pull deposits from the safe during the weekday is required and a 72 hr notice on weekends.

POLICE CONTACT: If you have law enforcement contact while in the community, you must report that contact to facility staff immediately.

PROGRAM COSTS: Clients are charged a daily fee to offset the cost of operating the facilities. All payments are to be made at the time your pay check is received, except payment for the last week, which will be required in advance. Your Corrections Counselor will discuss your program fee amounts and assist you with developing a budget.

TOWELS AND LINENS: Linens and towels are provided by the facility. You are not allowed to bring in your own lines or towels. Towels are to be used and turned in following each use. You are prohibited by the Health Department from storing wet towels.

All bed linens and towels issued by the Facility shall be washed with the facility laundry. Linens and towels shall not be washed with your personal laundry. Your sheets and pillowcase shall be turned in to the laundry room before 8:00am on your assigned dorm laundry day. Your dorm laundry day is posted in each dorm. Your sheets and pillowcase shall be laundered one (1) time each week.

Blankets, bed spreads, and mattress pads shall be laundered one (1) time per month during the first week of the month. These items shall be placed in the laundry room before 8:00am on the assigned dorm laundry day, posted in each dorm.

TRANSPORTATION: Your primary mode of transportation while at Residential Services is public transit, bike, or walking.

VALUABLES: You are advised not to bring expensive jewelry, heirlooms or other valuables to Residential Services. Residential Services is not responsible for lost, missing, loaned or stolen items.

WAKE UP AND BED TIMES: Wake up is 6:30am with beds made by 7:00am Monday - Saturday. Earlier wake ups for employment are available by completing a written request at the office. Alarm clocks shall not be used as they disturb other clients on varied schedules.

Quiet time in the dorms and dorm hallways begins at 9pm. Lights out in the dorms is 9:30pm. General bedtime is:
Sunday through Thursday 11:00 PM
Friday and Saturday 12:00 Midnight

Scheduled wake ups are not provided on Sunday unless you make a specific request. It is your responsibility to wake up to eat at the scheduled meal times on Sundays.

If you are in the common area at 10pm or later, you are required to assist with late night clean up.

WORK DETAILS: All medically able clients are assigned to a daily work detail and one (1) weekly dish detail. The Detail List and a description of each detail, is available in the Front Office and posted on bulletin boards in the Common Area or Dining Room.

It is your responsibility to notify staff, or ask staff for re-assignment of a detail if you are unavailable due to work or treatment when your detail is due.

It is your responsibility to notify staff as soon as you complete an assigned detail. Your detail is not complete until staff is notified.

SECTION III: GROUPS & SERVICES

ALCOHOL & DRUG TREATMENT SCREENING: When meeting with your Counselor, you will discuss Court ordered or Supervision Conditions which require you to be screened for treatment. If you are required to have a screening for alcohol or drug treatment, this can be arranged at the facility. If you are concerned about your use of drugs or alcohol, you may seek assistance from your assigned Corrections Counselor.

ANGER & STRESS MANAGEMENT GROUPS: Your assigned Corrections Counselor will help determine if this is a group from which you may benefit.

COGNITIVE GROUPS: Your assigned Counselor will speak with you to determine the cognitive group that would best suit you. Cognitive groups are designed to teach you how: *your thoughts = your decisions = your actions = your results*. By learning to change how you think, you may be able to change the results you achieve such as choosing to avoid future criminal activity.

JOB SEARCH GROUPS: An Employment Specialist facilitates job search groups at Residential Services. These groups are designed to assist clients in identifying their employment goals, finding potential employers, preparing for successful interviews, and maintaining employment. Each client is responsible to put forth the effort to secure employment. Job search groups provide structure to your job searching as well as education and referral information. The Employment Specialist may work with clients individually or in smaller groups for additional support.

MEDICAL SERVICES: Medical care is your personal and financial responsibility. Staff may provide you with information on community medical clinics, some of which are at low or no cost.

