

# LARIMER COUNTY COMMUNITY CORRECTIONS



2025

# RESIDENT GUIDEBOOK

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# RESIDENT GUIDEBOOK REVISION COMMITTEE

JACOB HUPP, ASSISTANT DIRECTOR

JASON HELMS, COMMUNITY JUSTICE SUPERVISOR

ERIN CALDWELL, COMMUNITY JUSTICE SPECIALIST SENIOR

SAVANNA BUNNELL, COMMUNITY JUSTICE CASE SPECIALIST SENIOR

AMANDA KUCERA, ADMINISTRATIVE SPECIALIST

CHRIS WILLIAMS, MENTAL HEALTH THERAPIST

CHRISS HEBBELER, CORRECTIONAL ADDICTIONS SPECIALIST

ELIZABETH LOYA, COMMUNITY JUSTICE TRANSPORT SPECIALIST

HALEY ZRNCHIK, COMMUNITY JUSTICE CASE SPECIALIST

KRISTIN BARNER, COMMUNITY JUSTICE SPECIALIST

VAL KENNY, CORRECTIONAL ADDICTIONS SPECIALIST

# TABLE OF CONTENTS

WELCOME TO COMMUNITY CORRECTIONS .....	2	UNAUTHORIZED ABSENCE .....	18
MISSION STATEMENT .....	2	VISITATION .....	19
LETTER FROM THE ASSISTANT DIRECTORS .....	2	PROGRAM INFORMATION .....	20
FACILITY INFORMATION .....	3	CASE MANAGERS .....	20
ALLOWED PROPERTY .....	3	CONTRACTS .....	20
ANNOUNCEMENTS & EMERGENCY PROCEDURES ..	4	EARNED TIME .....	20
COMMENT BOXES .....	4	FINANCIAL/BUDGETING .....	20
CONTRABAND .....	5	IN-HOUSE PROGRAMS .....	21
DRESS CODE AND PERSONAL HYGIENE .....	6	VICTIM SERVICES .....	21
DROP-OFF/DELIVERIES/MAIL .....	6	MATRIX LEVEL SYSTEM .....	22
EDUCATION/VOLUNTEERING .....	7	NON-RESIDENTIAL .....	26
EMPLOYMENT/JOB SEARCH .....	7	PRIVILEGE TIERS .....	26
WORK LOCKERS .....	8	NON-RESIDENTIAL PROGRAM .....	27
FOOD/MEALS .....	8	RULES AND CONDITIONS .....	27
GRIEVANCES .....	8	ADMINISTRATIVE REVIEW .....	27
KIOSK .....	9	BSMART DISCIPLINARY GUIDE .....	29
KITCHEN DUTY .....	9	BSMART .....	29
MEDICAL/HEALTH CARE .....	9	VIOLATIONS & CONDITIONS OF PLACEMENT .....	29
MENTORS .....	11	ENTERING A PLEA .....	29
OUTDOOR RECREATION .....	11	HEARINGS .....	30
PHONES .....	11	APPEALS .....	30
PRISON RAPE ELIMINATION ACT (PREA) .....	12	ADMINISTRATIVE REVIEW .....	30
ROOM RULES .....	12	CONDITIONS OF PLACEMENT AND VIOLATIONS .....	31
SAFETY/SECURITY/SEARCHES .....	13	SANCTIONS .....	38
SANITARY EXPECTATIONS .....	13	CHORES .....	39
SIGN-OUT & PASS TIME .....	15	INCENTIVES .....	40
SUBSTANCE MONITORING .....	17	REWARDS .....	41
TOBACCO/E-CIGARETTES .....	18	RESOURCES .....	42
TRANSPORTATION .....	18		
TRUSTEE PROGRAM .....	18		

# 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 ASSISTANT DIRECTORS

Welcome to Larimer County Community Corrections! We are glad you are here. Our program is focused on helping our clients and keeping our community safe. We use proven methods that help people become more responsible, independent, and successful members of the community.

Our core values are Connection, Respect, Empowerment, and Safety.

### CONNECTION

We commit to building meaningful, inclusive, and collaborative relationships between staff, clients, and the community.

### RESPECT

We commit to creating a culture where staff and clients feel physically, mentally, and emotionally supported

### EMPOWERMENT

We commit to offering opportunities that motivate individuals to discover self-sufficiency and personal growth.

### SAFETY

We commit to providing a stable and secure environment that promotes the welfare of staff, clients, and the community.

This guidebook explains the rules and opportunities to help you succeed in this program. Remember, it's not allowed to ask different staff members the same question to get the answer you want. Staff members, like residents, are doing their best in each situation, and every person here has their own program designed just for them.

We hope you use the opportunities and information in this guidebook to make your time at Community Corrections a positive experience. Even though life can be challenging, this is a chance to refocus on your personal goals and responsibilities. If you have questions about this guidebook or your program, please talk to your case manager, therapist, or any security staff member.

*Best,*

*Alexis Ongley, Jacob Hupp, Misty Perry*



# 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

**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.**

- 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
- 1 Personal cell phone
- 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.
- 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.
- 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 the alarm is given, all individuals shall immediately leave the building by the exit routes posted in each room.
- 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 the windows for rescue.
- Move quickly but calmly to avoid panic.
- To slow the spread of a fire, 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 basketball court/garden area and remain there until instructed otherwise. All **women** are to exit the building through the closest emergency exit to the nearest labeled rally point 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 have 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 disciplinary hearing or to complete chores at staff discretion.

