

**Clackamas County Sheriff's Office
Parole & Probation
Residential Services Resident Handbook**



**Corrections Center
9000 SE McBrod Ave
Milwaukie, Oregon 97222
503. 655. 8262**



**Women's Center
9200 SE McBrod Ave
Milwaukie, Oregon 97222
503. 722. 6000**

**We promote public safety and provide offenders with
the opportunity to become productive members of the community.**

August 2015

I. INTRODUCTION

CLACKAMAS COUNTY PAROLE & PROBATION consists of two entities: Residential Services (Work Release) and Field Services (Probation and Parole).

Residential Services operates two buildings, the eighty (80) bed Corrections Center (CC) and the thirty four (34) bed Women's Center (CCWC). Both buildings are located in Milwaukie, Oregon. Residential Services provides programs that support and guide transition for adult offenders.

CHANGE IS POSSIBLE: The prospect exists for you to learn to make different choices that may result in positive change. 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 them.

RESIDENTIAL SERVICES STAFF: Residential Service staff is responsible for maintaining a safe and secure facility, intervening on problem behavior, and supporting you in the process of learning to change. Our staff includes Corrections Counselors, Community Corrections Officers, Food Services Staff, Office Support Staff, Maintenance Staff, Management Staff, and contracted Mental Health Specialists. Although each staff provides different services, it is the combination of our skills that ensures a safe, efficient, and effective program.

ON YOUR FIRST DAY at Residential Services, you complete the first part of your intake paperwork with a Community Corrections Officer. You'll receive a facility tour and 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 regularly during your stay at the facility. 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.

You are encouraged to learn as much as you can about the program you are here to complete as well as the general facility rules. 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.**

What items will I need at the facility?

*** During your stay, all of your personal items must fit into three (3) regular sized laundry baskets AND must be inside your locker at all times. Extra property will be removed from the facility immediately as the facility has no ability to store your extra items during your stay. Please bring only a 7 day supply of clothing into the facility.**

Below is a list of items you will typically need:

1. Picture Identification (I. D.) / Social Security Card / Birth Certificate
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 with headphones are approved. Audio or video recording devices are not allowed which includes pre-recorded audio or video.
14. Books (appropriate for the facility as determined by staff)
15. Pens / Paper
16. Laundry detergent
17. Umbrella (seasonal)

***Please do not loan your property to other clients. You run the risk of losing your property if you choose to lend it to another client. Staff is not responsible to determine ownership of client property.**

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

1. Cologne
2. Food, candy or beverages
3. Cell phones, computers, DVD players
4. Any item that contains alcohol
5. Lighter refill fluid / Butane
6. Loose tobacco, cigars, or tobacco pipes
7. Items marked flammable
8. Pillows, bedding or towels
9. Any items promoting drug or alcohol use

10. Pornography or sexually suggestive clothing or materials (see page 5 for clothing requirements)
11. Alarm clocks

What is "Contraband?"

Contraband at a Residential Services facility 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 facility)
- ✓ Illegal drugs or alcoholic beverages
- ✓ Drug paraphernalia
- ✓ Food or beverages from outside the facility
- ✓ 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)

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

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

II. RESIDENT LIFE

What are the rules and why are there so many?

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

Please show respect to staff, clients, visitors, and yourself. Behavior or language that is disrespectful, intolerant or hateful will not be tolerated. While a client 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 facilities. Please be respectful of our facility 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.

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

ALCOHOL & DRUG TREATMENT SCREENING: When meeting with your Corrections Counselor, you will discuss **Court ordered** or **Supervision Conditions** which require you to be screened for treatment. If you are required to have a screening for alcohol or drug treatment, this can be arranged at the facility. If you are concerned about your use of drugs or alcohol, you may seek assistance from your Corrections Counselor.

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

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.

Head coverings, hats, caps and bandannas are prohibited inside the facility. 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 facility. Sleeveless shirts (tank tops, tube tops, halter tops, muscle shirts etc.) are not to be worn at the facility except as undergarments.

