

LUBBOCK COUNTY CRTC

RESIDENT HANDBOOK



Center Goal:

The goals of the CRTC for each resident is to prevent relapse, prevent recidivism, and to learn strategies and skills to live a more responsible and meaningful life. These goals are met through the three skill sets: cognitive or mental self-control skills, social and relationship skills, and community responsibility skills. These goals and skills give each of us self-control and self-management, which lead to change, positive outcomes, and responsible living.

Table of Contents

Welcome Letter	4
About the Resident Handbook	5
What We Expect of You	6
Resident Rights	7
Resident Rules	8
ZERO TOLERANCE	8
Appearance/Behavior	8
Contraband	10
Dining Room.....	10
Dorm Norms.....	10
Drug Tests.....	10
Job Search, Employment and CSR.....	10
Finances.....	10
IDs.....	10
Laundry.....	11
Medical.....	11
Property	11
Telephone Use.....	12
Transportation	12
Visitation	12
Information & Procedures	13
Administrative Restriction	13
Behavior & Appearance	13
Bunk Assignments	13
Chores & Duties	13
Classes & Groups	14
Commissary.....	14
Community Service Restitution (CSR)	15
Computer Lab.....	15
Contraband & Searches	16
Counseling Sessions	16
Discipline.....	16
Appeals	17
Drug Use & Drug Tests.....	17
Education	18
Emergency Evacuation	18
Employment	18
Employment Search	19
External Movement & Transportation	20
Emergency Furloughs.....	20
Furloughs	21
Finances.....	22
Furlough Funds.....	23
Lanyard Replacement.....	23
Weekly Allowance	23
Food	24
Grievances.....	24
Head Count	25
Inter-Office Communication (IOC).....	25
Laundry	26

Mail.....	26
Medical.....	26
Phase Panel.....	27
Phase Panel Checklist Information.....	28
Discharge Panel (7G)	29
Probation Office Visits	29
Property	29
Wal-Mart	30
Sanction Area	31
Telephone Use.....	31
Television	31
Unauthorized Areas.....	32
Visitation	32
Emergency Visitation.....	33
Appendix A – Fees & Prices	34
Appendix B – Schedules & Times.....	35
Appendix C – Property Items.....	36
Appendix D – Contraband	37
Appendix E – Definitions & Descriptions of Services	38
Appendix F – Program Phases & Privileges	40
Appendix G – Job Search Guidelines and Expectations	43
Appendix H – Employment Guidelines and Expectations	43
Appendix I – CSR Guidelines and Expectations	45
Appendix J – Dorm Norms.....	46
Appendix K – Daily Routine	46
Appendix L – Laundry Norms.....	46
Appendix M – Group/Classroom Expectation.....	47
Appendix N – Dining Room Etiquette	47
Appendix O – Dining/Games.....	47
Appendix P – Furlough Request Example	58
Notice	50



LUBBOCK COUNTY COMMUNITY CORRECTIONS FACILITY

Val Monteilh, CCF Director

3501 North Holly Avenue, Lubbock, Texas • (806) 765-3300 • Fax (806) 765-3399

Dear New Resident:

I am pleased to welcome you to the Lubbock County CRTC. You may be from Lubbock or another county but you share a common goal with the other residents to develop skills and make some positive changes in your thinking and behavior. If you think you can, you will. If you think you can't, you're right!

While you are here, you have a unique opportunity to focus time and attention on yourself and the decisions you've made in your life. I believe you will come to realize that your thoughts and feelings drive your behavior. You will be asked to reflect on your thinking. You'll be expected to identify risky situations that could lead you back to criminal conduct. You'll be challenged to role play and practice new ways to handle old habits.

I wish you the courage to face your treatment with an open mind.
I wish you the strength to listen and understand that your behavior is your choice.
I wish you a positive attitude to make some hard decisions.

The CRTC staff shares a departmental vision too. I am confident that if you decide to participate, we can assist you in this growth process. It won't be easy and it won't be fast. You will be held accountable, and you will get out of this experience only as much as you invest in it.

"Destiny is not a matter of chance; it is a matter of choice." – Author Unknown

The CRTC staff wishes you good luck and success!

Sincerely,

Val Monteilh

Director

About the Resident Handbook

It is not possible to specifically address every set of circumstances that may occur, and this handbook does not attempt to do so.

When a circumstance is not specifically addressed in this handbook, a resident is expected to handle it in a manner consistent with the overall goals, guidelines, and themes of this handbook. Each resident is strongly urged to carefully consider all the decisions he makes before making them. Using common sense in good faith is the best way to avoid breaking CRTC rules and procedures.

Each resident is responsible for reading (or having someone read to him) and understanding the contents of this Resident Handbook. **If a resident doesn't understand something in this handbook (rules or procedures), he should ask a staff member for clarification.** Lack of understanding is never an acceptable excuse.

This resident handbook is subject to change or revision at any time with or without prior notice.

This resident handbook shall be subjected to review at least once per year in order to ensure its relevancy and accuracy.

Revision History

September 18, 2007
September 3, 2008
December 15, 2009
June 15, 2011
December 30, 2011
February 1, 2012
May 8, 2012
October 25, 2013
April 1, 2014
June 17, 2014
September 14, 2015

What We Expect of You

We, the CRTC staff, hope that your stay shall be rewarding and informative. We expect you to use the CRTC's available resources to help in your process of making positive lifestyle changes.

We want you to have a clear understanding of some of the expectations we have regarding your part in treatment and rehabilitation. We expect you to take part in programs by:

PRACTICING and applying skills learned on a daily basis;

ASKING questions about anything you are confused about;

MAKING appointments with your counselor or other available staff for individual discussions/counseling if you feel the need to talk in private;

GIVING staff, visitors, other residents, and the public the respect with which you would like to be treated;

SHOWING responsibility by completing chores and assignments on time and to the best of your ability;

BUILDING trust toward staff, visitors, and other residents by being honest and accepting responsibility for your actions;

DEVELOPING self-control and self-discipline; and

DEMONSTRATING a spirit of cooperation with all staff in maintaining a clean, safe environment conducive to learning a responsible lifestyle free of alcohol, other drugs, and criminal behavior.

The Lubbock County Court Residential Treatment Center is a part of the Lubbock-Crosby County Community Supervision and Corrections Department. The CRTC is a community of many different people. We expect you to be a part of this community and to express any grievances or complaints **in an appropriate manner** as outlined in this handbook. We expect you to inform your visitors and guests of the rules of the community. And of utmost importance, we expect **you to be responsible for your behavior and attitude.**

Resident Rights

In order to ensure the rights of residents are protected, the following list of rights are explained and provided in clear, simple language to each resident upon admission.

A Lubbock County CRTC resident shall receive the following rights:

To receive a complete explanation of the resident handbook information in clear, non-technical terms in a language the resident understands;

To not have another resident being placed in a position of control or authority over him;

To give informed consent or to refuse medical treatment or medication and to be advised of the consequences of such a decision;

To actively participate in the development and periodic review of an individualized treatment and supervision plan;

To know the qualifications of staff providing services;

To a grievance procedure for resolving complaints and problems;

To a humane and safe environment free from abuse, neglect, and exploitation;

To be treated with dignity;

To personal privacy within program restraints;

To know his current financial status and outstanding expenses on his personal account;

To send and receive mail;

To access attorneys and to have assistance in making contact with attorneys or their authorized representatives;

To be allowed the opportunity to voluntarily practice the requirements of his religious faith as long as it does not interfere with his treatment, the treatment of other residents, or the rights of others;

To participate in all programs, services, and opportunities without discrimination based on race, religion, national origin, disability, political views, sexual orientation, or ethnicity; and

To initiate a review of progress and program status with the staff.

Resident Rules

There are FIVE levels of rule violations: warning, minor, moderate, major, and **ZERO** tolerance. A rule's level starts at the level printed after it in parenthesis. A level of the violation may be enhanced based the severity of the infraction. The level shall then increases each subsequent time the resident breaks the same or a similar rule.

ZERO TOLERANCE RULES

Violation of the following rules shall not be tolerated. Residents who violate these rules shall be immediately placed on indoor restriction until the Discipline/Treatment Team can take further action. Residents who violate these rules shall receive one of the following consequences once the team has met: **PLACED ON ADMIN RESTRICTION, JAIL TIME OR TERMINATION** from treatment and returned to the court of jurisdiction.

1. A resident shall not intentionally physically threaten and/or harm, directly or indirectly, themselves or another person.
2. A resident shall not possess any alcoholic beverage (or powder), tobacco, vapor device, synthetics (any substance not for human consumption), illegal drug, narcotic, hallucinogen, drug paraphernalia, or intoxicating substance not prescribed by a physician.
3. A resident shall not pretend to swallow, cheek, palm, and/or hide medication prescribed to him.
4. A resident shall not intentionally expose another resident, a CRTC staff member, or a CRTC visitor to bodily fluids (feces, blood, urine, semen, saliva, etc.).
5. A resident shall not engage in sexual harassment or activities with residents or staff. Sexual activities include intercourse, oral, anal, manual and other genital-involved acts.
6. A resident on administrative restriction shall follow the rules of his Administrative Restriction Agreement. Failure to do so may result in the resident's discharge from the CRTC.
7. A resident may not use verbal or physical threats of violence, harassment, intimidation, and or "bullying" behaviors directed toward another resident or CRTC staff member.
8. A resident may not participate in any medical procedures without the permission of the Director or designee, i.e. donation of plasma.

Appearance/Behavior

9. Verbal expressions, physical contact, or any other behaviors directed toward another resident or directed toward a CRTC staff member that a reasonable person would consider to be of a sexual/romantic nature are prohibited. (Major)
10. Unauthorized absence from assigned areas or locations is absconding and may result in criminal charges. (Major)
11. Failure to answer random furlough checks. (Major)
12. Behaviors, articles of clothing, pieces of jewelry, drawings, materials, or gestures that appear to promote gangs, drugs, antisocial behavior, racism, or racial/hate-groups are prohibited. (Major)

13. A resident shall know the posted evacuation routes and follow them immediately, quietly, orderly, and according to CRTC staff instruction during any type of emergency evacuation or drill. (Major)
14. Residents shall follow procedures and/or additional instructions given by any CRTC staff member unless the instruction is unethical or illegal. (Major)
15. A resident may not open nor hold open any CRTC door that is ordinarily locked, leads to/from a secure area, or allow a person other than himself to enter or exit the CRTC. (Major)
16. A resident may not give or receive a tattoo, body piercing, or any other type of body modification while a resident at the CRTC. (Major)
17. An unemployed resident may not have any cash in his possession, and an employed resident may not have more than \$25.00 cash in his possession. (Major)
18. A resident may not behave in a way that is negative, antisocial, disruptive, or illegal nor instigate aid or assist in such behavior among residents, CRTC staff, or the public. This includes but is not limited to lying or omitting parts of the truth, disrespectful speech/gestures. (Major)
19. A resident is not allowed to handle, abuse or have in their possession any creature/animal. (Major)
20. A resident may not leave or otherwise be absent from any required activity, for any length of time, without prior permission from a CRTC staff member. (Moderate)
21. A resident shall immediately report to, and stand quietly in front of or sit on, his assigned bed when head count is announced unless he is in class, in an office visit, or already on the phone. (Moderate)
22. A resident may not be involved in excessive/escalated physical play, pranks, rough behavior, or rowdy behavior. (Moderate)
23. A resident shall wear appropriate, approved clothing at all times, and the clothing shall be worn in an appropriate manner. (Example: No sagging pants or gang-associated clothing.) (Moderate)
24. A resident may only have his hair cut (if cut in the Center) by a CRTC-approved individual nor may he change his natural appearance; this includes but is not limited to hair color, distracting facial hair and the use of any make up. (Moderate)
25. A resident may not ask the same question or make the same request to multiple staff members (staff shopping). (Minor)
26. A resident shall be prepared, participate, complete assignments and arrive on time to all scheduled activities including class, transportation, meals, etc. (Minor)
27. A resident shall not be loitering around control stations, hallways, and/or found in a restricted area (see Unauthorized Areas) without approval. (Minor)
28. A resident shall follow the Group/Classroom expectations posted in all classrooms. Failure to follow the expectations is a rule violation. (The violation level is assigned by the Discipline Chair)

