

Clackamas County Sheriff's Office

Transition Services

Resident Handbook

- Clackamas Substance Abuse Program (CSAP)
 - STTL (Transitional Leave)
 - Subsidy Beds



Men's and Women's Residential Center

9000 SE McBrod Ave
Milwaukie, Oregon 97222
(503) 655-8262

Revised March 2022

INTRODUCTION

Welcome to the Clackamas County Residential Center. We applaud your decision to make positive changes in your life. During your time at Residential Services, we will work together as a team to assist you in your program and/or recovery.

OUR MISSION STATEMENT

The mission of Clackamas County Community Corrections is to provide supervision, resources, intervention, treatment and victim services to justice involved individuals and crime victims so they can experience and contribute to a safe community.

RESIDENT HANDBOOK:

This handbook covers the main programs of Residential Services and is designed for both the women's and men's centers. The general and behavioral expectations in this handbook are the same for all programs. The 3 main programs at Residential Services are;

- CSAP
- STTL
- SUBSIDY

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

Residential Services operates the Corrections Center building, which is an 80 bed center for both men and women programs. The Corrections Center is located in Milwaukie, Oregon. Residential Services provides programs that support and guide transition for adult offenders.

PRO-SOCIAL CHOICES and POSITIVE CHANGES: The prospect exists for you to learn to make different choices that may result in positive changes. You are responsible for your own behavior and your decisions, so the results are up to you. Staff will offer guidance and assistance in developing important goals along with support as well as counsel, when you are unsure or having difficulty meeting these goals. We encourage everyone to try to use emotional regulation during difficult or challenging times and refraining from old behaviors.

RESIDENTIAL SERVICES STAFF: Residential Service staff is responsible for maintaining a safe and secure environment, intervening on problem behavior, and supporting you in the process of learning to change. Our staff includes Community Corrections Counselors, Community Corrections Officers, Corrections Tech's, Food Services Staff, Office Support Staff, Maintenance Staff, Parole and Probation Officers, Management Staff, and Mental Health Specialists. Although

each staff provides different services, it is the combination of our skills that ensures a safe, efficient, and effective program. We are all part of a team to assist residents on the path to positive change.

ON YOUR FIRST DAY at Residential Services, you complete the first part of your intake paperwork with a Community Corrections Staff. You'll receive a tour of the center and when available, meet with an intake Counselor to complete the intake process.

Feel free to ask any questions at any time in this process!

- Your Corrections Counselor will meet with you during your stay at the center. You and the assigned Corrections Counselor work together, discussing your goals as well as developing a plan for you while you are at Residential Services. Each person comes to Residential Services with specific needs that are addressed with an individualized plan.
- Your court orders and conditions of probation or parole will also help shape your program. If in CSAP, we will discuss your treatment plan during your initial meeting with your counselor or treatment therapist.
- You are encouraged to learn as much as you can about the program you are here to complete as well as the general rules of the center. The more you know about the program, the easier it will be for you to choose to run a successful program of your own. After reading this handbook, please ask staff about any questions you have regarding a Residential Services program.
- CSAP; Orientation and blackout starts on day one. You will meet with someone from the treatment team that will assist you in this process. During this time, you can ask questions from staff and your peers.

ITEMS AND PROPERTY NEEDED

What items will I need in the center?

* During your stay, all of your personal items must fit into 2 large bins (located under your assigned bunk) and locker. Extra property will be removed from the center immediately, as the center has no ability to store your extra items during your stay. You cannot have more than a 7 day supply of clothing in the center at any time.

Below is a list of items you will typically need:

1. Picture Identification (I. D.) / Social Security Card / Birth Certificate

- Please inform your counselor if you do not have ID or a SS Card.
 - If you don't have one or the other, we can work on you obtaining these during your time in treatment.
2. Bus pass
 3. Underwear (7 day supply)
 4. Shoes (2-3 pairs)
 5. Socks (7 day supply)
 6. Pants, skirts, dresses (7 day supply)
 7. Shirts, blouses, T-Shirts (7 day supply)
 8. Appropriate sleep wear and robe
 9. Showers shoes
 10. Jacket (seasonal)
 11. Warm hat and gloves (seasonal)
 12. Shower kit: soap, shampoo, toothbrush, toothpaste, comb or brush, deodorant (non-aerosol)
 - *no products containing alcohol or marked flammable
 13. Portable music players without external speakers (headphones are approved.) Audio or video recording devices are not allowed. This includes pre-recorded audio or video.
 14. Books (appropriate for the center as determined by staff)
 15. Laundry detergent (no liquid bleach)
 16. Umbrella

*Please do not loan your property to others. You run the risk of losing your property if you choose to lend it to another resident. Staff are not responsible to determine ownership of resident property.

What are examples of what I should I leave at home (contraband)?

1. Cologne
2. Computers, DVD player
3. Any item that contains alcohol
4. Lighter refill fluid / Butane
5. Loose tobacco, cigars, tobacco pipes, or vaping material
6. Items marked flammable
7. Pillows and linen. Towels are provided, however you may bring in your own.
8. Any items promoting drug or alcohol use
9. Pornography or sexually suggestive clothing or materials (see page 5 for clothing requirements)
10. Radio Alarm clocks
11. Tools (unless pre-approved by your counselor for work purposes only)
12. Chewing Tobacco
13. Excessive clothing (only 7 days of clothing are allowed)

What is "Contraband?"

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

- ✓ Weapons – including items which can be used as weapons (Check in knives or tools used for employment at the front office upon your return to the center)
- ✓ Illegal drugs or alcoholic beverages
- ✓ Drug paraphernalia
- Electronic devices – cell phones, TVs, DVD players, iPods, any device with video, photo or camera capabilities, computers, memory sticks or any storage devices, etc.
- ✓ Pornography
- ✓ Flammable items
- ✓ Undeclared money or checks
- ✓ Unauthorized, undeclared, or unsecured prescription medications (see page 10 for over the counter medicines)
- ✓ Tools unless pre-approved
- ✓ Vaping material
- ✓ Chewing Tobacco
- ✓ Bank cards not in your name
- ✓ Any material related to ID theft
- ✓ Clothing that depicts or promotes drug or alcohol use
- ✓ Clothing that degrades women or men, a culture or any ethnic or religious group, or promotes hate
- ✓ Incense, air fresheners, cologne, perfume and chemical cleaners.
- ✓ Excessive clothing or personal property
- ✓ Any muscle-enhancing product
- ✓ Steroids
- ✓ Excessive linen
- ✓ Any Center property not authorized in the dorm

* A resident possessing or supplying contraband at a Residential Services Center will be subject to the Residential Services Administrative Disciplinary Process.

** Any visitor possessing or supplying contraband at a Residential Services Center will be required to immediately leave the center and may face the loss of their visiting privilege in the future.

RESIDENT LIFE

The Community Corrections Residential Services rules are designed to provide you with structure, support, accountability and safety. The programs and resulting staff decisions are also driven by contractual agreements as well as best practices. The basic center rules are in this handbook and are posted at each building. It is your responsibility to know and follow them. Signing the “Conditions for Center Residents” is your promise to cooperate, be held accountable, and act responsibly /respectfully while in the program.

Please show respect to staff, residents, visitors, and yourself. Behavior or language that is disrespectful, intolerant or hateful will not be tolerated. While a resident of Residential Services, we remind you of one simple rule, treat others as you wish to be treated.

You are expected to behave appropriately inside and outside of the center. Please be respectful of our Center neighbors, passing vehicles, and pedestrians. Our program values our relationships with the community and local businesses. Inappropriate verbal or non-verbal behavior toward any community member or business (example OLCC) is a violation of your program.

All CSAP residents are required to avoid socializing with residents whom are not in CSAP. This rule supports those in CSAP maintaining focus on their treatment program. It is expected that all Residential Services residents and their visitors follow this rule. (See section IV. "CSAP" for program guidelines.) STTL and subsidy residents are encouraged to focus on their own program, and are able to mingle with each other.

You are not permitted to have contact with residents of the opposite sex. This includes meeting in the community, coordinating passes together, calling program resident phones, passing notes, sending mail or asking others to contact someone for you.

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

- It is acceptable to be undressed in the shower and restroom dressing area only. You must be dressed in the dorms. At night you must at minimum wear underwear while sleeping. You are to be covered at all times (including sleep hours) or when leaving the dorm for the restroom during sleep hours.
- Shower shoes are only to be worn in the dorm, restroom or shower areas. Do not wear shower shoes in the common areas and/or dining room.
- Head coverings, hats, caps, and bandannas are prohibited inside the center. Head coverings worn for religious practices or hair processing (hair caps or nets) may be authorized by staff.
- Sunglasses are not to be worn inside the center.
- Clothing must cover the chest, back, upper thigh, midsection, and private areas. Clothing which is dirty, torn, ragged, too tight or baggy is not appropriate attire.
- No sunbathing is allowed. You are to wear shirts while on the grounds or in the common areas.