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.

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.

COMPLETION OF PROGRAM (COP): Also referred to as "enter and complete". This program is designed around a minimum sixteen (16) week period of time; however, it can be extended due to disciplinary action. Specific goals are developed in your case plan which includes employment, attending groups, treatment, etc.

CSAP TREATMENT PROGRAMS: CORRECTIONS SUBSTANCE ABUSE PROGRAM (CSAP OR WCSAP): All CSAP clients are required to avoid socializing with non-CSAP clients. This rule supports CSAP clients in maintaining focus on their **treatment program**. It is expected that all Residential Services clients and their visitors follow this rule. (See section IV. "CSAP" for program guidelines.)

DORM AREAS (BUNKS & LOCKERS): You are assigned a dorm and bunk. You are not allowed into another dorm and are not to move bunks or exchange mattresses. Window blinds are to be closed and windows are to be locked at all times in the dorms.

Keep your dorm, bunk, and locker areas clean. Do not tape or tack items to the inside or outside of your locker. Shoes can be stored on top of your locker and 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. Maintain control of your locker key as you will be charged a \$5.00 fee to replace any lost locker keys.

Personal property left unsecured will be confiscated. A property receipt will be provided to you and you will be required to speak with a staff to retrieve your property. You may be assigned two (2) hours of extra work duty to reclaim your confiscated property. Unclaimed personal

property is subject to disposal by facility management staff. No food or beverages are allowed in the dorm areas (except for medical necessities approved by staff). All food and beverages must be consumed in the facility dining room. Food or drink may not be brought from the community into Residential Services.

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.

Dorm doors may not be propped open and latches may not be taped or altered on the dorm doors at any time.

Clients 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.

ESCAPE / ABSCOND / UNAUTHORIZED DEPARTURE: Any client 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, Parole Board etc.

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

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 appropriate.

GENERAL INSPECTION (GI - Clean-up): You are required to participate in a weekly morning general clean-up. Clients will not be signed out for social passes until the weekend GI is completed.

GRIEVANCE PROCESS: The grievance process provides a way for each client 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 shall be returned to a facility Supervisor.

GROUNDS: The designated backyard patio area on the creek side of the facilities can be accessed by clients 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 client use. You may not play 1 on 1 or have physical contact with others on the court. A maximum of three (3) clients may be on the court at one time unless directly supervised by facility staff.

Pets: No pets are allowed in either facility or on the grounds. Service animals are the only approved animals on county property.

HOUSE COMMITTEE MEMBERS: A house committee member is a client who is in good standing in their program and who is familiar with the Residential Services programs. House Committee members are elected by the clients and appointed upon approval from facility staff. The purpose of a House Committee member is to assist newer facility clients in the daily client routines at Residential Services.

House Committee members do not hold authority over other clients and are not excluded from being assigned daily details.

HOUSE MEETINGS: House meetings are 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 facility 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 because of illness, you MUST notify your employer and the facility 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. As approved by staff, you may have fluids 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 call.

JAIL SENTENCE (ELIGIBLE FOR WORK RELEASE): This sentence means you will be at Residential Services for a set amount of days determined by the courts. Your release date is calculated by the jail. All program rules apply and a case plan will also be developed based on the length of your sentence.

JOB SEARCH GROUPS: An Employment Specialist facilitates job search groups at the Annex. These groups are designed to assist clients in identifying their employment goals, finding potential employers, preparing for successful interviews, and maintaining employment. Each client 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 facility counselor may work with clients individually or in smaller groups for additional support.

KITCHEN ASSISTANCE & CLIENTS / FOOD SERVICES: Clients shall not work in the kitchen, except for limited duties prior to being seen by the facility nurse, or having a documented physical. If you are medically able to work in the kitchen, you are required to take the food handler's test prior to assisting in the kitchen. It is a requirement of the facility that all medically able clients assist as needed in the kitchen.

The food handler's test is available at the facility on Saturdays or Sundays. If a client desires to obtain a food handler's card for employment, they must re-test with the Health Department and pay a fee to the County.

