

Harris County Residential Facilities

Therapeutic Communities

A Therapeutic Community is a positive peer treatment environment. The primary goal is to foster personal growth and positive change with each resident, within a safe environment.

Each part of the Therapeutic Community is important to an individual's growth. Groups provide a forum for ventilation of feelings, confrontation of peers, resolving personal conflicts and gathering insight from peers and staff. Seminars educate and expand awareness. Job functions promote responsibility and accountability. Privileges inspire the competitive spirit. Learning experiences help to alter negative behaviors.

There are three phases of treatment. The phases include orientation (rules and tools), main treatment (chemical dependency counseling/education), and transition (re-entry). Throughout all phases, clients are given work assignments/job functions, which are assigned on a hierarchy according to seniority, individual progress, and productivity. The best way for a client to advance within the structure of the community is to properly use the house tools (holding your brother accountable), be a positive role model (providing support), and accepting responsibility (taking care of self first).

During orientation phase of treatment, clients will learn rules and regulations of the therapeutic community. He will further learn how to properly fill out and submit both TPR and encounter slips. The residents will learn procedures that are required for them to follow and they will also learn TC terminology. In the main treatment phase, residents are taught to identify specific character defects and learn effective ways to change them so that they can lead a drug/alcohol free life. Residents will attend chemical dependency education, anger management, along with groups. Residents will also attend cognitive behavioral classes such as Thinking For A Change to help them learn to think about their actions before they result in negative consequences. If the resident does not have a high school diploma he will attend adult education classes. Starting in phase II (main treatment), the families participate in chemical dependency education with a counselor and resident before a visit may be obtained. This occurs during allotted visitation.

The transition phase includes identifying relapse warning signs and triggers, developing a relapse prevention plan. The relationships with residents will be solidified and they will be preparing for the aftercare component of the program, in which he will attend for a period of six months while on the Aftercare caseload.

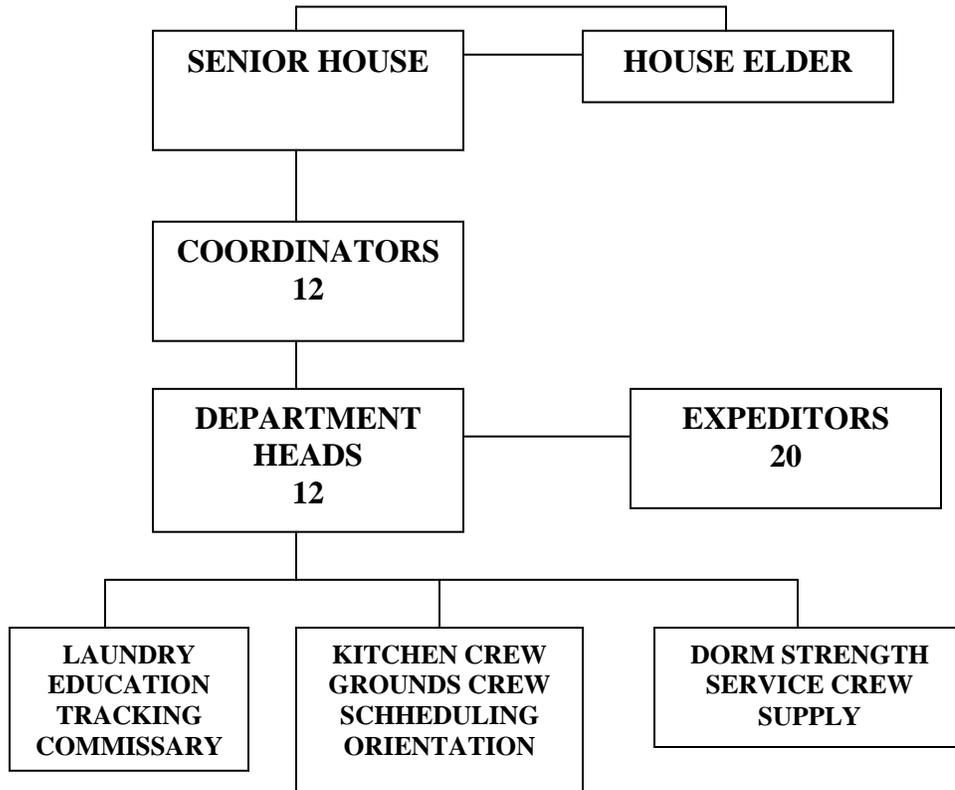
It is the goal of each program for all residents to leave the program having acquired recovery skills. These skills will include:

1. The recognition of their primary problem;
2. The acceptance that they are responsible;
3. The realization that they are accountable for their choices in life;
4. Being familiar with 12-step programs and understand the concepts;
5. To understand that help is necessary for continued sobriety via a 12-step program, aftercare and peer support.

Harris County Residential Facilities

Residential Substance Abuse Treatment Program (RSAT)