- Clothing that is sexually suggestive, tight-fitting, see-through, sheer or loose-weave fabrics, short shorts, plunging necklines, dresses or skirts with high slits, will not be allowed. Clothing that degrades women or men, a culture or any ethnic or religious groups, or promotes hate will be not allowed and considered contraband. These items will need to be removed from the center immediately after confiscation.
- No clothing that promotes alcohol, drug use, violent activity, or insignias with language, symbols, or markings that indicate affiliation with a criminal gang, or that contain derogatory comments will be allowed.
- Wearing pants which are too loose to remain pulled up will require that you wear a belt or suspenders. "Sagging" is not allowed.
- **You must adhere to the 7 day clothing allowance. Excessive clothing and personal property will be confiscated.**

EXAMPLES OF CENTER RULES AND EXPECTATIONS for EVERYONE

ACCIDENTS / INJURIES: If you are involved in an accident or have an injury while living at a Residential Services Center, please immediately report this to program staff. This applies to accidents occurring on center grounds or any other location (including your work site).

BREAKFAST:

- Breakfast opens at 5am and is closed at 7:15am.
- If you are working and leaving prior to 5am, speak to the on duty staff and they will assist you for breakfast.
- You are not permitted to wake up early, eat, go back to bed and wake up and eat breakfast again.
- You are only permitted to eat once in the morning.
- Please be mindful of the limited amount of breakfast that is put out for everyone. On duty staff does not have the ability to get more food then what is left by the cooks. Please be respectful so others have an opportunity to eat what is provided.
- If you are a late-night worker and get back very late to the Center you do not have to wake up at 6:30am to eat. Upon wake up, speak with the cooking staff or the front office staff to assist you. Example: You return at 12:30am from work. You will then have two hours of personal time and 8 hours of sleep. At or before 10:30am, you are authorized to eat breakfast.

CENTER ORIENTATIONS: You will be scheduled to attend a program orientation, chemical orientation, kitchen orientation, and job search orientation. All three will be arranged with your assigned Corrections Counselor. **Attendance is mandatory.**

DINING ROOM: The dining room is a multi-use room that can be used for groups, visitation, meals and meetings. Please be respectful and pick up after yourself and leave nothing behind on the tables. Items such as coffee cups, coffee and food left unattended will be disposed of. Please remember the front office is located adjacent to the dining room and the noise level must be low at all times.

- When the dining room is closed for cleaning, entering the room is restricted for those signing out of the center, an emergency, or a situation that requires a resident to speak with staff.
- You cannot enter the dining room for coffee, snacks or the hang out during clean up.

DORM AREAS (BUNKS & LOCKERS): You are assigned a dorm, **one locker, two bins** and bunk. Unless it is your dorm laundry day, your bunk must be properly made when you are awake. Windows are to be closed and locked at all times in the dorms. You may not move bunks **or lockers** or exchange mattresses **without staff approval.**

- You are not allowed into another dorm that is not your own. **This includes even just stepping in the door. No exceptions.**
- Keep your dorm, bunk, and locker areas clean. Do not tape or tack items to the inside or outside of your locker or on the walls. Jackets can be placed on the rack in your dorm. Your laundry bag may hang on your bunk. All other personal property is to be neatly stored in your locker or your assigned bins only.
- Personal property left unsecured will be confiscated. A property receipt will be provided to you and you will be required to speak with staff to retrieve your property. You may be assigned extra work duty to reclaim your confiscated property. Unclaimed personal property is subject to disposal by program management staff.
- Limited food or beverage items are allowed in the dorm areas (see staff for what is allowed and not allowed). All food and beverages must be consumed in the Center dining room. Limited food or drink may be brought in from the outside but speak with staff for clarification.
- Dorms are randomly searched by staff. No pictures, posters, drawings or other images that contain nudity, sexual activity, violence, weapons, or promote racism, drug or alcohol use will be allowed in Residential Services. No pictures or artwork can be taped to your bunk, locker or wall.
- Dorm doors may not be propped open and latches may not be taped or altered on the dorm doors at any time.

- Residents may not enter a staff office, the front office, kitchen, any dorm other than their assigned dorm, or storage areas without staff approval and supervision.
- You are only allowed to store personal property in your assigned locker, or your assigned bins.
- No personal items or clothing are to be left out anywhere in the dorm to include on the dorm area, upon the desk, floor or makeshift nightstand.
- The dorm desk area is not a storage area. Please pick up after yourself if you use it.
- You cannot hang sheets, linen or anything else from your bunk rails for concealment. Your bunk must be viewable at all times.
- Your personal area in the dorm must be cleaned up and your bunk must be made, or stripped of linen by 8am Monday thru Friday. On the weekends, these tasks must be completed upon wake up.

DRESS AND CLOTHING STANDARDS: Everyone residing in Residential Services are required to maintain healthy and pro-social dress standards. Any clothing depicting hate, committing crimes, racism, drug use and/or drug related material, or is considered not appropriate by staff, cannot be worn or stored at the center.

Please remember;

- No shower shoes outside the dorm area
- No tank tops or shorts in group or while in the kitchen.
- Any clothing considered inappropriate cannot be worn.
- No pajama bottoms or tops outside the dorm area. If staff considers some clothing to be pajamas, the resident must change them to be in the common areas.

EMERGENCY EVACUATION POINT: In the event of a fire, natural disaster, or other incident which makes either building unsafe, staff will direct all residents to evacuate the building(s) immediately. After such an event, all staff and residents must meet together at our evacuation point, located in the middle of the parking lot, halfway between the two buildings. This spot is designated with a large pink circle painted on the asphalt. Residents must stay there until program staff determine it is safe to return inside the building(s) or decide upon another course of action.

GAMBLING: Gambling or betting for anything is prohibited.

GIFTS TO STAFF: Residential Services staff may not accept gifts of any kind. Staff always appreciates hearing about your successful program and accomplishments. Sharing your success or just saying, "Thanks!" is always appreciated.

GRIEVANCE PROCESS: The grievance process provides a way for each resident to have a grievance heard and dealt with formally. Prior to filling out a grievance form, it is expected that you have attempted to resolve your concerns with the person involved. Grievances shall be written on formal "Grievance Forms" which may be obtained at the front office. **All grievances are confidential and shall be returned to a program Supervisor. No other staff are permitted to read the grievance.**

GROUP ROOMS: When not being used to conduct groups, the group rooms can be used to work out, relax or watch TV. No visitation or sleeping is allowed in the group room. Music, if played, must be kept at a low volume. Group rooms are assigned based on programs and gender after treatment day has been completed.

- The group room door can only be closed during group. At all other times, it must remain fully open.
- Chairs and furniture cannot be moved and you are expected to keep the area clean.
- The group room door(s) must be fully open at all times group is not conducted.
- Using other furniture to place your feet on is prohibited.
- You must be fully dressed at all times. This includes your shoes.
- You cannot use other furniture as a foot cushion.
- One light must remain on at all times. If watching TV, the corner lamp can be on while the overhead lights can be off.
- If visitors are in the main group room, the overhead lights must be on at all times.

GROUND: The designated backyard patio area on the creek side of the Center can be accessed by residents during daylight hours.

Johnson Creek: The creek and its banks are off limit areas. Please do not throw any objects into the creek. Do not feed, touch / bother the wildlife that lives in the area. Please tell your visitors about these rules.

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

Basketball Courts: The basketball courts are only for resident use. You may not play 1 on 1 or have physical contact with others on the court. No "team" games are permitted.

Pets: No pets are allowed in either building or on the grounds. Service animals are the only approved animals on county property and must be preapproved by staff.

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

HYGIENE: You are living in a group environment. It is important to practice good personal hygiene while at Residential Services. Sneeze or cough into your sleeve. Shower daily and wash your hands often. It is mandatory for you to wash your hands at the dining room sink prior to receiving your meals. Hand sanitizer is also provided for your use just prior to entering the food line. **Do not share beverages, food or cigarettes with others.**

ILLNESS AND SICK CALL: If you are unable to work **or to participate in treatment** because of illness, you **MUST** notify your employer **and/or** the program staff. When you are on sick call, you are to take proper care of yourself and remain in your dorm the remainder of the day except for meals or staff approved smoking times (3 times per day). As approved by staff, you may have fluids (**water or tea only**) in your dorm to maintain hydration. If you do not have personal over the counter medicines, these may be available on a limited basis at the front desk. **You may not have visitors or talk on the phone while on sick day.**

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

KITCHEN ASSISTANCE / FOOD SERVICES: Residents shall not work in the kitchen, except for limited duties, prior to being seen by the program Nurse or having a documented physical. It is a requirement of the center that all medically able residents assist as needed in the kitchen. **It is required that gloves are worn at any time food is handled. This includes filling sugar containers.**

- **The Kitchen staff can deny anyone working in the kitchen at any time.**

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

All clients that have been through the intake process must attend kitchen orientation. The kitchen orientation class is available to women at the Women's Center on Saturdays, and to men at the Men's Center on Sundays. If a resident desires to obtain a food handler's card for employment, they must test with the Health Department and pay a fee to the County. Please speak to your counselor to make arrangements.

LATE WORKERS: Late swing or night shift workers may have ten (10) hours upon returning from work to sleep before mandatory wake up. This gives you a maximum of two (2) hours upon arrival from work to eat, shower, and relax before going to bed.