Residential Services does not provide direct medical services. The facilities contract with a nurse practitioner who conducts initial mandatory medical screenings for clients once each week at the facility. It is required that clients have a medical screening within the first two (2) weeks of entry into Residential Services. Clients are responsible to pay for this service.

In the event that you are experiencing medical issues, you may request a pass to a medical provider in the community. You may access hospital care as appropriate in the event of the medical issue potentially becoming an emergency. In an immediate emergency, staff will contact emergency medical response on your behalf. We encourage you to use emergency hospital care only in the case of a medical emergency. Otherwise, you are expected to access non emergency community medical care.

You are provided with *limited* accident coverage for injuries incurred at either facility due to an accident. You are charged a one-time fee for the provision of this coverage. If you have your own medical insurance, you may obtain a waiver of the fee by providing documentation of your medical coverage. The limited accident insurance requires a \$50.00 deductible, for which you are responsible. This insurance will not cover work related injuries nor will it be used if you have your own medical insurance.

MEDICATIONS: All medications (prescribed, and non-prescribed) are to be secured in the front office. You are not allowed to maintain possession of medicines while in Residential Services with the exception of specific heart, asthma or other medications as determined by staff.

You may obtain your secured medications from staff at the front office. It is your responsibility to request and take your medications, and to follow the doctor's orders carefully.

If you have a drug or alcohol abuse history are encouraged to request non-narcotic medication from your medical provider.

Personal non-prescribed medication will only be allowed in the facility if it is in the original un-opened packaging and approved by staff. The facility has a small supply of over-the-counter medications available to you at no cost.

RECREATIONAL ACTIVITIES: If you wish to pursue athletic activities you may be eligible for passes of up to four (4) hours per week. These program activities must be approved by your Corrections Counselor. Clients in good standing within their respective programs are eligible to participate in these activities such as going to a gym etc.

SUCCESSFUL PROBATION GROUP: This group offers tools to assist you in getting your life back on track and off of supervision.

TREATMENT & EDUCATIONAL REFERRALS: Your assigned Corrections Counselor will assist you with treatment referrals to address specific issues such as anger management, sex offender treatment, or community recovery support groups.

Once you are placed into a group at the facility, it is mandatory that you attend and complete that group. *New behaviors = new results.*

SECTION IV: PROGRAM PASSES / SOCIAL PASSES / WORK CREDIT

PROGRAM PASSES: Program passes are issued for the purpose of job search, emergency leave, education, treatment, religious observance, and on a limited basis, recreational activities. You are to submit these pass requests to your Counselor by 8pm the night before the requested pass is scheduled to begin. Program passes cannot conflict with facility groups or with your employment.

Most clients are eligible to request a Program / Social Pass to attend religious services in the local area. You must submit these requests to your Corrections Counselor in advance.

SOCIAL PASSES: Social passes provide an opportunity for you to renew or develop pro-social relationships with community support groups, family or friends.

- ✓ Social pass time shall also be used to attend religious services, recovery events, or necessary shopping.
- ✓ You may go to a maximum of two locations on a social pass.
- ✓ Social pass or work credit time may not be combined into one pass or divided into multiple passes.
- ✓ Each pass time stands alone.
- ✓ Social pass or work credit time cannot be carried over from one week to the next.
- ✓ You must have your facility bill to \$100.00 or less or your social pass time is reduced by 50%. Work credit passes will not be reduced due to money owed.
- ✓ Social passes and work credit passes will not be approved for any client on the following holidays: NEW YEARS EVE, NEW YEARS DAY, SUPERBOWL SUNDAY, FOURTH OF JULY.

Social passes are not automatic; they are earned by demonstrating responsible behavior. Social passes must be approved by the Corrections Counselor and a facility Supervisor.

Social pass applications must be submitted directly to the Corrections Counselor at pre-arranged times established by the Corrections Counselor. Social pass activities must be pre-planned, specific and are restricted to the Tri-county area, unless otherwise approved.