## 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. Submissions are reviewed 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

### Class 1 Contraband – Placed into contraband – not returned

- Anything that could alter a drug or alcohol test
- Weapons of any type
- Burglary or similar tools
- Shoplifted goods.
- 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

### Class 2 Contraband – Items disposed of at time of confiscation

- Pictures of staff
- Any flammable liquid (lighter fluid, gasoline, etc.).
- Any type of drug testing device

### Class 3 Contraband – Subject to disposal

- Pornographic, or adult-oriented materials or devices (specialized populations may be subject to higher level IR).
- Unauthorized over-the-counter medications or prescription medications.
- Any property in excess of allowed property

## ELECTRONICS / GAMES

- 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 open beverage

## PERSONAL PRODUCTS

- Air fresheners, incense, candles, or any essential oils
- Any product containing alcohol
- Liquid laundry detergent, bleach, fabric softener, or scent beads.

## MINOR MISCELLANEOUS

- Coffee pots, extension cords, or electric heating devices
- Lottery tickets or any item that could be used for gambling
- Loose smoking tobacco, rolling papers, or matches
- Cigarettes, e-cigarettes (vapes), tobacco, nicotine products, or lighters outside of approved areas
- Laser pointers, noise-making devices/whistles, visually enhancing devices (i.e. binoculars, etc.)
- Extra bedding not approved or issued
- Plants, stuffed animals, and pets
- Flowers outside of approved areas
- Any supplement besides a brand name daily multi-vitamin pill
- Glass or ceramic items kept outside of mailbox with exception of toiletries

- 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)

## 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. Tank tops, muscle shirts, spaghetti straps, or tube tops are not permitted anywhere on campus.
- No controversial/objectionable, gang, obscene, profane, drug or alcohol-related messages, color stacking on clothing or items associated with gang affiliation. Inappropriate clothing items will be confiscated and disposed of.
- 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 patio and kitchen.

You are expected to maintain healthy personal hygiene. The CDC defines personal hygiene as regularly washing parts of the body and hair with soap and water (including washing your hands and feet), grooming nails, facial cleanliness, covering coughs and sneezes, and menstrual hygiene. Personal hygiene practices can help you to feel fresh and healthy. Laundry rooms are available in each residential hall. If you are unable to purchase hygiene products, staff can provide you with a small hygiene kit.

## DROP-OFF/DELIVERIES/MAIL

Drop-offs are limited to treatment clients and those with no community access. Clients with community access will not be permitted drop-offs as they are able to leave the facility. These property drop-offs must be kept to a reasonable size - everything being brought for the client must completely fit into one standard milk crate. New clients may receive their one initial drop-off, in one large trash bag, within the first week of entry. 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 senders/residents own risk and must be reported to your case manager.
- You may not 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.).
- Each client will only be permitted one drop-off per weekend and visitors can drop off property for only one client at a time.

- On Saturday and Sunday, until 9:00PM, restaurant ordering/delivery is permitted at your own expense. You must wait at the entry door 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.
- You may only order prepared food from restaurants. Deliveries from grocery stores and gas stations (i.e. GoPuff, Walmart, Instacart, etc.) are NOT permitted.

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

For men's mail:

(Your First and Last Name)

2255 Midpoint Drive

Fort Collins, CO 80525

For women's mail:

(Your First and Last Name)

2307 Midpoint Drive, Door 4

Fort Collins, CO 80525

Any mail not clearly labeled with your first and last name or delivered after your 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 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 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.

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. Any packages delivered to the facility will be placed in the respective areas. Packages can only include items listed in allowable property and items that can fit in your mailbox. You may not order any food or drink items via mail. Unauthorized items or items in excess will be disposed of. Clients must handle their own package returns as this service is not available through the facility.

## EDUCATION/VOLUNTEERING

- Clients may take classes or participate in educational programming but are expected to use their own pass time for studying. Extra pass time may be granted with case manager approval.
- Volunteering must be pre-planned and approved by case manager.

## 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 assessments and requirements before you will be allowed to job search
- Let the employment specialist and/or your case manager know if you need assistance getting the necessary documentation for employment such as valid ID and social security card. Job searching is done in the employment lab during designated hours.
- You will only be given pass time for approved job interviews.

### 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 services 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 the 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 into 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.
- Full-time employment is 32 hours or more per week.
- Clients may not work at the following establishments: bars/liquor stores, pawn shops, tattoo parlors, adult entertainment establishments, homes that are currently inhabited, residential delivery jobs, marijuana distribution locations/grows, smoke shops or shops that sell mind-altering substances. Clients may not work as a bartender, bell ringer, or security personnel.

## 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 locker.

## 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.
- All food brought into the facility must fit completely within one standard sized milk crate.
- Only sealed drinks are permitted in the facility. No open beverages may be brought into the facility at any time: this includes food delivery, fountain drinks and blended beverages. Reusable beverage containers must be emptied before entering the facility.
- You may not ingest poppy seeds, kombucha, or anything else that may interfere with UAs.