LEAVING AND ENTERING THE CENTER: You are accountable to staff at all times for your whereabouts. To leave the center you are required to have a pass which is authorized by staff. You must sign out of the center at the front office at the time on your pass and not sooner. It is your responsibility to inform staff of your destination, means of transportation, and time of return each time you leave the center. Allow a sufficient amount of time to complete the check-out procedure without being rushed. Residents who are on passes or are away from the center are expected to travel from "Point A" (center) to "Point B" (approved destination) and back to "Point A.". All locations must be pre-approved and listed on your pass. Upon returning to the center, you are responsible for informing staff of your return and signing back into the center. You must have your pass on you at all times while away from the center. **Corrections staff signing you out will check your pass to ensure locations, times and dates are correct. If the times are excessive, or if there is a staff error on your pass, your pass times may be changed. Disruptive and/or aggressive behavior may prevent you from leaving the center.**

MAIL: You may be required to open your mail in front of staff to check for contraband. For legal correspondence, staff may have you show the contents of the envelope. Staff cannot read legal mail. Mail from other correctional institutions must be approved by Counselor and Probation Officer and approval must be documented.

MEALS: The menu served at Residential Services has been certified by a licensed dietician and provides the daily nutritional requirements. Daily menus are posted on the designated menu boards located in both buildings. Meal times are posted at each building. If you want to eat a meal, you are required to eat at the time the meal is served unless it conflicts with your work or ongoing sleep schedule. If you are out of the Center for dinner, you may sign up for a "late night dinner". This sign-up sheet is available at the control window.

- No take-out food may be brought into the Center by non-staff.
- No food delivery is allowed to the center.
- If you would like to have a guest eat dinner with you at the center, please check with the cooking staff prior to purchasing a meal ticket at the front desk. If buying a meal ticket, only cash is accepted and exact change is required.

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

MEDICAL SERVICES: Medical care is your personal financial responsibility. Staff may provide you with information on community medical clinics, some of which are at low or no cost. Residential Services does not provide direct medical services. The Center contracts with staff who conduct initial mandatory medical screenings for residents each week at the Center. It is required that residents have a medical screening within the first two (2) weeks of entry into Residential Services. Residents are responsible to pay for this low cost service.

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

MEDICATIONS: Some prescribed medications are to be secured in the front office. You may be allowed to maintain possession of some prescription medications while in Residential Services. Each resident is provided with a medical bin that is to be kept in assigned locked locker in dorm. It is your responsibility to request, take your medications, and to follow the doctor's orders carefully.

Residents with a drug or alcohol abuse history are encouraged to request non-narcotic medication from your medical provider. **Those residents in treatment must inform the treatment team prior to ingesting or accepting any form of narcotic.**

There is an approved over the counter medication list available at the medication window. These medications require no prescription and must come into the center in their original unopened packaging. These medications must be kept in provided medical bin.

MONEY: All residents participate in developing a budget plan with their assigned Counselor. You are responsible to follow your budget plan and to provide your Corrections Counselor with all necessary receipts for expenditures. The priorities are as follows: restitution, program fees, Court ordered fines, supervision fees, money necessary to maintain employment, child support, attorney fees, Court costs, personal expenses, and savings.

Residents are not allowed to have over \$200.00 on your person at any time. If you in the CSAP program, you do not need any money and there is no need for it. Please do not enter the program with a large amount of money. You may have a small amount of cash for vending machines. (The vending machines belong to a private company and Clackamas County does not profit from them). Staff will not be able to give you refunds for the vending machines.

You are responsible for securing your own money. A safe is available for overnight money deposits for safe keeping, but can only be accessed Monday – Friday 9:00am – 4:00pm. A 24 hour notice to pull deposits from the safe during the weekday is required and a 72 hour notice on weekends. **Please remember, if you have money and/or are working, the center will not sell you bus tickets.**

PASSES:

PROGRAM PASSES: Program passes are issued for the purpose of job search, emergency leave, education, treatment, religious observance, and recreational activities (on a limited basis). You are to submit these pass requests to your Counselor by 5pm the night before the requested pass is scheduled to begin, or by 5pm Friday for Monday passes. Program passes cannot conflict with program groups or with your employment. Please speak with your counselor about religious services.

- Program passes must be filled out in advance, not before you expect to leave the center. It is your responsibility to turn in your passes on time.
- You cannot leave earlier than your departure time listed on your approved pass.
- You must return no later than the time on your pass. If for any reason you are running late, it is your responsibility to contact the Center.
- If an error is noticed on your pass during your sign out time, your pass will be changed or modified.
- Shopping passes may be authorized if a need exists. Shopping passes are limited to one pass a week if approved.

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

- ✓ Social pass time shall also be used to attend religious services, recovery events, or necessary shopping.
- ✓ Social pass or work credit time may not be combined into one pass or divided into multiple passes.
- ✓ Each pass time stands alone. **You cannot sign out with two passes at any time.**
- ✓ Social pass or work credit time cannot be carried over from one week to the next.
- ✓ Social passes and work credit passes will not be approved for any resident on the following holidays: NEW YEARS EVE, NEW YEARS DAY, SUPER-BOWL SUNDAY, FOURTH OF JULY, CINCO DE MAYO, ST. PATRICKS DAY, and sometimes MEMORIAL and LABOR DAY.
- ✓ Social Passes will not be allowed after 9pm. Your social pass must be completed no later than 9pm.

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

*Social pass applications must be submitted directly to the Corrections Counselor by **Wednesday at 5pm for the following week.** Social pass activities must be pre-planned, specific, and restricted to the Tri-county area, unless otherwise approved.

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

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

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

You may lose 100% of your pass time through disciplinary action.

POLICE CONTACT: If you have law enforcement contact while in the community, you must report that contact to program staff immediately as well as your probation officer.

PREA (PRISON RAPE ELIMINATION ACT) – MANDATORY REPORTING: The requirements of adhering to, and reporting incidents of PREA will be strictly enforced by the Residential Center. It is your responsibility to read the handout given to you during your intake and to ask clarifying questions to staff. Simply put, there is no “consent” between two parties at Residential Services regardless of whom you are. This includes all residents, city, county, state and federal employees.

PROGRAM GROUPS: Your Counselor will meet with you to determine the program or group that would best suite you. Cognitive groups are designed to teach you how thoughts lead to decisions and actions, which give your results. By learning to change how you think, you may be able to change the results you achieve such as choosing to avoid future criminal activity. Employment groups help you develop the skills necessary to find and maintain employment. Your Corrections Counselor will assist you with access to the employment program.

RULES AND EXPECTATIONS: It is impossible to list all the rules and expectations in this handbook. Please keep an open mind if staff asks you to reframe from doing something or modifying your behavior. At times, staff may correct behavioral issues or rules that may not be listed in this handbook.

SMOKING RULES: Smoking is only authorized in the back of the Center in the designated smoking areas. You are not permitted to smoke at the bottom of the stairs leading to the creek area, on the stairs, or on the ramp.

- Smoking is not permitted in the parking lot or front of the building. If you are returning from a pass, do not smoke once you enter the center grounds.
- Smoking ends prior to your posted bedtime. If you are required to be in bed at 10pm for example, you should not be outside smoking at this time. You will need to finish with enough time to be in bed at the appropriate time.
- The smoking deck opens at 5am and not before and ends before bedtime.
- You cannot wake up in the middle of the night to go smoke.
- Cigarette butts must be disposed of in the provided ash trays.
- Smoking privileges may be revoked at any time.
- Rolled cigarettes or loose tobacco is not allowed.
- Chewing tobacco is prohibited within the Center and on the Center grounds.

- Storing used cigarette butts on your person or in your property is not allowed. You may not hide or store any half smoked cigarette on the grounds.
- Vaping is not allowed on the grounds nor in the Center.

SUBSTANCE ABUSE TESTING: Residential Services conducts random alcohol and drug testing of all residents. Alcohol breath tests require a fifteen (15) minute observation period free of eating food, water, cigarettes etc. You are prohibited from taking any substance that contains alcohol unless it is prescribed by a medical provider and staff is made aware that you are prescribed the medication. Refusing to provide an alcohol breath test or a UA test is considered a positive result. All residents participate in a random drug surveillance program. Refusing to provide a urine specimen is considered a positive urine result. Any medications being used must be reported prior to the submission of a urine sample. Staff will post a list up in the front office for each day showing which residents are scheduled for drug or alcohol testing. It will be the residents' responsibility to see if they are on the list and to let staff know they are ready to submit to the test(s)

TELEPHONES: Both centers have a specific telephone dedicated to the job search program Monday – Friday morning until 5:30pm. Resident telephones are not for visitors. A separate TTY line is available upon request for resident requiring this assistance.

HOUSE TELEPHONE RULES:

- ✓ Telephone calls are limited to 10 minutes even if nobody is waiting to use the phone.
- ✓ Swearing or yelling on program phones is prohibited. You can be prohibited from using the resident phones if your behavior is disruptive.
- ✓ Answer the resident telephones in a polite and courteous manner.
- ✓ Take a message for other residents who are unavailable to take their call.
- ✓ Write the message down and post it in the designated area.
- ✓ Do not give out information on any other resident to callers.
- ✓ Unless it is an emergency, you may not receive telephone calls after bedtime.
- ✓ Please tell your friends and loved ones not to call the front office staff unless it's an emergency or they have specific questions such as, what they can bring you or visiting times as an example.

Office telephones are for staff use. You may make arrangements with staff to have a private telephone call for the purpose of speaking with an attorney, a medical provider, your Probation or Parole Officer, or your employer. In an emergency, your family can contact the front office telephone number to reach staff.