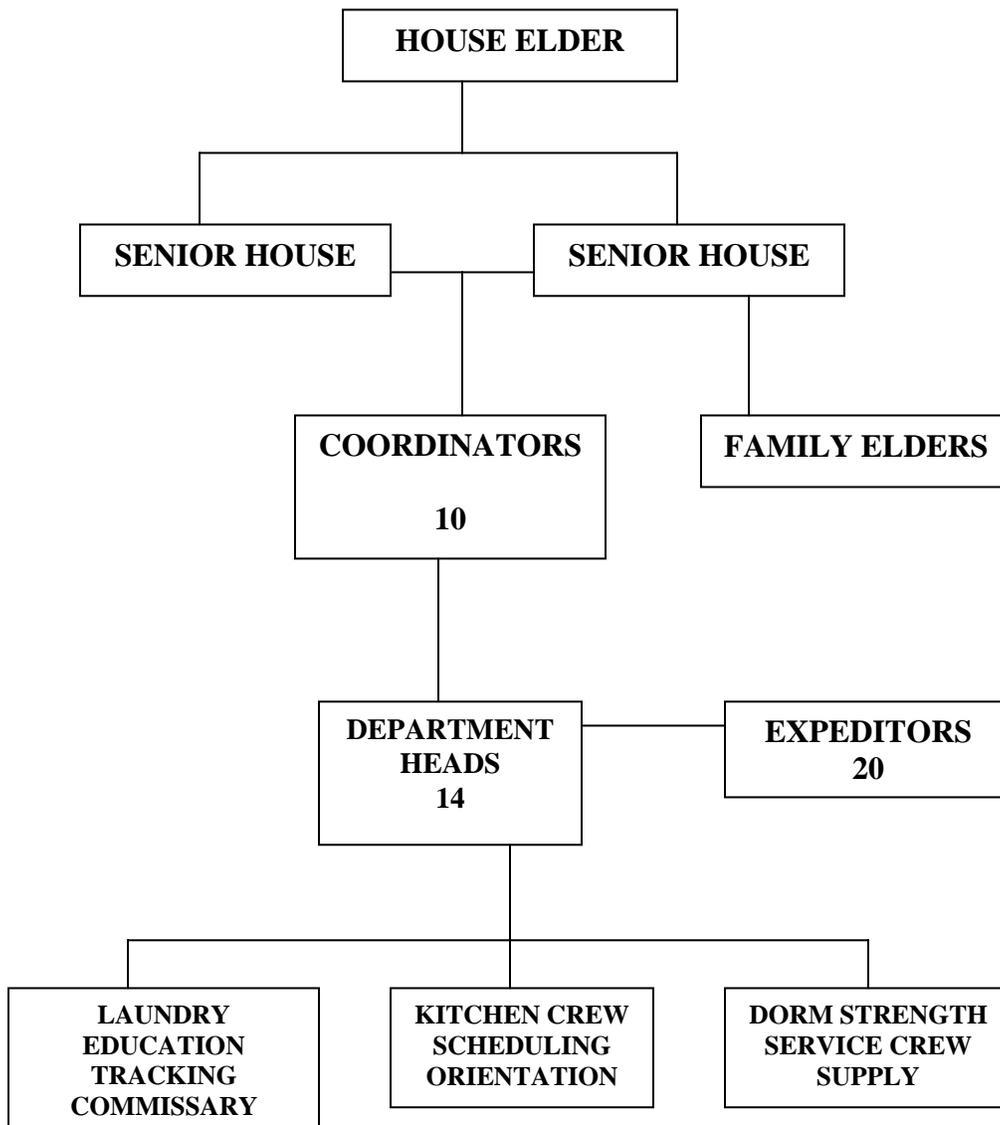
Resident Structure Board



Harris County Residential Facilities

Young Men About Change (YMAC)
Substance Abuse Treatment Facility (SATF)

Resident Structure Board



JOB DESCRIPTIONS

House Elder (SATF/YMAC)

The House Elder is the highest position in the resident structure. He oversees the daily function of the community with the help of Senior Houses. The House Elder relies on input from the Senior Houses to facilitate reporting to staff about the health and well being of the community. He is informed of all community and family matters and acts as liaison between staff and the family. He takes an active role in the evolution of policy that governs the effective operation of the TC and the development of resident structure. He oversees the handling and processing of TPR's and Confrontation Slips to ensure this accountability function of the TC is carried out in a timely manner. The House Elder oversees AMD and PMD meetings, which are, ran by residents and ensure order in the meetings. He must have a thorough working knowledge of positions and relationships in the resident structure and the rules of the community. He can achieve and maintain his position only by strict adherence to the rules of the community. The high profile of this position demands he be a role model of the highest order.

Retired House Elder (SATF/YMAC)

The House Elder becomes the Retired House Elder when a new House Elder is chosen. Normally a period of no more than two weeks is allowed in the Retired House Elder position. The Retired House Elder serves as an advisor to the House Elder and upper structure. He is looked upon as a mentor in the community and also serves in this capacity.

Senior Houses (SATF/YMAC)

They are informed of all community and family matters and acts as liaison between the House Elder and the family. They take an active role in the evolution of policy that governs the effective operation of the TC and the development of resident structure. They handle and process TPR's and Confrontation Slips to ensure this accountability function of the TC is carried out in a timely manner. The Senior Houses also oversees AMD and PMD meetings, which are ran by residents and ensures order in the meetings. They must have a thorough working knowledge of positions and relationships in the resident structure and the rules of the community. They can achieve and maintain their positions only by strict adherence to the rules of the community. The high profile of these positions demands they be role models of the highest order.

Senior House (RSAT)

He is informed of all community and family matters and acts as liaison between the Staff and the family. He takes an active role in the evolution of policy that governs the effective operation of the TC and the development of resident structure. He oversees the handling and processing of TPR's and Confrontation Slips to ensure this accountability function of the TC is carried out in a timely manner. The Senior House is in charge AMD and PMD meetings, which are, ran by residents and he ensures order in the meetings. He must have a thorough working knowledge of positions and relationships in the resident structure and the rules of the community. He can achieve and maintain his position only by strict adherence to the rules of the community. The high profile of this position demands he be a role model of the highest order.

RSAT

YMAC

SATF

JOB DESCRIPTIONS - Continued

Family Elders (SATF/YMAC)

Family Elders are structure members who have been relieved of their positions and are now considered to be high-level role models in the family. They assist the new structure members in learning how to accomplish the tasks that go along with their new position. They can achieve and maintain this position only by strict adherence to the rules of the community. The high profile of this position demands they be role models of the highest order.

Expeditors

The Expeditors have numerous duties they perform on a day-to-day basis. The main function is to serve as the “Eyes and Ears” of the community. They are responsible for maintaining order in the community. They are responsible for ensuring that all residents are in their assigned groups and program activities on time. They balance this accountability with support services such as observing residents on Bed rest, setting up for groups. They are responsible for inspection of the dorms. They create an atmosphere of discipline, combined with dignity and respect.

Kitchen Department

The Kitchen consists of 8 to 10 workers including a kitchen leader assistant, Department Head and the Kitchen Coordinator. The duties start at 4:00am. The crew sets up for chow to be served at 5:00am. Setup consists of setting napkins and spoons, setting the tables up, unloading the truck, preparing the food and serving it. After serving the food, clean-up starts, wiping the tables, sweeping, mopping and loading the truck. The routine lasts through all three meals. Duties also include keeping up with the fruit, hot water, trash and all around maintenance of the dining hall. Responsible for keeping the ice chest filled with in Administration. They also monitor a restriction list of Special Diets to ensure compliance.

