

# LARIMER COUNTY COMMUNITY CORRECTIONS

## FAMILY GUIDEBOOK



Larimer County Community Corrections  
[Larimer.org/cjs/comcor](http://Larimer.org/cjs/comcor)  
2255 Midpoint Drive  
Fort Collins, CO 80525  
970-498-7527 (Men's)  
970-498-7570 (Women's)

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## **Mission Statement**

Larimer County Community Corrections is committed to community safety and client accountability. We provide a continuum of innovative services and treatment that is responsive to individual client risk, needs, and differences. We empower clients to take responsibility for their actions, and promote positive choices and internal change, resulting in reduced recidivism in our community.

## **Introduction**

Larimer County Community Corrections' program is designed to enhance community safety while helping residents become successful in their communities. The programming originates from evidence-based practices proven to help residents become more productive, independent, and successful members of our community.

At Community Corrections, we know that friends, family, and community support play a vital role in our residents' stability and success. We have designed this guidebook with friends and family in mind so that you will know what is expected of your resident while they are in our facility. Knowledge of our rules will enable you to help them be accountable and succeed in the program. If you have a question that isn't answered in this guide, please give us a call and we would be happy to assist you. For men's programs, please call 970-498-7527. For women's programs, please call 970-498-7570.

## **DROPPING OFF ITEMS**

- Except for money, visitors may drop off approved items to staff at the public entrance during the scheduled drop off times only. All items must be inspected by staff before the resident will receive them. Space is extremely limited. Residents without community access will be limited to only one standard size grocery bag of property dropped off once per week. Those residents with community access will not be allowed property drop offs for any reason without prior management approval.
- Drop off times for approved items are:

Sunday 8:00 am – 8:30 am

Tuesday 8:00 pm – 8:30 pm

Thursday 8:00 am – 8:30 am

Saturday 8:00 pm – 8:30 pm

- Staff CANNOT take money for residents for liability reasons. Visitors may only hand money directly to the resident during scheduled visits or money may be sent through the mail.
- Residents may not come down and visit with anyone dropping off items.
- Homemade food is not permitted.
- Only canned drinks can be dropped off.

## **PERMITTED ITEMS**

Each resident is assigned a personal locker that will hold approximately two weeks' worth of clothing. Residents are also issued a small mailbox to hold mail, tobacco, cell phones, extra food, and over-the-counter medications. Permitted items include:

- Non-aerosol hygiene items (shampoo, soap, toothbrush, toothpaste, razors)
- Clip-on reading lamp, alarm clock
- Surge protector (power strip)
- 3 pairs of shoes/shower shoes
- 2 books
- Personal music player and non-Bluetooth headphones (Cannot have camera or internet access)
- Iron
- Solid color towels (optional)
- Solid color blanket (100% cotton or wool only)
- Hat/pair of sunglasses
- Bike/bike lock
- Food/Beverages – up to 18 single-serving cans or aluminum pouches. Individually wrapped coffee, tea, or microwave popcorn. Single serving size coffee creamer, sugar packets, and non-liquid drink flavoring packets
- Clothing and hangers (shirts, pants, shorts, sweats, jacket, socks, undergarments)
- High-efficiency (HE) laundry detergent – no pods and no dryer sheets
- All property must fit into a single locker and adhere to General Inspection standards. Staff must be able to easily search all property at any time; therefore, excessive property will not be accepted.

## **ITEMS NOT PERMITTED**

- Any electronic device with the ability to capture photos or record videos
- Any electronic device with TV or internet capability
- Portable video games or gaming devices

- Any video/DVD rated R or greater, including homemade movies, burned DVDs
- Cards of any type, dice, dominoes, lottery tickets or any item that could be used for gambling
- Unapproved cell phones
- Unapproved credit cards, debit cards, financial transaction cards, personal checks
- Unapproved driver's license
- Electronic or vapor cigarettes and accessories, oils, loose tobacco, or rolling papers
- Adult-oriented materials
- Non-prescription eye drops
- Coffee pots, extension cords, or heating devices
- Non high efficiency laundry detergent, softener, dryer sheets, or bleach
- Laser pointers, noise-making devices/whistles
- Flowers, plants, stuffed animals, glass, or ceramic
- Pets
- Household items such as luggage, boxes, laundry baskets, extra furniture, rugs
- Lamps and fans (larger than individual size)
- Pictures or clothing depicting drug or alcohol paraphernalia
- Non-prescription powders, including but not limited to food or medication
- Any supplement other than a daily multivitamin