Men's and Women's Center: (503) 655-8262 Press "4"

IMPORTANT PHONE NUMBERS YOU MAY NEED

Residential Men's Center 9000 SE McBrod Ave Milwaukie, Oregon 97222 (503) 655-8262 opt 4		Parole Probation: 1024 Main St Oregon City, OR 97045 (503) 655-8603
---	--	---

Fax (503) 650-8939 Messages: (503) 653-1544		Fax 503 650-8942
Transition Center: 2219 Kaen Rd Oregon City, OR 97045 (503) 722-6199	Community Solutions: 112 11 th St Oregon City, OR 97045 (503) 655-8603	Victim Services 1024 Main St Oregon City, OR 97045 (503) 655-8616
Bridges to Change 900 Main St Ste 200 Oregon City, OR 97045 (503) 465-2749	Clackamas County Courthouse 807 Main St Oregon City, OR 97045 (503) 655-8447	Clackamas County Jail (503) 655-8331 Warrants (503) 655-8820
Beavercreek Health Clinic 110 Beavercreek Rd Oregon City, OR 97045 (503) 655-8471	Sunnyside Health and Wellness Center (Vivitrol) 9775 SE Sunnyside Rd #200 Clackamas, OR 97015 (503) 655-8471	SUICIDE PREVENTION (Clackamas County) (503) 655-8585
Kaiser Sunnyside Medical Center 10180 SE Sunnyside Rd, Clackamas, OR 97015 (503) 571-2880	Providence Milwaukie Hospital 10150 SE 32nd Ave, Milwaukie, OR 97222 (503) 513-8300	Genoa Pharmacy 998 Library Court, Room 4 Oregon City, OR 97045 (503) 557-3051

TOWELS AND LINENS: Linens and towels are provided by the Center. You may bring in your own towel, however linen will be provided by the Center. You will be responsible to wash your own towels and please do not store wet towels in your locker/bunk area as this is a health code violation.

- All bed linens issued by the Center shall be washed with the Center laundry, not your personal laundry. Your sheets and pillowcase shall be turned in to the laundry room before

8:00am on your assigned dorm laundry day. Your dorm laundry day is posted in each dorm. Your sheets and pillowcase shall be laundered one (1) time each week.

- You can only use one towel at a time and it must be returned to the dirty towel bin when you are finished. You are not allowed to “save” a towel in your dorm.
- You cannot use additional linen to tie to the bunk rails for concealment. This is a violation and the bunk must be viewable by staff at all times.
- Blankets, bed spreads, and mattress pads shall be laundered one (1) time per month during the first week of the month. These items shall be placed in the laundry room before 8:00am on the assigned dorm laundry day, posted in each dorm.

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

- **PERSONAL VEHICLES:** Most residents will not be allowed to drive their personal vehicle during their stay at Residential Services. For CSAP residents working; striving to pay DMV fines and buying a vehicle while in treatment will not be allowed regardless of your need or income.
- **Taxis, Uber, Lyft or any other ride sharing mode must be pre-approved** by your counselor.
- **TRI-MET: If you are employed and have been paid, the Center will not sell you a bus ticket. Bus tickets are your responsibility. If you have not been paid and have an approved pass to go shopping, you are responsible for your own bus ticket.**

TREATMENT & EDUCATIONAL REFERRALS: Your assigned Corrections Counselor will assist you with treatment referrals to address specific issues such as anger management, sex offender treatment, or community recovery support groups. Once you are placed into a group at the center, it is mandatory that you attend and complete that group. *New behaviors = new results.*

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

VALUABLES: You are advised not to bring expensive jewelry, heirlooms, or other valuables to Residential Services. Residential Services is not responsible for lost, missing, loaned, or stolen items. As a general rule, do not loan out any of your personal property to include money to any resident or guest.

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

- All visitors must present an official state issued photo ID card (current valid driver's license, official state issued ID card, official military identification with a photo, or a passport) for entry into the center. Visitors must complete a "Sponsor Application Form" prior to their first visit. Visitors from outside the metro area who have been unable to submit a prior "Sponsor Application Form" may be allowed one visit after completing the application and providing photo ID. Upon completion of a "Sponsor Application Form" staff completes a criminal history check on all adult visitors. If a warrant is found, local law enforcement are notified as appropriate. If a potential visitor is on probation or parole supervision, their visits to the Center must be pre-approved in advance by the program Supervisor or Corrections Counselor and by both supervising Probation / Parole Office
- Physical contact with a visitor is prohibited at the Center except for a handshake, brief hug or kiss as appropriate. This contact can only happen when a visitor arrives and as they are about to leave the Center.
- You are responsible for the conduct of your visitors. Any visitor who has been drinking alcohol, appears under the influence of drugs, or with the noticeable odor of drugs, will not be allowed to visit. If a visitor is disruptive or visits with other residents, they will be directed to leave.
- Staff will deny visitors who are wearing sexually suggestive clothing, gang clothing, clothes with derogatory comments or clothing deemed inappropriate for the Residential Services setting. Staff will consider clothing as being inappropriate if it exposes flesh on the chest, back, upper thigh, or midsection. This includes short shorts, skirts, and dresses; dresses or skirts with high slits; tank tops, halter or tube tops, or other clothing with low-cut necklines. **Staff have the final say on whom enters the Center.**
- Visitation is not allowed in the lobby area during times of blackout or at any time other than the posted visitation times.
- Visiting children must remain within arm's reach of you and the person bringing them in at all times. If a young child needs to use the restroom with assistance, only you or the person bringing them in to visit may assist them. They can only use the visitor restroom in the lobby. All other visitors are limited to the visitors restroom located in the main lobby.
- Remember: Visitation is a privilege and Residential Services reserves the right to deny visitation.

VISITING CHILDREN/MINORS: All children/minors must be accompanied by their parent or legal guardian (in addition to the program resident) while visiting the center. All minors must remain under the direct supervision and within arms distance of their visiting parent or guardian while at Residential Services. Other residents are not permitted to watch a child so a parent can go outside and smoke. If there is an issue of a parent needing to use the visitor bathroom, please inform staff. Program staff may deny, shorten or end the visit.

VIOLATIONS – or – PROGRAM VIOLATIONS, IR's:

- What is a violation or program violation? A violation exists when a rule or expectation is not met or, a rule or expectation has been violated.
- An Incident report (IR) can be a Minor Report or a Major Report.
- An example of a Minor IR would be, but not limited to;
 - not completing your detail on time, or not signing it off
 - not making your bed
 - being late for group, etc.
 - not being prepared for group
 - not completing assigned homework
 - This type of IR can result in, though is not limited to, sanction time or extra written work. Multiple Minor IR's of the same type may also result in a Major IR.
- Major IR: Please be mindful and know that a Major IR is a question in staff's mind that a violation may have occurred, or in fact did occur. All Major IR's will be reviewed by a hearings officer and the hearings officer will meet with you. A sanction may be imposed or you may not be found in violation.

Examples of a Major IR would be, but are not limited to;

- Fighting (verbal or physical)
- Drug use (to include alcohol and prescribed drugs)
- A positive lab UA
- Out of area while on a pass
- Contact with victim
- Making threats
- Stealing
- Having contact with the women's center residents
- Using racial slurs
- Failing to follow a staff directive
- Not following through with court ordered directives
- Not following through with Conditions of Supervision

A Major IR is an infraction that can lead to, but not limited to; extra work, restriction to the Center, Community Service, loss of social pass time and in the very extreme, return to custody.

- Getting a Major IR is not a return ticket to custody. Please keep this in mind. Signing an IR is not an admission of guilt, it simply implies that you have read the allegations and the IR will then be forwarded to the hearing's officer. At the discretion of a residents PO or a program supervisor, a resident may be placed on lockdown status until he/she meets with the supervisor.

WAKE UP AND BED TIMES: Wake up is 6:30am with beds made by 8:00am Monday - Friday. It is your responsibility to wake up to eat at the scheduled meal times on Saturdays and Sundays. It is mandatory that you wash your hands prior to exiting the dorm area every morning or whenever you wake up. You cannot exit the dorm area in sleeping attire or shower slippers unless there is an emergency. The Dining room closes at 7:15am sharp. If you are late, we will not provide you with breakfast.

- Quiet time in the dorms and dorm hallways **is strictly enforced** and begins at 9 pm. Lights out in the dorms is 10:00pm. Lights will not be turned on again until wake ups in the morning unless due to an emergency.
- Lights out mean that a resident is in bed no later than 10pm. It does not mean this is the time to get ready for bed.
- You are expected to be quiet and courteous at all times in the dorms, day or night. No loud talking or horseplay is allowed.

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

- It is your responsibility to notify staff, or ask staff for re-assignment of a detail if you are unavailable due to work or treatment when your detail is due.
- If you are in the center, your detail takes priority over visitation. Simply put, unless you are on a sick day, it is your responsibility to complete your detail.
- You may not offer any type of gains such as money or cigarette's for someone else to complete your detail. If for any reason you cannot complete your detail, it is your responsibility to speak with staff.
- It is your responsibility to notify staff as soon as you complete an assigned detail. Your detail is not complete until staff is notified and you have signed it off.