Tracking Department

The Tracking Department is responsible for logging and maintaining forms for the community. The Dept. logs all confrontations and TPR slips. The logs are maintained so

that a tracking knowledge of all clients encountered is recorded. This is needed so that at any time, a member of the staff can find out who has been confronted, who has confronted peers, and the reason for the confrontation. The TPR’s are also logged so that information is available when needed by a Counselor, Probation Officer or any other staff member.

The Department also handles the Client’s Applications, Privilege Request and any assistance they might need. They also handle a Structure Board so that everyone in the community can connect with the Department and person in that Department for their needs. The Department also handles getting signatures for resident job and privileges applications from staff when needed. They have a box available with forms needed by each client. These forms include Request Forms, Applications, and Confrontation slips, TPR’s, Medical Request, AA/NA, Group Sign-In Sheets. The Department maintains the files on confrontations for all present and past clients, if ever needed.

JOB DESCRIPTIONS - Continued

Tracking Department continued

The Department is also ready to assist in any other needed service for the clients. They log sign-in sheets and make AA list and keep records of meetings.

Grounds Crew Department

The Ground Crew is responsible for the maintenance of the facility grounds. It ensures plants are watered and gardens are maintained. They are responsible for the gardening and planting of seeds and new flower. They ensure that the volleyball court is level for safety purposes. They monitor the grounds and check to see if there are any holes and fill them as needed. This Department makes sure the grounds are clear of trash and debris and that the sidewalks are swept and kept. This Department is also responsible for the distribution of facility tools, (i.e., lawnmowers and shovels), as needed and are responsible to ensure that all safety precautions are taken when tools are being used by the clients.

Scheduling Department

Since the overriding concept of the Therapeutic Community is accountability. The Scheduling Department ensures that each member is held accountable for both positive and negative behaviors. It is the Departments responsibility to record this information. Scheduling tracks Phase Changes. They help monitor extra duty hours and assigns PSG's when needed. When negative action and consequences occur, they document and prepare it for processing.

Education Department

The Education Coordinator is responsible for providing Educational Assistance and information within the community. Staff provides teaching and training to the residents enrolled in formal education. Tutoring is available through the Education Department. The intent and purpose of the Education Department is to further the Resident's Education and expand future career opportunities. Under the umbrella of Education Dept. is the Media Department and Library. The Media Department is responsible for keeping the community in touch with the outside world. They monitor newspaper articles and maintain the bulletin board. The Librarians make available to residents material that pertains to 12-step recovery, personal growth, and spirituality. They also issue audio equipment.

Commissary Coordinator- (Recreation)

The Commissary Department is responsible for the distribution of the commissary order forms. Upon return of the Commissary forms, the Coordinator organizes and insures that none of the clients have ordered too many items, prohibited items or items not allowed due to Medical Profile. The forms are then rechecked and sent to Office Manager for approval. The receipts are then organized and returned to Administration. The Coordinator and the Department head also oversee the morning PT leaders, barbers and the color guard.

JOB DESCRIPTIONS - Continued

Creative Energy Department

Creative Energy has the responsibility of issuing image busters. A lot of the peers enter the program with a certain image that they try to portray. These individuals hide in that shadow, so when a probationer first enters the program, they are issued an image buster, which helps them to concentrate more on their recovery instead of their image. It also brings a lot of motivational spirit to the family. In the morning meeting, the family is brought together to start the day of good, and be motivated throughout the day. The Department also issue out image busters to certain peers, who lose their belongings. The Department also coordinates skits with peers to motivate, and entertain the entire family. The Coordinator organizes Field days and Fun Fridays (i.e., basketball, volleyball, domino tournaments, track and field events).

Supply Department

This Department plays an active role in the community by keeping the appearance of the residents in uniform. The Department issue uniforms to the new residents when they arrive at facility along with ensuring that residents get their different color shirts as they advance through the Phases. The Department ensures that all residents are able to obtain hygiene items, for sanitary reasons through indigent supply. They ensure that the family has cleaning supplies necessary for clean up, on a daily basis.

Service Crew

With few exceptions, this is the starting point in the pecking order of job duties. As Service Crew Coordinator, you oversee and maintain the Physical Environment of the T.C. The appearance of the buildings and grounds is a direct reflection of the atmosphere and life style of the Community. As Coordinator, you take an active role with service workers, sweep, mop, empty trashcans, clean windows, and launder uniforms and street clothes. Service Crew is also responsible for cleaning The Administration Building and Counselor's Building.

Orientation Department

A Therapeutic Community has many routines, procedures, language, and rituals that must be effectively learned and incorporated by incoming residents. This in itself is the job of the Orientation Department. Those workers in this department must be thoroughly familiar with the T. C. structure and function. They must be skilled in communicating the important information to residents that have just entered the program. The Department serves as a welcoming committee and begins the support and relationship building process. The Orientation Coordinator takes care of the bunk changes and also assigns Big Brothers to teach and guide the incoming residents. A great deal of responsibility comes within the Orientation Department because the new residents are always watching you, so being a role model is mandatory.

JOB DESCRIPTIONS - Continued

Graduation Leader

The Graduation Leader duties consist of Commencement organization, program scheduling, keeping the Job Board in Administration up to date, and lead the Commencement each month as Master of Ceremony. Dealing with Commencement organization, his duty is to collect all graduates, prepare the program, and attend choir rehearsals or help in music selections. In program scheduling, the leader is to set up positive speakers and put together a timely exercise. Also, interacting with community graduates and Administration on ideas for commencement exercise. The Graduation Leader gets to wear a white T-Shirt during commencement.

GRIEVANCE PROCEDURE

POLICY

Staff will attempt to settle a resident's grievance as quickly as possible to assure efficient work operations and maintenance of high morale among staff and residents. A grievance may be filed by any resident who claims he has been adversely affected by improper application, or improper interpretation, or disparity in the application of, or violation of rules, regulations of procedures, written or unwritten policy. **Residents filing grievances will not be subjected to any adverse actions when submitting a grievance. However, disciplinary action may occur if there is evidence that proves beyond any doubt that the resident has fabricated the information.**

PROCEDURES

STEP 1: A resident should pursue, if possible, an informal resolution of his complaint, utilizing all available avenues within the facility before filing a formal written grievance. Efforts at informal resolution are unrelated to the formal grievance procedure and do not extend the time limits included in the procedure.

