

LARIMER COUNTY COMMUNITY CORRECTIONS



RESIDENT GUIDEBOOK

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WELCOME TO COMMUNITY CORRECTIONS

MISSION STATEMENT

Together, we address individual risks and needs through intervention, resulting in enhanced public safety and improving lives in our community.

LETTER FROM THE DIRECTOR

Welcome to Larimer County Community Corrections. Our 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. This guidebook is provided to every resident to outline expectations and opportunities for you to be successful in completing this program. You must understand the contents of the guidebook to enhance compliance and make informed choices that will positively affect your program and future success.

Staff is here to protect the community, the facility, and residents. They can be great resources and support to help you succeed, as well as hold you accountable to your program and facility requirements. Understand that seeking out the most desirable answer by asking multiple staff is not permitted. It is reasonable to expect some individual differences between staff. Remember, staff, just like residents, are trying to do the best we can with the circumstances we are given. There are different programs and classifications of residents in the facility.

We hope you will take advantage of the opportunities provided to you here at Community Corrections. Please take full advantage of the information contained in this guidebook so you are prepared to make your stay a positive experience. Although life's journey can be challenging, this is an opportunity to redirect and focus on your personal goals and responsibilities. If you have any questions about the contents of this guidebook or your individual program, please get with your assigned case manager.

Best,

A handwritten signature in blue ink, appearing to read "T. Hand".

Tim Hand

Director

FACILITY INFORMATION

The basic premise of any Community Corrections program is that an individual in a correctional community is halfway between custody/supervision and the community; to gather the necessary knowledge, skills, and abilities to ease that person back as a productive member of society.

With that in mind, every citizen in a community has certain responsibilities and expectations in their life, personally, socially, and professionally. You are expected to be committed to change, show respect, be honest, compassionate, willing to serve, and open-minded; follow the rules in this guidebook as well as staff directives, and ask for help if you have questions. For the next several months, this facility will be your community. Please remember, if you take care of it, it will take care of you.

At Larimer County Community Corrections, the safety and security of the facility, community, staff, and clients is our top priority. Everything listed in this section helps us ensure that Community Corrections is a safe and clean place for everyone who lives, works, and visits our building.

While the contents of this guidebook apply to everyone, there may be additional rules for different programs. To maintain safety, security, and sanitary standards, staff has the right to enact or change new rules, policies, procedures, or programming.

ALLOWED PROPERTY

- Non-aerosol hygiene items (shampoo, soap, toothbrush, toothpaste, razors). Must fit in 1-gallon Ziplock bag.
- 1 Clip-on reading lamp, 1 alarm clock
- Surge protector (power strip)
- 3 pairs of shoes/shower shoes - Total
- 2 Books
- Personal music player and 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 sealed, 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. Any food items not listed above must be kept in your mailbox.
- Hangers and 10 days' worth of clothing (shirts, pants, shorts, sweats, jacket, socks, undergarments). No more than 20 hangers. 1 light and 1 heavy jacket, 10 days' worth of socks/underwear, 1 backpack, 1 paperwork folder, 1 photo album.
- High-efficiency (HE) liquid laundry detergent – no pods and no dryer sheets
- All property must fit into a single locker and adhere to GI standards. Staff must be able to easily search all property at any time; therefore, excessive property will not be accepted.
- Closet organizers and additional bins/drawers are NOT permitted.
- Additional specifics have been provided in your orientation packet. See "Room and Property Rules".

ANNOUNCEMENTS & EMERGENCY PROCEDURES

Emergency procedures: in the event of an emergency, you will be given specific information over the central intercom system or directly by staff.

- If you notice an emergency, inform staff immediately. When alarm is given, all individuals shall immediately leave the building by the exit routes posted in each room. **Do not wait to dress or retrieve possessions.**
- If faced with heat or smoke, keep low for better air.
- Before opening a closed door, feel the door first. If the door is warm or smoke is flowing in, **do not open!** Use other avenues of escape or wait at a window for rescue.
- If trapped, close one door between you and fire. Wait at windows for rescue.
- Move quickly but calmly to avoid panic.
- To slow fire spread, close any doors you can as you leave. **Do not block off escape routes for others.**
- During a fire alarm, all **men** are to go directly to the middle of the raised garden beds on the south side of the facility and remain there until instructed otherwise. All **women** are to go directly to the south side of the **basketball court** on the west side of the facility and remain there until directed otherwise.
- **Do not re-enter the building until you have been instructed to do so by emergency responders or staff.**
- In the event of a tornado, immediately go to the interior hallways of the building to shelter in place away from windows unless otherwise directed by staff. Do not remain in the dorm rooms or bathrooms.

Lockdown: Immediately return to or remain in your room until otherwise instructed. No sign-outs are permitted. Movement through the facility is prohibited until the lockdown is over. Lockdown may be called at any time.

Stand-Down: Immediately return to or remain in your room or dayroom. Residents are permitted to sign out for work, paid treatment, or attend case manager meetings. Stand-down procedure is followed at all medication times.

Shutdown: Shutdown is from 10:30PM-4:00AM and exterior facility doors will be locked at shutdown. Staff may announce shutdown; be sure to plan your schedule around these times.

- Be in your room with the overhead lights off. Small clip-on reading lights are permitted if they don't disturb your roommates.
- Day Room and Laundry Room overhead lights must remain on.
- Late Night Workers: Residents returning from work after 9:00 PM may stay up for two hours after their return time.
- Over Night Workers: Residents returning from work later than 3:00 AM four nights a week are permitted to stay up on nights off.
- Staff on duty has discretion to determine whether any resident can be up late on a nightly basis or to complete chores depending on circumstances in the facility and/or individual conduct.
- Other than overnight/late night workers, residents may only be out of their room for a scheduled disciplinary hearing or to complete chores.

COMMENT BOXES

Comment boxes are in the first-floor halls of both the men's and women's residential areas. You are encouraged to use them to provide constructive feedback, make facility requests, or to offer solutions. The Director has the only key to the box and reviews each entry monthly. Feedback is discussed at each biweekly management meeting and residents will be notified of outcomes via kiosk messages. Several resident suggestions have been implemented.

CONTRABAND

Dangerous Contraband

- Anything that could alter a drug or alcohol test
- Weapons of any type
- Mind-altering substances, abusable medications, inhalants, and/or paraphernalia (including legal/illegal drugs or alcohol)
- Fireworks or any type of incendiary device (except unmodified standard lighters)
- Tattooing or piercing devices and supplies
- Any item that staff is unable to search due to client refusal
- Counterfeit, false, or another person's documents or identification

Major Contraband

- Pornographic, sexually explicit, or adult-oriented materials or devices
- Unauthorized over-the-counter medications or prescription medications
- Pictures of staff
- Any flammable liquid (lighter fluid, gasoline, etc.).
- Any type of drug testing device

Minor Contraband

- Cellphones and smartwatches outside of mailbox will be written up as a 401 violation.

ELECTRONICS / GAMES

- Any electronic device with the ability to capture or record photos/videos, TV, or internet
- Portable videogames or gaming devices,
- Bluetooth headphones outside of mailbox
- Any video/DVD that is unrated, rated R, TV-MA or greater, or homemade movies and burned DVDs
- Radios and portable speakers outside of mailbox

FOOD

- Homemade food, food not in original containers, and food outside dining or kitchen area
- Food in excess of the items permitted or food not listed in Allowed Property
- Fountain drinks or any opened beverage

PERSONAL PRODUCTS

- Air fresheners, aerosols, incense, candles, or any essential oils
- Any product containing alcohol
- Bleach, fabric softener, or dryer sheets
- Authorized over-the-counter medications in room

MINOR MISCELLANEOUS

- Coffee pots, extension cords, or heating devices
- Cards of any type, dice, dominoes, lottery tickets or any item that could be used for gambling
- Loose smoking tobacco, rolling papers, or matches. Cigarettes, tobacco, nicotine products, or lighters outside of approved areas
- Electronic or vapor cigarettes and accessories
- Laser pointers, noise-making devices/whistles, visually enhancing devices (i.e. binoculars, etc.)
- Extra bedding not approved or issued, to include mattress padding
- Flowers, plants, stuffed animals, and pets
- Any supplement besides a brand name daily multi-vitamin pill- these must be kept in mailbox

- Glass or ceramic items kept outside of mailbox
- Household items such as luggage, boxes, laundry baskets, extra furniture, rugs, lamps, and fans (larger than individual size)
- Pictures or clothing depicting or referencing drugs, alcohol, and paraphernalia Locks not provided by facility
- Unauthorized vehicle keys
- Tools outside of work locker or mailbox
- Electric bike batteries or power tool batteries in residential areas
- Non-prescription powders of any type, including food or medication
- Superglue or similar products kept outside of mailbox or work locker
- Non-prescription eye drops (allowable eye drops must have prescription number)
- EBT cards

DISCIPLINARY/BSMART PROCESS

Larimer County Community Corrections uses a disciplinary model known as BSMART. BSMART is a model that balances discipline with incentives. It is designed to be swift and sure in addition to motivating and rewarding. You can earn incentive points for completing various tasks or assignments in the program, including but not limited to: submitting consistently clean urinalysis tests, being accountable in the community, and maintaining employment. Some points are awarded automatically, and others may be earned through other means. These incentive points can be redeemed for various rewards at designated times.

The disciplinary portion of BSMART is structured to encourage accountability and apply known, predictable outcomes of sanctions. The sanction process is designed to be objective, consistent, and reasonable. This means that sanctions are applied evenly and consistently. For details on the entire BSMART process, please see the BSMART section at the end of this guidebook.

DRESS CODE AND PERSONAL HYGIENE

The dress code applies to both residents and visitors. You may be asked to change any article of clothing deemed inappropriate by staff.

- Shoes and proper clothing are always required. Clothing must be clean and cover cleavage, back, stomach, midriff, and underarms. Bottom garments must cover down to six inches above the knee.
- No controversial/objectionable, gang, obscene, profanity, drug or alcohol-related messages, or color stacking on clothing. Inappropriate clothing items will be confiscated and disposed of.
- Tank tops, muscle shirts, spaghetti straps, or tube tops are not permitted anywhere on campus.
- Necklaces must always be hidden underneath clothing.
- You are always to be fully dressed and adhere to the dress code outside of the bathroom. You must dress or change clothing in the bathroom behind the shower curtain or locked bathroom stall.
- Hats, hoods, sunglasses, or other head/face coverings are not allowed in the common areas of the facility, including the smoking patio and kitchen.