- Some details require everyone in the dorm to assist. It is mandatory that everyone in the dorm helps out by starting and ending the detail at the same time.
- Please be mindful of the detail completion due times posted on the detail board.
- If a resident is running late on their detail and cannot finish it on time, please communicate with staff as to why it wasn't completed. Staff will then request it be completed a time around groups or upon your return if checking out. It's always better to communicate with staff then assume staff will not notice the detail is not completed.

WORKING OUT/EXERCISING: The Center is limited on what type of workout residents can do. We have limited weights, a pull up bar and running or walking is available. Running and walking can be done by requesting permission from staff. The running/walking area is located in the parking lot from the garden fence to the evacuation point located about halfway across the parking lot.

- Please be mindful not to push yourself beyond your capabilities
- There is no running or walking in the hours of darkness
- If running or walking, please stay away from all vehicles parked in the lot
- If running with headphones, ensure the volume is low enough to hear staff or a car horn.
- You may do light workouts in group rooms.
- Working out in the dorm area is not allowed
- There is no working out between the hours of 8pm-6:30am.

WORKING WITH MAINTENANCE STAFF:

The Center at times will have resident volunteers working around the Center and grounds. If you volunteer to assist, you are required to go through a short safety class with maintenance staff before you begin working.

STTL PROGRAM

STTL (Transitional Housing): Except for unique conditions outlined by Community Corrections, STTL residents are expected to comply with all in-house rules contained in this handbook during their stay at Residential Services, to include submitting passes for any activity away from the Center. Your PO will assist you in this process. There is a curfew for STTL residents. Please remember that the rules and expectations are outlined in this handbook for daily life at the center. If in this program, specific conditions and expectations will be given to you on additional forms for you to review and sign.

SUBSIDY PROGRAM

A Subsidy resident is a voluntary placement that is focusing on finding employment and/or housing.

- Although a voluntary placement, a subsidy resident must follow all the same rules and expectations as any other resident outlined in this handbook.
- A subsidy placement is generally here no longer than 30 days. Subsidy placements are not eligible for social passes.
- A subsidy placement will work together with your counselor, employment services, the Transition Center and your assigned PO to find housing and employment.

CLACKAMAS SUBSTANCE ABUSE PROGRAM (CSAP)

Explained in depth in separate printouts

CLACKAMAS SUBSTANCE ABUSE PROGRAM (CSAP)

Welcome to CSAP. The following provides you with information about CSAP including the program expectations and structure. This portion of the handbook specifically covers CSAP. The above listed guidelines and expectations concerning Center rules also applies to you.

CSAP is a residential drug and alcohol treatment program for individuals on post-prison or felony probation who have a history of substance abuse problems, have been evaluated, and meet CSAP in-patient placement criteria. The CSAP treatment team consists of Behavioral Health Therapists, Corrections Counselors, a Mentor, and a CSAP Supervisor who oversees the entire program. Clackamas County Community Corrections provides drug and alcohol testing, educational groups, residential monitoring, and case management for CSAP. The CSAP treatment team works to support your progress throughout the program and determine when you are ready to move into the next phase of treatment.

CSAP participants are treated for the dual issues of alcohol or other drug abuse (AOD) and criminal conduct. Thus the primary goals of treatment are that those in recovery will be at a lower risk to relapse and re-offend by the time they have completed treatment. The length of the CSAP program is individually based on your progress in treatment as well as your ability to demonstrate and use treatment concepts. Your active participation, practice of treatment concepts, and the keeping of an open mind toward thinking and behavior change also determines your progress in treatment. The purpose of the CSAP guidelines is to make the program the most beneficial and meaningful to you.

“Time” in Treatment: Many of you have spent “time” being incarcerated or spent “time” in other treatment programs. It is important to understand that behavioral change is measured through observable changes made over time and not by spending idle or mindless attendance time in treatment. Your progress in CSAP will be determined by changes in your thinking and behavior.

Some peers are ready to change, while other peers will struggle with treatment concepts and behavioral change. The CSAP team is here to support you in treatment. We will do our best to support you in addressing your issues.

CSAP Begins: You have made an important decision by entering CSAP. We understand that changing behavior is a difficult journey. The structure and rules at Residential Services are designed to support you in making meaningful change in your life. Addressing your addiction and criminal behaviors are the beginning of this process.

Upon your arrival to CSAP, you will participate in an Orientation (blackout) period. The blackout status means that your phone calls are restricted except for legal, medical, or verified emergencies. You do not receive or send mail, nor do you have visiting privileges. CSAP uses the blackout status as a period of time to completely focus your efforts on beginning treatment and learning basic program information. Blackout status may be lengthened or reinstated at any time by the treatment team.

During your first days of Orientation (blackout), you are required to read your Center Handbook, and in the following days, complete assignments and begin to develop an initial treatment plan with your CSAP therapist.

1st Assignment BLACKOUT QUESTIONS- Completed during blackout, please write a 1- page answer for each question. **Please include your name and date and write legibly**

1. Are you an addict? If yes, why? If no, why?
2. Why are you here?
3. Why do you want treatment?

You are assigned a Corrections Counselor upon entering CSAP. The Counselor will meet with you soon after you arrive. You will be allowed to use the telephone during your intake meeting with your Counselor to notify your family of your treatment program requirements and to make arrangements to receive your clothing as well as other personal items. ***Unless it's an emergent situation, you will not be allowed to use the phone again until you are off of Blackout.***

The initial CSAP Orientation period allows you the opportunity to not only focus on treatment, but to get to know your peers in the program. This is an important time for you to begin to demonstrate your desire for treatment. This is also the time for staff to observe your motivation and appropriateness for treatment in CSAP.

TIPS FOR SUCCESS IN EARLY TREATMENT: You may wish to ask yourself the following questions to begin to gauge your focus on treatment:

- Am I listening to what the treatment community is saying?
- Am I beginning to have an open mind?
- Am I only associating with other CSAP peers in my program?

- Am I beginning to understand that it is my thinking that has led me to commit crimes?
- Can I identify some of my thinking errors?

If your answers to these questions are truthfully beginning to be “yes”, then you are on the right track. **Keep going!**

ATTIRE: Participation in the CSAP requires more than attending groups and classes. Your appearance is also a very important part of the change process. Residential Services are public facilities.

You will be expected to follow this dress code in your groups, around the Center, and in community support meetings. If you do not have the clothing or hygiene products necessary to meet the dress code, discuss this with your Corrections Counselor.

- Wash hands, Shower and brush your teeth each day
- Hair is neatly groomed
- Long pants (no “sagging”), no shorts (except for special activities)
- Street shoes – no shower shoes or slippers
- Clothing is clean
- No tank tops

You will be directed to return to your dorm to address hygiene issues when you are not in compliance. You will be responsible to make up any missed group time due to hygiene issues.

PROGRAM and GROUP EXPECTATIONS:

- Attend all groups on time and prepared to work.
- Bring all required materials and homework to group.
- Complete all homework assignments.
- Consistently demonstrate appropriate behavior in and out of treatment groups.
- Practice using treatment concepts.
- Actively participate in treatment, share your experiences, support group members, listen to staff, and listen to other group members.
- Take direction from staff.
- Do not assume the role of the group facilitator or Therapist.
- Remain alcohol and drug free.
- Associate with other CSAP participants. *Associating with non-CSAP residents is a program violation.* It is essential for you to develop a pro-social support group of fellow CSAP residents who can provide you with necessary feedback, affirmations, and support. This support can give you help in identifying the thoughts or actions that could move you closer to relapse during early treatment. Changing who you choose to associate with is one of the key elements of your treatment program. The CSAP program provides you with opportunity to make changes in your thoughts and actions, including your associations with other people.
- Show respect to others. Threatening or intimidating behavior will not be tolerated.
- What is said in group stays in group! ***Do not discuss treatment issues outside of group or with non-group members. Respect treatment group confidentiality.*** What you learn about a group member’s past and present experiences is not to be shared with anyone.

This includes your family and closest friends. You may choose to share what you are learning about yourself with family and friends, but keep group discussions confidential.

- If you are unable to attend group due to illness, notify program staff. You will be in bed for the remainder of the day.
- You are required to make up any missed group time.
- Participate to the best of your ability. This is your treatment program.
- Adhere to the personal property expectations on pages 4 and 5, and maintain the cleanliness of your person and your personal area at all times.
- Keep an open mind and remember that feedback is meant to assist you in your recovery, not to hamper you.
- You are not permitted to walk out of group, this is a violation of program rules. If you are having a difficult time, please ask to speak with the group facilitator.

MOVING THROUGH THE TREATMENT PHASES:

In order to finish any phase of CSAP, you must: complete the required work, attend all groups, remain free of alcohol and drugs, and demonstrate that you are consistently making positive changes in your thinking, behavior, and decision making whether you are attending group, or in the community.

CSAP PROGRAM EXPECTATIONS

Upon entering CSAP, you will be given a program expectations letter to read and sign. You are agreeing to adhere to the following expectations during your time in recovery at all times.

One of our primary concerns is environment safety; to enable residents to do the hard work that they need to do while in treatment. We are also working to create and maintain a pro social environment. With that in mind, please read and acknowledge the expectations listed below.