## 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 must adhere to the following guidelines:

- Grievances should be submitted in writing within 14 days of the incident, using the chrome book or client kiosk.
- Incident Reports, disciplinary actions, incentive program actions, room assignments, program rules, procedures, facility layout, infrastructure, other client's behavior(s), and Department of Corrections rules and procedures are not considered grievance matters. Non-grievable matters should be submitted via the Comments & Suggestions box. Grievances must be submitted by an individual. No group or anonymous grievances will be accepted.

Grievances will be submitted to the department's Assistant Directors and will be reviewed within 10 business days of receipt. Grievance responses will include what action, if any, will be taken and will list any reasons for denial. 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 by a treatment staff member.

## 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), requests and grievance outcomes, chore hours, restrictions, messages, earned time, available passes, medications, finances, visitation, and BSMART incentives.
- You are required to check the resident kiosk at least 2 times each day.

## KITCHEN DUTY

- 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.
- If you work less than 32 hours per week, you will be required to work two full kitchen shifts per week until you gain full-time employment.
- 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 passes.
- If you have a positive credit balance when you leave the program, it will be zeroed out.

## MEDICAL/HEALTH CARE

- Residents have the right to seek medical care at their own expense. Please make appointments whenever possible and notify case manager ahead of time. Clients are encouraged to seek primary care or urgent care prior to emergency care.
- 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. Treatment clients must notify facilitator before going on sick bed. 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, LCCC 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.

### 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

- To take medications, you must present facility issued ID card.
- 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.
- 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. Medication pack out is not permitted if you are out of the building on a personal pass. The only exception is packing out medication prior to a 24 hour furlough.
- Treatment clients must pack all packable medication at the 6:30AM med time due to being in class during other med times.
- 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.

## 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 locker 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, CBD Products, Benadryl (diphenhydramine), or PM medications.
- Case managers must approve any non-vitamin supplements.

## 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.

## 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, facility provided 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 courtesy phones around the control room. Personal calls must be conducted on client cell phones. 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.

- The use of a cell phone is a **privilege** and may be revoked by the facility at any time.
- Clients are responsible for their cell phone and LCCC is not liable for any lost, stolen, or damaged cell phone or cell phone accessories. Clients 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.
- Clients will only have **one cell phone**. Introduction of multiple phones may result in the loss of cell phone privileges. If you get a new phone (number), the client will notify their case manager and update the phone number on file with staff immediately.
- Clients will understand and shall turn their cell phone over and passcode to staff immediately upon request to be searched at any time. Failure to comply may result in the cell phone being confiscated until further notice.
- Clients will be required to download the Zoom Workspace application onto their phone in order to take pass time. You will be required to keep your cell phone on, charged, and answer all Zoom calls from staff while outside the facility within 5 minutes of a notification and understand that failure to do so will be considered absent and/or pass time could be revoked. Clients will always be available for monitoring whenever they are not within the facility, using their cell phone for this purpose.

- The following are rule violations and may result in phone confiscation.
  - Failing to submit a phone for random inspections.
  - PREA violations, pornography, or contents that include anything on the Class 1, 2, or 3 Contraband list.
  - Changing/altering passcodes, phone numbers, deleting records or data.
  - Recording or taking pictures while in the facility including taking unauthorized recording or pictures of staff at any time. Use of cell phone to interfere or restrict any staff duty.
  - Not utilizing headphones and respecting shutdown expectations by remaining quiet and respectful of roommates while using cell phone (similar to portable DVD player expectations).
  - Contacting a victim or subject of any protection order.

**Treatment Clients:** Cell phones must be turned in during all scheduled groups, classes, passes, outings or during any other treatment activity, or when instructed by staff directive. Treatment clients will sign a treatment cell phone contract.

***Refusal to submit to a search and comply with staff directives over a cell phone will result in the permanent loss of the cell phone, a Class 1 disciplinary action, and possible immediate custody, and potential termination from the program.***

# PRISON RAPE ELIMINATION ACT (PREA)

Larimer County Community Justice Alternatives 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 clients, or clients 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 970-980-2676
- Contact Sexual Assault Victims Advocate Center (SAVA) at 970-472-4204

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

## 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.
- Dayroom lights must remain on at all times unless accompanied by staff (i.e., in group or class).
- 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 and drinking are not permitted in rooms (other than water).
- Fire code and facility safety prohibits tampering with light fixtures, propping open doors, makeshift window coverings, or altering/moving facility property in any way.



# SAFETY/SECURITY/SEARCHES

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, piercings, or other body modifications.
- Gambling.
- Interfering with staff duties.
- Warning other clients about staff’s presence/movements.
- Staff can conduct searches of persons 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 cell phone 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.

## 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 all common areas are clean and sanitary. Personal items left in common areas are subject to disposal.

LCCC will provide you with a complete set of linens/bedding. Each resident will be given a single mattress. Facility pillows will be provided per request. Extra bedding is not available. You may provide your own solid-colored blanket. “Tenting” is 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.

A facility laundry card will be provided for a 15-dollar charge applied to your account.