Social passes must be taken with approved sponsors to approved locations. You are required to provide complete and verifiable details for all activities including names, addresses and phone numbers to a land line telephone only.

Social pass requests not fully completed will not be accepted.

You must carry a copy of your social pass while out in the community. You are expected to be at your authorized location while on pass. If it becomes necessary to change plans while on pass you must first contact the facility for approval.

If you are going to be late, it is your responsibility to contact the facility for instructions. This will not excuse you for being late.

Clients who are more than \$100.00 behind in maintenance fees (room & board) shall have their Social Pass reduced up to 50%. Clients who become unemployed while at the facility shall have their Social Passes reduced by 50% during the time they are unemployed. You may also lose 100% of your pass time through disciplinary action.

Only two (2) locations are allowed per pass and you must always be available at a land-line telephone.

If you are unemployed, you may not earn social pass time. You may earn work credit time unless that privilege has been removed by disciplinary action.

WORK CREDIT TIME: You may earn work credit time by volunteering to do extra details within the facility which have been approved by staff. Work credit time differs from sanction time which is imposed in a disciplinary process. Sanction time must be completed before you are eligible to earn work credit. All work credit time must be signed off by the staff that approved the work. Work credit Time may be used in one of three ways:

- ✓ If you are not eligible for social passes (i.e. unemployed) you may receive social passes by earning work credit time.
- ✓ If you are eligible for social pass time you may receive additional social pass time by earning work credit.
- ✓ If you are totally confined, you may use a maximum of one hour (1) work credit time per twenty four (24) hour period to extend your bedtime hours. Extended bedtime is granted at the discretion of the Community Corrections Officers on duty and must be authorized in advance by Community Corrections Officers on duty.

Work credit time is awarded at a ratio of two (2) hours work equaling one (1) hour work credit. This time can be used as a social pass or extension of bedtime. Exceptions to this ratio apply only to working on the floor crew, which will be awarded on a 1:1 ratio. Any additional exceptions to the work credit ratio must be preapproved by a facility Supervisor. You are responsible for making staff aware of your starting and ending time. You will be expected to take these earned hours during your next social pass. Work Credit Hours are not carried over from week to week.

If you have lost social passes due to disciplinary reasons, you may still be eligible to earn social pass time through work credit hours. Social pass time earned through work credit hours will not be restricted by financial issues or employment status. However, you may lose work credit time through the normal disciplinary hearings process.

Unemployed clients may not earn work credit during job search hours.

SECTION V: STATUS LEVEL SYSTEM

The status level system provides the opportunity for you to progressively earn increasing privileges as you demonstrate responsibility in your behavior and in your decision making choices. The status level system also assists staff in determining the conclusion of a Completion of Program sentence.



STATUS LEVEL 1: Orientation / Evaluation Period (Minimum four (4) weeks)

The orientation period is when you become familiar with the rules and program requirements. During this initial period, residents will complete the orientation program. Privileges during this period will be minimal. You can begin to establish credibility.

GOALS FOR STATUS LEVEL 1

- Participation in all assigned groups or treatment.
- Develop and complete a case plan with your assigned Counselor.
- Find and maintain verifiable employment.
- Develop a financial plan.
- Abide by conditions of parole/probation.

Adhere to facility rules and responsibilities.
Complete all orientation classes.

PRIVILEGES FOR STATUS LEVEL 1

Weeks 1-4: You may take approved program passes or earn a maximum of four (4) hours of a work credit pass per week. You may seek employment.

STATUS LEVEL 2: (Minimum four (4) weeks)

Achieving this status level earns you increased responsibility and privileges. You are expected to begin to show focus on your case plan and demonstrate an increased amount of awareness, responsibility, and credibility.

GOALS FOR STATUS LEVEL 2 – (Continuation of all goals from level 1)

Maintain verifiable employment and provide satisfactory employment reports when requested.

Demonstrate increasing responsibility.

Demonstrate knowledge and use of materials learned in groups.

