

**Lehigh County
Department of Corrections**

Community Corrections Center

**1600 Riverside Drive
Bethlehem, PA 18016
610.778.5328**

HANDBOOK

1.2018

Lehigh County Department of Corrections
Community Corrections Center

Resident Behavior Expectation

- Read and understand the expectations outlined in the Resident Handbook
- Be respectful in all of your communications with staff, and follow directions given by staff
- Physical violence or threats of same will not be tolerated
- Compliance with individually-prescribed program plans is required
- Involvement in group protests of any type or size will not be tolerated

Introduction:

Welcome to the Lehigh County Community Corrections Center (CCC). The CCC is a minimum security facility designed to assist residents with their reentry into society. Your placement in this facility assumes that you are capable of adapting to a group setting and that you will be considerate of other people and the common living space you share. Your success or failure in the facility depends on your commitment to your goals and your ability to abide by established rules and regulations.

The staff will assist you in identifying goals that will help you make a successful reintegration into the community. Maintaining employment, securing a home plan, and re-establishing relationships with family and friends are some of the important goals that can be accomplished. It is your responsibility to set and accomplish your goals. Staff has the responsibility of assisting and encouraging you through the process.

Each resident establishes reentry goals, and incorporates them into a reentry plan with their Case Manager. When a resident adheres to program rules, participates in required activities, and begins accomplishing his or her reentry goals, he or she may move forward through the levels of earned privileges. Level movement is based upon the resident's performance, the case manager's recommendation, and the treatment supervisor's approval. Some residents move through the levels very rapidly and others take longer, but advancement is expected.

Violations of any rule, regulation, or directives outlined in this handbook will result in sanctions, loss of privilege level or reclassification to LCJ. If you are reclassified to LCJ, you may be the subject of disciplinary proceedings per policy of the Lehigh County Jail.

The sections of this handbook are broken down alphabetically to make retrieval of information easier however you are encouraged to read the handbook in its entirety.

Arrival:

Upon your arrival at the CCC you will be assigned to a housing unit and a bed. You may not change this assignment without approval of the Warden or her designee.

You will be issued (1) pillow, (1) mattress, (2) sheets, (1) pillowcase, (1) blanket, (1) towel, (1) cup and (1) combination lock. You will sign for these items and are responsible for their return. If facility issued items are lost or damaged, you will be charged the cost to replace them.

Your belongings can be dropped off between the hours of 0900 and 2000 Monday – Sunday within the initial 7 days of your arrival.

Case Manager:

You will be assigned to a case manager when you arrive. Within 3 business days of arrival, your case manager will conduct an intake with you. The intake will determine if you will be enrolled in programs, seeking employment, or a combination of both. Your beginning level of privileges will also be determined from this assessment. Your case manager is your main point of contact while you reside at the CCC. All requests should be addressed to your case manager unless you are instructed otherwise.

Sexual Abuse/Harassment Prevention and Intervention

The Lehigh County Community Corrections Center has a zero tolerance policy toward resident sexual abuse and/or harassment. While you are residing at this facility, no one, neither resident nor staff member, has the right to sexually harass you or pressure you to engage in sexual acts regardless of your age, sexual orientation, size, race or ethnicity. You have the right to be safe from unwanted advances and acts. Any sexual acts between residents and staff, whether consensual or not, is illegal.

Confidentiality:

If you are a victim who has reported sexual abuse/harassment, your identity and the facts of the report itself shall be limited to those who have a need to know in order to make decisions concerning your welfare and for investigative purposes.

What to do if you are victimized:

Report the incident immediately to a staff member. Staff will separate you from the abuser and will support and further assist you. You do not have to name those involved; however, the more specific your information, the easier for staff to help you. You will receive protection whether or not you have identified your attacker or agreed to testify against them.

Even though you may want to clean up, it is important to see medical staff before you shower, wash, brush your teeth, drink, eat, change clothing or use the bathroom. You will be provided medical treatment to assess you for injuries and ensure that you receive appropriate care. You will also be checked for sexually transmitted diseases. We will see that you are provided counseling if you request it.

How to report an incident:

You can tell an officer, sergeant, case manager, nurse, or any other staff member that you trust. You may use a request slip, sick call slip, or write a letter. You can contact a family member or friend and have them contact us.