MCSAP EXPECTATIONS for Blackout and Phase 1-2

One of our primary concerns is environment safety; to enable clients to do the hard work that they need to do while in treatment. We are also working to create and maintain a pro-social environment. With that in mind, please read and acknowledge the expectations LISTED BELOW:

Aggression of any kind is not tolerated. This includes threatening clients or staff, cursing at clients or staff, power-thrusting, using power and control to get needs met; among other things. B/O ___ Ph1 ___ Ph2 ___

Hate language is not tolerated. It is unacceptable to disparage another person based on race, religion, sexuality, gender, etc. B/O ___ Ph1 ___ Ph2 ___

IT IS EXPECTED THAT YOU WILL FOLLOW CENTER RULES AND STAFF DIRECTIVES.

B/O ___ Ph1 ___ Ph2 ___

NO HORSEPLAY; WRESTLING, SMACKING EACH OTHER ON THE BUTT, PLAY PUNCHING ETC. B/O___Ph1___Ph2___

Prison talk, gang talk, gang signs are not allowed. No asking what someone's charges are, using street nick names, trying to prove street cred. This is a place to leave that behind and start over. B/O___Ph1___Ph2___

War stories are not allowed. This can trigger you and others to want to leave treatment and it is not pro social. B/O___Ph1___Ph2___

Respectful pro social language is expected. Work to limit and stop cursing in the community. Cursing is not allowed at CSAP. B/O___Ph1___Ph2___

There is an initial blackout period upon entering treatment. When you are removed from blackout will be determined by how well you are adjusting to treatment and following the rules of the program. During blackout you are not allowed to use the telephones, have visitors, or leave the building. B/O___Ph1___Ph2___

Association with clients who are in the women's CSAP program is not allowed. We want you to focus on your treatment, and them to focus on their treatment. B/O___Ph1___Ph2___

Communication inside of the building should be with your fellow MCSAP peers. Talking to clients in other programs is not allowed. It is not ok to take money, cigarettes or anything else from clients in other programs. B/O___Ph1___Ph2___

You are allowed to smoke. No sharing cigarettes, or getting cigarettes out of the ash trays. B/O___Ph1___Ph2___

Smoke breaks on sick days are 3 times: breakfast, lunch and dinner. If you are taking a sick day you are expected to remain in your dorm. B/O___Ph1___Ph2___

Smokeless tobacco products are prohibited; no vaping, no chew, no dip, or similar products. B/O___Ph1___Ph2___

Food should be consumed in the dining hall only. No saving food and NO FOOD IN THE DORMS. B/O___Ph1___Ph2___

Sagging pants and visible under garments are not prosocial. B/O___Ph1___Ph2___

When in groups, no tank tops or pajama bottoms. No pajamas in common areas. B/O___Ph1___Ph2___

No tank tops during visitation. Tank tops are allowed only when working out, cleaning or at the park. B/O___Ph1___Ph2___

You are assigned to a specific dorm and should not be in any other dorm unless you are accompanied by staff. B/O___Ph1___Ph2___

When you are on blackout you will not have visitors or be allowed to use the telephones. B/O___Ph1___Ph2___

Phone times: between 12 – 1pm and after 5pm Monday through Friday and on the weekends. B/O___Ph1___Ph2___

Energy drinks, protein powder, Steroids and pre work out supplements are not allowed. B/O___Ph1___Ph2___

Progress through the program is determined primarily by your behavior and whether or not you are internalizing what you are learning and making changes. The written work is only a part of it and completion of written work does not entitle advancement. B/O___Ph1___Ph2___

Written work will be added based on individual issues and/or behaviors that are observed throughout your time in treatment. It should be expected. B/O___Ph1___Ph2___

Feedback is part of the CSAP program. It is not optional. Participation is expected in all parts of the program, including feedback and accountability. B/O___Ph1___Ph2___

You must arrive on time to your groups and stay in the group for the remainder of group time. Do not leave group without permission OR ONLY in an emergent situation. B/O___Ph1___Ph2___

If you arrive to group without your homework complete, arrive late, or are asked to leave for any reason, you will be placed on 24 hour blackout. If the pattern continues, blackout may be extended. B/O___Ph1___Ph2___

Music devices; mp3 players, iPods etc. cannot have video, picture, or Wi-Fi capability. All music must be kept at levels where you can hear staff. B/O___Ph1___Ph2___

Anti-Social music, music with swearing, music promoting hate, criminality, violence or degrading others is not permitted anywhere in the Center. B/O___Ph1___Ph2___

NO INTERNET ACCESS APPROVED FOR CLIENTS IN PHASE 1. NO SOCIAL MEDIA WHILE IN PHASE 1. THIS CAN BE HIGHLY TRIGGERING AS MANY PRIOR ASSOCIATES ARE NOT PRO-SOCIAL. B/O___Ph1___Ph2___

Running – passes to Milwaukie waterfront; designated loop within 30 minutes. Two clients must go together; one should be a phase two client. B/O___Ph1___Ph2___

Walking / jogging-On site; evacuation point to garden and back. B/O___Ph1___Ph2___

Social passes – for phase 2 – only on the weekends. B/O___Ph1___Ph2___

Red tickets may be used to stay up late on Fri & Sat nights. Red tickets may be used to sleep in on Sat and Sun mornings. You may not miss any groups to sleep in. B/O___Ph1___Ph2___

PERSONAL HYGIENE IS IMPORTANT IN A PRO-SOCIAL COMMUNITY / LIVING ENVIRONMENT. IT IS EXPECTED THAT YOU SHOWER REGULARLY AND WASH YOUR CLOTHES AND BED LINENS REGULARLY. B/O___Ph1___Ph2___

HAVING A DETAIL; HELPING IN THE KITCHEN / DINING ROOM or HOUSE LAUNDRY ARE AN IMPORTANT PART OF GIVING BACK TO THE BUILDING AND THE COMMUNITY OF CLACKAMAS COUNTY THAT SUPPORTS / FUNDS HAVING THIS PROGRAM. YOU ARE EXPECTED TO DO YOUR DETAIL, HELP IN THE BUILDING AND KEEP YOU DORM AREA CLEAN. B/O___Ph1___Ph2___

EXPECTATIONS ARE THE SAME INSIDE OF THE BUILDING AND OUTSIDE OF THE BUILDING. ALL RULES STILL APPLY WHEN YOU ARE AT THE GYM, AT THE STORE OR OUT ON THE

SMOKING DECK. INTEGRITY AND CONSISTENCY ARE AN IMPORTANT PART OF THE PROGRAM. B/O__Ph1__Ph2__

Visitors will be considered once staff see that you have successfully adjusted to treatment and we have seen consistency in your program. B/O__Ph1__Ph2__

This is not an entirely exhaustive list of expectations. Something may be presented to you that is not on this list. Please be open to the fact that things are fluid and can change. If you have any questions please ask. If there is a directive from staff, please follow it. If you don't understand a directive, ask to speak to your program supervisor. Do not get into an argument with staff. B/O__Ph1__Ph2__

BLACKOUT

Resident Signature:_____Date_____

Staff Signature:_____Date_____

PHASE 1

Resident Signature:_____Date_____

Staff Signature:_____Date_____

PHASE 2

Resident Signature:_____Date_____

Staff Signature:_____Date_____

PHASE 1

“CHALLENGE TO CHANGE”

PHASE I: The first phase of CSAP is called “Challenge to Change”. During this phase of treatment you attend workbook and treatment groups, educational groups, and have other daily requirements. Your CSAP Therapist will inform you of the group rules when you begin Phase I.

The primary goal of this phase of treatment is to prepare you to make a commitment to change.

You are not allowed to leave the Center without staff or at times, peer escort. Although as appropriate, another CSAP resident may provide accompaniment which we call an escort. Phase I residents are required to have an approved companion/escort or staff with them in the community to provide support in processing impulsive behavior or thoughts and to help work through relapse triggers that may occur.

Visits are limited, to support your focus and work on your treatment. You will meet with a CSAP Therapist and Corrections Counselors. Additional information may be provided by your Parole/Probation Officer. After you have completed all classes and groups, completed all assignments; show that you honestly participate in treatment groups; show behavior that demonstrates that you are starting to use treatment concepts; and are focused on your treatment program, you will move to Phase II.

You may wish to ask yourself the following questions to better evaluate your progression in treatment:

- Am I staying sober?
- Am I beginning to identify my “triggers” and deal with them effectively?
- Am I completing my assignments with increasing honesty?
- Am I beginning to talk about treatment concepts?
- Is my behavior the same in group and out of group?
- How am I conducting myself in the dorms, at night, out in the community and on the phone?
- Can I identify my thinking errors?
- Am I accepting feedback without becoming defensive?
- Am I ready to change?
- Am I sharing and listening in group?

PHASE I

CASEPLAN EXPECTATIONS

Upon entering Phase II of treatment, you will go over the phase I case plan expectations with your counselor. You will sign two copies. One copy will be provided to you and one will be placed in your file. For consideration moving into the next phase, you must demonstrate and have a healthy balance of these expectations. This is not an entirely exhaustive list of expectations. Something may be presented to you that is not on this list. Please be open to the fact that things are fluid and can change. If you have any questions please ask.