Contraband (See Appendix D for a list of contraband)

29. A resident may not possess, use, distribute, or attempt to bring contraband in the CRTC or facility vehicles. Doing so may result in criminal charges. (Major)

Dining Room

30. A resident shall follow the Dining Room Etiquette and Games Rules postings. (The violation level is assigned by the Discipline Chair)

Dorm Norms

31. A resident shall be in his assigned bed, ready for sleep, at the time scheduled for lights out. After lights-out, a resident shall be quiet and may not be up or moving around the building until wake-up is called except for getting a drink of water, using the restroom, an emergency evacuation/drill, or he has prior permission from a CRTC staff member. (Minor)
32. Failure to follow the "DORM NORMS." (See appendix) (Minor)

Drug Tests

33. A resident shall give a specimen for drug testing within 3 hours of being asked to do so. The resident shall sit by the medical office until a specimen is provided. (Major)
34. A resident may not dilute nor tamper with a specimen intended for drug testing. Dilutes are considered a positive result. (Major)

Job Search, Employment and CSR

35. Residents shall abide by the signed job search, employment agreement, and CSR form. See appendix (Major)

Finances

36. Other than approved employment funds, a resident shall immediately turn in all incomes, wages, earnings, tips, employment checks, unspent furlough funds, and cash to the control station upon arrival or return to the CRTC for deposit into the resident's trustee account. (Major)
37. A resident may not possess or use checkbooks, credit cards (including the Wal-Mart visa), or debit cards. (Major)
38. A resident may not receive funds through a fund transfer service such as Western Union without permission from the Director or Designee. (Major)
39. A resident shall remain at the control station until the receipting process is complete. (Major)

IDs

40. A resident shall promptly turn in his CRTC resident ID to the control station when departing the CRTC or doing in-house CSR. Upon his return to the CRTC or at the end of his CSR, resident shall immediately pick up his CRTC resident ID from the control station. (Major)
41. While on CRTC grounds, a resident shall display his unaltered resident ID on the CRTC issued lanyard around his neck at all times except while doing CSR, vigorous exercise, or using his ID to check out sports equipment. (Minor)

Laundry

42. Residents shall follow laundry room norms. (Moderate)

Medical

43. Medication (prescription or over-the-counter) brought into the CRTC shall have prior approval from the CRTC medical staff and be in the original, sealed, and properly labeled container, and it shall immediately be given to CRTC staff for proper inventory and storage. (Major)
44. Medication (prescription or over-the-counter) shall be approved by the medical staff before any dose is taken. (Major)
45. A resident restricted to a crisis room by medical staff may not leave the crisis room without approval from a medical staff member or a CRTC staff member acting on behalf of medical staff. (Major)
46. A resident may not visit with another resident who is restricted to a crisis room. (Major)
47. A resident shall cooperate with the CRTC medical staff's recommendations. Failure to do so may result in the resident's discharge from the CRTC. (Major)
48. A resident may not have a prescription filled for narcotics or controlled substances if there are other non-narcotic or non-controlled medications that shall meet his needs. (Major)
49. A resident who sees a medical service provider other than the CRTC medical staff shall have the provider complete the Medical Appointment Information from which the resident shall then submit (along with any other paperwork from the provider) to the CRTC medical staff / Central immediately upon his return. (Major)
50. A resident shall show up on time to receive his medication. Times are posted on the medical door. (Moderate)
51. A resident who has any illness or injuries, shall report immediately to the control station so the CRTC medical staff can be notified. (Minor)
52. A resident who needs to see the medical staff (other than for immediate illness) shall submit a Request for Medical Attention form and then report for sick call at the designated time. (Minor)
53. A resident who is sick shall notify his employer that he shall be absent prior to his scheduled work time. (Minor)

Property

54. A resident shall not alter, repair, **STEAL**, vandalize, damage, destroy, or use without authorization any property belonging to another resident, the CRTC, a staff member, or the public. (Major)
55. A resident shall ensure that all of his property and the property in his possession has been approved and inventoried by the CRTC Property Clerk. (Moderate)
56. A resident may not loan, trade, sell, rent, gamble, pay for services, or give away his property to another resident or a CRTC staff member. (Moderate)
57. A resident may only return from furlough with the same items and clothing he left with unless given prior permission by the CRTC Property Clerk. (Moderate)

58. A resident may not wear jewelry or decorations other than what is on his Approved Property List. (Minor)

59. A resident shall keep all the property issued to him (except shoes stored neatly under his bed) neatly in the locker assigned to him. (Minor)

Telephone Use

60. A resident may not use a CRTC staff telephone unless prior permission is given and a CRTC staff member supervises the use of the telephone. (Major)

61. A resident may not use a resident telephone in an inappropriate phase, with another resident's PIN, while on restriction, after lights-out, or during required activities. (Moderate)

Transportation

62. A resident shall wear a seatbelt (the way it was designed to be worn) at all times when riding in a CRTC owned vehicle. (Major)

63. A resident may not eat or drink in a CRTC owned vehicle. (Minor)

Visitation

64. A resident shall remain in the visitation area for the duration of his scheduled visit. (Moderate)

65. A resident may not engage in excessive or inappropriate kissing, hugging, fondling, or other distracting bodily contact with a visitor. (Moderate)

Information & Procedures

Administrative Restriction

As a sanction to a major violation and/or multiple violations, a resident may be reviewed by the Director or designee to be placed on administrative restriction for the amount of time determined. All privileges are suspended until completion of the administrative restriction. Listening to music is permitted. Resident shall remain in the CRTC-issued clothing at all times while on Administrative Restriction. Failure to comply with the above list may result in removal from this facility.

Behavior & Appearance

The CRTC is an extension of the general community, and the image projected to the public is important to the CRTC's existence. Resident dress, appearance, and behavior shall be appropriate.

A resident shall practice good hygiene and keep a well-maintained appearance. This includes: daily showers; use of appropriate hygiene items; neat and clean hair; clean and trimmed fingernails; neat and clean clothes; and trimmed or shaved facial hair.

A resident shall conduct himself, at all times, in a manner that shows respect for other residents, the CRTC staff, and the public.

A resident shall wear appropriate attire except for designated areas (e.g. bathrooms). Shirts shall be of adequate size and length to cover the resident from the neck to below the waist but not past mid-thigh. A resident may not wear muscle shirts, tank tops, or sleeveless shirts. A resident may possess one pair of sunglasses and one ball cap, but neither may be worn indoors.

The Management Team shall have the final decision regarding what is considered appropriate clothing, appearance, and behavior.

Residents are allowed at least nine hours during which they may sleep and shall go to bed within 1 hour after returning from work.

Bunk Assignments

Residents will receive an assigned pod, dorm, and bunk number upon admission. A resident may be moved shortly after admission, and throughout their stay, depending on the need of the CRTC and new residents. Residents with a lower bunk restriction shall have priority for bottom bunk assignments. If a non-restricted resident is assigned to a bottom bunk, he may be moved based on the need for a bottom bunk. Seniority is not a valid reason to be placed in a bottom bunk. ***A resident shall not send an IOC requesting to be moved.***

Chores & Duties

Chores and duties are designed to keep the CRTC and its grounds clean. A CRTC staff member may assign resident extra, routine, or non-routine chores at any time.

A resident shall review the posted chore/duty sheet daily at the control station for his chore/duty assignments. Upon completion of assigned chore, he shall initial or sign on the sheet to indicate he has completed his assigned chores/duties.

Classes & Groups

To get the most benefit from classes and groups, each resident should take responsibility for remaining focused on the group interactions and topics. The CRTC staff expects courtesy in groups which means that only one person speaks at a time while the other group members listen. A resident who disrupts a group or class is keeping others from receiving the full benefit intended. Because of that, the resident disrupting the group shall be required to leave and shall receive an incident report ("write up"). The group facilitator or class instructor has the final say and complete authority over disputes.

Classes and groups are some of the activities a resident shall be participating in as part of his overall treatment. A lot of the time, classes and groups shall be specifically about substance abuse treatment and criminal thinking. Other classes and groups shall focus on healthy living, social skills, life management skills, and other areas addressing the overall quality of the resident's life.

Groups are designed so that the resident can learn from the experiences and struggles of others as well as share his own experiences and struggles. The CRTC staff wants group interactions to be supportive, caring, honest, and sincere. Because of this, a resident should keep the personal information shared by other residents to himself. However, a resident shall tell a CRTC staff member if another resident shares that he is thinking about hurting himself or someone else, planning to break a CRTC rule, or planning to break a law.

Residents who are in phases Self Discovery through Socialization and those who shall not obtain employment are required to be in class if they are in the building. If your name is not on a class roster, but you are in the building, you shall attend the class with the asterisk (*). If multiple classes have an asterisk, attend the one to which you were previously assigned.

Court-ordered classes/programs (e.g AOP) not offered at the CRTC shall need to be arranged through your probation officer.

Commissary

The weekly limit for commissary is \$35.00.

Prices are subject to change without notice.

Residents who request funds to be transferred from their Trust Account to their Commissary Account shall turn in a money withdrawal request form by the deadline of Wednesday night, lights out. Requests to transfer money shall be processed weekly on Thursdays. Approved funds for transfer shall be placed in your Commissary Account no later than 5:00 pm on Friday. Residents are responsible for notifying their family/friends about how money is deposited into their commissary account.

Family/friends cannot deposit commissary funds online.

No refunds for a commissary order. The resident shall ensure the commissary is correct and complete prior to submitting the order. Orders cannot be changed or be removed once the order has been submitted. An order can be canceled before the order button is clicked.

Resident shall ensure the commissary items are reviewed when the order is distributed. If an item is damaged/destroyed, the resident shall notify staff immediately and make a note on the receipt prior to signing and submitting the receipt. Leave the damaged/destroyed item with staff so they can return it to Administration immediately. **Send an IOC to Administration the same day**, explaining the commissary concerns. Swanson Services shall be contacted in order to correct any problems.

Any money order that is mailed to a resident shall be deposited in the Trust Account. Residents shall have to put in a request for funds to be transferred from their Trust Account to their Commissary Account.

Residents on Administrative Restriction are limited to purchasing hygiene/miscellaneous items until the restriction is lifted. Upon completion of Administrative Restriction, the account shall reset for full commissary by 5:00 pm the last day of the sanctions.

Diabetic/medically-restricted residents are limited to sugar-free snacks. Hygiene/miscellaneous items can be purchased by diabetic residents.

Residents have to be current with facility charges (i.e. books, etc) before becoming eligible to purchase snacks/foods. Intake residents are limited to hygiene only, until they reach the appropriate phase and are current with facility charges. Residents are responsible for notifying Administration by IOC when they have met all requirements to clear their Commissary Account for snacks/food.

Commissary shall be distributed according to the posted schedule.