Understanding the Investigative Process:

Once reported, the Lehigh County Department of Corrections will conduct an internal investigation. The purpose of the investigation is to determine the nature and extent of the misconduct. You may be asked to give a statement. If criminal charges are brought against the offender, you may be asked to testify during criminal proceedings.

Counseling Programs:

Crisis counseling, coping skills, and mental health counseling are all available to you. Most people need help to recover from the emotional effects of sexual assaults/harassment. If you have been the victim of sexual assault/harassment, recently or in the past, staff is available to counsel you.

Remember:

- The Department of Corrections will investigate all reported incidents of sexual assault/harassment.
- If you are a victim, report it immediately.
- Do not accept gifts or favors from others. Most come with strings attached to them.
- Do not accept an offer from another resident to be your protector.
- Be alert
- Be direct and firm if others ask you to do something you do not want to do. Do not give mixed messages to other residents regarding your wishes for sexual activity.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, self-help programs, or religious services.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to a staff member.

Residents with Disabilities

We make every effort to accommodate the needs of residents with disabilities as defined by the Americans with Disabilities Act or Federal Rehabilitation Act and their regulations.

Housing Units

You will be provided a bed, mattress, and a locker. You are not permitted to change your bed assignment without permission of the Warden or her designee. You will be issued a combination lock for use on your locker. No personal combination locks or padlocks will be permitted. You are required to remain in your assigned housing unit between the hours of 2300 and 0430 with the exception of going to or coming from work or summoning help as the result of an emergency. After 2330 hours, playing cards in the aisle, roaming the pod, etc. is not permitted and may result in disciplinary action.

You are responsible for the cleanliness and good housekeeping of your areas. Beds are to be made by 0800 hours (unless you work second or third shift) and clothes properly stored. Housing units will be inspected daily. Searches will be conducted whether you are present or not.

You are not permitted to have any articles such as your cup, toothpaste, miscellaneous papers, shampoo, etc., stacked beside or underneath your mattress. Nothing shall be hung from the bottom of the top bunk. Nothing is to be stored on the top of your locker. Nothing is to be attached to locker door, top, or side panels.

Your laundry bag (optional) and wet towel may be hung on the end of the bed frame. Only a pair of shower shoes is to be placed under your bunk. All of your property, with the exception of these articles, must be kept in your locker. Clothing and linens found to be improperly stored or used will be confiscated and not returned.

Inappropriate pictures (center folds, polaroids, anything displaying nudity) are not permitted. Pictures from magazines may not be removed and posted. Questionable items that are posted will be removed at the discretion of the Warden or her designee and disciplinary action may be taken.

Clothes lines of any type are not permitted on the bed frames. Blankets, sheets, towels, etc. are not to be used as curtains around beds.

Showers are off limits between the hours of 2330 and 0400. Only residents returning from work after 2300 hours may use the showers between the hours of 2330 and 0400.

Pay phones and collect call phones are located in each dayroom. Phones are off limits to residents between the hours of 2330 and 0430. Any problems with the phones should be brought to the staff's attention.

Cell phones are not permitted in this facility. If you had a cell phone in your possession when you were committed to LCJ, and it was sent here when you were transferred to the CCC, it needs to be removed from the facility when your property is dropped off. If you are caught in possession of a cell phone within the facility, the phone will be confiscated and not returned to you. You will be returned to LCJ and misconduct may be issued.

Laundry equipment is located in each housing area. You are required to provide your own laundry supplies (pods only and may not contain bleach). After using the laundry room equipment, you are required to clean the area. Any equipment problems should be reported immediately to staff. Laundry room hours are from 0430 - 2330 daily. Any clothing articles found in the laundry room after 2330 hours will be confiscated.

All housing units have assigned workers to maintain the cleanliness of the sleeping area, dayroom, laundry and bathroom. These individuals are compensated for their work by the authorization of additional leave time outside the facility. If interested in working as a Pod Worker, submit a request to the Treatment Supervisor.

Residents may be assigned daily cleaning assignment duties. Failure to complete your assigned duty will result in disciplinary action. Any resident refusing to work will result in disciplinary action. Cleaning supplies are available upon request.

Dining Area

A dining area is located on both the male and female areas of the facility. Meals are provided by the jail. Microwave ovens are available for your use. You are required to clean the area you have used immediately after eating. The vending machines in the area may only be used during the meal periods and designated times. The dining room/vending area is closed between the hours of 2230 and 0430 daily.