CSAP Orientation & Phase I Completion Check List

Print Client's Name: _____

Orientation Task Completion Check List

- ☐ -Complete Initial Intake with Corrections Counselor
- ☐ -Receive Treatment Workbooks / Supplies
- ☐ -Complete Center Orientation
- ☐ -Complete Kitchen Orientation
- ☐ -Read Center Handbook
- ☐ -Complete LSI Assessment
- ☐ -Complete URICA Assessment
- ☐ -Complete TCU Drug Screen
- ☐ -Complete TCU Criminal Thinking Scale
- ☐ -Complete CMHS Assessment
- ☐ -Complete Biopsychosocial assessment with Therapist
- ☐ -Complete 3 blackout questions
- ☐ -Attend SSC Orientation - Sessions 1 & 2
- ☐ -Attend assigned groups
- ☐ -Complete assigned homework.

Phase I Completion Check List

- ☐ -Understand Your Treatment Plan
- ☐ -Attend all Groups & Classes
- ☐ -Complete all homework / assignments
- ☐ -Thinking error assignment
- ☐ -Packet A
- ☐ -Autobiography
- ☐ -Good-bye letter to drugs and criminality
- ☐ -One through five year plan
- ☐ -Complete Sessions 1 - 20 SSC Workbook
- ☐ -TCU Criminal Thinking Scale
- ☐ -Other - individual work as assigned

Phase I: General Treatment Plan

Date	Problem Statement: A history of AOD and criminal conduct. Identified Stage of Change: _____ (pre-contemplation, contemplation, preparation, action)
Goal: Attend & engage in treatment groups. Begin process of self-disclosure around criminal conduct & substance use history. Demonstrate pro-social behaviors within treatment community; interactions with peers and staff. Follow rules.	
Measurable Objectives:	1. Client will attend all required groups, participate and share. 2. Client will complete a decisional balance on being in recovery.
	Resolution Date

3. Client will learn about criminal conduct, AOD abuse, the process of change, cognitive-behavioral approach, and how they impact his life.
4. Client will identify patterns of thinking that lead to criminal conduct & AOD use.
5. Client will learn warning signs of relapse and recidivism and learn intervention skills.
6. Client will demonstrate the ability to learn and integrate distress tolerance and emotion regulation skills.
7. Client will consistently navigate their treatment environment using pro-social behaviors and skills.
8. Client will demonstrate responsibility by completing details consistently and following treatment / Center expectations.
9. Client will use assertive communication skills.
10. Client will give and receive feedback in a constructive manner.
11. Complete Thinking Error Assignment.
12. Written Packet "A" assignment. You will not receive this until you're thinking errors have been read and approved. Work should be thoughtful and thorough.
13. Client will write an autobiography/timeline and present in group. (Please do not start auto until you're thinking errors have been approved and you have been in tx for one month.)
14. Complete 1 - 5 year plans. One for each of the next five years; bulleted & measurable. Do not start until your auto has been completed and approved.
15. Write a good-bye letter to drugs and crime. It should be pro-social. Not a love letter to drugs. Do not start until your auto has been completed and approved.
16. Daily homework: daily schedule, TAP chart, 3 thinking reports, 2 journal entries, 2 support calls.
17. Weekly homework: 2 Coping Skills; one due by Wed of the week, the other by Sat. One community support meeting reflection.
18. Complete Phase 1 SSC Workbook
19. Complete Matrix early recovery curriculum.
20. Complete TCU Criminal Thinking Scale
21. This document is a fluid document and will be updated as individual needs arise. Individual work will be assigned to address specific and individual behavioral patterns observed by the treatment staff.

CSAP Phase I: Individual Treatment Plan

Date	Problem Statement:
Goal:	

Measurable Objectives:	Resolution Date
Comments:	

Client Signature

Date

Corrections Counselor Signature

Date

PHASE 2

“COMMITMENT TO CHANGE”

PHASE II: The second phase of CSAP is called “Commitment to Change”.

The primary goal of this phase of treatment is to provide you the opportunity to make a commitment to taking action in making changes in your thinking and behavior.

In this phase, you may start to attend community support meetings with CSAP staff and possibly with other CSAP peers. You may be directed to begin to make telephone contact with community recovery support groups during the end of Phase II. You will begin the process of exploring community groups that can offer you a stronger support system once you re-enter the community. You remain in PHASE II until you and the CSAP treatment staff determines you are ready to move to Phase III.

You may wish to ask yourself the following questions to better evaluate your progression in treatment:

- Am I staying sober?
- Am I practicing the skills I have learned?
- Is my behavior changing?
- Am I seeking feedback from my peers and staff?
- Am I resolving issues in a more pro-social way?
- Am I holding myself accountable?
- Am I continuing to accept feedback without becoming defensive?
- Am I a positive role model for my peers in Phase I and Phase II?

PHASE II CASEPLAN EXPECTATIONS

Upon entering Phase II of treatment, you will go over the phase 2 case plan expectations with your counselor. You will sign two copies. One copy will be provided to you and one will be placed in your file. For consideration moving into the next phase, you must demonstrate and have a healthy balance of these expectations. This is not an entirely exhaustive list of expectations. Something may be presented to you that is not on this list. Please be open to the fact that things are fluid and can change. If you have any questions please ask.

MCSAP Phase 2 Expectations

Print Client's Name:

Phase 2 Completion Check List

Congratulations on making it to phase 2! You've worked hard to get here!

- ☐ Understand your treatment plan
- ☐ Attend all groups & classes
- ☐ Complete homework / assignments
- ☐ Complete SSC Workbook sessions 21 - 42
- ☐ Packets B - E
- ☐ Packets 1 - 6
- ☐ Con Game workbook
- ☐ Relapse Prevention workbook
- ☐ Personal Packets as assigned
- ☐ Present Personal RP Plan to tx staff

Phase 2 Upper Peer Responsibility

You will be allowed to escort your peers outside of the Center. You have earned trust with treatment staff and will be expected to follow expectations inside and outside of the Center. Being a positive role model in the treatment community is an important part of being in phase two.

Phase 2: General Treatment Plan

Date	Problem Statement: A history of AOD and criminal conduct. Identified Stage of Change: _____ (pre-contemplation, contemplation, preparation, action)	
Goal: Demonstrate that you are working to integrate new skills and information learned in treatment and are applying both in your life; working toward long term recovery from substances and criminality. Demonstrate an ability to balance treatment, family and recovery in a healthy way. Demonstrate pro-social behaviors. Attend and engage in treatment groups and continue to follow rules.		
Measurable Objectives: 1. Client will attend all required groups, participate and share. 22. Client will continue to demonstrate that he is applying relapse prevention skills and healthy coping skills in daily living. 23. Client will continue to identify patterns that may lead back to criminal conduct & AOD use. 24. Client will discuss warning signs of relapse and recidivism in group and individual sessions and will share skills client is using to address any warning signs. 25. Client will continue to navigate his environment using pro-social behaviors and skills. 26. Client will demonstrate responsibility by completing details consistently and following treatment / center expectations. 27. Client will continue to use assertive communication skills. 28. Client will continue to give and receive feedback in a constructive manner. 29. Daily homework: daily schedule, TAP chart, 2 thinking reports, 2 support calls, AM & PM journal entries and gratitude list. 30. Weekly expectation: 2 coping skills; one due by Wed of the week, the other by Sat. attend minimum of two community support meetings each week and write a reflection on each meeting. 31. This document is a fluid document and will be updated as individual needs arise. Individual work will be assigned to address specific and individual behavioral patterns observed by the treatment staff.		Resolution Date

CSAP Phase 2: Individual Treatment Plan

Date	Problem Statement:	
Goal:		
Measurable Objectives:		Resolution Date
Comments:		

Client Signature

Date

Corrections Counselor Signature

Date

PHASE 3

“BUILDING SUPPORT FOR YOUR COMMITMENT TO CHANGE”

PHASE III: The third phase of CSAP is “Building Support for Your Commitment to Change.” Phase III is the beginning of preparing you for a transition into the community.

The primary goal of this phase of treatment is to provide you with the opportunity to begin developing a support system that supports your commitment to change.

You remain in this phase until you are employed full time, are involved with community support groups, find approved community housing, and the CSAP staff determines that you are ready to move to Continuing Care. Your supervising Parole/Probation Officer participates in your transition planning and approves your clean and sober housing options. During this phase and once employed, you will be required to pay 20% of your take home pay to your program bill and to save \$1000 prior to moving out.

- During Phase 3, all the same Center and CSAP rules apply.
- If you are not looking for work or attending school, you are expected to go to groups.
- You are not allowed to sleep in during phase 3 unless it is your day off and you have worked over 32 hours that week.
- You are looked up to by your peers. Please continue to model pro-social behavior.

PHASE III CASEPLAN EXPECTATIONS

Upon entering Phase II of treatment, you will go over the phase 2 case plan expectations with your counselor. You will sign two copies. One copy will be provided to you and one will be placed in your file. For consideration moving into the next phase, you must demonstrate and have a healthy balance of these expectations. This is not an entirely exhaustive list of expectations. Something may be presented to you that is not on this list. Please be open to the fact that things are fluid and can change. If you have any questions please ask.

MCSAP Phase 3 Expectations

Print Client's Name:

Phase 3 Completion Check List

- ☐ -Complete Phase 3 SSC Workbook Sessions
- ☐ -Attend assigned groups/individual sessions.
- ☐ -Complete assigned homework.
- ☐ -Weekly recovery support meetings (2).
- ☐ -Find recovery sponsor with 5+ yrs sobriety

Demonstrated Stability - Stability is determined by your success in developing and maintaining structure to support your recovery; demonstrating consistently over time that you use your treatment skills to problem solve and communicate and that you are successfully integrating back into the community.