## **FOOD/MEALS**

- Residents will be offered three meals per day, and vending machines are available if residents wish to purchase additional food.
- Residents are permitted to have the following food/beverages in their rooms: up to 18 single-serving cans or aluminum pouches, individually wrapped coffee, tea, microwave popcorn, single serving coffee creamer, sugar packets, and non-liquid drink flavoring packets.
- Homemade food is not permitted at any time. All food must be purchased from a store or restaurant and be in the original packaging or container. Any food that cannot be stored in rooms must be immediately consumed or must fit inside the resident's mailbox.
- Due to health code and storage restrictions, residents are unable to bring in and store perishable items like milk or cheese.
- Only factory sealed drinks are permitted in the facility. No open beverages may be brought into the facility at any time including food delivery or fountain drinks. Reusable beverage containers must be emptied before entering the facility.
- Residents are permitted to order restaurant delivery on Saturdays and Sundays. Deliveries from grocery stores and convenience stores will not be accepted.

## **MAIL**

You can send mail or packages to your resident at LCCC. Please send all mail to:

**(Resident first and last name)**  
**2255 Midpoint Drive**  
**Fort Collins, CO 80525**

Any mail not clearly labeled with the resident's first and last name will be returned to sender. All mail may be searched, and packages must be opened in front of staff. Mail is picked up from and delivered to the facility Monday through Friday, except on holidays. All mail will be distributed to resident mailboxes each night.

Residents may only receive two personal packages each month. This includes, but is not limited to Amazon, Wal-Mart, packages from family/friends. Packages in excess of this limit will be returned to sender or refused at delivery.

## **MEDICATION**

### **Prescription Medications:**

- All prescription medications must be turned into staff immediately upon arriving to the facility.
- The prescription must be in the original packaging and sealed from the pharmacy with the receipt and instructions.
- Residents may NOT take a dose until the prescription has been counted by staff.
- Prescriptions must be taken exactly as written on the bottle. Changes to medication instructions must be provided by a doctor.
- All scheduled medications (including narcotics) must be taken in the facility. They may not be packed and taken outside of the facility.

### **Over-the-Counter Medications:**

- Residents are permitted to keep over the counter medications in their mailbox.
- Due to drug testing restrictions, residents may not take medications that contain: Ephedrine, Dextromethorphan (DM) (DXM), pseudoephedrine, or alcohol.
- Residents may not use sleep aids (including melatonin, Benadryl (diphenhydramine), PM medications), poppy seeds, diet pills, or protein supplements while in the program.

## **MOVIES**

Residents have the option to bring in DVD movies (rated PG-13 or below) to be played on the weekend, but it will be their responsibility to store the movie in their mailbox and remove it from the facility when not in use. LCCC is not responsible for lost movies. Any unclaimed DVDs will be disposed.

## **PHONES**

Residents may make work and treatment-related calls on the phones in and around the front desk, with staff permission. Personal calls must be conducted on the resident provided facility phones. The front desk staff will not take personal calls for residents. In case of a legitimate emergency, you may call the front desk to have staff page your resident.

Residents are not permitted to have a cell phone upon entry to the program. They may request cell phone privileges through their case manager. If approved for a cell phone, your residents must keep it in their mailbox any time they are in the facility. If a resident is caught with an unapproved cell phone or has the phone in an unapproved area, it will be confiscated and locked in contraband storage until the resident exits the program or is 60 days write up free.

## **EMPLOYMENT/JOB SEARCH**

Residents are expected to actively seek and maintain full-time employment while in the program. LCCC has full-time employment specialists to guide and assist residents in finding gainful employment. Residents will learn job searching skills including resume preparation, interview practice, computer skills, and life skills. Residents:

- cannot work for any company that provides service in occupied private residences.
- may not own a business or work for his/herself, family members, or other residents.
- must have taxes taken out of paychecks and receive a printed paystub.
- must have approval to work out of county.

- must provide proof of tips if applicable.
- must get approval to work in establishments deemed primarily a bar.
- must get case manager approval to seek a second job.