### 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 5 General Inspection 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

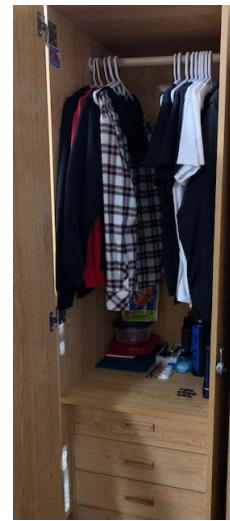
- Bed is neatly made. Sheets and/or blankets are tucked under mattress. No items on bed or under mattress, bunk, or bed.
- Extra/unapproved bedding is not permitted.
- All personal belongings in locker - including detergent, guitar, shoes, skateboard, books, etc.
- Locker door is closed and locked with nothing hanging on the outside or inside.
- Bed frame: 1 laundry bag, 1 towel, 1 washcloth hanging on end of bed. No personal items except an alarm clock, clip-on fan and personal clip-on reading lamp are permitted on bed frame.
- 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. 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 and disposal.
- All clothing must be hung on the cross bar or folded neatly inside drawers. Closet organizers are not permitted.
- Walls and outside of lockers must be undecorated and clean. Inside locker decorations must be minimal, searchable and are subject to damage.
- 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. 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 are clean. The floor is swept and mopped.
- All surfaces are dusted (including windows, 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. Chore charts are available per request.
- Bathroom is clean: toilets, sinks, showers, floors, counters, and mirrors. Personal toiletries are to be stored in your locker.
- 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.
- You may only store 1 coat and 1 backpack or purse or bag on your designated coat hook.

## 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 with 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

- To sign out, you must present a facility issued ID card.
- 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 at the facility every 3 hours, unless you are signed out to a pre-approved residence/hotel.
- 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.
- 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. You may not change to or from a personal pass without returning to the facility.
- Special consideration may be given for life changing events as staffed by your case manager (i.e. Births, Deaths).

### 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 and holidays.
- You may only travel through designated streets, sidewalks, and trails. You may not cut across any private property or fields.
- You may not visit any locations deemed inappropriate by staff.
- If you are given a special or appointment pass, you may only go to the approved location for the specified purpose.
- Any amount of time spent at prohibited locations without case manager approval may result in a higher level of violation. Prohibited locations include, but are not limited to the following:

- Class 1
  - Any denied or unapproved residence
  - Gun stores
  - Pawn shops
  - Locations out of county/state
  - Prohibited hotels (see case manager for list)
- Class 2
  - Cannabis 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)
- Class 3
  - Smoke/vape shops
  - Schools, including CSU and Front Range campuses

## Leisure Passes

These requirements apply to all leisure passes 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.
- All locations must have 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, H&M in the mall).

## 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 staff as soon as possible.

## Pay Day Passes

- Pay day passes are used to cash a check, purchase money orders or approved items.
- 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.
- Any location other than your place of employment, bank, or grocery store, must be approved ahead of time by your case manager.

## Recreation Passes

- When you reach level 2, you will be given THREE 3-hour recreation passes per week.
- These must be taken at approved recreation facilities, city parks, established city trails, museums or libraries within city limits.
  - For additional community opportunities refer to the Fort Collins Recreator.

## Religious Passes

You can earn one religious pass per week by doing staff assigned chores Monday through Friday. Religious passes are also available for purchase through BSmart. 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. 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.
- No alcohol, drugs, or firearms are allowed at any pass/furlough location.
- ♦ In order to take a pass, you must adhere to all cell phone and zoom guidelines.
- 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 are unable to contact you, or has other concerns, you may be required to immediately return to the facility.
- If you have an approved residential pass location outside of Fort Collins, you may only take passes in that community while you are signed out to that approved residential pass location.

## Furloughs/Overnight Passes

- All residences/pass locations rules apply.
- Staff is required to monitor your furlough at all hours, plan accordingly.
- Furlough passes are a level-based privilege.
- 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.
- DOC clients may only take furloughs if approved by DOC liaison. Parole clients are ineligible to take furloughs.

## 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 any time.

- 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.
- 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 within 30 days will be Class 2 violations. A 'clean slate' period will be given after 30 days pass between dilute UAs. You may request to resubmit a UA if you are concerned it may be dilute, as long as you do not leave UA row.



- Complete a BA and UA after any police contact.

## TOBACCO/E-CIGARETTES

- Smoking or use of any tobacco/nicotine/e-cigarette 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/e-cigarette products and lighters must be stored in mailboxes when not in use on the patio. If found in any other location on campus it is considered contraband.
- Loose smoking tobacco, rolling papers, and matches are prohibited on LCCC campus.
- You may only have disposable, pre-loaded vapes. No refillable cartridges, vape 'juice', or vape modifications will be allowed.

## 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. LCCC is not responsible for missing/stolen property. The facility provides a bike repair station, located in front of the men's residential entrance. All bikes/scooters must be parked and secured on the designated bike racks.
- 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 may only be charged at the charging station. No batteries are allowed within the facility, must be placed within the designated areas
- 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.
- Vehicles must be orderly and searchable. Any items found in your vehicle are subject to facility contraband guidelines.

## 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. 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

- Treatment clients may have visitors during designated hours if the visit does not interfere with programming.
- Visitors must register online at [larimer.gov/cja/comcor/visitation](http://larimer.gov/cja/comcor/visitation) 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.
- Each approved visitor may only visit once per weekend.
- 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.

# 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.
- You must meet with your case manager once a week between Sunday and Saturday.