STEP 2: Within two working days, the resident shall file the grievance with the Program Coordinator. The Program Coordinator shall review the grievance, conduct an investigation of the matter and set up an appointment with the resident filing the grievance. This meeting shall be held within five working days after receipt of the grievance. Resolution shall be attempted at this meeting. Situations resolved shall be noted in writing and signed by the resident. The Program Coordinator shall forward written comments on the unresolved situations to the Assistant Facility Manager within two working days after the meetings.

STEP 3: The Assistant Facility Manager shall receive the grievance and all comments. Within two working days, The Assistant Facility Manager shall review the grievances and set up an appointment to meet the resident within the next five days. At the request of the resident, the staff representative and the Supervising Counselor may be invited to attend this meeting. A possible, mutually agreeable solution shall be sought. If a resolution can be reached, it shall be documented in writing and signed by the resident and the Assistant Facility Manager. A written decision shall be presented to the resident within two (2) working days after the meeting.

STEP 4: If a resolution cannot be reached; the entire Grievance Packet with all written statements will be forwarded within two (2) days to the Facility Manager. The Facility Manager may choose to review the information with the defendant and again determine if a final resolution can be made. The Facility Manager will review and sign off on the grievance (no resolution) forwarding all information to the HCCSCD Administration via the Assistant Deputy Director.

PRIVILEGES

A) **Reduced Privileges:** Residents who have not completed Phase I Orientation Treatment) or are not actively involved in treatment activities will receive Reduced Privileges.

1. Entry-level job assignments.
2. TV for news only.
3. No team sports.
4. No games (board or otherwise).
5. May sleep between the hours of 1:00pm and 3:00pm on weekends.
6. No phone privileges.
8. Must be in the dorm by 8:00 pm every day or when announced by the Senior Corrections Officer on duty. (SATE/YMAC ONLY)

B) **House Privileges:** To receive House Privileges, residents must complete Phase I (Orientation Phase). (There is a minimum of **30** days before you are eligible for Phase II.)

1. Team sports.
2. TV, games, free time.
3. Leisure/recreational reading.
4. General recreation (board games, Dominos).
5. One phone calls upon obtaining House Privileges (must have Primary Counselor approval).
6. Visitation.
7. Five (5) Pictures.

Residents are eligible for 60-Day privileges after being in treatment for 60 days. The client must submit a request for the privileges and staff must approve all requests.

60-DAY PRIVILEGES:

1. All House Privileges.
2. One 5-minute phone call per month (Primary Counselor approval required).

Residents are eligible for 90-Day Privileges after being in treatment for 90 days. The Resident must submit a request for the privileges and staff must approve all requests.

PRIVILEGES - Continued

90-DAY PRIVILEGES:

1. All privileges granted at 60 days.
2. Two 5-minute phone calls per month (Primary Counselor approval required).
3. Weights.

C) Expedito Privileges (Must be in the program 60 days)

1. All 90-Day privileges.
2. Headphones.
3. Weekend movie privilege (maximum of two (2) per weekend).
4. Three 5-minute phone calls per month (Primary Counselor approval required).
5. Lower bunk privilege.

D) Department Head & Dorm Strength Privileges: (Must be in the program 75 days)

1. Expedito Privileges and All privileges granted at 90 days.
2. Facial Hair.
3. Three 5-minute phone calls per month (Primary Counselor approval required).
4. Third in line privileges.
5. Weekend Movie privilege.

E). Coordinator Privileges: (must be in the program 106 days- 2 weeks before Phase III)

1. All Department Head / Expedito Privileges.
2. Half Hour longer visitation privilege.
3. Second in line privilege.
4. May order more snack items on commissary. **(30 snack items and 14 drinks)**
5. One 5-minute phone call per week (Primary Counselor approval required).
6. Cassette/Radio with Headphone privilege.
7. 11:00 pm lights out privilege on weekdays (for personal time).

F). Family Elders: (Ex Department Head or above Structure Members)

1. Lower Bunk Privileges
2. Extra Commissary Privileges.
3. Facial hair Privileges.
4. CD player Privileges.
5. 4th in line Privileges.

G). Senior House(s) / House Elder-retired Senior House (RSAT only):

1. All Privileges.
2. First in line privilege.
3. Midnight lights out privilege on weekends (for personal time).
4. Senior House can wear blue jeans with the khaki shirt and Elders can wear blue jeans with a white T-Shirt.

H). House Elder/Retired House Elder: (SATF/YMAC only)

1. All Privileges.
2. These structure members may wear blue jeans and a white T-Shirt.

EXAMPLE

I. CLIENT JOB APPLICATION

DATE: _____

RESIDENT NAME: _____ SPN #: _____

DORM & BUNK: _____ PHASE OF TREATMENT: _____

COUNSELOR: _____ DATE OF ENTRY: _____

CURRENT JOB POSITION: _____

APPLICATION FOR; POSITION, JOB, STATUS: _____

QUALIFICATIONS: _____

I understand that an application for a position does not in any way ensure my being selected. Staff in the best interest of the client and the community will select all positions.

Client's Signature: _____

	Signature	Circle One	
Treatment Program Director:			
Primary Counselor:		Yes	No
Staff Over New Department:		Yes	No
Staff Over Old Department:		Yes	No
Coordinator Over New Department:		Yes	No
Coordinator Over Old Department:		Yes	No

T.P.R.'S _____ Encounters _____ L.E.'s Received _____

Comments: _____

EXAMPLE

II. CLIENT PRIVILEGE APPLICATION

DATE: _____

RESIDENT NAME: _____ SPN #: _____

DORM & BUNK: _____ PHASE OF TREATMENT: _____

COUNSELOR: _____ DATE OF ENTRY: _____

CURRENT JOB POSITION: _____

PRIVILEGE: HOUSE 60 DAY 90 DAY

QUALIFICATIONS: _____

I understand that an application for a position does not in any way ensure my being selected. Staff in the best interest of the client and the community will select all positions.