You are expected to maintain personal hygiene, including but not limited to regular bathing, laundry, and personal grooming. Laundry rooms are available in each residential hall. The facility washing machines are high-efficiency and require special laundry detergent. If you are unable to purchase hygiene products, staff can provide you with a small hygiene kit.

DROPPING OFF ITEMS

Drop-offs are limited to clients with no community access and treatment clients. Clients with community access will not be permitted drop-offs as they are able to leave the facility. Drop-offs must be in one small grocery bag, non-sealed, with a reasonable number of items. Overstuffed or sealed bags will not be accepted. New clients may receive their one initial drop-off, in one large trash bag, within the first week of entry during scheduled drop-off times. Drop-off times may vary, please see staff for the most up to date schedule.

- Staff CANNOT take money for liability reasons. Visitors may hand money directly to residents during scheduled visits only.
- Any money mailed directly to residents through US Postal Service will be at sender/residents own risk and should be reported to your case manager.
- You may not come down and visit with anyone dropping off items.
- Drop-off items must conform to the allowable property list guidelines, (no restaurant meals, homemade food, fast food, perishables, etc.).
- Visitors dropping items off will be required to sign a contraband acknowledgement and provide proof of identification.

EMPLOYMENT/JOB SEARCH

You 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. You will learn job searching skills including resume preparation, interview skills and practice, computer skills, and life skills.

Job Search Expectations

- You must complete the initial Employment Success requirements before you will be allowed to job search
- Complete the Employment Success checklist.
- Social Security cards and a valid ID are required to begin the job search process. If you need assistance getting these items, let your case manager and the employment specialist know.
- Job searching is done in the employment lab during designated hours.
- You will only be given pass time for verified job interviews.

Before you begin work, the Employment Specialist will verify that your employer meets all LCCC requirements.

If you are unemployed (or employed part-time) and choose not to participate in the employment lab, you will be expected to do extra chores around the facility.

Employment Expectations

- You may sign out for up to 12 hours for work purposes. More than 12 hours (maximum 16 hours) must be approved by your case manager with a letter from your employer.
- You cannot work for any company that provides service in occupied private residences.
- You may not work for yourself, family members, or other residents. Residents may supervise each other but cannot perform employment verification.
- You must have taxes taken out of paychecks and receive a printed paystub. 1099 contract work is not allowed.
- You must have approval to work out of county.
- You must provide proof of tips if applicable.
- You may not work in establishments deemed primarily a bar.
- Once employment is obtained, have your direct supervisors or hiring authority complete and sign an employment data form, then turn in to the employment specialist.
- You must get case manager approval to seek a second job.
- You must get case manager approval to resign from your employment. Upon approval, you will be expected to provide two weeks' notice to your employer.
- You may not apply for or receive unemployment benefits while in the program.

- If you call in sick to work, you are expected to adhere to sick bed policy at the facility.
- If you are signed out on an employment pass, you must be clocked in and getting paid.
- Prior to requesting to move to non-res, you must be employed at least 30 days in your current position.

FOOD/MEALS

- Residents will be offered three meals per day during posted mealtimes. Vending machines are available if residents wish to purchase additional food. Vending and change machines are owned by a private company and must be used at your own risk.
- Sack breakfasts (coffee included), sack lunches, and hot dinners are served daily. Residents who will be at work or treatment during dinner can request a late meal to be eaten upon return.
- Homemade food is not permitted at any time. All food must be purchased from a store or restaurant and be in the original container. All food must be eaten in approved eating areas. Any food left out in communal areas will be tossed at shutdown.
- Only sealed drinks are permitted in the facility. No open beverages may be brought into the facility at any time: this includes food delivery and fountain drinks. Reusable beverage containers must be emptied before entering the facility.
- On Saturday and Sunday, until 9:00PM, restaurant ordering/delivery is permitted at your own expense. You must wait downstairs until your food arrives. Be courteous to delivery workers and tip appropriately. This privilege can be cancelled at staff discretion. Cash or approved pay cards are the only form of payment allowed.

GRIEVANCES

LCCC provides all residents access to a system to remedy legitimate complaints. Every effort should be made to resolve a problem informally before utilizing the grievance process. Residents may submit a grievance without fear of retaliation or negative consequence. False information submitted in bad faith may result in disciplinary action.

Grievances should be submitted in writing within 14 days of the incident, using a grievance form that can be obtained from any staff member. Grievances must be submitted by an individual. No group or anonymous grievances will be accepted. A staff member will sign your grievance and give you the pink copy. Grievances will be given by staff directly to the Correctional Services Assistant Director. The Correctional Services Assistant Director will review the grievance and designate an impartial member of management to respond within 10 business days of receipt of the grievance. Grievance responses will include what action, if any, will be taken and will list any reasons for denial. Residents must request a copy of the findings from their case manager. If a resident is not satisfied with the outcome of the grievance, they may appeal it to the next level of management within two days. If not resolved at a lower level of command, the decision of the Director is final.

Department of Corrections residents who are not satisfied with the LCCC grievance outcome may continue the process by completing a DOC grievance form.

For treatment participants only, grievances may be taken verbally upon your request by a treatment staff member.

HEALTH/MEDICAL CARE

- Residents have the right to seek medical care at your own expense. Please make appointments whenever possible and notify your case manager ahead of time.
- Residents are expected to secure their own transportation for medical care.
- In a medical emergency, staff will call a facility lockdown; you must immediately report to your room and follow all instructions. When the facility is clear of medical personnel, lockdown will be called off. If you are experiencing a medical emergency or situation, please notify the nearest staff.
- If you are too sick to attend work, treatment, or job search, you must stay in your room and may only come out to eat or take medication. You must notify staff when you call out sick from work. You will be on sick bed for the day and will not be permitted to:
 - Take pass
 - Smoke
 - Attend outdoor recreation
 - Be in the dayrooms
 - Use the phones
 - Work in the kitchen
- If the medical situation is serious enough for either staff or EMS (ambulance) to transport to the ER or Urgent Care, you will be on sick bed for the two full calendar days after returning to the facility.
- Due to the serious nature of an emergency room visit, or a medical emergency, ComCor staff would be remiss by allowing residents to do more than their basic program requirements (i.e. Work & Paid Treatment). Treatment Clients must attend all scheduled groups and treatment activities, unless restricted by a doctor (medical note on return to the facility states otherwise). Treatment residents will not be allowed in the day room after groups are over. If staff is transporting you to an unscheduled emergency trip, you will go to the nearest appropriate medical facility

KIOSK

- You will be issued a Resident ID card during orientation for use at sign in/out and to check the resident kiosk. If you lose or damage that card, you will be charged a replacement fee.
- The kiosk provides information on disciplinary action (IRs), chore hours, restrictions, messages, earned time, available passes, medications, finances, visitation, and BSMART incentives.
- You will be required to check the resident kiosk at least 2 times each day.

LIBRARY

On the first floor, the facility has a collection of books for resident use. These books have been purchased or donated to LCCC. After asking permission from staff, feel free to borrow a book to take back to your room. Books must be returned to the library when finished. Any books left in common areas will be donated to the library.

MAIL

You can receive mail or packages while in LCCC. Please have all mail sent to:

(Your First and Last Name)
2255 Midpoint Drive
Fort Collins, Co 80525

Any mail not clearly labeled with your first and last name will be returned to sender. All mail may be subject to search, and packages must be opened in front of staff. Legal mail may be searched by staff in front of the client. Mail is delivered to the facility Monday through Friday, except on holidays. All mail delivered will be distributed to resident mailboxes after shutdown. You may not have a PO Box. Outgoing mail is collected and sent out at 8:00AM Monday through Friday, except on holidays. You are responsible for changing your mailing address with the post office when you exit the facility. Any money mailed directly to residents through US Postal Service will be at sender/residents' own risk and should be reported to your case manager. Mail sent to the facility after your exit may be returned to sender.

You are expected to store the following items in your mailbox:

- Tobacco/nicotine products
- Lighters
- Approved over-the-counter medications
- Approved vitamins
- Glass items
- Food not permitted in resident rooms
- Nail polish remover
- Hair spray/aerosol canisters
- Bluetooth headphones/speakers
- Approved cell phones/smart watches
- Approved vehicle keys
- Tools

Any items stored in your mailbox must fit neatly and allow room for mail distribution. Any items that fall out of your mailbox when it is opened by staff will be thrown away.

Any packages delivered to the facility can only include items listed in allowable property and items that can fit in your mailbox. Unauthorized items or items in excess will be disposed.

MEDICATION

Prescription Medications

- All prescription medications must be turned into staff immediately upon entering the facility.
- The prescription must be in the original packaging and sealed from the pharmacy with the receipt and instructions.
- You may NOT take a dose until the prescription has been counted by staff.

Taking Medications

- You must adhere to all posted medication procedures and staff directives.
- Medication requests and accommodations outside of the posted medication times may result in disciplinary action.
- The facility will operate under stand-down procedures during medication times.
- Listen for intercom announcements; you must report immediately when called for medications.
- If you arrive back in the facility within one hour of a posted medication time, you must wait until the specified medication time.
- Prescriptions must be taken exactly as written on the bottle. Changes to medication instructions must be provided in writing by a doctor.
- PRN or “as-needed” medication doses must be taken at least 4 hours apart, with your first dose of the day taken during a scheduled medication time.
- If you take potentially abusable extended release or controlled medication that cannot be crushed, you must perform a mouth-sweep and wait 10 minutes as directed by staff.
- If you take a medication directed for bedtime use, you must be resting in your bunk within one hour.

Packing Medications

- The medication pack out process is intended for those requiring non-controlled medication outside of facility medication times due to being at work or in a paid treatment class only, and are not physically in the building.
- Treatment clients must pack their meds at the 6:30AM med time.
- Treatment clients shall pack all packable medications necessary when they will miss a medication time due to being in class.
- Medications must be packed during posted medication times and taken within 24 hours of packing.
- Retrieve your packed medication envelope at the control room reception desk. These medications may be taken while signed out of the facility or at the respective medication windows.
- Packed medications may not enter the facility housing areas.
- Multiple days’ worth of medication may not be packed.
- Unclaimed medication will be returned to its original container.
- All DEA Scheduled (controlled) or potentially abusable medications (including narcotics) must be taken in the facility. They may not be packed and taken outside of the facility.
- You may take the medications that could not be packed out after you arrive to the facility from work or treatment ONLY, as long as it is not within an hour of a posted medication time.