Clients 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 clients working near food while in the kitchen. Clients shall announce themselves to Food Services Staff prior to entering the kitchen.

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. If you return from work after 9:00pm, you must sign up for a late wake up. Otherwise you will be woken up at the 6:30am general wake up.

LEAVING AND ENTERING THE FACILITY: You are accountable to staff at all times for your whereabouts. To leave the facility you are required to have a pass which is authorized by staff. You must sign out of the facility at the front office at the time on your pass. It is your responsibility to inform staff of your destination, means of transportation, and time of return each time you leave the facility. Allow a sufficient amount of time to complete the check-out procedure without being rushed. Clients who are on passes or are away from the facility are expected to travel from "Point A" (facility) 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 facility, you are responsible for informing staff of your return and signing back into the facility.

MAIL: You may be required to open your mail in front of staff to check for contraband. This does not include legal correspondence. Mail from other correctional institutions will be returned to the sender. (Case by case exceptions may be made on corresponding with an inmate with the approval of your Corrections Counselor, and 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 facilities. The monthly menu is also posted. Meal times are posted at each facility. 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 facility for dinner, you may sign up for a "late night dinner". This sign-up sheet is available at the control window.

MEALS & SPECIAL REQUESTS: Clients 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 facilities contract with staff who conducts initial mandatory medical screenings for clients each week at the facility. It is required that clients have a medical screening within the first two (2) weeks of entry into Residential Services. Clients 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.

You are provided with *limited* accident coverage for injuries incurred at either facility due to an accident. You are charged a one-time fee for the provision of this coverage. If you have your own medical insurance, you may obtain a waiver of the fee by providing documentation of your medical coverage. The limited accident insurance requires a \$50.00 deductible, for which you are responsible. This insurance will not cover work related injuries nor will it be used if you have your own medical insurance.

MEDICATIONS: All prescribed medications are to be secured in the front office. You are not allowed to maintain possession of prescription medications while in Residential Services with the exception of specific heart, asthma or other medications as determined by staff. 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.

There is an approved over the counter medication list available at the medication window. These medications require no prescription and must come into the facility in their original unopened packaging. These medications must be kept in the top drawer of your locker.

MONEY: All clients 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, facility fees, Court ordered fines, supervision fees, money necessary to maintain employment, child support, attorney fees, Court costs, personal expenses, and savings.

You may have a maximum of \$200.00 on your person at any time. 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.

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 8pm the night before the requested pass is scheduled to begin. Program passes cannot conflict with facility groups or with your employment. Most clients are eligible to request a Program / Social Pass to attend religious services in the local area. You must submit these requests to your Corrections Counselor in advance.

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.
- ✓ Social pass or work credit time cannot be carried over from one week to the next.
- ✓ You must have your facility bill to \$100. 00 or less or your social pass time is reduced by 50%. Work credit passes will not be reduced due to money owed.
- ✓ Social passes and work credit passes will not be approved for any client on the following holidays: NEW YEARS EVE, NEW YEARS DAY, SUPER-BOWL SUNDAY, and the FOURTH OF JULY.

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

*Social pass applications must be submitted directly to the Corrections Counselor by **Wednesday at 8pm 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 facility for approval.

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

Clients who are more than \$100.00 behind in maintenance fees (room & board) shall have their Social Pass reduced up to 50%. Clients who become unemployed while at the facility shall have their Social Passes reduced by 50% during the time they are unemployed. You may also lose 100% of your pass time through disciplinary action.

If you are unemployed, you may not earn social pass time. You may earn work credit time unless that privilege has been removed by disciplinary action.

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

PRE-TRIAL SERVICES (PTS): Clients under the supervision of U. S. Pre-Trial Services who may be serving time for a supervise release violation, or awaiting trial or sentencing on federal charges.

PROBATION REPORTS: If you are on probation, you may have to file a monthly probation report (MPR) by the 5th of each month (ask your PO). These forms are available at both facilities. After completing your MPR, facility staff will send it to your Probation Officer.