Community Service Restitution (CSR) NOTE: CSR Self Control in house, Community responsibility CSR in the community

Community Service Restitution involves performing a service to an approved non-profit or governmental agency in the community with no return compensation. As such, this activity symbolizes payment of a debt to society and making amends for wrong doings. Its therapeutic value is an integral component of the total treatment program and also encourages the development of appropriate daily living skills.

CSR may be assigned to residents based on the needs of the program rather than the desires of the individual resident. Residents in the CRTC during CSR hours shall perform CSR unless a resident is sleeping after work or has worked on the floor crew.

Each resident is required to participate in CSR. This includes outside CRTC projects/assignments, CRTC cleaning, developing community projects, assisting with classes and/or any other approved activity that classifies as CSR participation. CSR is a part of your treatment in this program and not all participation shall automatically be calculated as Court ordered CSR hours.

Residents shall complete CRTC-required CSR hours prior to becoming employed and/or phasing to Community Responsibility.

A resident may not wear a CSR shirt unless he is doing CSR.

A resident may not behave in a way that result in him being banned from a CSR site. Being banned from a CSR site shall result in a major IR.

Computer Lab

The computers have approved games installed on them to be used for recreation. A resident needing to use a computer for an assigned project takes priority over the computer being used for recreation.

A resident may not load or install any software or music onto the computers, and a resident may not alter or destroy the computers or the software already installed on them. Any misuse of the computers (in any way) is considered alteration or destruction of CRTC property and shall result in a major incident report. ***Headphones shall be allowed for gaming purposes only.***

A resident with a computer problem (technical issue) shall send an IOC to the IT Administrator. CRTC staff members are not responsible for helping with computer problems.

Residents on Administrative Restriction are not allowed in the computer lab.

Contraband & Searches (See Appendix C for the list of contraband)

In order to control contraband or locate lost or stolen property, searches of the CRTC and residents shall be conducted. All contraband is subject to being destroyed or thrown away at the discretion of the Director or designee.

Dorms may be randomly searched at any time. A search of a resident's dorm may be conducted with or without the resident being present. The search of a resident's space shall be thorough and orderly.

A pat-frisk and/or strip search of a resident may be conducted at any time. Only a staff member who is the same gender as the resident shall conduct a pat-frisk or strip search of the resident. CRTC staff may conduct a cursory (visual, non-physical) and/or security wand search of a resident at any time.

In cooperation with law enforcement agencies, a canine trained in the detection and recovery of narcotics may be used in conjunction with or separate from searches conducted by CRTC staff. If a drug dog alerts on a resident's bed, resulting in a search of the linens, the staff shall enlist the resident's assistance to remake the bed after the search concludes.

Counseling Sessions

Each resident shall be assigned to a primary counselor while at the CRTC. The resident's counselor shall meet with him at least once per month. If a resident needs to see his counselor before his next scheduled session, the resident should send his counselor an IOC (Inter-Office Communication) explaining why he needs to meet sooner than his scheduled session.

Discipline

A staff member shall issue an incident report (also known as a "write up") to a resident for violations of CRTC rules, policies, procedures, or violations of the resident's conditions of community supervision.

Once a staff member writes an incident report, the resident shall be offered a chance to read the report and then sign it. Signing an incident report is acknowledgement that the resident has seen and read the report.

Signing an incident report does not mean that the resident admits to any wrongdoing or that he agrees with the content of the incident report.

A violation at the warning level shall result in a written warning. A resident shall not receive two warnings for the same or similar rule violation.

The Discipline Chair or designee determines if incident reports are valid, and may return an invalid incident report to the author for corrections or dismiss the invalid incident report if warranted.

A violation at the minor, moderate, or major levels has sanctions that shall be assigned by the Discipline Chair or designee. The Discipline Chair or designee has up to three working days to assign the sanctions for a valid incident report.

The Discipline Chair may choose to refer any incident report to the Director or designee for resolution through an Administrative Restriction.

The following list represents some of the possible sanctions that may be assigned to a resident for a violation. ***Not all possible sanctions are listed.***

- written warnings
- loss of commissary
- restitution for damage
- restriction to the CRTC
- loss of visitation
- loss of furloughs
- loss of allowance
- phase reassignment
- jail time
- notification to referring officer/court
- loss of phone privilege
- loss of movie privilege
- loss of computer lab privilege
- termination from the program
- therapeutic reports
- restriction of clothing
- placed on administrative restriction
- other personally tailored consequences

Appeals

A resident may ***only*** appeal a ***major level*** incident report to the Discipline Review Panel after he has received the Incident Report if he is appealing the incident itself. The resident may appeal the sanction only if he feels the sanction for the incident is not appropriate. Warning, minor, and moderate incident reports cannot be appealed.

To appeal a major level incident report, the resident shall fill out the sanctions appeal form and attach it to an IOC addressed to the Assistant Director of Operations. He may attach witness statements written by other residents or staff members to the sanctions appeal form. An appeal shall be submitted to an IOC box within three days of the resident being notified of the sanctions decision. The Discipline Review Panel shall hear the appeal within three working days after the appeal form is received.

Decisions by the Discipline Review Panel may be appealed to the Director or designee. Appeals of the Discipline Review Panel decision to the Director or designee follow the same procedures as appeals to the Discipline Review Panel itself. ***The decision of the Director is final.***

Drug Use & Drug Tests

If it ***appears*** a resident is under the influence of any intoxicating substance based on appearance, action, and/or behavior the resident may receive consequences up to and including unsuccessful discharge from the CRTC.

DILUTED samples will be considered to be a positive UA. Any UA with a creatinine level of 20.0 mg/dl and below will be considered dilute.

Random drug tests are given to a resident as part of his treatment. A resident shall submit to any medical, chemical, or other test or examination when requested by a CRTC staff member, and pay all the CRTC-specified costs associated with the test(s). Use of alcohol or drugs is a violation of both the resident's conditions of community supervision as well as CRTC rules.

After being notified to give a urine sample, the resident shall remain in the designated area until the time for collection begins. The urine collection process is as follows:

1. strip searched;
2. wash hands;
3. receive the specimen cup;
4. lower clothing to the knees;
5. raise the shirt and hold the garment under the armpits;
6. produce urine sample while being monitored by a staff member of the same gender;
7. ensure enough urine is given in order to cover the temperature strip on the specimen cup;
8. re-clothe;
9. flush the toilet;
10. wash hands; and
11. sign necessary paperwork

If there is a reason to believe that the sample was tampered with, the resident shall submit to another urinalysis and may be sanctioned.

If a resident cannot give a UA sample, the resident shall remain in the designated area until he can produce the sample. ***The resident may not drink large amounts of water. He may drink 4oz of water in a three hour time in order to NOT produce a diluted sample.***

If the resident fails to produce a sample within the three hours, he shall receive an IR for a positive UA.

Education

All residents are required to take the Test of Adult Basic Education (TABE) test. GED class enrollment shall be determined by the Educational Coordinator. Each resident is responsible for his own cost of taking the GED test.

A resident who has questions about education classes, applying for higher education, applying for financial aid, etc. should send an IOC to the Educational Coordinator.

Emergency Evacuation

In the interest of the safety and welfare of the residents of the CRTC, it is necessary to have an established plan of action to vacate the building in the case of an emergency.

During an evacuation, all residents shall evacuate through the nearest exit in an orderly fashion. Quick and orderly evacuation is of the most importance. A resident may not take time to get any of his possessions. All residents shall assemble in the front parking lot away from the building. A resident shall stand quietly with his dorm mates and shall answer to roll call. No talking is allowed during roll call in order to assure timely and accurate resident count. After the completion of an evacuation, and upon staff approval, the residents shall re-enter the building. At minimum, a fire drill shall be held on each shift quarterly.

Employment

All residents who are capable of employment are expected to obtain employment at the appropriate phase. Exemption from the employment requirement shall only be under special circumstances and on a case-by-case basis as determined by the Management Team.

The CSR/Employment Specialist shall approve all prospective employment before a resident may accept a position and report to work. Employment may not be approved if it involves questionable or unverifiable conditions, or if it is deemed to compromise the residents' ability to comply with treatment/program

requirements. A resident shall complete employment paperwork which includes a signed consent form for release of information.

A resident shall not be allowed to work for himself or another resident who owns his own business. It is the responsibility of the resident to make his employer aware that he is a resident of the CRTC. A resident's employment is limited to the Lubbock County area that can be accessed by CRTC transportation unless the resident has secured other forms of acceptable and approved transportation.

A resident's ***supervisor shall call the CRTC*** and speak to a Shift Leader to request approval for the resident to work over the previously approved scheduled work hours for that day.

Employment verification may be made at any time through phone contacts or actual on-site visits.

A resident shall be allowed to work up to 6 days in a row, not to exceed 48 hours per week. Residents shall work no less than 35 hours per week unless prior authorization is given by a member of the Management Team. If a resident wants to work more than 48 hours per week, he shall submit an IOC to the Director or designee for approval to work more than 48 hours, although the 6 days in a row still exists. The approved IOC must be given to the employee specialist prior to working the additional hours.

An employed resident who has a day off from work on a weekday (Monday through Friday) shall complete all his assigned chores on time and then is allowed to do laundry, relax and/or sleep in his dorm. If a resident misses work due to illness, he shall remain in his assigned dorm or a crisis room except for getting water, receiving medication, or when being seen by medical staff.

Employed residents shall attend Community Responsibility and Reintegration classes. Failure to attend the assigned class may result in an IR and the resident having to repeat earlier phases of the program.

Before a resident may quit his job, he shall have permission from the CSR/Employment Specialist and give at least a two weeks' notice to his employer.

Employment with temporary services is allowed on a case-by-case basis. Temporary employment is not allowed.

Employment Search FIX

Employment search phone calls to schedule interviews may be made Monday through Friday from 8:00 AM to 11:45 AM. Phone calls after the designated employment search times listed above shall be approved by the CSR/Employment Specialist, a RCSO, or the Operations Manager or designee.

A resident shall submit a completed Employment Search/Verification Form to the CSR/Employment Specialist for approval.

For employment search, complete the Job Search Contact Sheet no later than 7:30 AM daily and submit it to the CSR/Employment Specialist.

The resident shall obtain the name of the employee they spoke to from each business. Document this information including the business' phone number on the Employment Search/Verification Form prior to leaving the place of business.

Upon return to the CRTC, the resident shall submit the completed Employment Search/Verification Form to the CSR/Employment Specialist by sliding the form under the CSR/Employment Specialist's door.

If an interview is scheduled for a time different than the normal scheduled employment search times, submit a completed IOC with all information about the interview and submit the request to the CSR/Employment Specialist. An Employment Search/Verification Form shall be completed and approved prior to leaving for the interview. The employer conducting the interview shall sign the form.

A resident going on employment search shall be dressed appropriately. Please check with the CSR/Employment Specialist if you have any questions about appropriate dress.

External Movement & Transportation

A resident is not allowed to leave the CRTC (external movement) unless he receives prior authorization from the Director or designee. Examples of external movement include employment, CSR, medical appointments, furloughs, etc.

Prior to leaving the CRTC, a resident shall turn in his RED resident ID to the control station and pick up his YELLOW ID to be signed out from the CRTC. Upon returning to the CRTC, the resident shall check in at the control station and exchange his ID before going to any other part of the CRTC.

Changes in return time or location while at work or on authorized leave shall be approved in advance. Time extensions are not automatically given; there shall be a good reason for the request to be approved. Such requests shall be called in as early as possible rather than waiting until the expected return time.

A resident shall be searched and may be given a Breathalyzer and/or drug test prior to leaving and/or upon return to the CRTC.