Over-The-Counter Medications

- Prescription creams, inhalers, or nose sprays may be stored in your locker after checking them in with staff.
- All other over-the-counter medications and vitamins must be stored in your mailbox in original containers.
- You may not take medications that contain: Ephedrine, Pseudoephedrine, Dextromethorphan (DM) (DXM), or alcohol. Please see staff for an updated list of unapproved ingredients.
- You may not ingest sleep aids (including melatonin, Benadryl (diphenhydramine), PM medications, poppy seeds, diet pills, or loose powder supplements while in the program.

MENTORS

The mentor program is designed to assist you in your transition into LCCC. Mentors are there to offer advice for success in the program and will act as a resource for residents on an as-needed basis. Mentors assist residents by giving facility tours. Mentors are expected to uphold personal program compliance by role modeling positive, responsible, and appropriate behavior. Residents who have excelled in their program may apply to participate in the LCCC Mentor Program. Applications are available through staff.

MOVIES

You may bring in movies (rated PG-13 or below) to be played on the weekend. Anytime the DVD is not being played, it is your responsibility to store it. Staff is not responsible for storing DVDs or returning rentals. When it has finished you must come down immediately to retrieve it. Unclaimed/contraband DVDs may be disposed of.

OUTDOOR RECREATION

- LCCC provides multiple areas on campus for outdoor recreation during specific time slots posted at the front desk. In the summer, we have a large garden and residents can volunteer to assist with planting and maintenance.
- Recreation areas do not include parking lots or vehicles.
- Exercise may be done on designated exercise equipment only.
- Music is permitted while wearing headphones only. No speakers.
- Smoking is only permitted during outdoor recreation time in the designated area. Per city ordinance, smoking is prohibited within 20 feet of any building entrance.
- All dress code requirements apply. Hats and sunglasses are permitted during outdoor recreation only.
- Residents must remain on LCCC property and may not have contact with any non-resident or visitor.

PHONES

After obtaining permission from staff at the front desk, you may make work and treatment-related calls on the phones around the control room (i.e., the black phone). Personal calls must be conducted on the client facility phones. Phones dial out only and do not allow incoming calls. Staff will not accept personal calls at the front desk. However, in case of a legitimate emergency, family or friends may call the front desk.

All clients will be required to sign a phone contract upon program entry and provide their passcode. You are required to notify staff if your passcode changes. Your phone must be turned off and stored in your mailbox any time you are in the facility. Treatment clients may be eligible to receive cell phone privileges after successfully completing 30 days in their treatment program.

If you are caught with an unapproved cell phone or have your phone in an unauthorized area, it will be confiscated and placed in contraband. If your phone is confiscated, it will be held in contraband for 45 days or will be released upon successful program completion. Any additional phones taken as contraband will be destroyed. Once an item is placed into contraband, it will not be removed until the proper time period has elapsed.

PRISON RAPE ELIMINATION ACT (PREA)

The Larimer County Community Justice Alternatives Division is committed to a safe and secure environment for all of its residents and staff. There is ZERO TOLERANCE for any form of neglect, abuse, harassment, assault, bullying and sexual abuse. All reports will be taken seriously and thoroughly investigated.

The Prison Rape Elimination Act (PREA) of 2003 establishes zero tolerance for sexual behavior between offenders, or offenders and staff/volunteers/visitors regardless of whether such conduct was consensual. Any type of consensual sexual conduct, sexual assault, sexual misconduct, or sexual harassment are considered prohibited sexual behavior and will be subject to disciplinary action and possible criminal action.

You have the right to be safe from sexual assault and unwanted sexual advances. If you have been a victim of prohibited sexual behavior, have witnessed, or have knowledge of an incident of prohibited sexual behavior, you may report it verbally or in writing in one of the following ways:

- Verbally tell a staff member of any incident
- Contact the LCCC Victim Services Coordinator at 970-498-7503
- Contact Sexual Assault Victims Advocate Center (SAVA) at 970-472-4204

All reports will be kept confidential and reviewed by the PREA Manager.

RESTRICTION AND CHORES

Please see the BSMART Guide at the end of this Guidebook for information on violations, the disciplinary process and timelines, consequences, and appeals.

If you are assigned chore hours as a disciplinary sanction, they can be worked off by completing chores at staff discretion. Chore hours can be worked off at any time during the day if work is available or when the nightly chore list is put out after shut-down. If you are working off chore hours, check in with staff before and after you complete the task so you can be credited for the work. You must finish all chore hours before your restriction is lifted and level changes are granted, even if your restriction days have been completed. Failure to complete chore hours can result in treatment and program extensions. While you are on restriction, you may only go to work, religious services, and paid treatment and cannot take leisure or recreational pass time. You may not go to off-campus support groups while on restriction.

- During your stay, staff may direct you to perform facility chores. It is your responsibility to:
 - ◆ Complete the chore to staff satisfaction
 - ◆ Notify staff when you have completed the assigned chore
- If workers are needed around the facility, staff may issue a staff directive requiring residents to assist.
- If you have chore hours to complete, the nightly chore list is reserved for clients not available during the day due to employment or treatment. All other clients will be directed towards kitchen work, meal service, and other duties as assigned by staff.

Kitchen Chores

- You may volunteer or be asked to work in the ASD kitchen to help prepare meals for the facility. Please be respectful and appropriate with kitchen staff.
- You will need to clock in and out on the time clock in the kitchen in order to receive credit for any hours that you work in the kitchen. Your timecard must be turned into designated security staff weekly.
- You may be eligible to receive credit for any hours worked in the form of chore hours for any existing disciplinary sanctions, credit towards in-house fee balances, or religious passes.
- If you have a positive credit balance when you leave the program, it will be zeroed out.

ROOM RULES

- You are only permitted to enter your assigned room or dayroom. You may not cross the threshold of any other room or dayroom.
- Unless accompanied by staff (i.e., in group or class), dayroom lights must remain on at all times.
- No speakers or radios are permitted, headphones only. It is your responsibility to keep music at a level that allows you to still hear facility intercom announcements. Please turn music off and remove headphones when interacting with staff.
- Eating is not permitted in rooms.
- Fire code and facility safety prohibits tampering with light fixtures, propping open doors, makeshift window coverings, or altering facility property in any way.

SAFETY/SECURITY

Every person in the building is responsible for maintaining the safety and security of the facility and its occupants. Any behavior that is deemed by staff as unsafe for residents, visitors, staff, and/or community members may be subject to disciplinary action. This includes, but is not limited to:

- Any action that is deemed to be demonstrating allegiance towards a gang
- Blocking or impeding access to any stairwell or fire exit
- Any type of horseplay, rough housing or “play fighting”
- Audio, video, or photo recording of any kind on, in, or of the Community Justice Alternatives campus
- Smoking inside the facility
- Gesturing or banging on windows
- Giving or receiving tattoos
- Gambling
- Interfering with staff duties
- Notifying another client of staff whereabouts

SANITARY EXPECTATIONS

LCCC is committed to having a clean and sanitary facility. You live in a dorm-style setting with several other people, so it is imperative that you keep both personal and common areas clean at all times. It is every roommate’s responsibility to take part in completing chores and make sure that the common areas within the rooms are clean and sanitary.

LCCC will provide you with a complete set of linens/bedding. Each resident will be given a single mattress and pillow. Extra bedding is not available. You may bring your own solid-colored blanket, but fire code dictates that it must be 100% cotton or 100% wool. Personal pillows and “tenting” are not allowed.

LCCC provides weekly linen service. Each week, you are encouraged to turn in your linens (2 flat sheets and 1 pillowcase) at the front desk and pick up clean linens.

Cleaning supplies can be found in the laundry rooms.

General Inspection (GI) Passes

Additional pass time may be earned if an individual’s bunk and common areas meet GI standards. Strict adherence to the GI standards is expected. Staff will determine if one meets those standards on a pass or fail basis during random weekly inspections.

A GI pass will be issued after an individual passes 2 GIs in a row in a 2-week cycle that is based on your entry date to the facility. A class 3 sanitary violation will be issued if an individual fails 2 GIs in a row over the course of 2 weeks. If an individual passes inspection one week and fails one week during the 2-week cycle, neither a pass nor violation will be issued.

Personal Area Standards

- Bed is neatly made. Sheets and/or blanket are tucked under mattress. No items on bed or under mattress, bunk, or bed.
- Extra or unapproved bedding is not permitted, including mattresses, pillows, or similar.
- All personal belongings in locker - including detergent, guitar, shoes, skateboard, books, etc.
- Locker door is closed and locked with nothing hanging on the outside or inside.
- Bed frame: 1 laundry bag, 1 towel, 1 washcloth hanging on end of bed. Personal items may not hang on the bunks or be placed in common areas.
- Bunk area is clear of trash, dust bunnies, boxes, or luggage/duffel bags. Floor under and around bunk is swept and mopped (top and bottom bunkmates responsible).
- Top of locker is bare except for alarm clock, and lamp. Bottom bunks may use the cross bar for these items. Nightstands are not permitted.



Locker Standards

- Lockers must be neatly organized and easy to search, with no more than the allowable amount of property. Excess property is subject to confiscation.
- All clothing must be hung on the cross bar or folded neatly inside drawers. Closet organizers are not permitted.
- The top shelf of the locker may hold your one-gallon bag of toiletries, wallets, and books. All other items must be placed in the drawers.
- Walls and inside and outside of lockers must be clean and undecorated.
- Personal photos may be kept neatly within a photo album inside your locker.
- Locker doors are not to be propped open to block out the light. Your locker must remain closed and locked with the facility-issued combination lock when you are not in your room. Items of value should not be brought into the facility as LCCC is not responsible for personal property.
- Residents are only permitted to have food listed under the Allowable Property list in their room. All other food found in resident rooms will be confiscated and destroyed. Any food that cannot be stored in rooms must be immediately consumed in the designated eating areas. See list given in orientation packet for specific allowed property.



Common Area Standards

- Trash cans are empty, and both the outside of the can and surrounding floor is clean. Floor is swept and mopped.
- All surfaces are dusted (including window, windowsills, walls, vent, light switch plates and blinds).
- All common areas of your room must remain completely clean, free of clutter, and organized. Desk and windowsill areas must remain completely clear unless in use. This is the responsibility of ALL the residents assigned to the room.
- Bathroom is clean: toilets, sinks, showers, floors, counters, and mirrors. Personal toiletries are to be stored in your locker.
- Room Guidebook must remain on the desk.
- Each client is only allowed one pair of shoes in the common area on the provided mat, additional pairs of shoes must be stored in your locker.