PROGRAM COSTS: Clients are charged a daily fee to offset the cost of operating the facilities. Your Corrections Counselor will discuss your program fee amounts and assist you with developing a budget.

PROGRAMS/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.

RECREATIONAL ACTIVITIES: If you wish to pursue athletic activities you may be eligible for passes of up to four (4) hours per week. These program activities must be approved by your Corrections Counselor. Clients in good standing within their respective programs are eligible to participate in these activities such as going to a gym etc.

SUBSTANCE ABUSE TESTING: Residential Services conducts random alcohol and drug testing for clients. 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 is considered a positive result. All clients participate in a random drug surveillance program. The specimen must be submitted within two (2) hours of notification. 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.

STTL (Transitional Housing): Except for unique conditions outlined by the probation department, STTL residents are expected to comply with all in house rules contained in this handbook during their stay at Residential Services.

TELEPHONES: Telephones are for local or collect calls only. Long distance phone calls can be made using a calling card. Long distance calls to your attorney or other legal calls can be made from a private staff telephone as arranged through your Corrections Counselor. Both facilities have a specific telephone dedicated to the job search program Monday – Friday morning until 5:30pm. Client telephones are not for visitors. A separate TTY line is available upon request for clients requiring this assistance.

HOUSE TELEPHONE RULES:

- ✓ Telephone calls are limited to 10 minutes.
- ✓ Clients without a documented medical condition must stand while using the phone.
- ✓ Swearing or yelling on facility phones is prohibited.
- ✓ Answer the client telephones in a polite and courteous manner.
- ✓ Take a message for other clients who are unavailable to take their call.
- ✓ Write the message down and post it in the designated area.
- ✓ Do not give out information on clients to callers.
- ✓ Unless it is an emergency, you may not receive telephone calls after bedtimes.

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.

Corrections Center: 503.655.8262 or Women's Center: 503.722.6000
Press "4"

TOWELS AND LINENS: Linens and towels are provided by the facility. You are not allowed to bring in your own linens or towels. Towels are to be used and turned in following each use. You are prohibited by the Health Department from storing wet towels.

All bed linens and towels issued by the facility shall be washed with the facility 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.

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.

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 facility, it is mandatory that you attend and complete that group. *New behaviors = new results.*

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.

VISITOR INFORMATION: Visitors must be 18 years of age or older. 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 facility. 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" shall 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 facility must be pre-approved in advance by the facility Supervisor or Corrections Counselor and by both supervising Probation / Parole Officers.

Physical contact with a visitor is prohibited at the facility 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 facility.

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.

Remember: Visitation is a privilege and Residential Services reserves the right to deny visitation.

VISITING MINORS: All minors must be accompanied by their parent or legal guardian (in addition to the facility client) while visiting the facility. All minors must remain under the direct supervision of their visiting parent or guardian while at Residential Services.

WAKE UP AND BED TIMES: Wake up is 6:30am with beds made by 7:00am Monday - Saturday. Earlier wake ups for employment are available by sign up at the control window. Scheduled wake ups are not provided on Sunday unless you ask staff. It is your job to wake up to eat at the scheduled meal times on Sundays.

Quiet time in the dorms and dorm hallways begins at 9pm. Lights out in the dorms is 9:30pm.

General bedtime is: 10pm unemployed
 11pm employed

If you are in the common area at 9pm or later, you are required to assist with late night clean up or return to your dorm for the night.

WORK CREDIT TIME: You may earn work credit time by volunteering to do extra details within the facility which have been approved by staff. Work credit time differs from sanction time which is imposed in a disciplinary process. Sanction time must be completed before you are eligible to earn work credit. All work credit time must be signed off by the staff that approved the work. Work credit time may be used in one of three ways:

- ✓ If you are not eligible for social passes (i. e. unemployed) you may receive social passes by earning work credit time.
- ✓ If you are eligible for social pass time you may receive additional social pass time by earning work credit.
- ✓ If you are unable to leave the facility, you may use a maximum of one hour (1) work credit time per twenty four (24) hour period to extend your bedtime hours. Extended bedtime is granted at the discretion of the Community Corrections Officers on duty and must be authorized in advance by Community Corrections Officers on duty.