Demonstrate ability to make more positive choices and address problem behaviors.

Follow budget and make payments accordingly.

PRIVILEGES FOR STATUS LEVEL 2

Weeks 1, 2: You may take approved program passes. You may take one four (4) hour social pass. You may also earn up to four (4) hours of work credit these two weeks but you may not combine them with social pass hours.

Week 3, 4: Approved program passes. You may take two four (4) hour social passes which cannot be combined with any other passes. You may earn work credit passes up to six (6) hours for each of these two weeks. Work credit passes cannot be combined with other passes.

STATUS LEVEL 3: (Minimum four (4) weeks)

Achieving this status level can earn privileges and responsibility. You are expected to continue to build on the progress which you have achieved and begin to show consistency in the positive choices you make in your daily activities and interactions with other people. You should be setting a positive example to newer clients in the program.

GOALS FOR STATUS LEVEL 3 - (Continuation of all goals from levels 1 & 2)

Demonstrate progress on your case plan.

Take on a more supportive role with newer facility clients, by assisting them with coaching on client procedures at the facility and modeling appropriate behavior to new clients.

Appropriately contributes during facility House Meetings and models positive behavior.

Develop a financial plan for your release.

PRIVILEGES FOR STATUS LEVEL 3

Weeks 1, 2: You may take approved program passes. You may take one four (4) hour social pass and one six (6) hour social pass. These passes may not be combined. You may also earn up to six (6) hours of work credit pass time.

Weeks 3, 4: You are eligible for two six (six) hour social passes which cannot be combined. Up to six (6) hours of work credit time may be earned.



STATUS LEVEL 4: (Minimum of four (4) weeks)

Status Level IV is the greatest level of responsibility and privilege. During this period of time, you are expected to demonstrate the highest level of consistency, responsibility, and credibility.

GOALS FOR STATUS LEVEL 4 - (Continuation of all goals from levels 1, 2, 3)

You continue to participate in groups that support pro-social thinking and decision making and demonstrate this knowledge in your daily interactions.

You will initiate a meeting with your assigned Counselor to discuss and complete a post-release plan which includes an appropriate residence, employment, financial plans and personal goals.

You will actively demonstrate knowledge and skills of material from your completed groups.

PRIVILEGES FOR STATUS LEVEL 4

Weeks 1, 2: Two eight (8) hour social passes. You may earn up to four (4) hours of work credit time.

Week 3, 4: Two twelve (12) hour social passes. Work credit passes are discontinued at this level however it is expected that you volunteer to assist while at the facility.

SECTION VI: TYPES OF SENTENCES / PROGRAMS

COMPLETION OF PROGRAM (COP): Also referred to as “enter and complete.” This program is designed around a minimum sixteen (16) week period of time; however, it can be extended due to disciplinary action. Specific goals are developed in your case plan which includes employment, attending groups, treatment, etc.

CORRECTIONS SUBSTANCE ABUSE PROGRAM (CSAP OR WCSAP): The WCSAP and CSAP programs consist of separate men’s and women’s alcohol and drug residential treatment program. CSAP or WCSAP is approximately one (1) year in length including

approximately 6 months residential (Phases I-III) and approximately 6 months continuing care (Phase IV).

INTENSIVE DRUG PROGRAM (IDP): IDP is an intensive outpatient substance abuse program. IDP is a three (3) phase program lasting a minimum of six (6) months. IDP may include electronic monitoring. If a stable, clean and sober residence is not available, those clients may begin their IDP program in a Residential Services facility.

JAIL SENTENCE (ELIGIBLE FOR WORK RELEASE): This sentence means you will be at Residential Services for a set amount of days determined by the courts. Your release date is calculated by the jail. All program rules apply and a case plan will also be developed based on the length of your sentence.

U.S. PRE-TRIAL SERVICES (PTS): Clients under the supervision of U.S. Pre-Trial Services who may be serving time for a supervise release violation, or awaiting trial or sentencing on federal charges.