When a resident goes on authorized leave, the approved sponsor shall provide a valid driver's license; the make, model, and license plate number of the vehicle providing transportation; and proof of insurance. Authorized leave shall be terminated if a sponsor is suspected of being under the influence of drugs and/or alcohol. During authorized leave, a resident shall stay at the pre-approved location(s). All sponsors shall be pre-approved by the residents' counselor and RCSO.

When a resident meets a person while he is in the CRTC and the resident wants the person to be a sponsor, the person shall not be approved, unless approved by the Director or designee on a case by case basis.

CRTC staff shall approve a resident's method of transportation when leaving the CRTC.

Emergency Furloughs

Emergency furloughs may be granted if the Director or designee verifies through an independent source, not related to the resident, that the presence of the resident is appropriate and/or required.

In the event of a death or serious illness in the immediate family, the resident may be allowed an emergency furlough for a time to be determined depending on the circumstances. Immediate family is defined as:

- Spouse
- Child
- Grandparent
- Other relative of resident living in the same household as the resident
- Parent
- Grandchild
- Sibling

Furloughs (See Appendix F for an example of how to fill out a Furlough Request Form)

All furlough requests shall be submitted to the IOC box no later than 10:00pm Tuesday. A minimum of 48 hours is required to process requests.

A RCSO may approve a regular furlough for a resident if the resident has met all the furlough eligibility requirements and submitted a Furlough Request Form.

The requirements for a resident to be eligible for a furlough are:

- Achieved an appropriate phase for the requested furlough
- Received credit for all required activities (classes, groups, etc.)
- Compliant with treatment plans, supervision plans, and the treatment program
- Completed any administrative restriction
- Resolved any major or moderate incident reports
- Accompanied by an approved sponsor with valid driver's license and current automobile insurance
- Employed residents have worked a minimum of 35 hours the previous week

The Furlough Request Form shall have a ***DETAILED*** itinerary that includes departure times; arrival times; the person or company providing your transportation; names and addresses of itinerary stops; and reasons for itinerary stops. Any information missing from the Furlough Request Form may result in the denial of the furlough request.

Furloughs shall be granted in periods of between 4 and 48 hours depending on the phase and program compliance of the resident. A resident is required to acknowledge, in writing, the conditions and limitations of a furlough before it may be granted. Furloughs shall be taken on the weekends unless the resident is employed, than his furlough may be scheduled for his days off. Sunday furloughs are only allowed with an approved sponsor. Resident shall be picked up by sponsor from facility.

A resident shall immediately notify a CRTC staff member if there are any changes that occur while he is on furlough. This includes not being at a location where his itinerary claims he shall be or staying longer than approved at a location. The CRTC maintains a toll free number so a resident can call from any phone. The number is 1-800-923-6033.

A resident may stay out overnight only if the approved furlough is 24 hours or longer, and if he can provide the number of a landline phone for the location where he shall be staying. When staying out overnight, a resident shall be at the approved overnight location no later than 10:00 PM. He may not leave the approved overnight location until 6:00 AM the next morning unless he has prior permission to leave earlier.

A CRTC staff member may make several random, unannounced contacts with a resident on furlough, either in person or by telephone, to verify the resident is following his approved itinerary as well as the rules of his furlough. If, at any point, a CRTC staff member is unable to contact and verify that a resident is following his approved itinerary, the resident shall be considered to be on unauthorized absence from the CRTC and an incident report shall be written.

If a resident wants to bring **PROPERTY** upon his return, he must have an approved IOC with detailed items listed. Only five (5) items will be approved per furlough.

A CRTC staff member may end a furlough at any time and require the resident to return immediately to the CRTC. If a resident fails to return immediately to the CRTC when told to do so, the resident shall be considered to be on unauthorized absence from the CRTC and an incident report shall be written.

Finances (See Appendix A for information on specific dollar amounts)

A resident's money shall be held in a trustee account that is administered by the CRTC administrative staff. Deductions are made from the resident's account for charges and fees such as room and board; transportation; laundry; treatment supplies; medical expenses; restitution for damage to CRTC property; etc. Deductions are also made for resident requested withdrawals such as commissary, postage, bill payment, probation fees, allowance, etc.

Family members are encouraged to mail money orders in an individual envelope (not to be included in a package). This will assist in monies not being lost.

Upon approval by the Director or designee, a resident may have bills paid out of his trustee account. A copy of the bill shall be attached to the Resident Request for Trust Account Withdrawal. The check shall be made payable to the person or company listed on the bill, not to the resident or family members without the permission of the Director or designee. Receipts may be required.

Room and board charges are deducted weekly with the week starting on Saturday and ending on the following Friday. A resident who becomes unemployed after starting work shall continue to be responsible for half room and board per Director or designee, and the full amount of the other monthly charges/fees.

A resident shall be issued a receipt for all deposits to his account. Deposits may be made by cash, money order, payroll check, or cashier's check. Personal checks are not accepted. ***A resident shall not receive funds through fund transfer services such as Western Union.***

A Resident Monitor shall issue a receipt for any money or employment checks turned over to him or her. Both the resident and the Resident Monitor shall sign the receipt. The Resident Monitor shall give the white copy to the resident for his records, the yellow copy is attached to the deposit, and the pink copy shall remain in the receipt book.

A resident's account may not fall below the minimum allowed account balance. **See Appendix A**

Once a resident's trustee account is established, a financial statement for his account shall be issued by the 15th of each month.

When requesting a special fund withdrawal to purchase property, a completed money request form and IOC shall be submitted and approved by the Property Clerk. If approved, the money request form shall be submitted by the Property Clerk to administration.

When requesting a special fund withdrawal for aftercare arrangements, and/or DPS issues, a completed money request form and IOC shall be submitted to the assigned probation office for approval. If approved, the money request form shall be submitted by the assigned probation officer to administration.

When requesting items for employment, submit your money request and IOC directly to the Employment Specialist. If approved, the money request form shall be submitted by the Employment Specialist to administration.

A resident may not have more funds in his possession than the allowed maximum. **See Appendix A**

Residents who do not have money for stamps can be advanced up to 5 stamps per month. Reimbursement of money for stamps shall be deducted upon money received for the resident. Residents with available funds are encouraged to purchase pre-stamped envelopes through commissary.

Upon discharge from the CRTC, a resident shall be issued a check for the remaining balance in his account after his financial responsibilities to the CRTC have been met. A resident who shall be traveling shall be allowed travel funds.

Furlough Funds

A resident may request funds for furloughs. Money Withdrawal Request Forms are due by each **TUESDAY at 10:00 PM**. Furlough funds are given out just before the resident leaves on his approved furlough. The resident shall sign the Furlough & Allowance Signature Form to receive his funds.

A resident may receive furlough funds over the maximum allowed if he provides a detailed explanation for the request and the Director or designee approves the request. Upon his return to the CRTC, the resident shall be required to return with any unspent money and receipts showing how the spent furlough money was used.

A Money Withdrawal Request Form shall be denied if it brings the resident's account below the minimum balance allowed. **See Appendix A**

A resident shall return any unspent funds to the Shift Supervisor at Central when he returns to the CRTC.

Lanyard and ID Replacement

Residents shall be responsible for the maintenance of their CRTC-issued lanyard and ID. Residents shall be charged \$5.00 for damaged or lost lanyards, and \$5.00 for damaged or lost facility IDs, regardless of the circumstances.

Weekly Allowance

An employed resident may request a weekly allowance. Allowance requests are due by each **Wednesday at 10:00 PM**. Unemployed residents shall not receive a weekly allowance.

An allowance request shall be denied if it brings the resident's account below the minimum balance allowed. **See Appendix A**

Weekly allowance funds shall be given out either late Sunday night or early Monday morning. The Director or designee shall approve allowance funds to be distributed earlier. The resident shall sign the Furlough & Allowance Signature Form to receive his funds.

For information regarding possible rent reduction, see Panel, Discharge Panel (7G).

Food

When residents are notified that a meal is ready to be served, they should form a single file line while waiting for their meals. Seating is not on an assigned basis and mealtimes should be as relaxed as possible.

Good eating habits are encouraged, but a resident is not required to eat all of the food served to him. A resident may not take extra food from the kitchen.

A resident may exchange or give away his food, but all residents should be aware that there are significant health issues when it comes to eating food provided by other residents. Eating food handled or partially eaten by other residents can expose you to any communicable disease that resident may have. To be safe, residents should avoid exchanging or giving away food.

A resident who reports late for his assigned meal shall receive an incident report for failing to report to a scheduled activity on time.

An employed resident who returns after the regularly scheduled mealtime shall have a late tray prepared for him.

A resident shall clean up any mess he makes while eating. A resident who leaves his immediate area dirty shall receive an incident report.

Special dietary needs of a verified medical or religious nature shall be addressed on a case-by-case basis upon a written request for a special diet by the resident. The Director or designee shall determine approval or denial of the request.

A resident restricted to a crisis room shall be served his meals in the crisis room. A resident confined to the sanction/restriction area shall eat his meal at the sanction/restriction area.

Grievances

Filing a grievance allows a resident to formally request resolution for unresolved issues including complaints of abuse, neglect, or exploitation. A resident with a grievance against a CRTC staff member shall first try to resolve the issue. If he is unable to resolve the issue informally, he may submit a grievance form. If a resident needs help completing a grievance form, a CRTC staff member shall help the resident.

Retaliation against a resident for using or participating in the grievance process shall not be tolerated.

Once a grievance form is received, the Director or designee shall investigate the complaint and issue a written response to the resident who filed the grievance within 5 working days. The Director shall be notified of all complaints against any staff member and shall keep all original grievances and resolutions on file.

Grievance forms shall always be available to a resident at any time. To get a grievance form, a resident should request one from the control station. The control station shall immediately supply the resident with as many grievance forms as he requests. A resident may only file one grievance form per person per incident.

The grievance form shall be filled out completely and then submitted to the grievance drop-box located outside of central control. Access to the forms placed in the grievance box is limited. The grievance drop-box shall be checked each work day.

A resident may appeal the finding of the supervisor or designee to the Director. The Director or designee shall review the matter and submit his/her findings in a written report within five working days of receiving the appeal.

A resident shall sign the back of the grievance and return it to the grievance drop-box upon receiving the grievance response.

Any grievance deemed to be false with the intent of embarrassing or harassing the individual named in the grievance shall result in the resident being considered for disciplinary action.

Head Count

Head count is used to track resident movement and presence. Every resident is Court ordered to be at the CRTC, and an unauthorized absence may result in new criminal charges being filed against the absent resident. The CRTC staff is required to monitor the presence and movement of residents both in and out of the CRTC. This requires frequent checks.

Head counts shall be conducted randomly throughout the day. Head counts during the day shall be announced over the intercom system. The overnight CRTC staff shall conduct silent head counts throughout the night.

Once a head count is announced, a resident is required to immediately go to his assigned bunk and stand next to it or sit on his bed until it is announced that head count has been completed. Once the staff member completes the count for your dorm, you may move around in the dorm only, until the entire count is cleared. Head count takes priority over privileges and recreation. However, residents in class, in an office visit, or residents already on the phone when head count is announced are to remain in that area until the head count is clear.

Inter-Office Communication (IOC)

A resident shall submit an Inter-Office Communication (IOC) to communicate with a staff member. IOCs should be placed in the IOC drop-box located in each pod. IOCs that are not signed or that are disrespectful shall be returned to the resident unanswered. An IOC without a resident's name shall be destroyed. IOCs written to the wrong person shall be returned with information as to whom the IOC should be sent to.

A CRTC staff member has up to 3 working days to answer an IOC from the time that he or she received it.