## CONTRACTS

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

## EARNED TIME

- Diversion residents are eligible to earn up to 10 days of Earned Time per month. Earned time is credited off the end of your sentence.
- Earned Time will be calculated and documented monthly by your case manager. You can view these details on your kiosk.
- Earned Time is granted based on your progress in five categories as outlined per statute.
  - Employment
  - Social/Domestic Relations
  - Program Plan
  - Financial Responsibility
  - Program Compliance
- You can lose up to 2 days of Earned Time from the related category by receiving Incident Reports or for other non-compliance in a given month.
- You will lose all 10 eligible Earned Time days for the use of an illegal substance in the month or if you spend any amount of the month in custody.
- You may lose 5 days per month if unemployed.
- Earned Time for DOC placements is calculated and updated by DOC.

## FINANCIAL/BUDGETING

- You will be required to account for the net amount of your paycheck, cash tips, and 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.
- At the time of printing, subsistence fees are waived. If this changes, you may be required to pay daily subsistence for each day you are here. You will be notified if this changes.
- 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.

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 level must be completed and signed off by your assigned case manager before advancement to the next level. 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 Assessments
  - ♦ 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
- 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
- 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 - 3 hours including travel time



## LEVEL 3

### Completion Requirements

#### Stability Factors

- Maintain acceptable full-time employment (32+ hours per week) or an 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
- Identify housing options
- 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
  - ONE of these 6-hour passes may be used once per month for a pre-approved special activity (i.e. zoo, hike).
- THREE recreational passes per week– 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 an approved alternative
- Must remain in current employment for 30 days prior to Non-Res
- Comply with financial obligations and make consistent payments. All clients must have the following:
  - ◆ \$ 4,000 in savings if getting your own place
  - ◆ \$ 2,000 if going to established family residence
- After the minimum savings requirement is met, you are still required to make deposits as directed.
- Follow treatment requirements and attend.
- Comply with court orders and child support orders, if applicable
- Solidify housing plan
- Complete case plan (matrix)
- Submit paperwork for ISP or Non-Res approval. Including relapse plan, budget plan (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
  - ONE of these 6-hour passes may be used once per month for a pre-approved special activity (i.e. Zoo, Hike).
- THREE recreational passes per week - 3 hours including travel time.
- TWO 12-hour passes or ONE 24-hour furlough.
- Outdate may be adjusted if a violation is received

## LEVEL 5 (Non-Residential)

### Completion Requirements

#### Stability Factors

- Maintain acceptable full-time employment (32+ hours per week) or an approved alternative
  - Must remain in current employment for a minimum of 30 days
  - Present pay stubs for verification
- Create and follow restitution payoff plan, follow court-ordered child support requirements
  - set up a payment plan with the clerk's office on all cases with a balance, and show paperwork to your case manager
  - Restitution and court cost payments are in compliance with the payment agreement.
- Create a budget and savings plan to rebuild savings.
  - Open an approved outside account or approved alternative.
  - Based on income and financial goals you will need to set up a plan to continue to add to your savings balance
  - Remain current on program fees
- Follow treatment requirements, including attendance, participation and payment.
- Comply with court orders and child support orders, if applicable, actively working on any UPS hours.
- Continue to attend GED, College placement test, or other approved educational programming.
  - Must remain current on all fees to continue in school and continue to be employed.
- Stable residence for a minimum of 30 days
- Complete case plan (matrix)
- Complete required dosage hour minimum.

#### Behavioral Factors

- No loss of earned time in the last 30 days

#### Privileges

- Less frequent substance testing
- See tier

## LEVEL 6 (Non-Residential)

### Completion Requirements

#### Stability Factors

- Maintain full-time employment (32+ hours per week) or an approved alternative. Strive for professional improvement
  - Must remain in current employment for 30 days
  - Present pay stubs for verification
- Pay off restitution\*, follow court-ordered child support requirements
  - Show verification of restitution on all cases paid in full.
  - \* 12 months of consecutive and verified payments/compliance with payment plan at the clerk's office
- Follow budget and savings plan; reach an individualized savings goal
  - Remain current on program fees
  - Based on income and financial goals you will need to set up a plan to continue to add to your savings balance
- Must complete required treatment
- Complete court-ordered requirements
  - All UPS hours, all treatment, or other requirements required by the courts must be completed
- Stable residence for a minimum of 30 days
- Complete case plan (matrix)
- Complete required dosage hour minimum.

#### Behavioral Factors

- No loss of earned time in the last 60 days

#### Privileges

- Less frequent substance testing
- See tier

## LEVEL 7 (Non-Residential)

### Completion Requirements

#### Stability Factors

- Maintain full-time employment (32+ hours per week) or an approved alternative. Strive for professional improvement
  - Must remain in current employment for 30 days
  - Present pay stubs for verification
- Continue following court-ordered child support requirements
- Identify outstanding financial obligations and modify budget and savings plan; develop long-term financial management plan; maintain healthy savings
  - Remain current on all program fees
  - Continue payments/compliance with payment plan at the clerk's office
- Follow budget and savings plan; reach an individualized saving goal
  - Based on income and financial goals, you will need to set up a plan to continue to add to your savings balance
- Stable residence for a minimum of 30 days
- Review eligibility for early termination
- Complete care plan (matrix)