Work credit time is awarded at a ratio of two (2) hours work equaling one (1) hour work credit. This time can be used as a social pass or extension of bedtime. Exceptions to this ratio apply

only to working on the floor crew, which will be awarded on a 1:1 ratio. Any additional exceptions to the work credit ratio must be preapproved by a facility Supervisor. You are responsible for making staff aware of your starting and ending time. You will be expected to take these earned hours during your next social pass. Work Credit Hours are not carried over from week to week.

If you have lost social passes due to disciplinary reasons, you may still be eligible to earn social pass time through work credit hours. Social pass time earned through work credit hours will not be restricted by financial issues or employment status. However, you may lose work credit time through the normal disciplinary hearings process. **Unemployed clients may not earn work credit during job search hours.**

WORK DETAILS: All medically able clients 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.

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.

III. WORK RELEASE: STATUS LEVEL SYSTEM




STATUS LEVEL 1: Orientation / Evaluation Period (Minimum four (4) weeks)

GOALS FOR STATUS LEVEL 1

- Participate in assigned groups and treatment.
- Develop and complete a case plan with your assigned Counselor.
- Find and maintain verifiable employment.
- Develop a financial plan.
- Abide by conditions of probation or post-prison supervision.
- Adhere to facility rules and responsibilities.
- Complete all orientation classes.

PRIVILEGES FOR STATUS LEVEL 1

Weeks 1-4: You may take approved program passes or earn a maximum of four (4) hours of a work credit pass per week. You may seek employment.

 **STATUS LEVEL 2: (Minimum four (4) weeks)**

Achieving this status level earns you increased responsibility and privileges. You are expected to begin to show focus on your case plan as well as demonstrate an increased amount of awareness, responsibility, and credibility.

GOALS FOR STATUS LEVEL 2 – (Continuation of all goals from level 1)

Maintain verifiable employment and provide satisfactory employment reports when requested.

Demonstrate increasing responsibility.

Demonstrate knowledge and use of materials learned in groups.


Demonstrate ability to make more positive choices and address problem behaviors.

Follow budget and make payments accordingly.

PRIVILEGES FOR STATUS LEVEL 2

Weeks 1, 2: You may take approved program passes. You may take one four (4) hour social pass. You may also earn up to four (4) hours of work credit these two weeks but you may not combine them with social pass hours.

Week 3, 4: Approved program passes. You may take two four (4) hour social passes which cannot be combined with any other passes. You may earn work credit passes up to six (6) hours for each of these two weeks. Work credit passes cannot be combined with other passes.

 **STATUS LEVEL 3: (Minimum four (4) weeks)**

Achieving this status level can earn privileges and responsibility. You are expected to continue to build on the progress which you have achieved. You must also begin to show consistency in the positive choices you make in your daily activities and interactions with other people. You should be setting a positive example for newer clients in the program.

GOALS FOR STATUS LEVEL 3 - (Continuation of all goals from levels 1 & 2)

Demonstrate progress on your case plan.

Take on a more supportive role with newer facility clients by helping them with client procedures at the facility and modeling appropriate behavior.

Appropriately contribute during facility House Meetings and model positive behavior.

Develop a financial plan for your release.

PRIVILEGES FOR STATUS LEVEL 3

Weeks 1, 2: You may take approved program passes. You may take one four (4) hour social pass and one six (6) hour social pass. These passes may not be combined. You may also earn up to six (6) hours of work credit pass time.

Weeks 3, 4: You are eligible for two six (six) hour social passes which cannot be combined. Up to six (6) hours of work credit time may be earned.



STATUS LEVEL 4: (Minimum of four (4) weeks)

Status Level 4 is the greatest level of responsibility and privilege. During this period of time, you are expected to demonstrate the highest level of consistency, responsibility, and credibility.