Client's Signature: _____

	Signature	Circle One	
Primary Counselor		Yes	No
Coordinator #1		Yes	No
Coordinator #2		Yes	No
Big Brother		Yes	No

T.P.R.'S _____ Encounters _____ L.E.'s Received _____

Comments: _____

PHASE III APPLICATION

Name _____ Counselor _____

Supervision Officer _____

DOE _____ Estimated DOD _____

Age _____ Single _____ Married _____ Divorced _____ Engaged _____

Big Brother _____ Little Brother _____

Position held (present one first)

Drug of Choice: _____

12 Step interest AA NA CA SLAA GA OA

Past 12 Step involvement _____

Did you have a sponsor _____ home group? _____

Have you read the AA or NA test? _____

What steps have you completed? _____

Who were your closest peers in the program?

What peer had the most impact on your recovery while in the program? and how?

Name at least 3 character defects you have worked on while in the program:

1. _____
2. _____
3. _____
4. _____

Are you an Addict or Alcoholic"? _____

Has your family been involved in your treatment thus far? If so, How?

Who will be attending your family individual with your counselor?

Do you plan to go to the halfway house? _____

If returning home, who will you be going home to live with? _____

Children and ages

Will they be staying with you? _____

What would you tell new client about this program you wish someone would have told you when you got here?

RESIDENT PROGRAM RULES PACKAGE

A. RESIDENT APPEARANCE

Residents must maintain a high standard of appearance, including daily showers, changing clothes and haircuts.

1. Residents not holding a Department Head or above position are to be cleaned shaven daily. If the resident is on 'shaving profile' that states he must shave two times a week, residents must shave on **Monday's and Thursday's. (Major Rule #17)**
2. **Residents will wear pants, a shirt (Smock), socks and shoes or sandals without socks between the hours of 5:45 am and lights out, unless coming from showering.** Pants cannot be rolled up and shoes/boots must be tied at all times. **Residents in orientation phase must wear their smock at all times until lights out. (Major Rule #17)**
3. Civilian clothing must be free from any visually distracting or inappropriate writings and/or prints. **(House Rule #9)**
4. Residents will not wear hair covers, hats or caps inside the building, except while working inside the dining area. Residents may wear a black wave cap during sleep (it must be purchased from a store, no homemade caps allowed.) **(House Rule #9)**
5. After intake, the resident will be allowed to grow hair into a style that fits into the following guidelines; **(House Rule #3)**
 - Hair must be neat and clean at all times,
 - Hair cannot be longer than the top of the collar.
 - Hair must be trimmed above the ears.
6. At no time will the resident wear torn or tattered clothing in the facility. **(House Rule #9)**
7. Resident will shower and use deodorant daily. **(House Rule #3)**
8. Residents will brush their teeth after each meal. **(House Rule #3)**
9. Residents will not wear jewelry except for a watch and residents who are married may wear their wedding ring. A Rosary may be carried on person but not worn around the neck. **(House Rule #9)**
10. Fingernails must not extend beyond the tip of the finger. **(House Rule #3)**
11. Sandals with back straps may be worn during the summer months. **(House Rule #9)**
12. **All tennis shoes/sneakers and shoelaces must be white. Boots and shoes may have black, brown or blue laces to match them. (Major Rule #17))**

A. RESIDENT APPEARANCE - CONTINUED

13. **Residents will not mix the Facility uniform with the PT uniform. Wearing sweat-shirts or hooded sweat-shirts will not be allowed with the smock or BDU jacket. Residents may only wear a white T-shirt or white thermal under the smock. The hooded sweat-shirt and sweat shirt may be used only for PT and extra duty. (Major Rule #17)**

B. PROHIBITED ITEMS

1. Residents may not have tools in their possession unless engaged in staff activities. **(Cardinal Rule #31)**
2. **Residents may not eat or drink in the dorms. (Major Rule #17)**
3. Residents will not have any type of medication (including over-the-counter) in their possession unless authorized by medical staff by medical profile. These items must be maintained by staff, or in CCF Sick Bay. **(Cardinal Rule #10)**
4. A resident may not have more than two (2) family pictures in his person while in orientation Phase, five (5) after Phase 2A. **(House Rule #11)**
5. Residents will not have fruit, or unsealed candy, sugar, or cream in their lockers. **(House Rule #2)**
6. The following items are considered contraband: and cannot be in the possession of a resident at any time. **(Cardinal Rule #31)**
 - Aerosol sprays.
 - Alcohol or items containing alcohol.
 - Pornographic material.
 - Cigarettes or tobacco products.
 - Lighters or Matches.
 - Food items not purchased through commissary.
 - Kitchen items outside of the dining hall, to include sugar, vendor food.
 - Dining Hall food or eating utensils.
 - Mirrors made of glass/metal.
 - Books and magazines that are not Recovery/Treatment/Religion oriented
 - Weapons as defined by law.
 - Movies not approved by treatment staff.
 - Any item not approved by HCCSCD/Turning Point or purchased on commissary.
 - Any item altered from its original state.
 - Audio/Video tapes not approved by the Program Coordinator.
7. Residents will not barter, trade, give, loan, or borrow commissary items, chow items (Aramark) personal items, or money to residents or staff. **(Major Rule #17)**

C. Inspections and Searches

1. Residents may not prevent a staff member from conducting a search of their persons, personal items and clothing or storage areas while in the facility. This includes automobiles if they are on county property. **(Major Rule #17)**
2. Inspections and searches may be conducted at any time deemed necessary by the staff in order to ensure rule compliance and promote safety for all residents.