For problems with building maintenance, problems in your dorm, or basic living needs such as needing soap, please speak to a Resident Monitor.

A resident should submit an IOC to his assigned Counselor when needing to deal with personal issues or treatment issues.

A resident should submit an IOC to the CSR/Employment Specialist about any issues concerning his employment or CSR assignment, to the Property Clerk for issues relating to his property, to the Food Service Manger for any food or food service issues, and to the Administrative Assistant for any financial or commissary issues.

A resident who is having problems with a CRTC staff member should submit an IOC to that person's supervisor.

A resident shall send an IOC to his assigned RCSO (probation officer) with legal questions, needing to speak to an attorney, child support issues, furloughs, panel dates (7G), CPS, parole, identification, DPS issues and/or contacting your county's probation officer.

DO NOT send an IOC to the Director without first sending an IOC to the appropriate person to deal with your request.

Laundry

The CRTC shall provide linens and laundry detergent for each resident. However, a resident may bring in his own liquid laundry detergent. Unemployed residents may not use the washers and dryers after 7:00 PM so that employed and CSR residents may have adequate time to use them. Shoes may not be dried in a CRTC dryer; this is considered destruction of CRTC property. Residents shall follow laundry norms posted in laundry room.

Mail

An envelope should have only the recipient's name and address and a return name and address. Writing or drawings on the envelopes of outgoing mail shall result in the mail being returned to the resident. Incoming mail with writings or drawings on the envelope that are deemed inappropriate shall be returned to the sender.

A resident should put the recipient's name and address on the same side of the envelope as the postage stamp. The Post Office shall return mail that does not have the address and postage stamp on the same side of the envelope.

A CRTC staff member shall check the contents of outgoing mail envelopes before a resident may seal it.

Mail to or from a correctional facility and mail to or from a former CRTC resident shall not be allowed.

In order to control contraband, a resident shall open mail and/or packages addressed to him in the presence of a CRTC staff member. Incoming mail, outgoing mail, or mail in the resident's possession may be read, rejected, or confiscated as contraband if there is a legitimate interest relating to CRTC order or security.

A resident shall be notified if his incoming mail is returned, outgoing mail held, or his mail is confiscated as contraband.

When being released from the CRTC, a resident shall provide a forwarding address to the CRTC.

The address for receiving mail at the CRTC is:
3501 N HOLLY
LUBBOCK TX 79403-9725

Medical

A resident who needs emergency medical services should let the control station know immediately. A resident returning from the emergency room shall be placed in a crisis room until a member of the CRTC medical staff releases him.

A resident who needs non-emergency medical services shall complete a Sick Call Request form and place it in the medical drop-box. A resident who has submitted a Sick Call Request form but is away from the CRTC during Sick Call shall be seen upon his return to the CRTC.

A resident is financially responsible for the cost of all his medical care, which includes, but is not limited to, physicals, ambulance transportation, emergency room services, psychological care, psychiatric care, dental care, and all medications.

If necessary, a resident shall be approved for medical care through the CHCL clinics. Upon approval by the Director or designee, a member of the CRTC medical staff shall make an appointment for the resident.

If a resident wishes to see a private medical care provider, he shall be allowed to make an appointment with the private medical care provider after receiving approval from the Nurse or designee. The resident shall be required to take a CRTC medical referral form and the Alternatives to Narcotics letter to the medical care provider. The resident shall submit a furlough request form for the medical furlough to the Nurse for approval to leave the building.

If a resident chooses to see a private medical care provider for anything not deemed to be urgent by the CRTC medical staff, he shall lose his next furlough.

The CRTC shall provide transportation to all medical appointments for a resident unless the Director or designee approves other arrangements.

A resident who considers himself to be contagious, is suspected of being contagious by the CRTC medical staff, or is known to be contagious shall be restricted to a crisis room until a member of the CRTC medical staff releases him.

A resident who, for medical reasons, is restricted to a crisis room or unable to participate in his regular daily schedule shall be considered to be on "Sick Call."

A resident who misses any scheduled activity or requirement due to being on "Sick Call" or at a medical appointment is required to notify the instructor or facilitator and make up any work he missed. Credit for the missed activity or requirement shall not be issued until all the make-up work is completed.

Medications shall be stored in the medical office. "Keep on Person" medication shall only be allowed with prior approval by the Director or designee.

A resident shall sign or initial for a medication as he takes it.

Phase Panel

A resident is required to successfully pass the phase panel before he may promote to the next phase of the program.

The phase panel may include questions about the resident's probation, treatment, and classes. It may also include questions over CRTC rules and procedures. Also, the resident's *application* of the skills he is learning shall be an important topic covered in each panel.

To be scheduled for the phase panel for a specific week, a resident shall place his completed panel checklist in the drop-box by 8:00 AM on Monday. He shall also be in full compliance in order to promote to the next phase of the program.

Full compliance includes:

- Completed any assignments given by a previous panel
- Resolved all incident reports
- Completed any incident report sanctions
- Checklist fully completed by appropriate staff

The phase panel is held each Wednesday. The schedule for discharge panel shall be posted in the SSC class for the employment phases.

A resident may panel early if he has met the regular requirements along with not having a minor, moderate, or major incident report since the last panel. In addition, a resident may not have more than one written warning in order to be eligible to panel early.

When a checklist is denied, the resident may resubmit the checklist for the following week unless it is noted otherwise on the checklist.

Phase change becomes effective the Monday following panel.

If a resident fails the phase panel, he shall be advised of the reason(s) why by the panel chair.

Phase Panel Checklist Information

For each phase a resident is in, except Orientation, he shall have a checklist to complete. This is accomplished by completing all the tasks on the checklist and having a designated staff member sign for each completed task. Some tasks may be located in multiple sections, depending on which staff need to sign for completion. It is the resident's responsibility to make sure every required signature is on the checklist. Missing signatures shall result in the checklist being denied and the resident shall not be able to panel that week. Forging of signatures shall result in an incident report.

Each item on the checklist has a specific task to be accomplished, along with a required signature. For example, PC is the assigned primary counselor and SSC-F is the facilitator for the resident's SSC class (the purple book). Once the resident has completed a task on the checklist, he shall need to have the listed staff member sign it. The staff member may require the resident to present in class, write a paper, or complete some other assignment to demonstrate his knowledge of the material. A resident may not attempt to bully or intimidate a staff member into signing his sheet; this shall result in an incident report.

The majority of signatures shall come from the resident's primary counselor and class facilitators. Other required signatures include shift supervisors and the resident's probation officer. The following explains how to obtain signatures from each section.

Counselor/Class Facilitator – If the item relates to a task accomplished in class, the resident should ask the facilitator to sign the sheet that day. Any time the resident has a counseling session, he should have his primary counselor sign his checklist at the end of the session. A resident may not stop counselors or facilitators in the hallway or wait for them outside of their classes. If a resident is missing a required signature, he should send an IOC to the person he needs the signature from.

Shift Leader – When a resident needs a shift leader’s signature, he may attempt to get it when it is not busy at Central or the Pods.

RCSO – A residential community supervision officer shall sign a resident’s checklist only after all other required signatures have been obtained and the checklist is placed in the drop-box. The designated RCSO shall review the checklist and sign in the appropriate places if the resident is approved to panel.

Discharge Panel (7G)

Upon completion of eight work weeks, a resident can submit his Phase Panel Checklist to the panel box. The resident will meet with the Director or designee to review the resident’s progression in his treatment, workbook, and treatment plan. The Director shall review the resident’s Continuing Care Plan and approve if appropriate.

During the meeting, the Director will ask the resident questions that pertain to how he worked his program, what his plans are for when he is released, and about his relapse prevention plan.

The resident will receive a projected discharge date and if the resident is from Lubbock County, he will receive instructions on when he will attend Freedom Court.

The program is designed for residents to work a total of 16 weeks. Residents who have not received any incident reports **may** receive 13 work weeks. A resident that has received incident reports that are not of a major level **may** receive 14 work weeks. All situations will be handled on a case by case basis and the number of work weeks shall be determined by the Director or designee.

A resident may request that his rent be reduced during 7G. Factors under consideration will be if resident has requested a minimal amount of money for commissary, furloughs and/or allowance. The resident shall pay full amount of rent for a minimum of 9 work weeks. The possible amount of the rent reduction will be based on the need of the resident.

Probation Office Visits

Each resident shall be assigned a probation officer upon arrival at the CRTC. A resident’s probation officer shall meet with him at least once every other month. If a resident needs to see his probation officer before his next scheduled office visit, the resident should send his probation officer an IOC (Inter-Office Communication) explaining why he needs to meet sooner than his scheduled office visit.

Property

All residents’ property brought into the CRTC shall be approved and a count made by a CRTC staff member, not to exceed the maximum number allowed per the “Property Items Allowed” table (found in appendix). All approved items shall be appropriately labeled with resident’s name. Property in a resident’s possession that is not approved or exceeds the maximum allowed for the property item shall be removed and placed in the stored property area until discharge or arrangements are made to send home.

A resident shall not be allowed to receive property purchased by another resident’s family/sponsor/contact person.

A resident shall submit an IOC to the Property Clerk to receive property and/or approval for property to be brought to the Center. Any property not obtained within 30 days of the approval shall become void and a new approval request shall be made.

New Residents shall submit an IOC to the Property Clerk to receive approved property on the following their promotion to Self Discovery Phase (2).

The CRTC may limit or prohibit the type and amount of personal property brought into the CRTC. A resident may request property by completing an IOC and sending it to the Property Clerk. If approved, the resident may then contact the approved individual and arrange for delivery of the approved items. Contacts and family members may only bring property for the specified resident and not for another resident.

The CRTC or CRTC staff members are not responsible for a resident's property that is lost, damaged, destroyed, or stolen. A resident is required to be responsible for all of his personal property.

A resident shall keep all his property neatly stored and locked inside his locker. Tools and box cutters shall be given to the control station. Pairs of shoes are the only items that may be stored under a resident's bunk, and nothing may be kept under or inside a mattress. Shoes may not be dried in a CRTC dryer; this is considered destruction of CRTC property.

The CRTC does not accept donations of property by a resident or a resident's family.

The CRTC shall provide linens and laundry detergent for each resident. However, a resident may bring in his own liquid laundry detergent. A resident is allowed to bring in personal (new, in package) set of sheet. The sheets shall be a solid color, twin size set (1 fitted/1 flat/1 pillowcase). A new pillow may be purchased from the CRTC. NO personal pillows are allowed.

Resident will not work the business day prior to being discharged. EXAMPLE: Discharge Monday, you will remain in all day the Friday prior.

When a resident is discharged from the CRTC, he is responsible for the removal of his property from the CRTC. If a resident is successfully discharged, the resident shall contact Property Clerk no more than 2 days prior to discharge to settle all property matters. If a resident is unsuccessfully discharged, a resident shall have 14 days to arrange for the removal of his property from the CRTC. Property shall only be released to pre-approved contacts. Each resident shall provide the CRTC, in writing, with the name of the person to whom his property may be released. A resident's property (including money minus the amount for outstanding charges) left at the CRTC for more than 14 days may be disposed of by the Director or designee. If a resident is discharged from the CRTC for an unauthorized absence, his personal property shall be considered to be abandoned, and his property shall be donated to charity.

If a resident returning from furlough wants to bring **PROPERTY**, he must have an approved IOC with detailed items listed. Only five (5) items will be approved per furlough.