#### Behavioral Factors

- No loss of earned time in the last 90 days

#### Privileges

- Less frequent substance testing
- See tier

## LEVEL 8 (Non-Residential)

### Completion Requirements

#### Stability Factors

- Maintain full-time employment (32+ hours per week) or an approved alternative. Strive for professional improvement
  - Present pay stubs for verification
- Continue following court-ordered child support requirements
- Follow budget and savings plan; reach an individualized savings goal
  - Remain Current on all program fees
  - Continue payments/compliance with payment plan at the clerk's office
- Resubmit for early termination, if applicable
  - After 6 months of compliance on level 8 and 90 days, no loss of earned time may request to resubmit
- Stable residence
- Complete case plan (matrix)

#### Behavioral Factors

- No loss of earned time/compliance issues

#### Privileges

- Less frequent substance testing
- See tier

# NON-RESIDENTIAL PRIVILEGE TIERS

Privileges can be earned based on a tiered system that accounts for time on non-res, time without violations, and compliance. *These privileges are not a given and need to be requested and approved by your case manager.*

## Tier 1

Eligible as soon as you progress to level 5.

- Eligible to request driving privileges, in agreement with departmental policy
- In-county concerts/comedy shows/sporting events (both events and location must be pre-approved)

## Tier 2

Eligible after **2 months** on non-res and no loss of earned time in **30 days**.

- Out-of-County Travel
- Out-of-County concerts/comedy shows/sporting events
- Skiing (day trip)
- 1 overnight per week at an approved secondary location
- Camping (in the county) 2 nights per month, cannot be consecutive nights.

## Tier 3

Eligible after **9 months** on non-res and no loss of earned time in **60 days**.

- Two overnights per week at an approved secondary location
- Out-of-State Travel (defined as literally out of state or if missing a UA for travel) 7 days per year (no more than 3 consecutive days at a time). You must submit a UA immediately prior to leaving and immediately upon return.

## Tier 4

Eligible after **12 months** on non-res and no loss of earned time in **90 days**.

- 7 additional days of out-of-state travel. No more than 3 consecutive days at a time and no more than 14 days per calendar year. You must submit a UA immediately prior to leaving and immediately upon return.

# NON-RESIDENTIAL PROGRAM RULES AND CONDITIONS

Congratulations on completing your residential program. The non-residential program presents you with more independence as you transition out of supervision, by practicing the tools and skills that you have learned. The following rules and privileges are designed to support you through this phase of your supervision.

## ADMINISTRATIVE REVIEW

Administrative Review is considered the governing body of this agency. Your case manager will bring you to the Administrative Review if you have rule infractions that are serious enough to warrant a return to the residential program or negative termination. The Administrative Review Committee is comprised of a supervisor, case manager, security and treatment staff. Administrative Review attendance is mandatory.

## NON-RESIDENTIAL RULES

1. You must not violate any local, state, or federal laws.
2. You must report any law enforcement contact to the facility in person within 1 hour and to your case manager within 24 hours. You may be required to submit to substance testing.
3. You must obtain permission to drive from Larimer County Community Corrections and have a valid driver's license. You must provide proof of insurance, a valid license, current vehicle registration, and a signed driving contract. You may be required to provide a notarized letter if the vehicle is not registered in your name. If interlock is required by the DMV or by Larimer County Community Corrections, you will provide copies of downloads. Driving is a privilege that can be taken away. **Driving approval will be taken away for any substance use.**
4. You may not assist anyone in bonding out of jail.
5. You are not allowed to be a confidential informant.
6. You may not possess any firearm (including a shotgun, rifle, pistol, revolver, handgun, gun parts, bomb, or other weapon) covered under the Federal Firearms Act, and/or any dangerous contraband.
7. You will not live in a residence that has any weapons covered by the Federal Firearms Act. In addition, all other weapons, simulated or perceived as such by staff, must be removed from your residence.
8. You must maintain an approved, verifiable residence at all times. Any change in address or occupants of your residence must be approved beforehand by your case manager.
9. You will submit to a search of your person, personal effects, residence, or vehicle by Larimer County Community Corrections staff members at any time.
10. You will be required to have a landline phone or cell phone while on non-res; to be obtained before your transition. You are required to inform your case manager within 24 hours of any phone service change (i.e., change of number, service disconnection/interruptions). Your phone needs to have voicemail which is checked regularly. If a cell phone is your only form of phone service, then you will be required to sign a cell phone contract.
11. You will abide by an 11:00PM curfew. You will be at your residence for the night unless approved by your case manager.
12. You must have permission from your case manager to stay overnight at an address other than your approved residence. (See tier privileges)
13. You must have permission from your case manager to leave Larimer County. (See tier privileges)
14. You must have written permission from Larimer County Community Corrections to leave the State of Colorado. (See tier privileges)
15. You will not use any illegal or legal drugs, alcohol, mind or mood-altering chemicals, prescription medication, CBD, fermented food and drinks, poppy seeds and/or over-the-counter medications not authorized per department policy.