Financial Responsibility - Prior to cashing your first paycheck, you must meet with your counselor to

<input type="checkbox"/> -Attend mtgs/activities with recovery sponsor <input type="checkbox"/> -After working for 1 wk; eligible for additional social pass <input type="checkbox"/> -Approved job/training program or school <input type="checkbox"/> -Provide copies of your paystubs to counselor <input type="checkbox"/> -Meet with counselor PRIOR to cashing 1 st paycheck <input type="checkbox"/> -Prepare/present realistic budget to counselor <input type="checkbox"/> - Phase 3 is as long as it takes ; determination on moving forward is entirely reliant on how well you are adjusting to the change in structure. We are looking for consistent demonstrated stability, accountability and balance in managing responsibilities in this treatment phase. <input type="checkbox"/> -Follow and/or revise your written relapse prevention plan throughout phase 3; your plan will be an effective guide for your continued success. Congratulations on making it to phase 3! You've worked hard to get here!	<p>discuss how you plan to spend your money. You must also present a budget to your counselor and work with your counselor to live within your budget. You must show financial responsibility to be considered eligible to move out of the Center.</p> <p>Housing - Once you have demonstrated stability and are successful in your established structure, you will be advised by treatment staff that it has been approved for you to look for sober housing options. Your proposed housing must be approved by treatment staff and/or your PO.</p>
--	---

Phase 3: General Treatment Plan

Date	Problem Statement: A history of AOD and criminal conduct. Identified Stage of Change: _____ (pre-contemplation, contemplation, preparation, action)	
Goal: Demonstrate that you have integrated new skills and information learned in treatment and are applying both in your life; working toward long term recovery from substances and criminality. Demonstrate an ability to balance treatment, work, family and recovery in a healthy way. Demonstrate pro-social behaviors. Attend and engage in treatment groups and continue to follow rules.		
Measurable Objectives: 1. Client will attend all required groups, participate and share. 32. Client will demonstrate that he is applying relapse prevention skills and healthy coping skills in daily living. 33. Client will continue to identify patterns that may lead back to criminal conduct & AOD use. 34. Client will discuss warning signs of relapse and recidivism in group and individual sessions and will share skills he is using to address any warning signs. 35. Client will continue to navigate his environment using pro-social behaviors and skills. 36. Client will demonstrate responsibility by completing details consistently and following treatment / Center expectations. 37. Client will continue to use assertive communication skills. 38. Client will continue to give and receive feedback in a constructive manner. 39. Daily homework: 1 coping skill, 1 thinking report, journal and gratitude lists. You should bring your daily homework to your check in group and/or individual session. 40. Weekly expectation: attend minimum of two community support meetings each week and write a reflection on each meeting. Also bring to group or individual session. 41. Complete Phase 3 SSC Workbook curriculum.		Resolution Date

42. Work toward financial stability. Client will provide copies of pay stubs to counselor. Client will provide financial budget to counselor. Priority for income should center on responsible living; paying bills, fines, family support etc.
43. This document is a fluid document and will be updated as individual needs arise. Individual work will be assigned to address specific and individual behavioral patterns observed by the treatment staff.

CSAP Phase 3: Individual Treatment Plan

Date	Problem Statement:	
Goal:		
Measurable Objectives:		Resolution Date
Comments:		

Client Signature

Date

Corrections Counselor Signature

Date

PHASE 4

“OWNERSHIP OF CHANGE”

PHASE IV: Continuing Care or “Ownership of Change” is the final phase of the CSAP program. Participants attend the continuing care groups while residing in clean and sober housing in the community.

The primary goal of this phase of treatment is to strengthen and maintain the changes that you’ve made in treatment, and to continue to utilize those changes in daily living and within the community. This is truly the time to apply all the skills you have learned during your time in treatment.

In this phase you will attend two (2) groups a week. You will graduate the CSAP program when you and the CSAP staff determine that you are demonstrating the change necessary to begin recovery.

Phase IV: Former in-house residents are encourage to stop in at the Center and visit those in recovery and staff. Our doors are always open for those doing well in their outpatient treatment and beyond. Those in Phase IV are allowed in the following areas of the Center without staff supervision:

- The dining room
- The restroom in the lobby of the Center
- The smoking pad / back porch
- The library
- The Dorm group room if accompanied by a CSAP resident. You may not enter the dorms or dorm restroom unless accompanied by staff.
- Outpatient Phase 4 residents are not allowed in the dorm area for any reason.
- While in the Center, you are expected to set a positive example as a peer. Do not wear a hat in the Center, dress appropriately and do not use your phone inside the Center.
- If a Phase IV resident has a program bill, it is expected they continue making payments towards their bill. This is one of the requirements for graduation. The minimum payment is \$100 a month.

PHASE 4 EXPECTATIONS

_____; You have been approved to enter Phase 4 of CSAP. There are expectations that need to be adhered to while in this portion of your treatment.

As a phase 4 CSAP member, you will need to adhere to the following;

- Tuesday Phase 4 group; Mandatory attendance. If for any emergent reason you cannot make this group, you must contact staff in advance for approval. This group must be made up if missed.
- Your UA color is; _____ You must call every day of the week to see if your color is due. This includes weekends, holidays and any Clackamas County closure day. If it is your color, you must report to the Center and produce a UA.
- Any positive UA, missed UA or diluted UA's will result in Phase 4 starting over.
- Please be prepared to make the required 20% program payment of take home pay on each check. If you have an emergent reason why you cannot pay, you must contact staff. This is mandatory and you must make regular payments to be eligible for graduation.
- If you receive any funds for assistance from CODA, you must contact staff.
- Phase 4 is a minimum of 6 months and up pending a successful program and the availability of the next graduation.
- You are setting the example for others, please continue to do so in a healthy manner.
- You are welcome to visit those in CSAP if you are working an honest program. While in the Center, you must remove your hat and sunglasses and wear appropriate clothing. The clothing rule is the same as it is for residents living at the Center.
- You are limited to the group rooms and common areas. You are not allowed in the dorm areas for any reason. If you need to use the restroom, you must use the visitor restroom in the lobby.

Thank you all for your continued desire and drive to make positive changes in your recovery. We are proud of you.

Printed Name:_____Date:_____

Resident Signature:_____Date:_____

Staff Signature:_____Date:_____

PHASE IV In-House: At times and only with supervisory approval, CSAP PH-4 may live in the Center while in phase-4. Those that are considered Ph-4 in-house will abide by all the same Center rules as everyone else, and must continue to demonstrate the exceptionally high standards of those in CSAP.

During this time in-house;

- Daily passes are not required
- Those in this phase will still have a UA color assigned and must check with staff daily.
- Must continue to pay 20% of their take home pay on their CSAP bill.
- The primary CSAP counselor duties is now the assigned PO.
- Phase 4 in-house members are still welcomed to attend CSAP groups.
- Phase 4 in-house is a privilege and can be revoked at any time.

CSAP (ALL PHASES)

Entering treatment is an act of courage and a privilege. Treatment can be both difficult and fun. Transition Services staff as well as the CSAP Therapists will provide the support, guidance, structure and tools you need to successfully complete CSAP. How you choose to use these tools and support are up to you. We hope you will learn to live in recovery and use your new skills to find success in your life.

OTHER ITEMS OF INTEREST:

***FAMILY GROUP:** CSAP offers a group for residents' and their adult family members. This group is designed so that your family or support system can better understand how to support you in the process of treatment and ultimately in your recovery. This group is voluntary and there are many incentives for attending. You may request further information on this group from your assigned Corrections Counselor.

***OUTPATIENT CSAP:** An assessment may occasionally determine a CSAP resident may be better served while he/she is living in the community. All of the above information applies to residents attending CSAP on an outpatient status. In addition, you must report to Residential Services at 8:45am Monday – Friday. You will be expected to remain at Residential Services until 4:00pm Monday – Friday. Upon your arrival, you must check in with a Community Corrections Officer at the lobby. All personal items excluding your treatment work will be secured in a locker located in the lobby or with the control officer. NO EXCEPTIONS. Do not bring in any other items into the center other than your treatment materials. Any necessary prescription medications must be locked in a locker and may be retrieved for ingestion with staff supervision at designated times. No medication is to enter the center unless specifically approved by a program Supervisor. Lunch is served at 12:00pm at no charge to you. Although you are not required to stay past 4:00pm, you may elect to remain at the center longer, visiting CSAP residents if you wish. While you are

visiting, you are to associate only with your CSAP peers. While at Residential Services, you may not answer the resident telephones or use your personal cell phone.

***CSAP CONFIDENTIALITY STATEMENT:**

As a participant in CSAP, you have agreed to enter a residential alcohol and drug treatment program. You have signed an authorization to release confidential information between Clackamas County Community Health and Clackamas County Transition Services. All of the Residential Services staff are part of this team and will be working to help you in the CSAP program. Information will be shared with all Clackamas County Transition Services staff as needed to provide consistent treatment and supervision. Clackamas County Transition Services and Clackamas County Community Health staff will only release confidential information with your written consent. Confidentiality protection does not include threats of bodily harm to others, suicidal or homicidal ideation, and reports of child or elder abuse.