Wal-Mart

A resident's family may send the resident a Wal-Mart gift card if the Wal-Mart gift card is pre-approved by the Property Clerk, and only pre-approved items may be purchased with the gift card. The gift card shall be kept with the resident's property. When a resident in phases 2 and 3 who wants to use the gift card to purchase items, he shall send an IOC to the Property Clerk to set up a day and time to go to Wal-Mart. While at Wal-Mart, the resident shall follow the instructions of the Property Clerk.

To purchase items from Wal-Mart, a resident shall request money from his account for items he has already had approved by the Property Clerk. Receipts shall be kept for any purchases. A resident may not purchase items for another resident. If a resident does not have all the needed money to purchase the approved item, he shall need to put the item back and return to the Center. Soliciting money from other residents, customers and/or Wal-Mart employees is prohibited.

During a Wal-Mart trip, a resident shall comply with the same rules that apply to him as external movement such as CSR or employment.

Upon returning from furlough, a resident may bring five (5) items at one time. These items shall be listed on an approved IOC.

A resident may not use the restroom or fitting room while at Wal-Mart.

Residents in Self Discovery and Challenge to Change may be approved to shop at Wal-Mart every other month or as designated by the Property Clerk.

Residents in Self Control and above shall send an IOC to the Property Clerk requesting his Wal-Mart Card to take on furlough. The resident must have a detailed item list of no more than five (5) items on the approved IOC. The resident shall bring back the Wal-Mart Card, the receipt, and the purchased items, and turn them all into Central. A resident must have the required amount on his books prior to being allowed to take the card out on furlough.

A resident who receives a major IR will not be allowed to go to Wal-Mart with the Property Clerk.

Sanction Area

A resident sent to the sanction area may not chat with another resident, or leave the sanction area without permission from a CRTC staff member. A resident may not sit next to another resident restricted to the sanction area.

Telephone Use

An incoming call or message for a resident shall not be accepted unless it is from an employer or a family member with an emergency. ***Collect calls are not accepted.***

With permission, a resident may use CRTC staff phones for contacting his attorney, his county, Child Protective Services, the Office of the Attorney General, the warrants office, or other similar needs. A resident shall contact his RCSO to make these types of calls.

Upon reaching the appropriate phase, the administration shall activate a PIN to be used by a resident for making outgoing collect calls. To place a call using the resident phones, a resident should dial "0" and the number desired. The system shall direct the resident through the telephone calling process. For technical problems or for a resident's family to set up an account, the family may call Global Tel Link at 1-800-483-8314 or go to www.GTL.com. The CRTC code is 20359.

Television

A CRTC staff member has complete authority over any TV and may select the channel, volume, or whether the TV is on or off. Otherwise, residents may select the channel to watch by majority vote. Arguing or boisterous behavior may result in turning the TV off and/or a Dorm Norm violation issued to the appropriate resident(s).

Unauthorized Areas

A resident is not allowed in the following areas without a CRTC staff member's permission and direct supervision:

- staff offices
- administration area
- probation area
- medical office
- storage areas
- kitchen
- other residents' dorms or pods
- **RED LINE AREAS**

Visitation

Visitation allows a resident to maintain contact with family members and positive influences from the community. A resident becomes eligible for visitation the first Saturday after his promotion to the Challenge to Change phase.

Before someone shall be allowed to visit a resident, he or she shall be approved by the resident's RCSO and Counselor. To submit someone for approval as a visitor, a resident should list all of the person's information on a Visitor List form and send it to his Counselor. Information shall be mailed to all approved visitors informing them of the visitation rules and when they may schedule visits.

When a resident meets a person while he is in the CRTC and the resident wants the person to become a visitor, the person shall not be approved, unless approved by the Director or designee on a case by case basis.

The approved visitor shall call to schedule the visit between Monday through Thursday from 8:00 am to 4:00 pm and Fridays between 8:00 am to 12:00 pm. The phone number is 806-765-3349. ***The visitor has to leave a message with a phone number.*** The staff member will return the phone call to schedule the visit. The visitor ***MUST*** talk to a staff member.

A resident may only have a total of 4 approved visitors at any single visit; this includes infants and children. An adult visitor shall accompany anyone under the age of 17. Visits are conducted on Saturdays and Sundays from 9:00 am – 11:00am and 2:00 pm – 4:00 pm. Visitors must be present at designated time (9:00 am or 2:00 pm). All residents are allowed one two-hour session per month.

If the adult visitor fails to appropriately supervise the minor(s), a CRTC staff member may end the visit early. One visitor leaving so another visitor may enter during the same visit period is not allowed. Once a visitor leaves the CRTC building, that visitor may not reenter the building. Visitors may only enter or exit through the main door. Any visitor who is 17 years or older shall show valid photo ID at Central Control. All visitors shall check in and out with Central Control. No more than 40 visitors shall be allowed in the CRTC building at one time.

All visitors shall follow the rules and procedures of the CRTC including appropriate dress. Clothing or jewelry that display or suggest obscenity, are too revealing, have antisocial themes, or have drug oriented messages shall not be allowed. A visitor shall cooperate with any CRTC staff member. Each

visitor is subject to search and/or a metal detector scan. A visitor may not bring into the CRTC a cell phone, pager, purse, bag, baby carrier, food/drink or any item considered to be contraband or potentially harmful. Property for a resident shall not be accepted during Sunday visitation.

The use or possession of alcohol or other drugs on CRTC grounds is strictly prohibited. A visitor found in possession of alcohol or other drugs shall be barred from visitation and may be reported to local law enforcement. A visitor who appears to be under the influence of alcohol or other drugs shall not be allowed to visit. In addition, if the visitor operates a motor vehicle, he or she shall be reported to local law enforcement.

Visitation shall take place in a designated area, and CRTC staff shall monitor the visitation. Inappropriate physical contact between a visitor and a resident shall result in removal of the visitor from CRTC grounds. Inappropriate physical contact is anything beyond a brief hug and kiss at the beginning and end of the visit. A visitor may not smoke on CRTC grounds or participate in recreation activities. Food and beverages are not permitted during visits.

A resident is not allowed to accompany a visitor to his or her vehicle, and shall be strip searched upon the completion of each visit.

A visitor who fails to follow CRTC rules and procedures of the CRTC, or who fails to cooperate with a CRTC staff member shall be required to leave the CRTC grounds. A visitor who refuses to leave the CRTC grounds when told to do so may be removed by local law enforcement.

A resident shall be dressed appropriately during visitation. Sleepwear may not be worn to visits.

Children shall be supervised at all times. Unruly visitors (including children) shall result in the visitation being terminated.

Emergency Visitation

An emergency visitation may be granted due to a death in the resident's immediate family or other approved reason. The Director or designee approves emergency visitation on a case-by-case basis.

Appendix A

Fees & Prices

All prices are subject to change at any time without notice.

Books/Workbooks

Book Title	Type	Cost
Criminal Conduct and Substance Abuse Treatment	Required	\$33.00
Resident Handbook	Required	\$5.00
Various treatment workbooks may be required	As assigned	Between \$2.00 - \$25.00

Fees & Charges

Item	Cost
Pen	First one free
Pencil	First one free
Spiral Notebook	First one free
Deodorant	First one free
Razor	First one free
Shampoo	Free
Shaving Cream	First one free
Soap	Free
Toothbrush	Free
Toothpaste	Free
Room & Board including transportation and laundry fees	\$140.00 per week (\$20.00 per day) for employed residents
Laundry	\$10 per month for non-employed residents (to be paid upon employment)
Bus Pass	\$3.50 per pass (daily) for furloughs and job search
Resident ID	First one free, then \$5.00 each
Lanyard	\$5.00 replacement fee
Postage Stamp	Current USPS rate
CHCL Medical/Dental/Vision Visits or Procedures	\$25
Emergency Room Visits	Resident responsible for full payment directly to provider
Medical Visits or Procedures (Specialists/Hospital/PT)	Resident responsible for full payment directly to provider
Prescription Medication	Resident responsible for full payment directly to provider
UMC Prescription Medication	\$7.50

Amount Limits

Item	Limit
Hygiene Commissary	Up to \$35 per week
Non-hygiene Commissary	Up to \$35 per week for phases after Orientation
Furlough funds: 24 hours or less	Up to \$25 each
Furlough funds: 48 hour furlough	Up to \$50 each
Weekly allowance: unemployed resident	None allowed
Weekly allowance: employed resident	Up to \$25
Minimum account balance: unemployed resident	\$20
Minimum account balance: employed resident	\$200

Appendix B

Schedules & Times

Big Yard	
Daily Required Walk (Monday – Friday)	As scheduling permits/staff discretion 8:00 AM – 8:30 AM (Weather permitting)
Bunk/Free Time	
Monday through Thursday Friday Saturday/Sunday/Holidays	11:45 am – 1:00 pm; after 4:00 pm 11:45 am (after last class) After Chores
Computer Lab	
Daily	As scheduling permits/staff discretion
Chores & Duties Completed	
Monday through Friday Saturday, Sunday, & Holidays	8:00 AM 9:00 AM
CRTC Furlough Transportation	
Saturday	9:00 AM to 7:00 PM
Lights Out	
Sunday through Thursday Friday, Saturday, & Holiday Eves	10:30 PM 11:00 PM
Meals	
Breakfast Lunch Dinner	7:00 AM 12:00 PM 6:00 PM
Medication Call	
Daily	Posted outside medical
Property	
Tuesday Wednesday Thursday through Saturday	A Pod 8:00 AM – 3:00 PM B Pod 8:00 AM - 3:00 PM IOC Approval
Recreation Yard	
Daily	6:00 AM to 10:00 PM Weather permitting
Room 109 / 130	
Daily	With staff permission
Silent/Study	
Monday through Friday	4:30 PM to 5:30 PM
Showers	
Sunday through Thursday Friday, Saturday, & Holiday Eves	6:00 AM to 7:30 AM and 4:00 PM to 10:00 PM 6:00 AM to 8:00 AM and 4:00 PM to 10:30 PM
Sick Call	
Monday through Friday	9:30 AM to 10:30 AM
Television	
Daily	As scheduling permits/staff discretion
Visitation	
Saturday & Sunday	9:00 AM to 11:00 AM, 2:00 PM to 4:00 PM as scheduled
Wake Up	
Monday through Friday Saturday, Sunday, & Holidays	6:30 AM 6:45 AM

Appendix C

Property Items Allowed

Item	Number Allowed
Bath towels (white only)	2
Batteries	24
Belts	2
Body soap or body wash	3 bars or 2 bottles
Body powder	1
Book light	1
Bracelet (medical only)	1
Cap/Beanie	1
Clean & Clear facial cleanser	1
Coat, jacket or hoodie	2
Conditioner	3
Contact solution	2 bottles
Deodorant	2
Detergent (shall be liquid & non-bleach)	1
Dryer sheets	1 pack
Eye glasses	1 pair
Floss	2
Foot powder	1
Lotion	1 bottle
Nail clippers (no file) for fingers and toes	1
Luggage	2 bags
Pajamas	2 set
Pants and/or shorts	9 pair
Plastic hangers	10
Q-Tips	1 small package
Radio (not MP3 or iPod)	1
Razors (disposable)	2 packages
Religious book	1
Ring (wedding ring only)	1
Shampoo	3
Shaving cream	2
Shirts/Jerseys (color – long or short sleeve)	9
Shoes (includes boots and athletic shoes, shower shoes from CRTC not included)	3 pair
Socks	10 pair
Stamped envelopes	20
Sunglasses	1 pair
Sweatshirt and sweatpants set	1
Toothbrush	2
Toothpaste	2
Treatment books (self help books count)	2 given by counselors
Tweezers	1
Underwear (includes long john's)	12
Wash cloths (white only)	2
Wristwatch	1
White t-shirts	6