## PERSONAL PASS TIME

As residents progress through the program and complete supervision requirements, they are granted increasing amounts of time outside of the facility. This privilege is intended to help them develop positive, healthy support systems in the community. While residents are under LCCC supervision, they are subject to specific requirements.

- Facility curfew is 9:00pm every night. Residents must return to the facility no later than 9:00pm unless they are working or attending paid treatment.
- Between Labor Day and Memorial Day, residents must leave parks, Old Town area, and all trails by 6:00PM. These areas may be restricted due to local events.
- Residents are not permitted in the following locations without case manager approval:
 

<ul style="list-style-type: none"> <li>■ Schools, including CSU and Front Range campuses</li> <li>■ Bars, lounges, liquor stores, or restaurants that are primarily a bar</li> <li>■ Tattoo parlors</li> <li>■ Pawn shops</li> </ul>	<ul style="list-style-type: none"> <li>■ Firearms stores</li> <li>■ Adult-oriented stores</li> <li>■ Any residence not approved as a pass location</li> <li>■ Out of city, county, or state limits</li> <li>■ Denied locations</li> </ul>
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- Residents may not loiter at any community locations frequented by known gang members or deemed inappropriate by staff.
- Staff may, at any time, require a resident to return to the facility if they cannot verify their location or activities.

## RESIDENCES/PASS LOCATIONS

- Any residence your resident goes to while on pass/furlough must be pre-approved by their case manager. To have your residence approved as a pass location, please complete a Pass Location Agreement Form.
- No alcohol, drugs, or firearms are allowed at any pass/furlough location.
- To take a personal pass longer than three hours, approved pass locations must have a landline phone that:
  - is in working order (phone is plugged in, ringer is turned on)
  - is NOT internet based (VOIP, Magic Jack)
  - does not have forwarding or 3-way calling
- Cell phones are not landlines. Residents may not make location changes from a cell phone while on pass.
- Residents are allowed to be out in the community for a maximum of three hours before checking in to the facility or at an approved pass location.

## FURLOUGHS/OVERNIGHT PASSES

- Furlough passes are a level-based privilege for diversion clients only.
- Furloughs will not exceed 24 hours.
- Residents must be at their furlough location by 9:00PM.
- Residents must get approval to take pass time at a hotel or motel.
- Residents may be required to return to the facility for substance monitoring tests at ANY time during the pass or furlough.

## TOBACCO

- Residents are permitted to use tobacco products during specified times in designated smoking areas.
- Residents must store all tobacco products and lighters in their mailbox when not in use.

- Electronic vapor cigarettes, accessories, oils, loose tobacco, or rolling papers are prohibited.

## VISITATION

Residents are permitted to have visitors during designated visitation hours, provided that the visit does not interfere with the resident's work schedule, program meetings, job searching, or counseling appointments.

**Visitation is currently suspended due to COVID-19 restrictions set forth by the Larimer County Department of Health and Environment.**

*Note: Staff reserves the right to refuse, revoke or terminate any visitation or visitor that comes into the facility at any time.*

### Registering to Visit:

Visits are conducted on a first-come first-served basis. Each visitor aged 18 or older must sign up at least 24 hours in advance and may visit twice per week. To accommodate visits, residents may have a maximum of three visitors during one visit.

Visitors must complete a background check and request visitation by completing the visitor application online at <http://larimer.org/cjs/comcor/res> All visitor requests will be processed within seven business days.

### Denial Reasons:

Staff is unable to release specific information if a visitation request is denied. Requests may be denied due to:

- Anyone currently under criminal justice supervision, including pre-trial, probation, or parole.
- Anyone who has an active criminal or DUI case.
- Anyone who has an active protection order or no contact order with the resident.
- Anyone required to register as a sex offender.

### Visitor Expectations:

- Visitors may visit one resident at a time unless the visitor is an immediate family member of multiple residents.
- Visitors must be 18 years of age. A parent or legal guardian must always accompany visitors under the age of 18. Parents must supervise and maintain control over their children at all times. Children cannot wander outside of the visit room or restrooms.
- Visitors must not appear to be under the influence of drugs or alcohol.
- Shoes and proper clothing will be required at all times. Clothing must cover cleavage, back, stomach, midriff, and underarms. Bottom garments must cover down to 6 inches above the knee. No controversial/objectionable gang, obscene, drug and alcohol designs, or messages or profanity on clothing.