SECTION VII: ADMINISTRATIVE DISCIPLINARY HEARINGS PROCESS

ADMINISTRATIVE DISCIPLINARY HEARINGS: Upon your arrival at Residential Services, you read, sign and receive a copy of the “Conditions for Facility Residents”. You attend a Residential Services Orientation which outlines program requirements and rules. You receive a copy of this handbook which includes a list of program violations. Violation of these conditions or facility rules may merit disciplinary action. Disciplinary action and / or termination of clients from the Residential Services facilities will follow established guidelines which meet due process requirements.

ADMINISTRATIVE HEARING (FOLLOW-UP): Your assigned Corrections Counselor may review the violations and sanctions with you to focus on how you might successfully handle similar situations in the future and to assist you with resolution skills.

The Community Corrections Manager or designee shall review all major violation sanctions following the hearing. The Manager or designee may increase or decrease sanctions and any changes made by the Manager will be submitted in writing with a copy for the client.

ADMINISTRATIVE TERMINATION: Administrative termination may be used in cases involving clients who fail to make appropriate adjustment within the program, who are unable to participate in the program, or who pose a significant disruption to the general program operations. Administrative termination is not used for clients who are involved in major program violations. These clients participate in the administrative hearing process.

DETENTION OF A CLIENT: In those instances where the security of the facility, the protection of the community, or the good of the program or client is best served by

removal to custody, the hearing may be held in the place of confinement. In those cases where appropriate, clients may be restricted to the facility pending the hearing and decision. If, following the hearing, the resident is found not in violation, the resident will be returned to original status and level.

FORMAL HEARING PROCESS (ADMINISTRATIVE HEARINGS): You may request a formal hearing process to address your Major Incident Report. Upon making your request known to the Hearings Officer, a formal hearing will be scheduled, ordinarily within 48 hours. Formal hearings are recorded.

You may request witnesses with relevant information and also ask questions of any witnesses who have presented testimony regarding this incident. The Hearings Officer may exclude witnesses upon finding their testimony would not assist in the resolution of the allegations or that their presence would be unduly hazardous to facility security.

You may present evidence or documents during a formal hearing unless the Hearings Officer finds that such evidence would be unduly hazardous to facility security or would not assist in the resolution of the allegations. The reason for exclusion is made part of the record.

The Hearings Officer may classify documents or physical evidence as confidential, upon making a finding that revealing such would constitute a threat to the security of the facility or witnesses. The reason for exclusion shall be made a part of the record.

A hearing may be postponed by the Hearings Officer for good cause and for reasonable periods of time. Good cause includes, but is not limited to, preparation of defense, illness or unavailability of the client or the report writer or other significant person, gathering additional evidence, avoiding interference with on-going police investigation or pending prosecution, or unavailability of the Hearings Officer.

The staff having written the Incident Report will present the case at the hearing and arrange for witnesses and, if necessary, for evidence. The recorded hearing will be retained for 60 days. The Hearings Officer will determine whether allegations are true or not. If an alleged violation is found to be true, the Hearings Officer will impose a course of action. The course of action will ordinarily be put in writing within 48 hours, excluding weekends and holidays. If allegations are not substantiated, the report shall be filed as "UNFOUNDED" and placed in the client's file.

Appeals for Formal Hearings should be submitted on a grievance form to the facility Manager or designee.

INCIDENT REPORTS: Alleged violations of facility rules, work release agreements, conditions of supervision, and/or program case plans may result in staff writing an incident report. Incident reports allege either a Major or Minor Violation, or a No Further Action report which serves as documentation of the behavior or incident.

