

# LARIMER COUNTY COMMUNITY CORRECTIONS



**2025**

# **FAMILY GUIDEBOOK**

[larimer.gov/comcor](http://larimer.gov/comcor)

# Mission Statement

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

## Introduction

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

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

## DROP-OFF/DELIVERIES/MAIL

Drop-offs are limited to residents with no community access only. Except for money, visitors may drop off approved items to staff during the scheduled drop-off times only. All items must be inspected by staff before the resident receives them. These property drop-offs must be kept to a reasonable size. Everything being brought for your resident must completely fit into one standard milk crate. New residents may receive their one initial drop-off, in one large trash bag, within the first week of entry. Drop off times are subject to change without notice.

- Staff CANNOT take money for liability reasons. Visitors may hand money directly to residents during scheduled visits only or money may be sent through the mail at your own risk.
- Residents may not visit with anyone dropping off items.
- Drop-off items must conform to the 'Permitted Items' guidelines (no restaurant meals, homemade food, fast food, perishables, etc.).
- Each resident will only be permitted one drop-off per weekend and visitors can drop off property for only one resident at a time.
- Drop off times for approved items are:
  - Saturday 8am-10am and 3pm-4pm
  - Sunday 8am-10am and 3pm-4pm

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

**For men's mail:**

(Resident's First and Last Name)  
2255 Midpoint Drive  
Fort Collins, CO 80525

**For women's mail:**

(Resident's First and Last Name)  
2307 Midpoint Drive, Door 4  
Fort Collins, CO 80525

Any mail not clearly labeled with the resident's first and last name or delivered after program exit 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 resident. Mail is delivered to the facility Monday through Friday, except on holidays. All mail delivered will be distributed to resident mailboxes after shutdown. Residents may not have a PO Box. Outgoing mail is collected and sent out at 8:00AM Monday through Friday, except on holidays.

Staff does not have information about incoming mail or packages. Staff accepts no responsibility for receiving, tracking, or distributing packages delivered to Community Corrections. Order at your own risk. Residents may not receive any food or drink items via mail. Unauthorized items or items in excess will be disposed of.

## PERMITTED ITEMS

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

- Hygiene items (shampoo, soap, toothbrush, toothpaste, razors, etc.). Must fit in a gallon Ziploc bag.
- Non-acetone nail polish remover
- 1 Clip-on reading lamp, 1 alarm clock, 1 personal sized clip-on fan
- Surge protector (power strip)
- 3 pairs of shoes/shower shoes - Total
- 2 Books
- Personal music player and headphones
- 1 Portable DVD player, up to 10 individual DVDs per person

- Clothing Iron
- Bath towels (optional)
- 1 single layered, twin size, solid color blanket
- 1 personal standard-sized pillow, and 1 solid color pillowcase
- 1 standard twin size, single layered, foam mattress topper
- Hat/pair of sunglasses
- Bike/bike lock
- Food/Beverages – up to 18 sealed, single-serving, ready-to-eat cans or 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.
- Laundry pods/sheets, dryer sheets. No liquid/powdered detergent allowed.

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.

## ITEMS NOT PERMITTED (not an exhaustive list)

- Homemade movies or burned DVDs
- Lottery tickets or any item that could be used for gambling
- Unapproved credit cards, debit cards, financial transaction cards, personal checks
- Unapproved driver's license
- Loose tobacco, rolling papers, matches
- Adult-oriented materials
- Non-prescription eye drops
- Coffee pots, extension cords, or heating devices
- Liquid laundry detergent, softener, laundry scent beads, or bleach
- Laser pointers, noise-making devices/whistles
- Flowers, plants, stuffed animals, glass, or ceramic
- Pets
- Household items such as luggage, boxes, laundry baskets, extra furniture, rugs
- Lamps and fans (larger than individual size)
- Pictures or clothing depicting or referencing drugs, alcohol, and paraphernalia
- Non-prescription powders, including but not limited to food or medication
- Any supplement other than a daily multivitamin

## FOOD/MEALS

- Residents will be offered three meals per day, and vending machines are available if residents wish to purchase additional food.
- Residents are permitted to have the following food/beverages in their rooms: up to 18 single-serving cans or aluminum pouches, individually wrapped coffee, tea, microwave popcorn, single serving coffee creamer, sugar packets, and non-liquid individual serving drink flavoring packets.
- Homemade food is not permitted at any time. All food must be purchased from a store or restaurant and be in the original packaging or container. Any food that cannot be stored in rooms must be immediately consumed or must fit inside the resident's mailbox.