16. There may not be any alcohol at your residence for any reason.
17. You will not enter an establishment whose primary source of income is the sales of alcohol (i.e., bars or liquor stores) or an establishment that grows, sells, or dispenses marijuana, or sells drug paraphernalia.
18. You will submit to all requested substance testing at Larimer County Community Corrections. .
19. You will call the color line at the Day Reporting Center (DRC) daily and will submit all required substance testing during regular DRC hours. All substance tests will be done at LCCC, Fort Collins DRC or Loveland DRC. Any after-hours testing must be approved by your case manager and follow guidelines. Use of after-hours (9:30 pm - midnight) may be approved if necessary due to work or other extenuating circumstances, but it is not allowed for failure to plan around the hours DRC is open. Failure to submit on the day of and during regular business hours will result in a loss of earned time and may affect tier privileges and/or result in an administrative review.
20. All prescriptions must be reported to your case manager. Clients will be required to turn in all Schedule II and Schedule III controlled substances to Day Reporting Center immediately for approval and will be monitored per department policy. Clients will be permitted to pack out a limited amount of medications from DRC according to their script and as needed for extenuating circumstances (such as surgeries, etc.). Failure to follow these guidelines will result in a loss of earned time and may affect tier privileges and/or result in administrative review. If participating in a MAT program, you must sign a MAT contract.
21. You must maintain or seek appropriate employment and will report any change in employment status immediately to your case manager. You will provide verification to your case manager.
  - You cannot work for any company that provides services 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 pay stub.
  - You must provide proof of tips if applicable.
  - You may not work in establishments deemed primarily a bar.
  - 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.
22. You will be accountable for all your income and monetary gifts. You will provide proof of income, receipts, and either a budget tracker or bank statements.
23. You will maintain a minimum of \$500 in your facility savings account and you will be required to build a savings balance. This amount may be increased based on your circumstances.
24. You will set up payment plans with the courts to pay all restitution and court costs balances, including other counties and outstanding cases.
25. You will file your federal and state taxes. Any refunds are considered income and must be reported to your case manager to be budgeted.
26. You may not borrow or lend money, make time payments, pawn shop agreements, receive salary or wage advances, enter into any contractual agreement (i.e., credit cards), and/or buy, sell, or borrow any property without advanced authorization from your case manager.
27. You will pay a daily supervision fee of \$3 per day on levels 5,6, and 7 and \$2 per day on level 8. This will be paid through your case manager in the form of a money order.
28. You may not associate with anyone who is currently serving a sentence under the Criminal Justice System without prior approval from your case manager.
29. You may be required to report to the facility at any time by Community Corrections staff to verify your compliance with program rules and expectations.
30. In some cases, in addition to the above requirements, you may be required to follow specialized terms and conditions and registration laws.



# 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. Points will be awarded within 24-hours of pro-social behavior. 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 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 five categories, with Class 1 violations being the 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.

## 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 within 3 days as indicated on your kiosk. Hearings are held at 10:30 AM/PM at the front desk.
- Failure to appear at your hearing will result in a guilty verdict with full sanctions and will not be revisited. It is your responsibility to attend your hearing; staff **will not** notify you of your hearing. If you need a hearing extension, you must request one 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 within 24 hours of 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.
- You will receive a decision regarding your appeal within five 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.
- Administrative Review is conducted every Thursday beginning at 9AM. On holidays falling on a Thursday, AR will be conducted the Tuesday of the same week. 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 five 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 prosocial 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 Class 1 prohibited location in the community. See prohibited locations list.

### 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.

### Condition 106 – Compliance with Specialized Terms and Conditions of Placement

Individuals placed in community corrections who meet the criteria of a specialized population will comply with the terms of specialized conditions.

#### *Violation 106 – Terms and Conditions Violation*

Individuals commit a violation of this condition of placement when they violate any of the terms and conditions that they have signed as a specialized population.

## CLASS 2

### Condition 200 – Sobriety

Individuals placed in community corrections shall remain substance free and must submit testable urine samples within two hours of notification.

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

Individuals commit a violation of this condition of placement when through investigation, or when they submit a urine sample or oral swab, 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 and/or THC)*

Individuals commit a violation of this condition of placement when through investigation, or when they submit a positive breathalyzer test, oral swab or a urine sample that contains any quantity of Alcohol and/or Marijuana.

#### *Violation 200 (c) – Un-testable Sample Submission*

Individuals commit a violation of this condition of placement when through investigation a substance test or result is determined non-typical, un-testable, or tampered with. This also includes a subsequent dilute UA within 30 days.

### Condition 201 – Prosocial 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)*

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 or any amount of time at a Class 2 prohibited location in the community. See prohibited locations list.

### Condition 204 – Prosocial 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 antisocial 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 Prosocial 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 Antisocial 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. Antisocial 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 an individual's appearance, gestures, derogatory statements, or unsearchable areas due to excess property.

#### **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/Loss*

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 damage or loss of facility property.

#### **Condition 207 – Prosocial Employment Behavior**

Individuals placed in community corrections shall demonstrate prosocial, 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 antisocial 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 – Prosocial 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 prosocial, 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 antisocial 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 – Prosocial Influences Upon Others**

Individuals placed in community corrections shall demonstrate prosocial 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 – Prosocial Influences Upon Self

Individuals placed in community corrections shall, with staff permission, associate only with persons that have a positive or prosocial influence upon themselves. All program guidelines and expectations must be followed, and clients must be engaged in prosocial behavior in order to associate with each other in the community. Relationships with others under legal supervision must be approved by your case manager.

#### *Violation 210 – Antisocial Association*

Individuals commit a violation of this condition of placement when he/she voluntarily engages in **BOTH** antisocial behavior and interaction(s) with an antisocial 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 but is not limited to violation of any special condition(s) of one's placement to include the program plan/level review or seeking the most desirable outcome from a staff member.