INCIDENT REPORT PROCESS: An Incident Report is submitted by the staff that observes, discovers, or is made aware of the alleged violation. You are "served" with a copy of the Incident Report within 24 hours of documentation. Signing the incident report acknowledges you received a copy and does not imply you agree or admit to the

allegation. Minor Incident Reports are referred to your Counselor or a designated Corrections Officer who will meet with you to discuss the allegations within 24 hours of your signature (excluding weekends and holidays). Major Incident Reports are referred to a facility Hearings Officer who will conduct an investigation and meet with you within 72 hours of your signature (excluding weekends and holidays and pending the hearings officer's availability). If found in violation of either a Minor or Major Incident, the Corrections Counselor, Community Corrections Officer or Hearings Officer will impose appropriate sanctions and document those sanctions on the Incident Report. If no violation is found, the Incident Report shall be marked as "UNFOUNDED" and maintained in your file. Appeals for Major Violations are submitted on a grievance form to the facility Manager. Appeals for Minor Violations are submitted on a grievance form to a facility Supervisor.

MAJOR VIOLATION INCIDENT REPORTS: These are the most serious allegations and if found in violation, you could potentially be removed from the facility or set back in the program. Appeals to major violation sanctions shall be directed to the facility Manager.

MAJOR PROGRAM VIOLATIONS: Include, but are not limited to:

- ✓ Possession of Contraband as defined by the Residential Services Handbook
- ✓ Possession or use of alcohol, illegal drugs, or drug paraphernalia
- ✓ Threats toward any person or the threat of physical violence toward any person
- ✓ Unauthorized area in the community
- ✓ Commission of a new crime
- ✓ Vandalism or destruction of Residential Services property
- ✓ Unauthorized absence or returning late without informing facility staff
- ✓ Positive drug or alcohol test or obvious intoxication
- ✓ Failure to report earnings and/or pay program fees
- ✓ Unauthorized departure / abscond / escape
- ✓ Failure to seek, obtain or maintain full time employment
- ✓ Failure to exit a Residential Services Facility during an evacuation drill

MINOR VIOLATION INCIDENT REPORTS: These are less serious allegations and will be handled informally by your Corrections Counselor or Community Corrections Officer. Appeals to minor violation sanctions shall be directed to the facility Supervisor.

MINOR PROGRAM VIOLATIONS: Include, but are not limited to:

- ✓ Entering a restricted Residential Services area without permission
- ✓ Failure to correctly make your bed or within the specified time frame
- ✓ Failure to maintain personal hygiene
- ✓ Failure to adhere to rules regarding equipment usage
- ✓ Failure to keep your locker or dorm area clean
- ✓ Rude or inconsiderate behavior toward other clients or staff
- ✓ Late attendance at a group or meeting
- ✓ Failure to maintain proper attire
- ✓ Failure to complete an assigned detail
- ✓ Immature or inappropriate behavior
- ✓ Failure to abide by the facility bed times or dorm quiet times

- ✓ Misuse or abuse of the visiting rules

NO FURTHER ACTION REPORTS: A "No Further Action: incident report is used for documentation purposes. You will not receive a sanction or hearing.

SANCTIONS AVAILABLE FOR MAJOR OR MINOR VIOLATIONS: Residential Services administrative sanctions that are available for violations include: corrective counseling; written assignments to examine the problem behavior (such as thinking reports); reading assignments; loss of privileges such as social passes and/or work credit; restriction to the facility (not to include work time); delayed status level movement; loss of up to thirty (30) days in the program (does not apply to jail sentences); jail days (with the approval of the Probation or Parole Officer); extra work hours at Residential Services or Community Service (with the approval of the Probation and Parole Officer); removal or termination from the Residential Services program.

WAIVER OF A HEARING / MAJOR INCIDENT REPORTS: If you are admitting to the alleged violation, you may waive your rights to an administrative hearing process by signing the "Waiver of Formal Hearing" on the Disciplinary Hearings Report.

You may submit, in writing or verbally present your views regarding the alleged violation(s) or admit to the violation and present any mitigating circumstances.

After discussing the violations(s) with you, the Hearings Officer will impose a course of action and will submit this in writing within 48 hours, excluding weekends and holidays.



Residential Services staff may assist you with any questions you have regarding this handbook. Please ask if you are unsure.

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