- Due to health code and storage restrictions, residents are unable to bring in and store perishable items.
- Only factory sealed drinks are permitted in the facility. No open beverages may be brought into the facility including food delivery or fountain drinks. Reusable beverage containers must be emptied before entering the facility.
- Residents are permitted to order restaurant delivery on Saturdays and Sundays. Deliveries from grocery stores and convenience stores will not be accepted.

## MEDICATION

### Prescription Medications

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

### Over-the-Counter Medications

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

## PHONES

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

Residents are responsible for their cell phone and LCCC is not liable for any lost, stolen, or damaged cell phone or cell phone accessories. Residents are aware that any phone brought into the facility belonging to an individual in the community will be subject to all agency protocols and confiscation.

## EMPLOYMENT/JOB SEARCH

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

Residents:

- cannot work for any company that provides service in occupied private residences.
- may not own a business or work for his/herself, family members, or other residents.
- must have taxes taken out of paychecks and receive a printed paystub.
- must have approval to work out of county.
- must provide proof of tips if applicable.
- must get approval to work in establishments deemed primarily a bar.
- must get case manager approval to seek a second job.



## PERSONAL PASS TIME

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

- Facility curfew is 9:00pm every night. Residents must return to the facility no later than 9:00pm unless they are working or attending paid treatment.
- Between Labor Day and Memorial Day, residents must leave parks, Old Town area, and all trails by 6:00PM. These areas may be restricted due to local events.
- Residents are not permitted in the following locations without case manager approval:
  - Any denied or unapproved residence
  - Gun stores
  - Pawn shops
  - Locations out of county/state
  - Prohibited hotels (see case manager for list)
  - Marijuana dispensaries
  - Liquor stores
  - Bars/lounges
  - Restaurants that are primarily a bar
  - Tattoo parlors
  - Adult stores
  - Locations outside of Fort Collins city limits
  - Prohibited hotels (any hotel not approved by case manager)
  - Smoke/vape shops
  - School, including CSU and Front Range campuses
- Residents may not visit any locations deemed inappropriate by staff.
- Staff may require a resident to return to the facility at any time if they cannot verify their location or activities.

## Residences/Pass Locations

- Any residence your resident goes to while on pass/furlough must be pre-approved by their case manager. To have your residence approved as a pass location, please complete a Pass Location Agreement Form available at the front desk.
- No alcohol, drugs, or firearms are allowed at any pass/furlough location.
- Residents are allowed to be out in the community for a maximum of three hours before checking in to the facility or at an approved pass location.

## Furloughs/Overnight Passes

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

## TOBACCO/E-CIGARETTES

- Residents are permitted to use tobacco products and e-cigarettes during specified times in designated smoking areas.
- Residents must store all tobacco products, electronic vapor cigarettes, and lighters in their mailbox when not in use.
- Loose tobacco, rolling papers, and matches are prohibited.

# VISITATION

Treatment residents are permitted to have visitors during designated visitation hours, provided that the visit does not interfere with the resident's program schedule, case management meetings, or therapy appointments.

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

## Registering to Visit

Visits are conducted on a first-come first-served basis. Each visitor, aged 18 or older, must register for visitation and may visit once per week upon application approval. To accommodate multiple visits, residents may have a maximum of three visitors during one visit.

All visitors will be subject to a background check and may request to become an approved visitor by completing the visitor application online at **[larimer.gov/cja/comcor/visitation](http://larimer.gov/cja/comcor/visitation)**. All visitor requests will be processed within seven business days. You will be notified of your application status via the email address provided at the time of application.

## Denial Reasons

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

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

## Visitor Expectations

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

## During the Visit

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

## What is Permitted During Visits?

- Diaper bags or childcare items – subject to search prior to visit
- Activities – games, books, pen, and paper
- Socially appropriate physical contact (brief embraces, holding hands)
- Cell phones (with no audible sounds)

## What is NOT Permitted During Visits?

- Purses
- Contraband (including but not limited to firearms, drugs, alcohol, or pornography) - Persons bringing contraband into the facility may be prosecuted.
- Food or drink
- Smoking
- Excessive displays of affection (including but not limited to making out, sitting on laps, sexual contact)
- Loud or disruptive behavior
- Animals
- No photos or video calls

## Visitation Schedule [[www.larimer.gov/cja/comcor/visitation](http://www.larimer.gov/cja/comcor/visitation)]

Please see the visitation site for the current schedule. The schedule is subject to change at any time.

## FREQUENTLY ASKED QUESTIONS

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

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

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

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

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

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

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

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



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

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

## What is Administrative Review?

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

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

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

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

Men's Programs - 970-498-7527

Women's Programs - 970-498-7570