### 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)*

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 or any amount of time at a Class 3 prohibited location in the community. See prohibited locations list.

#### **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 – Prosocial 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 prosocial, 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 of this condition 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.

### Condition 310 – Submit Testable Urine Samples

Individuals placed in community corrections shall provide testable urine samples.

#### *Violation 310 – Dilute Urine Samples*

Individuals commit a violation of this condition of placement when the testing laboratory deems a urine sample too dilute for testing. This includes the first dilute UA within 30 days.

## 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.

## CLASS 5

### Condition 500 – Maintain Personal Area Cleanliness

Individuals placed in community corrections are expected to adhere to sanitary expectations as outlined in the residential guidebook.

#### *Violation 500 – General Inspection Violation*

Individuals commit a violation of this condition when they fail to abide by the individual and common area standards as outlined in the sanitary expectations as outlined in the residential guidebook.

# SANCTIONS

Class 1 Violations	
Infraction	Any
Days Restriction	20
<i>Guilty Plea Days</i>	10
Chore Hours	20
<i>Guilty Plea Hours</i>	10
Behavioral Intervention	Yes
Administrative Review	Yes
Total House Freeze (THF)	Option
Clean Slate	None

Class 2 Violations			
Infraction	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Days Restriction	6	8	10
<i>Guilty Plea Days</i>	3	4	5
Chore Hours	6	8	10
<i>Guilty Plea Hours</i>	3	4	5
Behavioral Intervention	X	X	Yes
Administrative Review	X	X	Yes
Total House Freeze (THF)	X	X	Option
Clean Slate	30 Days	30 Days	30 Days

Class 3 Violations			
Infraction	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Days Restriction	2	4	6
<i>Guilty Plea Days</i>	1	2	3
Chore Hours	2	4	6
<i>Guilty Plea Hours</i>	1	2	3
Behavioral Intervention	X	X	X
Administrative Review	X	X	X
Total House Freeze (THF)	X	X	X
Clean Slate	21 Days	21 Days	21 Days

Class 4 Violations			
Infraction	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Days Restriction	6	8	10
<i>Guilty Plea Days</i>	3	4	5
Chore Hours	6	8	10
<i>Guilty Plea Hours</i>	3	4	5
Behavioral Intervention	X	X	X
Administrative Review	X	X	X
Total House Freeze (THF)	X	X	X
Clean Slate	30 Days	30 Days	30 Days

Class 5 Violations	
Infraction	Any
Days Restriction	0
<i>Guilty Plea Days</i>	0
Chore Hours	8
<i>Guilty Plea Hours</i>	4
Behavioral Intervention	X
Administrative Review	X
Total House Freeze (THF)	X
Clean Slate	None

**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 to a cap of 50 chore hours.
- 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. The clean slate for Class 2 and Class 4 are 30 days, Class 3 are 21 days.
- 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.

## CHORES

If you are assigned chore hours as a disciplinary sanction, they can be worked off by completing chores at staff discretion. 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.

- If workers are needed around the facility, staff may issue a staff directive requiring residents to assist.
- All clients will be directed towards kitchen work and meal service. If you work during all kitchen shifts, see staff for other options.

# INCENTIVES

## Bronze Honors (5 Points)

- Complete Intake Packet
- Positive CM/Therapist meeting
- Observed prosocial 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 prosocial 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
- Completing Case Plan

## 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 meetings
- Phase Completion

# REWARDS

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

## SMALL (25-150 POINTS)

- Laundry detergent pods
- Small food items as available
- Religious pass
- 3-hour pass – Must be level 2 (expires on Sundays)
- Stay up past shutdown (midnight)
- Extra drop off day (treatment only)
- Order food one day during the week of client's choosing \*
- First in line for meds
- Extra smoking privilege

## MEDIUM (200-600 POINTS)

- 4-hour pass – Must be level 2 (expires on Sundays)
- 6-hour pass – Must be level 2 (expires on Sundays)
- 12-hour pass – Must be level 3 (expires on Sundays)

## LARGE (1200-1400 POINTS)

- 24-hour furlough – must be level 4 (expires on Sundays)
- 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) 484-0999
- 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
- Serve 6.8: 3429 N Monroe Ave. (970) 449-5401

## COUNSELING SERVICES

- 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 OR TEXT "START" TO 678-678
- Trans Lifeline: (877) 565-8860
- Longview Campus: 2260 Trilby Road –(970) 494-4200

## EMPLOYMENT

- Facility Employment Lab: (970) 498-7592
- Hire Quest Direct: 1630 N COLLEGE AVE #D (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: 2555 MIDPOINT DR. SUITE B. (970) 494-3900 TRANSPORTATION
- Bike Co-Op: 1501 N College Ave, (970) 484-3804
- Sapphire Car Service: (970) 545-0919
- Ztrip: (970) 224-2222
- TRANSDEV – 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

- NEIGHBOR TO NEIGHBOR: 1550 BLUE SPRUCE DR. (970) 484-7498
- Murphy Center/Homeward Alliance: 242 Conifer St., (970) 494-9940
- Housing Catalyst: 1715 W Mountain Ave, (970) 416-291



# RESIDENT GUIDEBOOK TEST 2025

This is an open book test. You must score 90% (30/33) or above to earn 25 BSMART points upon completion of test. You may only complete the test one time during your program.

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