GOALS FOR STATUS LEVEL 4 - (Continuation of all goals from levels 1, 2, 3)

You continue to participate in groups that support pro-social thinking and decision making as well as demonstrating this knowledge in your daily interactions.

You will initiate a meeting with your assigned Counselor to discuss and complete a post-release plan. This plan will include an appropriate residence, employment, financial map, and personal goals.

You will actively demonstrate knowledge and skills of material from your completed groups.

PRIVILEGES FOR STATUS LEVEL 4

Weeks 1, 2: Two eight (8) hour social passes. You may earn up to four (4) hours of work credit time.

Week 3, 4: Two twelve (12) hour social passes. Work credit passes are discontinued at this level, but it is expected that you volunteer to assist while at the facility.

Work Release: Social Pass and Work Credit Pass Table

Number of Weeks in Program	Amount of Social Pass Time	Amount of Work Credit Time
0-4	0	One 4 hour pass
5-6	One 4 hour pass	One 4 hour pass
7-8	Two 4 hour passes	One 6 hour pass
9-10	One 4 hour pass One 6 hour pass	One 6 hour pass
11-12	Two 6 hour passes	One 6 hour pass
13-14	Two 8 hour passes	One 4 hour pass
15-16	Two 12 hours passes	NA

*CSAP clients are not eligible for social passes or work credit passes until employed or have completed family group.

IV. Corrections Substance Abuse Program (CSAP)

Welcome to CSAP. This following provides you with information about CSAP including the program expectations and structure.

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. The CSAP treatment team consists of Behavioral Health Therapists, Corrections Counselors, a Mentor, and Corrections Staff. 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 clients will be at low risk to relapse and re-offend by the time they have completed treatment. The program is approximately six (6) months residential treatment with approximately six (6) months of continuing care treatment for a total of one (1) year in length. 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 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. This is why, as you read about the Phases in CSAP treatment, **you will notice the length of time for each phase is approximate.** Some clients are ready to change, while other clients 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 is 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 except for legal or medical reasons. CSAP uses the blackout status as a period of time to completely focus your efforts on beginning treatment and learning basic program information. The average length

of time in this status is one (1) week, however blackout status may be lengthened or reinstated at any time by the treatment team.

During the first three (3) days of Orientation (blackout), you are required to read your Facility Handbook, 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.

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.

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 clients 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 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 (see page 5 for clothing requirements).

You will be expected to follow this dress code in your groups, around the facility, 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.

- 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

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 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.
- 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 facility 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.

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.

PHASE I: The first phase of CSAP is called “**Challenge to Change**”. During this phase of treatment you attend work book 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. This phase lasts approximately two (2) months.

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

You are generally not allowed to leave the facility without staff escort. Although as appropriate, another CSAP client may provide accompaniment. Phase I clients are required to have an approved companion 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 clean and 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?
- Can I identify most of my thinking errors?
- Am I accepting feedback without becoming defensive?

PHASE II: The second phase of CSAP is called “**Commitment to Change**”. You will be in this phase of treatment for approximately two (2) months.

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 clean and 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 other clients in Phase I and Phase II?

PHASE III: The third phase of CSAP is “**Building Support for Your Commitment to Change.**” You will be in this phase of treatment for two (2-3) months. 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.

PHASE IV: Continuing Care or “**Ownership of Change**” is the final phase of the CSAP program. This phase lasts approximately six (6) months. 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.

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.

Entering treatment is an act of courage. Treatment can be both difficult and fun. Community Corrections 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 clients 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 client may be better served while he/she is living in the community. All of the above information applies to clients 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 facility 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 facility unless specifically approved by a facility 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 facility longer, visiting CSAP clients 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.

Outpatient clients are allowed in the following areas of the facility without staff supervision:

- The dining room
- The restroom in the lobby of the facility
- 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.

***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 Community Corrections. 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 Community Corrections staff as needed to provide consistent treatment and supervision. Clackamas County Community Corrections 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.