### During the Visit:

- Visitors must check in and present proper photo ID at the residential front desk upon arrival. Visitors may be subject to a manual and/or metal detector search. Each visitor will be issued a visitor badge to be worn for the visit.
- Visitation room doors and blinds must remain open for the duration of the visit.
- In the event of a facility emergency, evacuation, or lock-down, visitors must comply with all staff directives. If a visitor becomes injured or severely ill during a visit, notify staff immediately.
- Residents are not permitted to meet or accompany the visitor to their vehicle or parking lot. Visitors may not return to their vehicle until the visit is over and they have checked out at the front desk.

### What is Permitted During Visits?

- Diaper Bags or childcare items – subject to search prior to visit
- Activities - Games, Books, Pen and Paper

- Socially appropriate physical contact (brief embraces, holding hands)

## What is NOT Permitted During Visits?

- Purses
- Contraband (including but not limited to firearms, drugs, alcohol, or pornography) - Persons bringing contraband into the facility may be prosecuted.
- Food or drink
- Cell Phones
- Smoking
- Excessive displays of affection (including but not limited to making out, sitting on laps, sexual contact)
- Loud or disruptive behavior
- Animals

## Visitation Schedule

	SUN	MON	TUE	WED	THU	FRI	SAT
<b>9AM-11AM</b>	Adult w/children WINR 1	Adult	NONE	Adult w/children	NONE	Adult	Adult w/children WINR 2
<b>1PM-3PM</b>	STIRT	NONE	NONE	NONE	NONE	NONE	MIRT
<b>3PM-5PM</b>	MIRT WINR 2	NONE	NONE	NONE	NONE	NONE	STIRT WINR 1
<b>7PM-8PM</b>	Adult w/children	Adult	NONE	Adult w/children	NONE	Adult	Adult

\*Schedule subject to change at any time. Please see the visitation site for most current schedule.

## FREQUENTLY ASKED QUESTIONS

### How will I know when my resident arrives? Can I visit as soon as they arrive?

We suggest that you apply for visitation a few days before you expect your resident to arrive to allow time for processing, and once approved you can schedule a visit as soon as possible. After orientation, new residents are permitted to make a limited number of phone calls from the office phone to notify friends or family that they have arrived.

### How long will my resident be in the program?

There is no set timeline for completion of the program. Each resident will have a structured individual program with different goals and requirements that will affect the length of their stay. Advancement through the program is based on compliance with those requirements.

### How much money can I give my resident?

You may bring cash and give it to your resident during scheduled visits only or you may send money through the mail; however, they will be responsible for keeping their money safe. They can ask their case manager about a specific individual limit.

### How do I find out if my resident doing in well in their program?

Case managers and residential staff can only provide general information about the overall program, but if your resident would like to allow you to get information about their program, they may opt to sign a release of information and designate what information can be shared. This is entirely up to the resident, and without a signed release, most information cannot be shared.

### **Why do payments to LCCC have to be made with money orders?**

A money order is a secure form of payment that is easier to keep track of and poses significantly less risk to the resident and the program. Money orders can be replaced when lost or stolen and cash cannot.

### **What is Administrative Review?**

Administrative Review is the ruling body of the agency. It is a panel comprised of representatives from security, case management, and treatment and is chaired by a member of management. This panel reviews a client's current violation in the context of their overall program history, along with behavior and progress, to determine if they will remain in the program or be terminated.

### **My resident was terminated from the program. How can I pick up their property?**

During orientation, residents are asked to designate a contact person to pick up their property if they are terminated from the program and to update the information if it changes during their stay. Each resident is provided with a combination lock for their locker and will be responsible for keeping their own property secured while in the facility. In the event a resident is placed into custody or escapes from the program, staff immediately locks up the resident's property and it is held in locked storage until it is determined that the resident will not be returning to the facility. While every effort is made to secure a resident's locker, LCCC is not responsible for any lost or stolen items. The case manager will notify the designated pickup person by phone and that person will have 30 days to pick up the items. If you are not listed on the property release form, you will not be able to pick up the resident's property.

**If your question isn't answered here, please give us a call and we would be happy to assist.**

**Men's Programs 970-498-7527**

**Women's Programs 970-498-7570**