D. Schedule of Activities

1. All residents who fail to participate in programming (or on medical furlough) for a period of seventy-two (72) hours or more will be required to make-up their time day for day. **(Major Rule #17)**
2. All residents are to be out of bed no later than 5:00 AM with the exception of residents with a physician's statement declaring bed rest. **(House Rule #8)**
3. Residents are not allowed to eat meals before or after the scheduled meal, unless approved by the on-site Senior Correction Officer for medical or program schedule reasons. **(House Rule #11)**
4. No resident may be out of his bunk after curfew unless he has permission from the officer on duty. **(Cardinal Rule #36)**
5. Residents will attend all assigned group and individual meetings including P.T. **(Major Rule #4)**
6. All residents must take their daily shower between the hours of 4:00 PM and 9:45 PM. **(Major Rule #4)**
7. **Orientation residents must be in their dorms by 8:00 pm daily or when announced by the Senior Corrections Officer on duty. (Cardinal Rule # 36)**
8. **"Lights out" is at 10:00 PM.**
11:00 PM for Coordinators & above
12:00 PM for Senior House & House Elder – weekends **(Cardinal Rule #36)**

E. Details

1. Residents must do their work assignments as listed on the daily and weekly schedules. **(Major Rule #4)**
2. Residents will maintain their personal areas ready for inspection between the hours of 7:00 AM and 5:00 PM. **(House Rule #3)**
3. **On weekdays, residents will not lounge between the hours of 5:00 AM to 4:00 PM. (Major Rule #17)**

E. Details (cont'd)

4. After 4:00 PM, residents may lounge on the bed unless they have scheduled activities or specific staff directive. **(Major Rule #17)**
5. After PMD, residents may go to sleep. **(Major Rule #17)**
6. May sleep between the hours of 1:00pm and 3:00pm on weekends, but cannot be under the covers. **(House Rule #11)**

F. Money Management

A resident may not have any currency in his possession after he has completed check in and intake. **(Cardinal Rule #31)**

G. Mail

1. A Corrections Officer will distribute resident's mail to the resident, **one at a time.**
2. Residents will open all mail in view of a Corrections Officer, and place mail down for inspection.
3. Non-approved items will be confiscated.
4. No personal art can be added to the outside of incoming or outgoing envelopes
5. Only legal names can be used in the address.
6. Residents cannot receive mail from or send mail to any individual in a Detention facility unless approved by staff.
7. All packages mailed in must have prior approval.

H. Telephone

Residents will not use the facility staff as an answering service. No personal calls will be accepted and no messages will be given to the resident unless it is a verified emergency.

I. Personal Property

1. Personal property may be brought to the facility, with prior approval, **Thursdays between the hours of 9:00 AM to 5:00 PM and Saturdays from 9:00 am until Noon.** Money orders are accepted on Thursdays from 9:00 AM to 5:00 PM and Saturdays from 9:00 AM to 12:00 noon. Money Orders can be mailed at any time. Money Orders should be made out to the appropriate facility **(RSAT, SATF or YMAC/ NAME / SPN # if available).** **CASH WILL**

RSAT

YMAC

SATF

NOT BE ACCEPTED after intake. PERSONAL CHECKS WILL NOT BE ACCEPTED.

I. Personal Property

2. The following items must not exceed established limits: **(Major Rule #17)**

Undershirts (White Only) (5)	Gray gym shorts (2) (YMAC) No outside sewn on pockets
Tennis Shoes (2)	Gray t-shirts (2) PT (YMAC)
Dress Shoes (1)	Thermals (White Only) (2)
Work boots (1)	Blue PT warm ups (2) (SATF)
Shower shoes (1)	Plain blue gym shorts (2) PT (SATF/RSAT) No outside sewn on pockets
White Socks (5)	Plain blue t-shirts (2) (SATF/RSAT)
Underwear (5)	Watch / Wedding Band (1) each
Gray PT warm-ups (2) (YMAC/RSAT)	Phase three residents may have two (2) pair of civilian pants and four (4) civilian shirts

J. Visitation (Major Rule #17)

1. All visitors must be pre-approved by one of the following: **Program Coordinator, Community Supervision Officer, Assistant Facility Manager or Facility Manager.**
2. Visitation is allowed on weekends during appropriate phase level visiting times.

The following times are scheduled for visitation:

PHASE	DAY	TIME
2A	Every other Saturday of each month	1:00 PM to 3:00 PM
2B	Every other Saturday of each month	1:00 PM to 3:00 PM
3	Sunday	1:00 PM to 3:00 PM
Coordinators	Saturday or Sunday	1:00 PM to 3:30 PM

3. Visiting is allowed only in designated areas.
4. Residents are not allowed to walk visitors to their vehicles.
5. Residents are not allowed to conduct visits until their visitors have completed sign-in procedures and family counseling.
6. Adult visitors must present valid picture identification.
7. All visitors must be properly attired:
 - Women must wear proper foundation garments.
 - Length of dresses/skirts must be at or below knee.
 - No plunging necklines.
 - Shirts and blouses must have sleeves.
 - No tank tops or spandex.
 - No shorts or spandex tights.
 - No shorts or spandex tights (male and female).

- No gang or drug/alcohol identified clothing of any sort.

J. Visitation (Major Rule #17) - continued

8. Residents are allowed only one visit per week. A maximum of two adults and two children will be allowed to enter the dining hall. An adult must accompany all visitors under 18 years of age. Children are not allowed to move about the dining hall and must remain in the vicinity of the visiting adult. Anytime a child is noisy or misbehaves, the visitation will be terminated.
9. Camcorders and cameras are not allowed during visitation.
10. No purses, books, bags, cellular phones, food, cigarettes, magazines, packages, or letters are to be taken to the dining hall.
11. No visitors will be allowed in after 1:10 PM unless approved by the on duty manager.
12. Any inappropriate physical contact is subject to termination of visit.
13. Violation of visitation rules will result in termination of visit.
14. Residents on medical bed rest are not allowed a visit.

K. Prohibited Actions

1. Residents will not cause willful destruction to facility property, staff property, or property belonging to other residents. **(Cardinal Rule #32)**
2. Residents will not remove kitchen utensils, dishes, glasses or food from the dining area. **(House Rule #10)**
3. With the exception of the Senior House, House Elder and Coordinators on official business, residents are allowed only in dorms in which they are assigned. **(Cardinal Rule #36)**

L. Cardinal Rules

Definition: These rules protect the community from behavior that threatens the viability of the community. An infraction will warrant severe consequences or expulsion from the community.

Violation Staffing

1. Process

Any violation of these rules will result in a disciplinary report being processed and the treatment team consisting of counselors, administrative staff, and the Community Supervision Officer will conduct a hearing.