SEARCHES

Staff can conduct searches of person and property at any time to ensure the safety and security of the facility. This includes, but is not limited to, pat searches, room searches, vehicle searches, personal property searches, and limited visitor searches. Every time you enter the facility you may be required to give any backpack, sack, briefcase, or other carrying case to staff to be searched. Any contraband confiscated during a search may be subject to disposal.

SIGN-OUT & PASS TIME

We know your goal is to successfully complete our program and utilize the skills and tools to move on with your life. A vital element of that is providing you opportunities to earn time in the community to spend with your family and friends to develop healthy, prosocial relationships.

As you progress through the program, you will earn increasing amounts of time outside of the facility. However, staff may at any time require you to return to the facility if they cannot verify your location or activities and require you to submit a substance test.

Sign-Out Expectations

- In every 24-hour period, you must spend at least 8 hours in the facility. All personal, work, and treatment passes must be arranged to meet this requirement.
- Provide staff with your location information when signing out or changing locations (including name, address, and phone number).
- Notify your case manager of upcoming appointments in advance when possible.
- Arrive at your sign out location within specified travel times and take the most direct route between locations.
- Travel time begins at sign out. Google Maps is used to establish appropriate travel times
- Once you arrive on property, you must enter the facility immediately and sign in.
- Plan travel in order to avoid arriving early and loitering (hanging out) before or afterward. Loitering may result in disciplinary actions.
- Remain inside the location you are signed out to. Parking lots or building exteriors are not authorized locations. Call the facility before and after you go outdoors or will be temporarily away from the phone (i.e., yard work).
- Call in each time you are changing location with the following restrictions:
 - ◆ 3-hour pass: 1 initial location and 1 change
 - ◆ 6-hour pass: 1 initial location and 2 changes
 - ◆ 12-hour pass: 1 initial location and 4 changes
- Do a physical check in to the facility every 3 hours if you do not have a pass location.
- If you need a time extension, you must contact staff to request a new return time. Appropriate pass types only.
- For your protection, verification of your whereabouts while in the community is needed.
- After leaving an approved establishment that serves alcohol, return immediately to the facility and complete a breath test.
- Immediately report any police contact to staff. On return to the facility, submit a BA and UA and provide staff with the officer's business card.
- If you need to change pass type without returning to the facility (for example: going from paid treatment directly to work), you must get case manager approval beforehand.

Location Accountability

- Facility curfew is 9:00pm every night. You must return to the facility no later than 9:00pm unless you are working or attending paid treatment.
- Between Labor Day and Memorial Day, you must leave parks, Old Town area, and all trails by 6:00PM. These areas may be restricted due to local events.
- You may only travel through designated streets, sidewalks, and trails. You may not cut across any private property or fields.
- You are not permitted in the following locations without case manager approval:
 - ◆ Schools, including CSU and Front Range campuses
 - ◆ Bars, lounges, liquor stores, restaurants that are primarily a bar, tattoo parlors, pawn shops, gun stores, adult stores, smoke or vape shops, dispensaries, or any location deemed inappropriate by staff
 - ◆ Any residence not approved as a pass location
 - ◆ Out of county or state
- You may not loiter at any community locations frequented by known gang members or deemed inappropriate by staff.

Leisure Passes/Furloughs

These requirements apply to all leisure passes and furloughs in addition to the general requirements.

- Refer to the Matrix Level System for pass privileges for each level. Your pass privileges will be suspended if you are placed on restriction or total house freeze or have not completed all imposed sanctions.
- The Community Corrections week runs from Monday to Sunday. All recurring passes will reset at 12:01AM Monday.
- You cannot receive time extensions for leisure passes or furloughs. All pass lengths include travel time.
- Because we must be able to monitor your whereabouts in the community, passes must be taken where you can be monitored by staff.
- You may not take passes outside of Fort Collins city limits unless pre-approved by case management. If you have an approved residential pass location outside of Fort Collins, you must sign out directly to your approved residential pass location before making any appropriate location changes. You may only take passes in that community while you are signed out to that approved residential pass location.
- Within Fort Collins city limits, all locations must have a landline and a specific building address. General areas are not permitted (i.e. The mall, City Park, Spring Creek Trail).
 - ◆ Exceptions within Fort Collins city limits only: Any general location must have a SPECIFIC and DEFINED location when signing out (i.e. City Park Playground, Edora Park basketball courts, Macy's in the mall).
- If you wish to go to a hotel/motel, you must obtain case manager approval. You must report a room number and the name on the room registration to staff upon arrival.

Curfew

- Passes may be taken between 7:00AM and 9:00PM curfew.
- You must be back at the facility or your approved furlough location by curfew. If you are going to be late, notify residential staff as soon as possible and your situation will be reviewed upon your return.

Pay Day Passes

- Pay day passes are used to cash a check, purchase money orders or approved items.
- You may go to one bank and one store only.
- If you're on restriction, pay day passes may only be taken to obtain a money order for program payments.
- Pay day passes are granted by your case manager, they are not automatically received.
- You will have 3 hours for a pay day pass, which includes travel time. You will be required to go to the closest King Soopers or Walmart.

Recreation Passes

- When you reach level 2, you will be given THREE 3-hour recreation passes per week.
- These must be taken at an approved recreation facility or library. You must be inside the building.
- You may only take 1 recreation pass per day.
- Recreation passes may not be taken at martial arts or boxing gyms, or facilities that require fob access.

Religious Passes

You can earn one religious pass per week by doing staff assigned chores Monday through Friday. You may only attend religious services in Fort Collins unless otherwise approved by your case manager. Once the service is over you must return to the facility. You may not loiter at the religious facility before or after services for any reason.

Support Groups (NA/AA)

You must receive approval from your case manager to be able to attend authorized support groups. You are only allowed to attend the designated groups posted at the front desk. Men may attend support groups only on odd numbered days of the month, and women may only attend on even numbered days. You may only take one support group pass per week.

Residences/Pass Locations

- Any residence you go to while on pass/furlough must be pre-approved by your case manager. You may have up to three approved residences at a time. If you wish to add another, you must remove one.
- No alcohol, drugs, or firearms are allowed at any pass/furlough location.
- To take a pass longer than 3 hours, approved pass locations must have a landline phone that:
 - ♦ is in working order (phone is plugged in, ringer is turned on)
 - ♦ does not have forwarding or 3-way calling
 - ♦ VOIP phone services must be anchored to your pass location address. For example, Comcast or CenturyLink phones are acceptable.
- You may be out in the community for a maximum of 3 hours before checking in to the facility or at an approved pass location.
- If staff is unable to contact you, or has other concerns, you may be required to immediately return to the facility.

Furloughs/Overnight Passes

- Staff is required to monitor your furlough at all hours, plan accordingly.
- All residences/pass locations rules apply.
- Furlough passes are a level-based privilege for Diversion and Federal Pre-trial residents.
- You must wait two calendar days after returning from a furlough before taking another.
- Furloughs will not exceed 24 hours.
- You must be at your furlough location, or in hotel room, by 9:00PM.
- Furloughs must be taken on your day off; you may not call in to the facility and go to work.
- Your furlough location must be an approved pass location with a landline phone.

SUBSTANCE MONITORING

You will be randomly tested for substance use during your stay. Any substance monitoring request is mandatory, and staff may ask you to submit a test at anytime

- You must check in with staff daily to see if you have a test. If you do not leave the building, you must check in by 8pm.
- After you are notified of a test, remain at the check-in window, or seated in the UA row chairs until you have completed your test. You must submit the test within two hours of notification.
- If you are required to submit daily BAs (breathalyzers), you must report to the check-in window to complete your BA each day.
- UA samples must be testable by the testing lab. Samples deemed not testable by the lab shall result in disciplinary action. Dilute UAs are considerable untestable. The first dilute UA is considered a Class 3 violation, but all subsequent dilute UAs will be Class 2 violations. You may request to resubmit a UA if you are concerned it may be dilute, as long as you do not leave UA row.
- After leaving an approved establishment that serves alcohol, return immediately to the facility and complete a BA.
- Complete a BA and UA after any police contact.

TOBACCO

- Smoking or use of any nicotine/tobacco product is permitted ONLY in designated areas during designated times. Smoking times are subject to change; see posted smoking times. Smoking privileges may be revoked for failing to follow expectations.
- All tobacco/nicotine products and lighters must be stored in mailboxes when not in use on the smoking patio. If found in any other location on campus it is considered contraband.
- Electronic vapor cigarettes, accessories, oils, loose smoking tobacco, rolling papers, and matches are prohibited on LCCC campus.

TRANSPORTATION

- During your stay, you will arrange your own transportation. LCCC is not responsible for your transportation. LCCC is close to bus routes and bike-friendly roads.
- You are permitted to keep a bike on LCCC property during your stay. You will need to provide your own bike and lock/chain. The facility provides a bike repair station, located in front of the men's residential entrance.
- All bikes on LCCC property must be registered. To register a bike, pick up a form at the check in desk. Staff will issue a sticker that must be placed on a visible area of the bike. Periodically, the bike racks will be checked, and all unregistered bikes will be donated to charity.
- If you have an electric bike or scooter, it must be charged off campus. No batteries are allowed within the facility.
- You can purchase a monthly bus pass at the front desk with a money order. At staff discretion, a limited number of free single ride passes may be available.
- Residents may ride together in a private vehicle ONLY with prior staff approval.
- You may not hitchhike.
- You must store vehicle keys in your mailbox when you are in the facility.

TRUSTEE PROGRAM

Residents can apply to participate in the Trustee Program. Residents chosen for this program are given a specific set of facility and grounds responsibilities. New clients are expected to work in the ASD kitchen for two weeks upon arrival. After working two weeks in the kitchen, new clients will be eligible for the Trustee Program. Clients may remain in the Trustee Program until they are employed. Contact staff for a list of trustee incentives.

UNAUTHORIZED ABSENCE

We want every resident to succeed and there are many resources available to help you get back on track. If you or someone you know is considering leaving, please speak to a staff member you feel comfortable with and consider these facts before making a short-term decision that has long-term consequences.