You are not permitted to bring any food items into the facility. Meals are provided by the jail while you are in the facility. Announcements will be made when specific housing units are to report to the dining room for meals. You must report with your ID when your housing unit is called. Headset/ear pieces for walkman type radios may not be worn in the dining room. If you are not in the facility during the designated meal times, you are expected to eat while you are in the community.

All meals must be eaten in the dining room. Food trays/lunch bags found outside the resident dining room will be considered contraband and confiscated. If you are caught in possession of county issued foods in your housing unit you will lose your level of privileges.

The meal times are as follows:

Breakfast - 0430-0615

Lunch - 1130-1200

Dinner - 1800-1930

- o All residents will be locked down daily for dinner between the hours of 1715 and 1900 hours.

Employment

We reserve the right to determine the appropriateness of any employment.

If you are arriving to the CCC with employment and you reported that information on your preliminary information forms, the Employment Case Manager will meet with you within one business day of your arrival here. If you are recommended job hunting by your case manager, orientation is typically held on Fridays or Mondays each week.

In order to start working, the employment case manager must have full details of your employment including your schedule. Residents at the CCC are required to work at least 25 hours a week and no more than 65 hours a week. Each shift must be at least 4 hours but cannot exceed 16 hours. Residents are also not permitted to work split shifts. Residents are required to have a minimum of 12 hours from the end of one shift to the start of the next scheduled shift. Temporary schedule changes must be called in by an authorized supervisor to the officers at 610.778.5328 or faxed to 610.882.9861. Permanent schedule changes must be approved by the Employment Case Manager.

Employed residents have 2 ½ hours to get to work and 2 ½ hours to return from work. You are required to report to work and back to the facility on time. If there is a problem in that you will be reporting late to either location, you are to call the facility at 610.778.5328 and your employer to report the problem.

In the event that you do not work for any reason (illness, weather, no work, etc.), you are to immediately submit a written request to the Employment Case Manager as to why you did not go to work. In the event you return to the facility prior to your normal quit time, you are to immediately submit a written request to the Employment Case Manager indicating the reason (weather, illness, equipment breakdown, no work, etc.) as to why you returned early. If you do not report to work due to illness, you are required to contact your employer prior to your scheduled arrival time. It is not the responsibility of the Employment Case Manager to contact your employer. If you become ill during your work shift and are unable to work, you are to return directly to the CCC. You may not go directly to a doctor or hospital without receiving approval from the Warden or her designee first.

In the event that you are laid off or fired from your employment, you are to return to the CCC immediately and notify the employment case manager via request slip. If you are laid off, you may be placed on the job hunting list to seek alternate employment. If you are fired due to your own actions, disciplinary action, including a possible reclassification to LCJ, will be taken.

Self-employment:

Self-employed residents must produce the following documents prior to being considered for self-employment: business license, state contractor ID# (if applicable), liability insurance, proof of current work (contracts), and taxes for said business. If the self-employment is approved, a rigidly structured schedule will be required.

Changing employment:

You are permitted to change your employment while you reside at the CCC as long as the new job opportunity is an improvement over your current employment (i.e. better position, working conditions, salary, benefits, etc.). However, you will need staff approval prior to the change in employment. Once you are given authorization, you will be required to submit your two weeks notice. If you change your employment or quit your job without staff authorization, you will receive disciplinary action.

Layoff policy:

If you are laid off from your job, you will be placed back on the job hunting list for the remainder of your job hunting days. The Employment Case Manager will review your job seeking effort if you exhaust your time. If you have earnestly been seeking employment, your job hunting status can be extended. However, if you have not been seriously looking for employment, you may be reclassified and returned to Lehigh County Jail (LCJ).

Paychecks, Direct Deposit and Money Orders:

Once the Employment Case Manager confirms your employment, your employer will be instructed to mail your paycheck to the CCC. If a paper check (payroll or business, not personal) is a payment option, your paycheck is required to be mailed to the facility. Paychecks are processed on Monday morning. Checks received after this time will be processed the following week. In the event that your employer has mistakenly issued your paycheck to you, you must turn it into the officers the same day you receive it. If you fail to hand the check in or you cash your check without authorization from staff, disciplinary action will be taken. If you are caught attempting to set up direct deposit with your employer without authorization from staff, disciplinary action will be taken.

All residents will be authorized to keep their first paycheck from their employer.