L. Cardinal Rules - Continued

2. Appeal Process

1. All Disciplinary report appeals must be submitted in writing within 24 hours to an on duty Senior Corrections Officer/Shift Coordinator.
2. The Appeal request form addressed to the Program Coordinator will be given to an on duty Senior Corrections Officer/Shift Manager.

3. First Degree Cardinal Rules

Consequences for Cardinal Rules violation can result in:

- Community Supervision Officer can submit request for Revocation/ Adjudication to the Court
- Loss of Phase Change
- Loss of Privileges
- Up to 60 hours of “Extra duty” to be performed during personal time

The following rules/violations will warrant severe consequences or expulsion from the Therapeutic Community

1. Escape/absconding the Facility.
2. Attempting or planning an escape.
3. Tampering or blocking any locking device.
4. Setting a fire.
5. Possession or introduction of a weapon.
6. Rioting or encouraging other to riot.
7. Assault.
8. Fighting.
9. Possession or introduction of an explosive or in possession of ammunition.
10. Possession or introduction of use of any narcotics, narcotic paraphernalia, drugs or intoxicants not proscribed for the individual by medical staff.
11. Making, possessing or using intoxicants.
12. Misuse of authorized medication.
13. Refusing to take drug/alcohol test.
14. Violation of any State or Federal Law.

15. Causing bodily harm to oneself or any other person.

3. First Degree Cardinal Rules - continued

16. Engaging in sexual activity.

4. Second Degree Cardinal Rules

Consequences for Cardinal Rules violation can result in:

- Loss of Phase Change
- Loss of Privileges
- Return to orientation
30 to 60 hours of “Extra duty” to be performed during personal time

17. Rough housing.

18. Issuing threats of bodily harm against another person or any offense against property or person.

19. Failure to immediately report a known issuance /utterance of a threat of bodily harm against a family or staff member.

20. Extortion, blackmail, protection, demanding or receiving anything of value in return for protection against others to avoid bodily harm, or under the threat of informing.

21. Making sexual proposals or threats to other persons.

22. Indecent exposure and Sexually acting out.

23. Stealing or theft.

24. Counterfeiting, forging or unauthorized reproduction of any document article or identification, money, security or official paper.

25. Smoking or use of tobacco products.

5. Third Degree Cardinal Rules

Consequences for Cardinal Rules violation can result in:

- Loss of Phase Change
- Loss of Privileges
- 10 to 30 hours of “Extra duty” to be performed during personal time

26. Possession of property belonging to another person and/or loaning of property.

5. Third Degree Cardinal Rules

Consequences for Cardinal Rules violation can result in:

27. Conduct which disrupts or interferes with security or orderly running of the facility.
28. Racial, ethnic or sexual slurs.
29. Failing to stand count.
30. Giving or offering any staff member anything of value.
31. Introduction, possession or use of contraband items.
32. Illegal use or destroying, altering, or damaging facility property or the property of another person.
33. Gambling.
34. Creating a disturbance.
35. Condoning rule violations on negative behavior.
36. Being in an unauthorized area.
37. Horse playing.
38. Making "Indirect" Threats.
39. Insolence toward a staff member.
40. Any display of gang representation.
41. Open Confrontation.
42. Failure to follow Furlough Guidelines.

M. Major Rules

Definition

Major rules define the relationship between individual member, between residents and counselors, and they bring to the community's attention behaviors to be corrected. Major rules target behavior that the Therapeutic Community is dedicated to changing.

1. **Process**

Major rule violations will be documented by staff on a Disciplinary Report form or family member using a TPR slip along with a confrontation slip and submitted

to staff for an investigation by the Operations Coordinator for action, if warranted. (Repeated offenses can result in higher-level consequences).

M. Major Rules (cont'd)

2. Consequences of Major Rules/Violations

1. Loss of Phase Change
2. Loss of privileges (i.e., TV, Telephone)
3. Loss of commissary privilege
4. Extra duty from 1 to 10 hours

3. Appeal Process

1. All Disciplinary report appeals must be submitted in writing within 24 hours to an on duty Senior Corrections Officer/Shift Coordinator.
2. The Appeal request form addressed to the Program Manager will be given to an on duty Senior Corrections Officer/Shift Manager.

4. The following major rules violations will be submitted to the Therapeutic Community team for disciplinary action

1. Lapse to negative "street" behavior and/or attitudes.
2. Refusing to work and or loitering.
3. Encouraging other to refuse to work and/or loitering.
4. Failure to attend, participate and/or being late fore scheduled activities.
5. Interfering with the taking of count.
6. Unexcused absence from any assignment.
7. Being in an area unescorted or unaccompanied by a staff or another resident.
8. Disrespecting a "Pull-Up".
9. Romancing the "Drug".
10. Smiling, blurring out, cocking your head, or making faces while being confronted in the "eye of the circle".
11. Writing or erasing on facility boards without permission (green board excluded).

12. Mean Mugging.
13. Breaking Structure.

M. Major Rules (cont'd)

14. Violation of privileges.
15. Violation of resident program rules witnessed by another Family member.
16. Lying to Staff.
17. Refusing to obey a directive by any staff member.
18. Splitting Staff / Manipulating Staff.
19. Standing up or walking out of the “eye” of the confrontation circle.
20. Refusal to “Shake and Break”.
21. Providing a false written statement.
22. Failure to follow conditions of supervision.
23. Sagging pants/shorts.
24. Failure to maintain/report missing the resident armband.

N. House Rules

Definition:

These rules are usually specific to Therapeutic Community and violation result in mandatory pull-ups and may result in learning experience (LE)

1. Process

The House violations may be may be addressed by a “Pull Up” by the staff or family member. If he changes the behavior, move on, but repeated offenses can result in higher-level consequences (TPR).

2. Consequences for House Rules Violations

- Learning Experience (LE)
- Staff TPR (Therapeutic Reprimand)
- Peer TPR
- Loss of Commissary
- Extra duty from 1 to 10 hours
- One month set back

3. Appeal Process (TPR)

1. The appeal must be submitted in less than 24 hours to; the Treatment Supervisory Staff.

2. The incident will be investigated, the resident must continue with his consequences until the treatment staff has rendered a decision.
3. The final appeal decision will be filed in the resident Program file.
4. **Major Rules (cont'd)**

The following rule violations will be submitted to the Therapeutic Community for corrective action.