- Everyone Gets Caught: Warrants are issued immediately. Most clients are arrested very quickly after committing an unauthorized absence.
- New Charges: LCCC pursues charges with the District Attorney's office on all unauthorized absences.
- Financial and Property Consequences: Any savings you accumulated during your stay at LCCC will be disbursed according to state statute rather than returned. Your property will be donated after 30 days.
- Lost Earned Time: You can lose 100% of earned time you accrued before committing an unauthorized absence.

VISITATION

- You may have visitors during designated hours, if the visit does not interfere with your work schedule, program meetings, job search, or counseling appointments.
- Visitors must register online at larimer.gov/cja/comcor/res and be approved before scheduling. This process may take up to 10 days.
- Visitors will be denied if:
 - ◆ Under criminal justice supervision, including but not limited to pretrial, probation, or parole.
 - ◆ There is an open criminal or DUI case.
 - ◆ Required to register as a sex offender.
 - ◆ There is an active protection order with the resident.
- Visiting hours are subject to change to accommodate facility needs.
- You are not permitted to eat or drink anything other than water during your visits.
- Visits are 1 hour maximum and must end when scheduled.
- You are limited to 3 adult visitors per visitation timeslot.
- You can get information about visiting hours and registration from the front desk.
- Staff reserves the right to refuse, revoke or terminate any visit or visitor at any time.

WORK LOCKERS

If you need storage space for work tools, get permission from your case manager and then security staff can assign you a work locker. These lockers are for work tools ONLY and may not be shared with other residents. Personal items, cell phones, and food are not permitted inside work lockers.

PROGRAM INFORMATION

CASE MANAGERS

Upon your arrival, you will be assigned a case manager who is here to guide you through the program and hold you accountable. Case manager meetings have several purposes:

- To check your progress in attaining goals and objectives outlined in your individual supervision plan.
- To discuss behavioral and attitude problems or changes.
- To assist you in finding resources to address issues concerning employment, academic, mental health, substance abuse therapies, community living, and to make appropriate referrals to outside agencies for assistance.
- To identify payment options for treatment and/or required programs.
- To help prepare you for community success and hold you accountable for:
 - ◆ Court-ordered requirements
 - ◆ Department of Corrections requirements
 - ◆ In-house requirements
- You will be required to check your assigned case manager's posted schedule to sign-up weekly for a meeting.
- Days between meetings may not exceed 10 calendar days.

CONTRACTS

Residents may not marry or enter any contract while in this program without case manager approval.

EARNED TIME

Diversion Placements

- Diversion residents are eligible to earn up to 10 days per month earned time.
- Earned time will be calculated monthly by your case manager and is based upon your consistent progress in five categories as outlined per statute. These categories and eligible earned time include:
 - Employment – 2
 - Social/Domestic Relations – 2
 - Program Plan – 2
 - Financial Responsibility – 2
 - Program Compliance – 2
- If granted earned time for the month it will be credited off the end of your sentence.
- Your case manager will document any reason you did not receive any amount of earned time.
- You may only earn up to five days per month if you are unemployed.
- You may view your earned time on the kiosk.

DOC Placements

- DOC residents earned time will be calculated by the DOC Time Comp Unit and your DOC liaison.

FINANCIAL/BUDGETING

- You will be required to account for the net amount of your paycheck or gifted income while you are in the program.
- You will be required to pay towards your restitution fees and fines while in the program.
- You will be required to complete a spending and deposit form as outlined with your case manager.
- Any check issued by LCCC that is not cashed within 60 days of issue will be voided and will not be re-issued.
- You will need to purchase a money order for all deposits that are turned into the facility.
- You will receive a receipt for any monies that you turn in and may check the kiosk to view to see where the money was distributed.
- You will be required to pay subsistence fees of \$17.00 a day for each day you are here. During the time frame of July 1, 2022 through June 30, 2023, the State of Colorado will cover daily subsistence fees.
- Deposits must be completed by shutdown on Monday to appear on your kiosk that week.
- You may not lend or borrow money from other residents.
- You may not enter into any financial contracts without case management approval.
- You may not receive any pay advances on your paycheck, unless previously discussed with your case manager.
- You must report any financial gifts to your case manager, including but not limited to cash or gift cards.
- You must notify your case manager of possession of any credit/debit cards.
- You must have case manager approval to have an outside checking or savings account.
- Selling/trading property or goods to other residents is prohibited unless previously approved by your case manager

IN-HOUSE PROGRAMS

Community Corrections offers a variety of optional programs in addition to specific treatment that may be required by your case manager. Many of these programs are located on the Community Justice Alternatives Campus (LCCC and ASD). Upcoming opportunities will be posted on a monthly basis. Current offerings include: AA/NA meetings, Bible study, GED, higher education, financial planning and health-related topics

Community Corrections offers many in-house substance abuse and mental health (SAMH) treatment programs staffed by highly trained, licensed mental health and substance abuse professionals that use evidence-based cognitive restructuring programs.

VICTIM SERVICES

The victim services program identifies and assists in meeting the needs of LCCC residents with past or current victimization issues, as well as coordinating services for victims of LCCC resident offenses. Victim Services provides counseling, support, advocacy, and referral for services. Support groups are provided as needed.

MATRIX LEVEL SYSTEM

The requirements for each phase must be completed and signed off by your assigned case manager before advancement to the next phase. The Division of Criminal Justice (DCJ) has implemented a new standard of dosage hour requirements. Case managers will work with the client to come up with a plan to achieve dosage hours for each level to ultimately reach the required dosage hours throughout their program/sentence. Dosage hours will be built into the Matrix to ensure that the correct amount is met prior to advancing to the next level.

LEVEL 1

Completion Requirements

Stability Factors

- Complete the following:
 - ◆ Employment class
 - ◆ Client checklist for success
 - ◆ Intake Self-Assessment
 - ◆ Obtain acceptable employment and work a minimum of 5 shifts or establish an approved alternative
- Make payment towards budget from paycheck from an acceptable employer and identify financial obligations and legal requirements
- Enroll in treatment and attend intake
- Make appointment with appropriate provider if medical or medication needs are identified
- Complete case plan (matrix)
- Complete required dosage hour minimum

Behavioral Factors

- All sanctions must be completed and no pending IRs.

Privileges

- ONE earned religious pass per week– up to 3 hours including travel time
- ONE Pay Day Pass per week (CM approval) – 3 hours including travel time

LEVEL 2

Completion Requirements

Stability Factors

- Maintain acceptable full-time employment (32+ hours per week) or approved alternative
- Comply with financial obligations and make consistent payments
- Follow treatment program and attendance requirements
- Comply with court orders
- Comply with child support orders, if applicable
- Address medical and medication needs
- May attend GED, College placement test, or other approved educational programming
- Identify support person or persons and sign a release of information as needed
- Complete case plan (matrix)
- Complete required dosage hour minimum

Behavioral Factors

- All sanctions must be completed and no pending IRs.

Privileges

- ONE earned religious pass per week– up to 3 hours including travel time
- ONE Pay Day Pass per week (CM approval) – 3 hours including travel time
- TWO 3-hour passes or ONE 6-hour pass per week
- THREE recreational passes per week to gym or library only, one per day, - 3 hours including travel time

LEVEL 3

Completion Requirements

Stability Factors

- Maintain acceptable full-time employment (32+ hours per week) or approved alternative
- Comply with financial obligations and make consistent payments. You should have the following:
 - ◆ \$500 in savings
 - ◆ Current on all fees
- Follow treatment requirements and attend treatment
- Comply with court orders
- Comply with child support orders, if applicable
- Continue addressing medical and medication needs
- Continue to attend GED, College placement test, or other approved educational programming
 - ◆ May attend College if current on all fees
- Identify housing options
- Utilize pass time to engage in pro-social community support
- Complete case plan (matrix)
- Complete required dosage hour minimum.

Behavioral Factors

- All sanctions must be completed and no pending IRs.

Privileges

- ONE religious pass per week– up to 3 hours including travel time (only granted if you earned religious passes on Levels 1 and 2)
- ONE Pay Day Pass per week (CM approval) – 3 hours including travel time.
- TWO 3-hour passes or ONE 6-hour pass per week – THREE recreational passes per week to gym or library only – 3 hours including travel time
- ONE 12-hour pass

LEVEL 4

Completion Requirements

Stability Factors

- Maintain acceptable full-time employment (32+ hours per week) or approved alternative
- Must remain in current employment for 30 days prior to non-res
- Comply with financial obligations and make consistent payments. You should have the following:
 - ◆ \$ 4,000 in savings if getting your own place
 - ◆ \$ 2,000 if going to established family residence
- Follow treatment requirements and attend.
- Comply with court orders and child support orders, if applicable
- Continue addressing medical and medication needs
- Continue to attend GED, College placement test, or other approved educational programming. Must remain current on all fees to continue in school
- Solidify housing plan
- Utilize pass time to engage in pro-social community support
- Complete case plan (matrix)
- Submit paperwork for ISP or Non-Residential approval. Including relapse plan, budget plan which includes keeping a minimum of \$500 in your LCCC savings account until sentence completion and all other transition paperwork as requested by your case manager.
- Complete required dosage hour minimum.

Behavioral Factors

- All sanctions must be completed & no pending IRs.

Privileges

- ONE religious pass per week – up to 3 hours including travel time (only granted if you earned religious passes on Levels 1 and 2)
- ONE Pay Day Pass per week (CM approval) – 3 hours including travel time
- TWO 3-hour passes or ONE 6-hour pass per week
- THREE recreational passes per week to gym or library only - 3 hours including travel time.
- TWO 12-hour passes – Diversion residents and Federal Pre-trial residents with prior approval from FED P/O, may choose ONE 24-hour furlough instead
- Outdate may be adjusted if a violation is received.

BSMART DISCIPLINARY GUIDE

Here at LCCC, we believe that accountability is a cornerstone of success. Therefore, we follow a structured disciplinary procedure that ensures a fair and impartial process. LCCC and The Division of Criminal Justice have established rules to govern resident behavior which are defined in writing and communicated to all residents and staff. Residents will be subject to disciplinary action for any violation of the rules listed below or any rules posted within the facility.

BSMART

BSMART (Behavioral Shaping Model and Reinforcement Tool) is a model that balances discipline with incentives. It is designed to be consistent and motivating. You can earn incentive points for numerous things in the program such as submitting consistently clean urinalysis tests, being accountable in the community, and maintaining employment. Some points are awarded automatically, and others can be earned through other means. These incentive points can be redeemed for rewards like pass time and food items. The disciplinary part of BSMART is structured to encourage accountability and apply known, predictable outcomes of sanctions. The sanction process is designed to be objective, consistent, and reasonable. This means that sanctions are applied evenly and consistently.