You are only permitted to hand in money orders if you meet one of the following criteria: you entered the CCC with gainful employment and direct deposit has already been established prior to incarceration, you are working as a server or bartender and rely on tips, direct deposit/pay card are the only payment options your employer provides.

Requests for a rent reduction should be addressed to the Warden. Any reduction will be based on documentation of a financial problem. Copies of current bills and lease will be required in order for the request to be considered.

The following amounts will be deducted from a weekly paycheck. Amounts will be doubled for a biweekly paycheck:

- | | |
|--------------------|------------------------|
| 1. Room and Board | \$105.00 (\$15.00/day) |
| 2. Child Support | Amount per court order |
| 3. Costs and Fines | \$35.00 |
| 4. Cable | \$1.00 |
| 5. Laundry | \$4.00 |
| 6. Urinalysis | \$3.00 |
| 7. Total | = \$148.00 |

You will always receive no less than \$50.00 back from us if you are paid weekly and \$100.00 back if you are paid biweekly.

If you have a wage attachment for child support and/or costs and fines, you must turn in a copy of your paystub the first time your employer deducts money for this reason otherwise we will make the same deduction.

Written Communication with Staff:

Request slips, located in the hallway outside of the treatment department, are to be used to request a meeting with your case manager, to request authorization to attend an appointment, and/or to request a furlough or church pass. Request slips not filled out properly will not be considered. Request slips are to be submitted before 0730 hours (Monday-Friday). Request slips submitted after 0730 hours will be processed the next business day. Completed requests are not to be given to an officer. Completed request forms are to be dropped in the request bin located outside of the treatment department. Residents are not permitted to submit or retrieve requests on behalf of another resident.

If you are requesting authorization to leave the facility for any purpose other than confirmed employment (for example, dr. appt., counseling appt., furloughs, etc.) you must complete a resident request form for each appointment giving all pertinent information. All resident requests must be submitted two business days (Monday-Friday and does not include holidays) in advance of the appointment. If approved, your case manager will issue you a travel pass that must be signed by a representative at your destination. Completed travel passes must be submitted in the request bin upon your arrival to the CCC.

Birth request:

A request to be present for the birth of your child will be considered. You must submit a request to the Warden containing the following information:

- Name of significant other
- Name and address of hospital where delivery will occur
- Name and phone number of physician
- Estimated delivery date

Funeral request:

A request to attend the viewing/funeral of an immediate family member (spouse, parent, sibling, child, and grandparent) will be considered. You must submit a request to the Warden containing the following information:

- Name of deceased and relationship
- Name, address, phone number of funeral home
- Date and time of services

This only applies to services in Pennsylvania. Authorization to attend out of state services can only be granted by your sentencing judge.

Verbal communication with staff:

You are not permitted to loiter in the hallway outside of the administrative offices, treatment department, or front control. If you need to meet with a case manager, please submit a request (refer above). You are only permitted to enter the administrative, treatment, and front control areas if you are called and instructed by staff to enter.

At no time are you permitted to call your parole officer or sentencing judge without authorization from the Warden or her designee. At no time are you permitted to call the personal residence of any Department of Corrections staff member. At no time are you permitted to call CCC staff unless there is an absolute emergency or you have been instructed to do so.

Failure to comply with any of the above listed rules will result in disciplinary action.

Property and Clothing

The County of Lehigh shall not be responsible for any items which are lost, stolen, or damaged.

Upon arrival to the facility, you will be required to complete a personal property release form, providing two names of individuals who will be authorized to pick up your personal effects in the event that you are removed from the program. You will have ten days from the date you are returned to the jail to have your personal property removed from the facility. Unclaimed property will be discarded or donated to charity.

If you choose to escape from the CCC, then you choose to forfeit all of your property as well. When you fail to return to the CCC, your personal property will be discarded or donated to charity.

You are permitted to wear your own clothing. A list of authorized personal property was given to you upon your arrival at the CCC. Gang related jewelry/clothing items are not permitted and will be confiscated if seen. You are responsible for your laundry. It may be done within the facility or you may have someone do it outside the facility and you may bring it back.

It is the policy of the CCC to conduct searches of all residents and personal property coming into or leaving the facility. You are not permitted to have more than \$50.00 in your possession at the CCC at any time. If you are found to have an excess of \$50.00, the additional monies will be confiscated and you will be issued a misconduct for the possession of contraband. An in-house hearing will determine if the money will be returned to you or if the money will be forfeited to the county.