Appendix D

Contraband

Aerosol products of any kind	Laser Pointer
Alcohol and any product containing alcohol	Lighters
Altered or unauthorized clothing	Lotto and scratch off tickets
Altered or unauthorized property	Mace
Bandanas	Magazines unless given for an assignment
Baseball cards	Matches
Body/shower sponges or brushes	Medication not approved
Box cutters	Mind-altering chemicals
Bracelets	Movies
Cameras	Nail clippers (with file)
CD's	Necklaces
Cell Phones	Nightlights
Chemical Weapons	Non-approved electronic equipment
Cologne	Non-approved Jewelry
Computer devices	Pagers
Debit, Credit, and Phone Cards	Pencils (mechanical)
Dice	Pepper Spray
Drug look-alikes	Personal bedding
Drug paraphernalia	Personal DVDs
Drugs	Personal fans
Earrings	Personal VHSs
Electric/battery operated toothbrushes	Personally acquired newspapers
Electrical devices needing a cord	Photos (inappropriate content)
Extension cords/multi plug receptacles	Pornographic materials
Facility Batteries	Razor blades
Gambling paraphernalia	Removable teeth grills
Gel Pens	Scissors
Glue	Sewing materials
Gum	Sharp Objects
Guns	Stickers
Hair clippers	Studs or rings for any type of piercing
Headbands	Tank tops/muscle shirts
Heaters	Tattoo paraphernalia
Keys (other than approved work keys)	Tobacco products
Knives	Tools
Lamps	Toxic markers
	White out

Appendix E

Definitions & Descriptions of Services

Aftercare/Continuing Care Services – Research indicates that chances for successful sobriety and maintaining a pro-social lifestyle are greatly increased with the completion of aftercare services. Upon successful discharge from the CRTC, residents are required to complete aftercare. Lubbock County residents are placed on a specialized substance abuse community supervision caseload and shall attend and complete the Aftercare program.

Anger Management – A CB program focusing on the cost of anger and aggression and learning how to create new choices, as well as effective alternatives and practical skills that make it possible to stop aggression before it is too late.

Assertiveness and Values – A structured program designed to provide information regarding values, morals, ethics, and assertiveness. It includes ways to develop and strengthen personal values and morals, as well as effective assertiveness techniques.

Cognitive-behavioral programming – Much of the facility curricula is cognitive-behavioral (CB). CB emphasizes the important role of thinking in how we feel and what we do, such as our thinking controls our behavior.

Commitment to Change (C2C) – A CB program focusing on errors in thinking. The program defines and explores multiple thinking errors as well as realistic, practical ways to change our thinking.

Counseling – Residents are assigned a primary counselor upon admission. Counseling sessions are held at least once a month. Counselors shall assist in identifying specific issues to be worked on during treatment.

Criminal Conduct and Substance Abuse Treatment: Strategies for Self-Improvement and Change (SSC) – A CB program and our core curriculum that focuses on substance use and criminal conduct. It focuses on skills and tools to reduce relapse and recidivism, and to lead a meaningful and responsible life.

Elective treatment classes – A variety of treatment classes are offered to best suit your treatment and personal needs. These classes cover a variety of topics to help meet individual needs as well as increase pro-social skills.

Employability Skills – A structured program designed to provide information on the necessary skills and tools to obtain and maintain employment. Topics include resumes, budgets, contacting employers, interview skills, and work habits and attitudes.

GED/ABE Program – Access to General Educational Development (GED) and Adult Basic Education (ABE) classes shall be provided according to assessment.

Good Intentions – A CB program focusing on relapse and recidivism prevention, and the most common thinking errors that lead to trouble in the early stages of sobriety or release from the facility.

Healthy Living – A structured program designed to look at issues affecting healthy lifestyles. Topics include health, lifestyle balance, diseases and sexually transmitted diseases (including HIV/AIDS, Hepatitis, and Tuberculosis), nutrition, sleep, nicotine, and other related issues.

Leisure/Recreational Activities – All residents have access to structured and unstructured leisure and recreational activities. It is important that residents learn how to have fun while maintaining a sober pro-social lifestyle.

Library privileges – All residents have access to the facility Library.

Management Team – The management team is made up of the heads of the various departments. The members include the Director, Operations Manager, Program Manager, RCSO Supervisor, IT Administrator, SPC Education Coordinator, and Business Manager.

Parenting – A structured program designed on the non-judgmental premise that each parent is a good parent and wants to become better. It utilizes individual and group activities to reinforce positive interaction with their children and develop new ways to approach parenting.

Probation Officer/Residential Community Supervision Officer – While at the CRTC, each resident is assigned a Residential Community Supervision Officer (RCSO). The RCSO shall monitor the resident's compliance with the conditions of community supervision. Meetings are conducted with the CRTC RCSO. The resident's progress and behavior shall be reported to the referring officer.

Relapse Prevention – A CB program focusing on the tools needed to identify the pattern of relapse and ways to interrupt the pattern before a return to old ways of substance use and criminal conduct. A relapse prevention plan is completed during this class.

Relationships – A structured program designed to provide tools to build, strengthen, and maintain relationships. It includes teaching on how to improve relationships by taking responsibility for your own actions, discovering tools, and developing skills needed to make relationships work.

Religious Services – Residents have the opportunity to voluntarily practice the requirements of their respective faith. Residents may attend in-house religious meetings as available. For the use of religious resources in the community, see section on authorized leave.

Resident – A person on probation who has been court ordered to attend and complete a program at the Lubbock County Court Residential Treatment Center.

Social Skills/Problem Solving – Taken from an evidenced-based CB program, skills and techniques are discussed and developed regarding social skills and interactions, as well as problem solving skills.

Staff Member – Any member of the CRTC staff including contract staff and interns.

Appendix F

Phase Responsibilities

Orientation	Self Discovery	Challenge to Change	Self Control	Socialization	Community Responsibility	Reintegration
<ul style="list-style-type: none"> • Approximately 3 weeks • SSC Sessions 1-2 • Assessments-Counselor • Develop Treatment Plan (TP) • Assessments-RCSO • Handbook review • Program orientation • Education assessment • Meet with your counselor a minimum of once per week 	<ul style="list-style-type: none"> • Approximately 5 weeks • SSC Sessions 3-10 • Progress in TP • Complete the Master Profile • Increase pro-social skills • Reduce criminal behavior & rule violations • Develop and demonstrate new coping skills • Attend and participate in GED classes if assigned • Attend and participate in all assigned classes, including Social Skills/C2C and Healthy Living classes • Meet with your counselor a minimum of once per week 	<ul style="list-style-type: none"> • Approximately 6 weeks • SSC Sessions 11-20 • Progress in TP • Identify and challenge thinking errors • Increase pro-social behavior • Decrease rule violations • Develop new and improve existing coping skills • Attend and participate in GED classes if assigned • Attend and participate in all assigned classes, including Social Skills/C2C and Healthy Living classes • Meet with your counselor a minimum of once per week 	<ul style="list-style-type: none"> • Approximately 5 weeks • SSC Sessions 21-28 • Progress in TP • Challenge thinking errors • Gain self-awareness and take control of your emotions • Increase pro-social behavior • Decrease rule violations • Demonstrate improved coping skills • Attend and participate in GED classes if assigned • Assigned CSR • Attend and participate in all assigned classes • Meet with your counselor a minimum of once every two weeks 	<ul style="list-style-type: none"> • Approximately 5 weeks • SSC Sessions 29-35 • Progress in TP • Challenge thinking errors • Be in control of your emotions • Increase pro-social behavior • Decrease negative behavior • Decrease rule violations • Develop lifestyle balance • Self stress management • Implement coping skills daily • Begin Continuing Care Plan • Attend and participate in GED classes if assigned • Assigned CSR • Attend and participate in Employability Skills • Attend and participate in all assigned classes • Meet with your counselor a minimum of once every two weeks 	<ul style="list-style-type: none"> • Approximately 4 weeks • SSC Sessions 36-50 • Progress in TP • Challenge thinking errors • Be in control of your emotions • Demonstrate pro-social behavior • Decrease negative behavior • Decrease rule violations • Develop lifestyle balance • Self stress management • Practice coping skills daily • Continue work on Continuing Care Plan • Attend and participate in GED classes if assigned • Attend and participate in all assigned classes • Meet with your counselor a minimum of once every two weeks • Obtain and maintain full-time employment • Pay required CRTC fees 	<ul style="list-style-type: none"> • Approximately 12 weeks • SSC Sessions 36-50 • Complete TP • Challenge thinking errors • Be in control of your emotions • Demonstrate pro-social behavior • No rule violations • Develop lifestyle balance • Self stress management • Continue to use coping skills • Complete Continuing Care Plan • Implement a Relapse Prevention Plan • Attend and participate in GED classes if assigned • Attend and participate in all assigned classes • Meet with your counselor a minimum of once every two weeks • Maintain full-time employment • Pay required CRTC fees

Phase Privileges

Orientation	Self Discovery	Challenge to Change	Self Control	Socialization	Community Responsibility	Reintegration
<ul style="list-style-type: none"> • Watch TV • Watch movies • Outdoor recreation • Weight room privileges • Mail privileges • Commissary, hygiene only • Library privileges 	<ul style="list-style-type: none"> • Watch TV • Watch movies • Outdoor recreation • Weight room privileges • Mail privileges • Commissary • Library privileges • Approved Personal radio • Computer Lab privileges • Street clothes 	<ul style="list-style-type: none"> • Watch TV • Watch movies • Outdoor recreation • Weight room privileges • Mail privileges • Commissary • Library privileges • Approved Personal radio • Computer Lab privileges • Street clothes • Phone use • One 2-hour visit per month 	<ul style="list-style-type: none"> • Watch TV • Watch movies • Outdoor recreation • Weight room privileges • Mail privileges • Commissary • Library privileges • Approved Personal radio • Computer Lab privileges • Street clothes • Phone use • One 2-hour visit per month 	<ul style="list-style-type: none"> • Watch TV • Watch movies • Outdoor recreation • Weight room privileges • Mail privileges • Commissary • Library privileges • Approved Personal radio • Computer Lab privileges • Street clothes • Phone use • Visitation privileges • 4-hour furlough every other week based on compliance and probation team approval 	<ul style="list-style-type: none"> • Watch TV • Watch movies • Outdoor recreation • Weight room privileges • Mail privileges • Commissary • Library privileges • Approved Personal radio • Computer Lab privileges • Street clothes • Phone use • Visitation privileges • 8-hour furlough every other week based on compliance and probation team approval • After 7G one 24-hour furloughs based on compliance and probation team approval • After 7G one 48-hour furlough based on compliance and probation team approval 	

Relapse Phase Responsibilities

Orientation	Booster	Skill Building	Reintegration
<ul style="list-style-type: none"> • Length determined by treatment team • SSC Sessions 1-2 • Assessments-Counselor • Develop Treatment Plan (TP) • Assessments-RCSO • Handbook review • Program orientation • Meet with your counselor a minimum of once per week 	<ul style="list-style-type: none"> • Length determined by treatment team • SSC Sessions to prepare for Skill Building • Progress in TP • Increase pro-social skills • Challenge thinking errors • Reduction in criminal behavior & rule violations • Develop & demonstrate new coping skills • Identify & challenge criminal thinking errors • Increase pro-social behavior • Meet with your counselor a minimum of once per week 	<ul style="list-style-type: none"> • Length determined by treatment team • SSC Sessions 21-35 • Progress in TP • Challenge thinking errors • Gain self-awareness and take control of your emotions • Increase and demonstrate pro-social behavior • Decrease negative behavior • Demonstrate improved coping skills • Attend and participate in all assigned classes • Be in control of your emotions • Develop lifestyle balance • Practice coping skills daily • Begin working on Continuing Care Plan • Assigned CSR, when needed • Meet with your counselor a minimum of once per week 	<ul style="list-style-type: none"> • Length determined by treatment team • SSC Sessions 36-50 • Complete TP • Challenge thinking errors • Be in control of your emotions • Demonstrate pro-social behavior • No rule violations • Develop lifestyle balance • Self stress management • Continue to use coping skills • Complete Continuing Care Plan • Obtain and maintain full-time employment • Pay required CRTC fees • Implement a Relapse Prevention Plan • Meet with your counselor a minimum of once every two weeks