Throughout the disciplinary process, you have the right to be notified of the violation in a timely manner, to submit evidence relevant to the specific violation, to have a hearing, and to appeal the outcome if you so choose.

All LCCC populations are subject to BSMART guidelines and procedures unless your referring agency chooses to review the violation independently.

VIOLATIONS & CONDITIONS OF PLACEMENT

- Violations are divided into four categories, with Class 1 violations being most serious.
- The “Conditions of Placement” are the expected behavior. Any behavior outside of this could be grounds for an Incident Report (IR).
- Staff will determine which violation(s) you have allegedly committed and will notify you of a violation with an IR through the kiosk.
- Some violations may involve placement on facility restriction (Total House Freeze) or restricted sign-out (work and paid treatment) pending the outcome of the IR. Total House Freeze (THF) is not meant to be a punishment; it is a “stop action” for staff to investigate and better assess how to proceed. Class 1 violations require THF.
- Class 1 violations will be subject to Administrative Review and possible termination from the program, according to the sanction grid. Class 2 violations may be subject to Administrative Review and possible termination according to the sanctions grid. Class 3 and 4 violations will not result in program termination.

ENTERING A PLEA

You have [24 Hours](#) from the time the incident report is written to input a plea via the kiosk.

- Pleading guilty to a violation will result in half sanctions (half days restriction/half amount of chore hours), according to the sanctions grid, and does not require a hearing.
- Pleading not guilty will result in a hearing with staff. If found guilty in that hearing, full sanctions will be applied.
- Failing to plea will result in full sanctions and may require Administrative Review.
- Once you select a plea, it cannot be changed.

HEARINGS

- If you plead not guilty to an IR, you will be required to attend a hearing with staff on the next hearing day. Hearings are held at 10:30 AM/PM on Monday, Wednesday, and Friday.
- You are required to attend the closest hearing date after the IR is issued. It is your responsibility to approach the front desk and request a hearing. Failure to appear at your hearing will result in a guilty verdict with full sanctions and will not be revisited. You must request a hearing extension prior to your hearing date. Staff will determine if an extension is warranted.
- Hearings are performed by impartial staff who did not witness or have any involvement with the incident.
- Hearings occur only to determine guilt or innocence and do not determine sanctions. Guilt is based on the preponderance of evidence gathered by staff during the investigation of the violation, or the preponderance of evidence presented by a resident to show innocence.
- Preponderance of evidence means evidence that is more convincing or probable. If you have reasonable and factual evidence to prove your innocence, you must present it in your hearing (Timecard, Note on Letterhead, Documentation, etc.). Not all evidence will be considered including but not limited to client testimony
- If you are found **Not Guilty** in the hearing, any disciplinary process related to the violation will end and the violation will not be counted in the future.
- If found **Guilty** in a hearing, you will receive full sanctions as determined by the sanctions grid.
- Hearing officers reserve the right to allow evidence that is reasonable in nature or deny certain evidence.

APPEALS

- If you have been found guilty of a violation you have the right to request an appeal without fear of retribution.
- You must request an appeal on the kiosk **immediately after learning your hearing outcome**. After that time, appeals will not be available.
- If you fail to attend your hearing, you will not be eligible for appeal and will be found guilty.
- After you request an appeal, you must request an appeal form from staff and fill it out completely.
- You will receive a written decision regarding your appeal within 5 business days.
- Sanctions levied during the hearing process will be in place while your appeal is being processed.
- Appeal decisions are final.

ADMINISTRATIVE REVIEW

- Administrative Review is the ruling body of the agency. It is a panel comprised of representatives from Security, Case Management, and Treatment. It is chaired by a member of Management.
- This panel reviews your current violation in the context of your overall history, along with behavior and progress, to determine if you will remain in the program or be terminated.
- Violations requiring Administrative Review that occur Sunday through Tuesday will be reviewed on the following Thursday, and violations that occur Wednesday through Saturday will be reviewed on the following Tuesday. Check to see what time Admin Review is conducted on these days. Failure to attend your scheduled AR may result in disciplinary action.
- If a violation is subject to, or triggers an appearance in Administrative Review, you may be placed on THF. All Class 1 violations will require Admin Review. Class 2 violations may require Administrative Review based on the sanctions grid.
- Administrative review appeals must be submitted to the Director within 5 calendar days of revocation. Only new information not presented at AR will be reviewed. The Director of LCCC will review decisions and decide split votes. All decisions are final after the Director's review.

CONDITIONS OF PLACEMENT AND VIOLATIONS

CLASS 1

Condition 100 – Non-Violent Behavior

Individuals placed in community corrections shall behave in a manner that is respectful to the safety and security of all other persons.

Violation 100 – Violent Behavior

Individuals commit a violation of this condition of placement when, through negligence or recklessness, they cause injury to another person or apply any physical force against any person regardless of whether injury occurs. This includes engaging in a physical altercation, not limited to the exchange of punches, shoves, kicks, or any offensive physical contact.

Condition 101 – Law Abiding Behavior

Individuals placed in community corrections must comply with local, state, and federal law and shall always demonstrate pro-social and non-criminal behavior.

Violation 101 – Law Violation

Individuals commit a violation of this condition of placement when they violate any state or federal law (felony, misdemeanor, or illegal behavior) which could result in jail time.

Condition 102 – Possession of Safe and Secure Property

Individuals placed in community corrections shall possess only physical property that is deemed safe and secure by the community corrections program.

Violation 102 – Possession of Contraband (Dangerous)

Individuals commit a violation of this condition of placement when they introduce illegal or dangerous contraband into the facility or when they physically possess dangerous contraband on one's person, in one's room, immediate sleeping area, locker, place of work or other program assignment. This violation also includes manufacturing, attempts to introduce, or introduction of dangerous contraband into the facility. A client is also in violation if they actively refuse to submit to a person or property search, refuses to submit a UA, or leaves UA row without authorization. See contraband list.

Condition 103 – Accountable Whereabouts

Individuals placed in community corrections shall be accountable for their whereabouts in the community at all times and shall only be at locations in the community that are approved by the community corrections program.

Violation 103 – Prohibited Time/Location (> 4 hours)

Individuals commit a violation of this condition of placement when one fails to return to the facility by the required return time, departs from the approved sign-out location without permission, or is unavailable for phone monitors when staff attempts a verification call. The time frame for this violation is being unaccountable to the facility for greater than 4 hours, multiple days with accumulated unauthorized time, or any amount of time at a non-permitted or denied location in the community.

Condition 104 – Compliance with Appropriate Sexual Behavior

Individuals placed in community corrections shall demonstrate sexual behavior that conforms to the requirements of the Program. If discovered, clients will report any instances of inappropriate sexual behavior to the appropriate authorities.

Violation 104 – Engaging in Sexual Acts or Harassment

Individuals commit a violation of this condition of placement when one subjects another person to sexual contact, through physical action and/or verbal or written statements with or without consent; engaging in sexual acts in the facility or on facility grounds; indecent exposure; sexual advances or sexual comments directed to staff, clients or visitors. This includes behavior of a sexual or romantic nature whether verbal, nonverbal, or physical.

Condition 105 – Completion of Program Assignment

Individuals placed in community corrections shall complete their assigned sentence or period of placement as determined by their respective referral and/or regulatory agency.

Violation 105 – Unauthorized Absence

Individuals commit a violation of this condition of placement when one leaves the confines of the facility and fails to return or fails to return to the facility from a sign-out location according to the current community corrections standard timeframe.

CLASS 2

Condition 200 – Sobriety

Individuals placed in community corrections shall remain substance free.

Violation 200 (a) – Substance Use (Illegal Substance)

Individuals commit a violation of this condition of placement when through investigation, or when he/she submits a urine sample that contains any quantity of unauthorized substances to include illicit drugs (to include synthetic substances), inhalants, or poppy seeds. This also includes taking more medication than prescribed or taking prescription medications to which, the individual is not prescribed.

Violation 200 (b) – Substance Use (Alcohol, THC, Dilutes)

Individuals commit a violation of this condition of placement when through investigation, or when he/she submits a positive breathalyzer test or a urine sample that contains any quantity of Alcohol or Marijuana. This condition violation also includes urine sample testing that detects a non-typical result, is determined un-testable, deemed dilute or tampered with.

Condition 201 – Pro-Social Driving Behavior

Individuals placed in community corrections are expected to have a valid driver's license, insurance, and permission from appropriate staff to obtain driving privileges.

Violation 201 – Unauthorized Driving

Individuals commit a violation of this condition of placement when they operate any motor vehicle without prior approval by staff and regulatory agency staff as required.

Condition 202 – Possession of Safe and Secure Property

Individuals placed in community corrections shall possess only physical property that is deemed safe and secure by the community corrections program.

Violation 202 – Possession of Contraband (Major)

Individuals commit a violation of this condition of placement when they introduce major contraband into the facility or when they physically possess major contraband on one's person, in one's room, immediate sleeping area, locker, and place of work or another program assignment. This includes manufacturing, attempts to introduce, or introduction of major contraband into the facility. Major contraband is defined in the Residential Guidebook. See Contraband List.

Condition 203 – Accountable Whereabouts

Individuals placed in community corrections shall always be accountable for their whereabouts in the community and shall only be at locations in the community that are approved by the community corrections program.

Violation 203 – Prohibited Time/Location (31 minutes to 4 hours) (Moderate)

Individuals commit a violation of this condition of placement when one fails to return to the facility by the required return time, departs from the approved sign-out location without permission, or is unavailable for phone monitors when staff attempts a verification call. The time frame for this violation is between 31 minutes and 4 hours.

Condition 204 – Pro-Social Financial Behavior

Individuals placed in community corrections shall meet their required financial obligations as defined by program requirements.

Violation 204 – Financial Misconduct

Individuals commit a violation of this condition of placement when one actively refuses to meet financial obligations and demonstrates anti-social financial behavior. This includes refusing to meet their individualized financial obligations such as: restitution payment, subsistence, fees, or refusing to turn in a paycheck.

Condition 205 – Safe, Secure, and Pro-Social Communication and Behavior:

Individuals placed in community corrections shall communicate to others in a manner that is respectful to the safety and security of all other persons. Both verbal and non-verbal communication shall be respectful to the safety and security of all other persons.