1. Participating in an unauthorized meeting or gathering.
2. Failure to follow safety or sanitation regulations.
3. Being unsanitary or untidy or failing to keep one's area or person in accordance with facility standards.
4. Failing to report as directed.
5. Feigning an illness/malingering.
6. Lying or providing false statements to family members.
7. Using abusive language.
8. Failure to observe hours of curfew and lights out.
9. Violation of Group Rules.
10. Violation of Group Norms.
11. Violation of Community Rules.

O. Relapse Track

Definition

Clients who have previously completed an HCCSCD Residential Treatment program and were still in the aftercare phase upon placement back into residential program due to non-compliance with Conditions of Community Supervision and/or substance abuse relapse. These clients may be required to participate in the relapse track of the residential program for a period not to exceed one (1) year.

1. Guidelines

- a. Upon entry into program, client must participate in a two (2) week orientation.
- b. Privileges at the House Level will be received upon completion of orientation. Residents may be awarded additional privileges after being in the Relapse Track for thirty days as a reward for positive behavior, if approved by a special staffing board.
- c. Client can only hold an Expeditor structure position while in the Relapse Track.
- d. Client must participate in a minimum of four (4) one on-one-sessions with their Counselor and family.

- e. Clients in Relapse Track are not eligible for incentive furloughs.

O. Relapse Track (cont'd)

- f. All residents must complete a Thinking for a Change class, complete a Relapse Prevention plan, and fully participate in T.C. groups.
- g. All Relapse Track clients will have a normal one year program discharge date set upon entry into the program.
- h. All Relapse Track clients will have a progress review staffing at ninety (90) days with the treatment team. A new discharge date may be set in this staffing as determined by the treatment team.

P. Incentive Furlough

Definition

Residential Program residents may participate in furloughs outside of the facility while in their final phase of the program. Incentive Furloughs will consist of an unsupervised release from the facility in the company of an approved furlough sponsor for a period of eight (8) hours. Incentive Furloughs will take place as scheduled by the program administration and treatment team.

1. Purpose

The purpose of the furlough program is to (1) assist the resident with reintegration into the community prior to discharge, (2) assist in strengthening family ties, and (3) to reward residents in maintaining pro-social behavior, as well as good decision-making as an active positive member of the residential community.

2. Eligibility

The following will be used to determine each resident's eligibility for furlough approval:

- a. Resident must:
 - 1. Be in the last 30 days of the program;
 - 2. Submit a **furlough sponsor form, completed by the sponsor, while in phase 3**. The sponsor must be an appropriate family member to serve as a furlough sponsor. If no family members are available or found to be inappropriate by staff, then a positive non-family member will be considered, but must meet the sponsor requirements for approval.
 - 3. Be free of all disciplinary reports for 14 days prior to furlough request and up to the time of departure on furlough.

4. Complete all disciplinary sanctions on hand within in 72 hours of the requested furlough date. For example, all disciplinary sanctions must be completed by close of business on Thursday prior to the Sunday furlough.

P. Incentive Furlough (cont'd)

5. Submit a **furlough request form (three-ply) and furlough itinerary form on Monday only by 4 p.m.**
6. Have their chosen furlough sponsor approved by designated program staff. **Residents can have no more than two (2) furlough sponsors approved at any time.**
8. Sign a **furlough agreement** stating that they understand all furlough rules. Can not have any warrants or holds from any Criminal Justice agency.
9. Resident must submit a **furlough itinerary form to be turned in with the furlough request form that includes method of travel, departure and arrival times, and locations during furlough. **The resident must remain with the sponsor at all times during furlough.****

b. Furlough Sponsor must:

1. Be submitted for consideration by the resident on a furlough sponsor form;
2. Not be on community supervision or parole or have open warrants of any kind;
3. Meet with designated program staff for furlough sponsor interview and review;
4. Be approved by designated program staff as a furlough sponsor;
5. Sign the furlough sponsor agreement and furlough itinerary.

c. Furlough Guidelines:

1. Furloughs will take place on **Sundays only from 9 a.m. until 5 p.m.**
2. Furlough dates, times, and days of the week will be designated by the program administration and may be adjusted based on the needs of the program.
3. Residents in 3rd phase may take only one Furlough during their last 30 days in the program. If you receive a disciplinary report within your last 30 days of the program, you are ineligible for furlough for the next 30 days.

4. Furloughs may be suspended at any time as determined by the program administration.

c. **Furlough Guidelines - continued**

5. All residents departing on furlough must leave and return in their program uniform. Failure to return in appropriate uniform, including armband, will result in a disciplinary report.
6. No personal property will be allowed into the facility during return from furlough.
7. All residents returning from furlough will submit to a urinalysis. Furlough privileges will be terminated for duration of program for positive UA or use of alcohol during furlough.
8. Residents found to have engaged in criminal conduct while on furlough will be referred to their court for action and possible additional criminal charges.
9. Failure to return on time from furlough will result in a disciplinary report.

Q. Community Loss of Privileges - (SHUTDOWN)

Definition

The Shutdown is a tool in the therapeutic community, which can serve several purposes. It serves to reestablish the TC model concepts of “We are our brother’s keeper” and that an individual’s behavior does have an affect on the TC family as a whole. The shutdown strategy facilitates trust building and bonding among individuals. The shutdown is utilized as a means of redirecting the community’s failure to hold each other responsible and accountable for their actions and inappropriate behavior, and is measured by the community’s use of rules and tools of the TC community.

1. Procedures for Shutdown

- a. Once a staff member determines that the family’s behavior needs immediate redirection, that information is then “staffed” with the treatment team, and
- b. A “team” recommendation is made to the Facility Manager that the facility be “shutdown”.
- c. During shutdown, all privileges are withdrawn.

As group behavior regains compliance with the use of the rules and tools required for the TC to effectively function, privileges will be returned independently or as a whole, depending on progress attained, as determined through the staffing process.

Revised 06/13/2007

RSA

YMAC

SATA