Housing units will be searched and spot checked on an ongoing basis. Any unauthorized item hanging on the bunk or bunk rails will be confiscated. You are not permitted to have in your possession an excess accumulation of magazines, newspapers, letters or other materials which may constitute a health risk or a fire hazard. You are limited to 5 magazines, 2 newspapers, 1 week supply of letters, and other items as directed by staff. Any material that is sexually explicit or features nudity is prohibited. Tattoo and drug related magazines are prohibited.

The following tabletop games are permitted in the facility:

- Playing cards, Dominoes, Checkers, Chess, Scrabble

Dress Code

- Hats, bandanas, sunglasses are to be worn only outside of the facility
- Hair do rags may only be worn in the housing units (sleeping areas) not in the dayroom
- Tank tops, camisoles, sleeveless t-shirts, undershirts may not be worn as a shirt in the facility. They require the use of another shirt as a cover up.
- Hoods on hooded sweatshirts and jackets are not be worn in the facility.
- Pants and shorts must be worn at the waist. Underwear is not to be exposed
- Pajama/lounge pants are only to be worn on the housing units
- Female residents must wear a bra in all areas of the facility except the sleeping area and bathroom
- Wearing gang specific clothing is prohibited and it will be confiscated
- Residents may not wear head wraps outside of the housing unit
- Boxer shorts may not be worn as shorts outside of the housing unit.
- Females may take out or bring into the facility no more than one each of the following items:
 - Blush, lip gloss, foundation, eyeshadow, eyeliner, mascara

Mail

Outgoing mail should be given to the officers to be mailed from the facility. All incoming mail shall be inspected for contraband by a corrections officer prior to you receiving it.

You may not correspond with an individual in another corrections facility (this includes an inmate at LCJ) without approval from the warden or facility manager of each facility. You are not permitted to correspond with any other resident being housed at the CCC without permission from the Warden. If you are caught corresponding with any resident without staff authorization, disciplinary action will be taken.

Drug and Alcohol Screening

It is a condition of the CCC program that all residents abstain from all drugs and alcohol. All residents of the CCC are subject to random urinalysis and/or oral alcohol screens. If your test results indicate the presence of alcohol or illegal drugs, appropriate disciplinary action shall be taken.

Upon being given an order by security staff to produce a urine sample, you will be given up to two hours to produce it. If a sample cannot be produced upon the completion of two hours, the resident will be returned to LCJ via reclassification. If at any time during the two hour period you inform the officer that you refuse to provide a specimen and/or submit to a breathalyzer test, you will have voided the two hour period. You will be reclassified to LCJ.

Health Care

Prior to your transfer to the facility, you signed a Health Care Waiver which states that you are responsible for your own health care if employed. If assigned to a work crew, unemployed, or have worked less than a 30 calendar day period, you may receive medical services through the jail health care provider. You must submit a request form if you wish to be seen by the nurse. Complete the form and deposit it in the Medical request bin.

The nurse will be at the facility on Monday, Wednesday, and Friday. If you submit a request to be seen and fail to stay in the facility to be seen by the nurse, it will be documented as a no show. You will then be required to submit a new request if you still have reason to see the nurse. The Physician Assistant will only see individuals referred by the nurse. If you have a dental problem, submit a request to the nurse. You will then be scheduled to see the dentist at the Lehigh County Jail.

Medication

Each resident will be permitted to have in their personal possession a reasonable amount of over-the-counter medications, excluding all medications which contain alcohol, (i.e. Nyquil, cough syrup, mouth was, etc.), appetite suppressants, (i.e. Dexatrim), sleep suppressants (i.e. NO DOZ), or sleep aids (i.e. Tylenol PM). Alcohol based medications will only be permitted by prescriptions. If over the counter medication containing alcohol is taken by you and results in a positive urine test/breathalyzer/saliva test, this will not be considered a defense in a misconduct hearing.

All bottles or containers of multi-vitamins and over-the-counter medications entering the CCC must be factory sealed unless transferred from another correctional facility. All bottles or containers must be labeled. You may have one bottle of a multi-vitamin. No herbal supplements are permitted.

Any and all prescription medication you are presently taking or receive during your stay in this facility must be immediately turned into Front Control. You will be assigned a medication locker. All prescription medication must be current, in the original containers, labeled with the resident's name, doctor's name, address, total number of medication within bottle, and medication instructions. It is your responsibility to take the medication as prescribed. You must have your ID card and a cup of water to receive your medication. Medication can be obtained at the following times daily:

- 0430
- 0800
- 1300
- 2030

Doctor's sample medication will not be accepted unless it is accompanied by a note and instructions from the physician. On the date of discharge, you must request remaining medication. If you do not request it, it will be disposed of properly.