Violation 205 (a) – Abusive or Threatening, or Anti-Social Behavior:

Individuals commit a violation of this condition of placement when his/her verbal or non-verbal, or physical behavior towards another person(s), or aggressive behavior towards property is disrespectful, causes fear of injury, intimidation, or compromises the general safety and security of staff, residents, or members of the community. Anti-social behavior may include summons or tickets of any kind.

Violation 205 (b) – Disrespectful or Inappropriate Behavior:

Individuals commit a violation of this condition of placement when his/her comments or actions are disrespectful, offensive, inappropriate towards staff or clients, or interfere with staff duties that compromise the general welfare of staff, residents, members of the community, or facility operations. Examples include, but are not limited to, comments about individual's appearance, gestures, or derogatory statements.

Condition 206 – Respect of Others’ Property

Individuals placed in community corrections shall respect the physical property of all persons and refrain from damaging the property of others.

Violation 206 – Property Damage

Individuals commit a violation of this condition of placement when his/her behavior, either intentionally or through recklessness, results in the damage or loss of any property of another. This includes damaging the property of the facility that compromises the safety or security of others.

Condition 207 – Pro-Social Employment Behavior

Individuals placed in community corrections shall demonstrate pro-social, compliant, and productive behavior to obtain and maintain employment.

Violation 207 – Employment Misconduct

Individuals commit a violation of this condition of placement when one behaves in an anti-social or disruptive manner at their place of employment or violates the policies of their employer. This violation includes a pattern or refusal to abide by job search requirements or quitting employment without obtaining case manager permission first.

Condition 208 – Pro-Social Behavior in Treatment

If determined applicable through standardized assessment, individuals are expected to enroll in and attend treatment and remain engaged by cooperating fully with the treatment provider until successful program completion is achieved. Individuals placed in community corrections shall demonstrate pro-social, compliant, and productive behavior during treatment of any kind.

Violation 208 – Treatment Misconduct

Individuals commit a violation of this condition of placement when one is terminated or suspended from treatment due to anti-social or disruptive behavior or due to behavior that violates the policies of the treatment agency, fails to schedule an intake appointment, or misses a scheduled treatment appointment. This includes failure to abide by the terms of a behavioral contract.

Specialized populations may be subject to termination if determined appropriate by the program.

Condition 209 – Pro-Social Influences Upon Others

Individuals placed in community corrections shall demonstrate pro-social influence on others’ behavior.

Violation 209 – Bribery or Solicitation

Individuals commit a violation of this condition of placement when his/her behavior actively influences another person to commit an unlawful or prohibited act in the facility or in the community. This includes offering anything of value to any staff member or other residents with the intent to influence that person’s discretion or actions in any way. This includes a resident who attempts or participates in an act(s) where the goal is to persuade, intimidate or influence, or to elicit any staff into an unlawful act and/or violation of policy for any reason.

Condition 210 – Pro-Social Influences Upon Self

Individuals placed in community corrections shall, with staff permission, associate only with persons that have a positive or pro-social influence upon themselves. All program guidelines and expectations must be followed, and clients must be engaged in pro-social behavior in order to associate with each other in the community.

Violation 210 – Anti-Social Association:

Individuals commit a violation of this condition of placement when he/she voluntarily engages in **BOTH** anti-social behavior and interaction(s) with an anti-social peer (gang affiliation, co-defendants, victims, persons under criminal justice supervision or acting criminally, etc.) Examples of this include but are not limited to: unapproved romantic/sexual relationships, violating STG policy, or being around criminal activity.

CLASS 3

Condition 300 – Respecting Operational Rules and Procedures

Individuals placed in community corrections are expected to follow all facility operational rules at all times. It is also expected that resident's behavior is supportive of the orderly operations of the facility and programs.

Violation 300 – Violation of an Operational Rule

Individuals commit a violation when they fail to comply with any facility rule or regulation.

Condition 301 – Following Staff Directive

Individuals placed in community corrections are expected to follow any order or instruction given by a staff member that is reasonable in nature and gives reasonable notice of conduct expected.

Violation 301 – Failure to Follow a Staff Directive

Individuals commit a violation when they fail to obey a written order or verbal instruction given by a staff member that is reasonable in nature, does not impact the safety of the facility or place anyone at risk, and which gives reasonable notice of the conduct expected. This includes violation of any special condition(s) of one's placement to include the program plan/level review.

Condition 302 – Proper Use of Only Appropriate Items

Individuals placed in community corrections are expected to possess only physical property that is deemed allowable by the facility on their person or in their room.

Violation 302 – Possession of Contraband (Minor)

Individuals commit a violation when they are in possession of anything that is deemed to be minor contraband. Possession includes - physical possession, possession in one's room, immediate sleeping area, locker, vehicle, place of work or assigned location. This includes manufacturing, attempts to introduce or introduction of minor contraband into the facility. Minor contraband is defined in the Residential Guidebook. See Contraband List.

Condition 303 – Accountable Whereabouts

Individuals placed in community corrections shall be accountable for their whereabouts in the community at all times and shall only be at locations in the community that are approved by the community corrections program.

Violation 303 – Prohibited Time/Location (5 to 30 minutes) (Minor)

Individuals commit a violation of this condition of placement when one fails to return to the facility by the required return time, departs from the approved sign-out location without permission, is unavailable for phone monitors when staff attempts a verification call, deviates from an expected route to or from facility, or stopping at any unapproved location while in route to or from an approved location. The time frame for this violation is between 5 minutes and 30 minutes.

Condition 304 – Use of Only Authorized Areas

Individuals placed in community corrections are expected to respect facility rules regarding restricted areas, curfew times and fire/emergency drills.

Violation 304 – Unauthorized Area

Individuals commit a violation when he/she is found to be in another resident's room or in any staff office/program room without staff approval. Being present in an unauthorized area without staff approval, including any room, floor, bunk, or patio not assigned to the resident. Leaving assigned dorm room during facility shutdown or lockdown.

Condition 305 – Job Search Accountability

Individuals placed in community corrections are expected to complete job search requirements as deemed necessary by program; this includes turning in completed job search forms and related documents to facility staff to ensure it is completed accurately and appropriately.

Violation 305 – Unaccountability on Job Search/Contract Violation

Individuals commit a violation when they fail to comply with daily job search accountability requirements or violating one's job search or employment contract. This includes not making enough contacts for the day, failing to job search without authorization, or not completing the job search form.

Condition 306 – Appropriate Use of Prescribed Medications

Individuals placed in community corrections are expected to take all medications as prescribed.

Violation 306 – Failure to Take Medication as Prescribed

Individuals commit a violation when they fail to take a medication as prescribed or failure to follow facility medication procedures as outlined in the guidebook.

Condition 307 – Honest Behavior

Individuals placed in community corrections are expected to be truthful and forthright in all circumstances. Individuals are expected to give accurate and complete information to staff at all times.

Violation 307 – Falsification

Individuals commit a violation when making a false statement, being dishonest, swearing, or affirming the truth of a false statement that was previously made.

Condition 308 – Pro-Social Behavior in Treatment

If determined applicable through standardized assessment individuals shall attend treatment and remain engaged by cooperating fully with the treatment provider until successful program completion is achieved. Individuals placed in community corrections shall demonstrate pro-social, compliant, and productive behavior during treatment of any kind.

Violation 308 – Treatment Violation

Individuals commit a violation when they fail to comply with treatment expectations and rules including attendance, participation, medication, and financial agreements.

Repeated behavior may result in higher violation for specialized populations.

Condition 309 – Facility Service and Cleanliness

Individuals placed in community corrections are expected to respect others needs for cleanliness and sanitary living conditions. It is expected that all residents keep the place in which they live clean and organized.

Violation 309 – Sanitary Violation

Individuals commit a violation when they fail to abide by individual and common area sanitary standards as posted in the Guidebook. This includes failure to keep one’s body, hair, and clothes in a clean, sanitary, and tidy condition.

CLASS 4

Condition 400 – Adherence to Public Health and Safety Protocols

Individuals placed in the community corrections program will abide by all emergency measures and policies as it relates to public health and safety.

Violation 400 – Public Safety Violation

Individuals commit a violation of this condition when they intentionally or negligibly fail to comply with public health and safety guidelines, protocols, expectations, or policies.

Condition 401 – Proper Cell Phone Use

Individuals placed in a community corrections program will abide by all program expectations regarding proper cell phone usage. This includes but is not limited to abiding by the cell phone contract. A higher level IR may be warranted for specialized populations or because of content found during a search of a cellular phone.

Violation 401 – Cell Phone Use Violation

Individuals commit a violation of this condition of placement when they fail to comply with program expectations regarding cell phone use. This includes but is not limited to possession of a cell phone in unauthorized areas, or failure to comply with expectations outlined in the cell phone contract. A higher level IR may be warranted for specialized populations or because of contents found during a search of a cellular phone

SANCTIONS

Class 1 Violations	
Infraction	Any
Days Restriction	25
<i>Guilty Plea Days</i>	12
Chore Hours	25
<i>Guilty Plea Hours</i>	12
Behavioral Intervention	Yes
Administrative Review	Yes
Total House Freeze (THF)	Option
Clean Slate	None

Class 2 Violations				
Infraction	1st	2nd	3rd	4th
Days Restriction	12	16	18	20
<i>Guilty Plea Days</i>	6	8	9	10
Chore Hours	12	16	18	20
<i>Guilty Plea Hours</i>	6	8	9	10
Behavioral Intervention	X	X	Yes	Yes
Administrative Review	X	X	Yes	Yes
Total House Freeze (THF)	X	X	Option	Option
Clean Slate	60 days	60 days	60 days	60 days

Class 3 Violations					
Infraction	1st	2nd	3rd	4th	5th
Days Restriction	0	6	10	12	16
<i>Guilty Plea Days</i>	0	3	5	6	8
Chore Hours	6	8	10	12	16
<i>Guilty Plea Hours</i>	3	4	5	6	8
Behavioral Intervention	X	X	X	X	X
Administrative Review	X	X	X	X	X
Total House Freeze (THF)	X	X	X	X	X
Clean Slate	45 days	45 days	45 days	45 days	45 days

Class 4 Violations				
Infraction	1st	2nd	3rd	4th
Days Restriction	12	16	18	20
<i>Guilty Plea Days</i>	6	8	9	10
Chore Hours	12	16	18	20
<i>Guilty Plea Hours</i>	6	8	9	10
Behavioral Intervention	X	X	X	X
Administrative Review	X	X	X	X
Total House Freeze (THF)	X	X	X	X
Clean Slate	45 days	45 days	45 days	45 days

Chore Hours: The number of chore units that must be completed before restriction is cleared.