Relapse Phase Privileges

Orientation	Booster	Skill Building	Reintegration
<ul style="list-style-type: none"> • Watch TV • Watch movies • Outdoor recreation • Weight room privileges • Mail privileges • Commissary, hygiene only • Library privileges 	<ul style="list-style-type: none"> • Watch TV • Watch movies • Outdoor recreation • Weight room privileges • Mail privileges • Commissary • Library privileges • Approved Personal radio/CD player and CDs • Computer Lab privileges • Street clothes • Phone use (after 1 month at CRTC) • Visitation privileges (after 1 month at CRTC) 	<ul style="list-style-type: none"> • Watch TV • Watch movies • Outdoor recreation • Weight room privileges • Mail privileges • Commissary • Library privileges • Approved Personal radio/CD player and CDs • Computer Lab privileges • Street clothes • Phone use (after 1 month at CRTC) • Visitation privileges (after 1 month at CRTC) • 4-hour furlough every other week based on compliance and probation team approval (after 2 months at CRTC) 	<ul style="list-style-type: none"> • Watch TV • Watch movies • Outdoor recreation • Weight room privileges • Mail privileges • Commissary • Library privileges • Approved Personal radio/CD player and CDs • Computer Lab privileges • Street clothes • Phone use • Visitation privileges • 12-hour furlough every other week based on compliance and probation team approval • 2 24-hour furloughs based on compliance and probation team approval • 1 48-hour furlough based on compliance and probation team approval

Appendix G

JOB SEARCH GUIDELINES AND EXPECTATIONS

1. Residents will schedule and route their search in such a way to adhere to all Job Search Guidelines & Expectations (includes staff directives).
2. Residents must submit for approval an itinerary (Employer Contact Sheet) to the Employment Coordinator before they will be allowed to leave the facility.
3. Residents are required to have the Contact Sheet filled out completely to verify date and time of contact.
4. Residents must be present and available for pick up at the Citibus Downtown Job search will begin at 9:00 AM Tuesday through Friday. You must be at the Transfer Plaza no later than 5:00 PM. On Monday only, job search will be from 11:00 AM to 5:00 PM hours.
5. Residents shall not have contact with family or friends while on job search. Contact should be limited to only individuals directly related to obtaining employment in your approved vocation.
6. Shall not behave in any manner that could be considered inappropriate by the facility staff and/or the general public.
7. Shall not take any items out of the facility, EXCEPT: DL, SS card, ink pen and glasses if needed.
8. Shall not accept employment under any circumstances without prior approval from the Employment Coordinator.
9. Shall turn in Contact Sheet to employment coordinator each morning.
10. Shall use telephone to call the facility for pick-up. Will not use cell phones.
11. Shall not smoke or dip while on job search.

Appendix H

EMPLOYMENT GUIDELINES AND EXPECTATIONS

1. Will turn in a copies of check stubs or time sheets to verify hours worked.
2. All monies from employment must be turned in to the Facility immediately at the end of each pay period.
3. Residents will not leave the job site, doing so is considered absconding.
4. Residents may not change job sites without notifying the Facility.
5. Under no circumstance will you enter a private vehicle or be transported by anyone other than facility vehicle without prior approval.
6. Residents shall avoid contact with family or personal friends while at employment, going to and from employment or while riding Citibus.
7. Residents shall not conduct personal business during employment hours.
8. Residents shall not engage in any prohibited behavior at place of employment.

9. Residents shall treat co-workers, supervisors, and the general public with courtesy and respect at all times.
10. The use of obscene or other offensive language and/or gestures in public or at the work place will not be tolerated.
11. Residents must inform the Employment Coordinator of any changes in their status of employment (e.g. termination, etc.).
12. ***If injured on the job***, report it to your immediate supervisor and follow the employer's medical injury policy, including treatment policy. It is the responsibility of the resident and his employer to notify the facility of an on-the-job injury as soon as possible.
13. Residents will monitor bus passes so that a new pass can be requested before the old bus pass expires. Bus pass for furlough may need to be purchased separately.
14. Residents will not drive any personal or company vehicles.
15. Residents will not become financially obligated (e.g., company or personal loans, purchases not preauthorized by the CRTC.)
16. Any monies in a resident's possession must be from the employment allowance.
17. Any schedule changes and requests to work beyond scheduled hours must be made by residents' supervisors. Any such changes or requests must be made at least one hour in advance. If such notice has not been given, residents must leave at the scheduled time.
18. Residents will not terminate employment without prior authorization from Employment Coordinator.
19. Resident must immediately return to the facility when not scheduled to work with no deviations. All schedules and changes must be pre-approved by the Employment Coordinator.
20. Resident must turn in a work schedule each week for the following week. If schedule is not turned in you will not be permitted to leave the facility.
21. Resident cannot work more than 48 hours per week unless given permission by the Director or designee.
22. Resident must work 35 hours or more per week (less hours is considered part time).
23. Resident cannot be on break for more than one hour per day. If not needed for more than one hour, must call the facility for instructions.
24. Resident will not use any telephones. No personal phone calls while at employment.
25. Resident may not accept work with the following: Any job handling cash, any job where alcohol is served, no temporary job, no job in occupied residences or a job that works for commission unless given approval from the Director or designee.
26. Random drug testing may take place at your employment site. If you cannot provide a urine sample within a reasonable amount of time you will be transported back to the facility.
27. Mandatory treatment class on either Monday or Tuesday will be assigned by the Assistant Director of Programing. Inform your employer.

Appendix I

CSR CONTRACT

1. Will not smoke or dip while enroute to or from, or while at a CSR site.
2. Will not use any telephones.
3. Will not drive any vehicles. Will not sit in, retrieve, or remove items from a privately owned vehicle.
4. Will not take anything that does not belong to you.
5. Will not accept or bring contraband or gifts back into the facility. Any items you bring back will be considered contraband.
6. Will wear facility issued CSR shirt and durable shoes or boots at all times.
7. Will be responsible for facility identification card.
8. Will not take any unnecessary risks. Safety first!
9. Will be searched before and after CSR.
10. Will not have any visiting of any kind at CSR. No contact with family members, friends, or acquaintances.
11. Will remain at the CSR site at all times. Leaving the CSR work site without permission is considered absconding.
12. Will not sleep at the CSR site.
13. Will not initiate or encourage romantic relationships at CSR.
14. Will not behave in any manner that could be considered inappropriate by facility staff or general public. Examples: horse playing, fighting, being disrespectful, using vulgar or indecent language or gestures, etc.
15. Will schedule a time with the kitchen manager or supervisor to attend orientation in the kitchen.
16. Will be scheduled for kitchen duty even though I am scheduled for phase panel.
17. Will be tested (if you have not been) by medical staff for kitchen duty.
18. Will immediately report injury to site supervisor.
19. CSR Coordinator will escort the resident to the property office for a green and orange shirt and a facility coat if needed.
20. CSR is assigned during Self Control and Socialization phases. Every resident is required to do CSR as assigned by the CSR Coordinator and not by the hours assigned from the COJ. Failure to complete assigned CSR may result in the resident being held back in the program to complete the days assigned to CSR and missed.

Dorm Norms

1. Follow proper hygiene; includes wearing clean clothes daily. (See procedures)
2. Be respectful/considerate of all residents and staff.
3. Wash your linens at minimum one time per week.
4. Bed must be made, locker straightened and shoes stored at all times when not in use.
5. Earphones may be used after lights out, so long as it does not interfere with the sleep of others.
6. Sleepwear, including do rags and house shoes, may be worn in the pod area only.
7. Horseplay is not allowed.
8. Keep the noise level low.
9. Quiet when lights are out.
10. NO SLAMMING DOMINOES or any game pieces.
11. You are only allowed in your alley.

Daily Routine

1. Complete all assigned chores on time and maintain throughout the day.
2. Clean / pick up after yourself.
3. Last wakeup call 6:25 am.
4. For headcount STAND by your bunk.
5. Showers shall be completed no later than 6:45am.
6. Employed and CSR early kitchen workers are allowed to take a shower after their shift.
7. If you shower after 6:45 am, you are responsible for cleaning the shower used.
8. Once head count is clear in your dorm, all residents will need to complete their chores by 7:00am.
9. After breakfast and before assigned classes, if the dorm and facility details are complete, you may lay in your bed.
10. Your bed will need to be properly re-made as SOON as you get up.

Laundry Norms

1. Badge must be turned in to Pod Control to enter Laundry Room.
2. **DO Not** remove clothes from Washer or Dryer that does not belong to you.
3. Estimated Laundry times: Washer **30 Mins**/Dryer **70 Mins**.
4. Laundry is **Your Responsibility**; make sure you manage your time wisely and be considerate of others when doing laundry.
5. Completed laundry shall not be left unattended during free time.
6. Shoes are not allowed in the dryer.
7. Clean the filter after every use.

8. Laundry facilities are reserved after 7:00 PM for residents who worked or did CSR that day.
9. Any damage or abuse shall be reported to staff.
10. Clean / pick up after yourself.

GROUP/CLASSROOM EXPECTATIONS:

1. No disruptive or distracting behaviors.
2. Be respectful towards staff and peers.
3. Keep information that others may share, confidential and to yourself.
4. Be on time.
5. Participate appropriately in all activities and assignments.
6. Missing class/group is unacceptable.
7. Have all assignments completed and ready to turn in on time.
8. If you are asked to leave the class, please do so immediately without incident and report to Central.
9. Head phones are not allowed in the classroom.

DINING ROOM ETIQUETTE:

1. One tray or sack lunch per person.
2. Clean up the area where you ate.
3. Keep your voice level lowered.
4. All food/drinks/condiments shall remain in the dining room.

DINING ROOM GAMES:

1. Slamming dominoes is prohibited.
2. Gambling is prohibited.
3. Follow instructions of the staff.

Front page of furlough request example

Back page of furlough request example

NOTICE

Written complaints regarding this program may be directed to:

THE TEXAS DEPARTMENT OF CRIMINAL JUSTICE
COMMUNITY JUSTICE ASSISTANCE DIVISION
PO BOX 12427
AUSTIN TX 78711-2427

STUDY TIME INSTRUCTIONS

- 4:30 pm thru 5:30 pm Monday thru Friday
- Residents shall be sitting and studying or reading a book
- There will be NO sleeping
- All residents shall be quiet
- Participation is required
- Failure to participate or follow these instructions may result in an IR for violation of rule number 14
- You can listen to music with headphones

CSR RESIDENTS

- If you participated in CSR that day and are just getting off your assignment during study time, you will need to ask the RM for permission to take a shower during study time
- If you had time to shower but chose not to prior to study time, then your request to shower during study time will be denied. You will have to shower after study time is over.

EMPLOYED RESIDENTS

- You do not have to participate in study time
- You will be required to be in your dorm
- You will need to be quiet
- You may sleep

Thanks,

Val

11/23/15