Days Restriction: The number of days that leisure/recreation pass time is suspended. Residents may work, attend scheduled appointment or paid treatment.

SANCTIONS

- If you have plead guilty or have been found guilty of a violation, you will be given the respective sanctions. Guilty pleas will result in half sanctions. Guilty findings in a hearing will result in full sanctions.
- Sanctions may include, but are not limited to sign-out restrictions, extra chores, special assignments, loss of earned time, or possible termination from the program.
- Sanctions are based on the level of violation and the number of times the same class violation has occurred. With multiple violations, chore hours will be added up with no limit on the number accrued.
- A resident is not limited to a number of consecutive days on restriction at a time, even if multiple violations occur. Restriction days will run concurrent but will always be served in totality.
- Residents will not be able to resume leisure or recreational pass time until all chore hours are completed, even if restriction days are completed.
- Clean slate days refer to the number of days that must pass without another violation of the same class to start back at the 1st infraction's sanctions. Class 2 violations start over at 60 days, Class 3 violations at 45 days, and Class 4 violations at 45 days as well.
- Unless the clean slate days are met, the infraction number will escalate, and sanctions will increase. This includes chore hours, days of restriction, and Administrative Review.
- Class 1 violations do not consider clean slate days and are always eligible for Administrative Review.

INCENTIVES

Bronze Honors (5 Points)

- Complete Intake Packet
- Positive CM/Therapist meeting
- Meet with a mentor (mentor report)
- Observed pro-social behavior

Residential Only

- 15 consecutive days of accountable whereabouts
- 15 consecutive days without a positive UA/BA
- Attend Employment Success class
- 15 consecutive days without disciplinary action
- Cleared to job search
- Client developed matrix ideas/goals

Treatment Only

- 25 consecutive days of accountable whereabouts
- 25 consecutive days without a positive UA/BA
- Complete assessments
- 25 consecutive days without disciplinary action
- Attend one week of scheduled classes
- Positive group participation
- Turn in all homework on time for 1 week

Silver Honors (25 Points)

- Positive treatment report
- Read Resident Guidebook and pass quiz
- Pattern of or significant pro-social behavior

Residential Only

- 60 consecutive days without Class 1 or Class 2 disciplinary action
- 60 consecutive days of accountable whereabouts
- Find full time employment
- 60 days full time employment
- Selected as a facility trustee
- 1 matrix/case plan action step completed
- 60 consecutive days without a positive UA/BA

Treatment Only

- Regular and positive attendance to all scheduled classes for 6 weeks
- Regular and positive attendance to CM/Therapist meetings for 6 weeks
- Turn in all homework on time for 6 weeks
- 50% autobiography completed
- 50 consecutive days of accountable whereabouts
- 50 consecutive days without Class 1 or Class 2 disciplinary action
- 50 consecutive days without a positive UA/BA

Gold Honors (150 Points)

Residential Only

- 3 consecutive months of positive treatment reports
- Selected as a peer mentor (IRT or Residential)
- 120 consecutive days of accountable whereabouts (no unauthorized absence/area)
- 120 consecutive days without a positive UA/BA
- 120 consecutive days without Class 1 or Class 2 disciplinary action
- Completed matrix/case plan
- Outdate entered on level 4 Matrix
- 3 months full time employment

Treatment Only

- 3 consecutive months of positive treatment reports
- Selected as a peer mentor (IRT or Residential)
- 75 consecutive days of accountable whereabouts (no unauthorized area)
- 75 consecutive days without a positive UA/BA
- 75 consecutive days without Class 1 or Class 2 disciplinary action
- Completed autobiography
- Completed recovery plan
- 9 weeks of regular and positive attendance to all scheduled classes
- 9 weeks of regular and positive attendance to CM/Therapist meeting

REWARDS

Rewards may be redeemed during designated times posted at the front desk near the rewards store. Item availability may vary, see the store for current offerings. Items that must be scheduled ahead of time are marked with a star (*)

SMALL (50/100/150 POINTS)

- Small food items as available
- Small personal or hygiene item (50/150)
- Religious pass
- 3-hour pass/rec pass (150) (expires on Sundays)
- 5 photocopies
- Charge phone in control room (1 hour)
- Stay up past shutdown (midnight) (100)
- Extra Drop Off Day (150)
- Order food one day during the week of client's choosing * (150)
- First in line for meds (100)
- 15-minute phone card (100)
- 15-minute personal call on black phone
- Extra smoking privilege
- Pot of coffee after 8AM

MEDIUM (400 POINTS)

- Medium personal or hygiene item
- 4 Free bus passes
- Extra visitation time *
- Waive program fees for 1 day (\$17)
- Special 4-hour movie pass in community

LARGE (1400 POINTS)

- 12-hour pass – must be level 3
- 24-hour furlough – must be level 4 (Direct sentence only)
- Waive program fees for 4 days (\$68)
- Special one-time 6-hour pass location (CSU game, Eagles game) (must be level 3)
- 1 monthly bus pass
- Move rooms (pre-approved by staff)

RESOURCES

LEGAL SERVICES

- Public Defender's Office: 1 Old Town Square #201, (970) 493-1212
- District Attorney's Office: 201 Laporte Ave #200, (970) 498-7200
- Colorado Legal Services: 215 W Oak St STE 800, (970) 493-2891

MEDICAL/DENTAL

- Health District of Northern Larimer: 120 Bristlecone Dr, (970) 224-5209
- Comfort Dental: 934 S Lemay Ave, (970) 498-8300
- Salud Family Health Center: 1635 Blue Spruce Dr, (970) 494-4040
- Family Medicine: 1025 Pennock Pl, (970) 495-8800
- Harmony Urgent Care: 2127 E Harmony Rd #140, (970) 297-6250
- Concentra Urgent Care: 620 S Lemay Ave, (970) 221-5811

GOVERNMENT SERVICES

- Department of Human Services: 1501 Blue Spruce Dr, (970) 498-6300
- DMV – Driver's License: 3030 S College Ave Suite 100, (970) 494-9806
- County Clerk – Car Title/Registration/Plates: 200 W Oak St, (970) 498-7878
- Social Security Administration: 301 S Howes St #4, (866) 336-7385

CLOTHING

- ARC Thrift Store: 2701 S College Ave, (970) 267-8870
- Fort Collins Rescue Mission: 316 Jefferson St, (970) 224-4302
- Serve 6.8 :1239 E Drake Rd, (970) 449-5401

COUNSELING SERVICES

- AA/NA Groups (posting at front desk)
- SAVA: 4812 S College Ave, (970) 472-4204
- Creative Counseling: 3000 S College Ave #202, (970) 221-4057
- Summitstone: 4856 Innovation Dr, (970) 494-4200

CRISIS SERVICES

- Colorado Crisis Services: (844) 493-8255 or text "TALK" to 38255
- National Suicide and Crisis Lifeline: Call or text 988
- Crisis Text Line: Text "HOME" to 741741
- Veterans Crisis Line: Call 988 and press 1 or text 838255
- Trevor Project for Young LGBTQ Lives: (866) 488-7386
- Trans Lifeline: (877) 565-8860

EMPLOYMENT

- Facility Employment Lab: (970) 498-7592
- Hire Quest Direct: 202 Airpark Dr., (970) 416-0070
- People Ready: 1708 E Lincoln Ave #4, (970) 490-5977
- MTS Mobile Staffing: 4619 S Mason St, Unit C5, (970) 223-5904

REPORTING

- CWISE: 1 (800) 426-9143 – DOC and parole clients are required to call once a month and pay monthly CWISE dues.
- Parole Office: 3000 S College Ave, (970) 223-2232
- Larimer County Probation: 1600 Prospect Pkwy Suite 109, (970) 498-5800

TRANSPORTATION

- Bike Co-Op: 1501 N College Ave, (970) 484-3804
- Sapphire Car Service: (970) 545-0919
- Monthly bus passes available at front desk for \$12.50, need exact money order
- Ztrip: (970) 224-2222
- Intelliride – Non-Emergent Medical Transport, (855) 489-4999

CHECK CASHING, MONEY ORDERS

- King Soopers: 2602 S Timberline Rd, (970) 267-5100
- Wal-Mart: 1250 E Magnolia St, (970) 493-3048

HOUSING RESOURCES

- Murphy Center/Homeward Alliance: 242 Conifer St., (970) 494-9940
- Housing Catalyst: 1715 W Mountain Ave, (970) 416-2910

PROGRAM MANUAL TEST 2022-2023

You must score 90% (29/32) or above to earn 25 BSMART points upon completion of test.

You may only complete the test one time during your program.

1. What is the only type of allowed laundry detergent? _____
2. Which type of sign outs are allowed on stand down? _____
3. What is your next step after receiving a write up (IR)? _____
4. Give 2 examples of minor contraband: _____
5. What happens to minor contraband taken during a room search? _____
6. You can bring open beverage containers into the facility? True or False
7. Where is it appropriate to change clothes? _____
8. Which days can you order food for delivery? _____
9. What are you permitted to do while on sickbed? _____
10. When is mail distributed? _____
11. When must medications be taken? _____
What are the exceptions? _____
12. You cannot take over-the-counter medications containing:
A. Alcohol B. Dextromethorphan C. Pseudoephedrine D. All of these
13. Where are you allowed to smoke during rec time? _____
14. Where must approved cell phones be kept while in the facility? _____
15. You are not allowed to use your cell phone while on rec. True or False
16. How many phones can you have in contraband at one time? _____
17. Where can you sign out to while on restriction? _____
18. What type of food is allowed in your room? _____
19. How many hours do you have to spend in facility in a 24-hour period? _____
20. How many location changes can be made on a 12-hour pass? _____
21. What are the exceptions to the 2100 curfew? _____
22. Extensions can be granted on 3-hour and payday passes. True or False
23. What items can you bring back from a payday pass? _____
24. When do passes reset in the computer? _____
25. Where can you go on a rec pass? _____
26. How much food/property can you have dropped off during drop off times? _____
When are drop off times? _____
27. After notification, how long do you have to submit a UA? _____
28. According to GI, how many pairs of shoes may you keep in the common area? _____
29. Loitering in a parking lot is considered prohibited time/location? True or False
30. For restriction to be lifted, you must serve all restriction days and complete all chore hours. True or False