If you are a diabetic, you are required to test your blood sugar daily and take insulin/pill as necessary to control your blood sugar. Failure to do so may result in your reclassification to Lehigh County Jail.

Any individual found to be abusing prescription medication or transferring his prescription medication to another resident will be reclassified to the jail.

Parole

If you are to be paroled, you must have an acceptable residence. If serving a county sentence, fill out a home plan provided by your case manager.

Your home plan can be with your family, a friend, or your own apartment/furnished room. Parole authorities will perform an investigation to determine if the home plan is acceptable.

If you are eligible for parole or re-parole, you will be expected to sincerely pursue being released on parole. Maxing out on your sentence because you do not want the parole supervision is not an option.

Identification Cards

You were issued an I.D card upon your commitment to the jail. You will be required to wear your ID card on the lanyard provided by the CCC. Your ID card must be worn at all times within in the CCC. You are not required to wear the ID card while sleeping or showering.

Your ID card and lanyard must be returned to us upon your release from the CCC. If it is lost or destroyed, you will be charged \$10.00 prior to being issued a new one. You are responsible for immediately notifying the Warden if you need a new card. For each successive I.D card you lose, the fee will increase as follows: second time- \$20.00, third time- \$30.00.

Unauthorized Areas

Front Control
The Treatment Offices
The Administrative Areas
Property Storage Room
Staff Restrooms
Staff Dining Room
Holding Cell Area
Housing Units (other than the one you were assigned to and/or the opposite sex)
Hallway to Female Housing Unit is off limits to all males unless attending a class

Do not loiter in the hallways. Loitering in the hallways is prohibited and will result in an informal.

Transportation

You are not permitted to operate a motor vehicle while participating in the Work Release Program unless authorization is granted by the Warden or her designee. Consideration to operate a personal vehicle will be based on need and proof of a valid Pennsylvania driver's license, a vehicle registration and proof of insurance.

If it is necessary for you to drive at your place of employment, your employer must notify the Warden in writing that driving is necessary for continued employment. Approval will be subject to you having a valid driver's license.

Driving privileges will not be granted to residents serving a sentence for DUI or any vehicle related offenses.

Do not loiter in the parking lot. When you return to the CCC, come directly inside even if your return time affords you additional time. Your drivers should also be advised that the access road around the perimeter fence is off limits. The police will be called if an unauthorized vehicle is found in this area.

Contraband

You are responsible for the contents of your locker and on your assigned bunk. Any item considered contraband shall be confiscated and disciplinary action will be issued. Confiscated contraband will not be returned.

Examples of Contraband:

- Alcoholic beverages or substances which will cause any intoxicating effects (including inhalants, K2, bath salts, etc.)
- Prescription medication found in your possession or not belonging to you
- Weapons, ammunition, knives, or other disabling devices
- Explosive devices or highly combustible materials (i.e. gas, cleaning fluids, etc.)
- Poisons
- Pagers
- Cameras
- Disposable razors
- Incense
- Scissors
- Hair clippers
- Hair dye
- Cell phones and/or chargers
- Property of another resident
- Monies in excess of \$50.00
- Glass items (with the exception of cologne bottles of four ounces or less)
- Rolling papers
- Lighters
- Sexually explicit magazines, pictures, etc.
- Liquid bleach
- Gang related jewelry, clothing, pictures, literature, etc.
- Herbal supplements
- Radios with external speakers, tape players/recorders, cd players, mp3 players, iPod, and satellite radios
- Syringes

Contact with Victims

Contact with the victim(s) of your offense is strictly prohibited. You are to avoid such contact if at all possible. Any contact with the victim(s) must be reported to administrative staff immediately. If, after an investigation, we have reason to believe you violated this regulation intentionally, you will face disciplinary action which may result in a return to LCJ.

Fire and Emergencies

Sometimes emergency situations arise within the facility. It may be necessary to secure a section of the building or the entire facility. Your cooperation is expected.

If you suspect a fire for any reason, notify the nearest staff personnel. If you become aware of an actual fire, remain as calm as possible, alert all persons within the immediate area and use the closest exit in evacuating the building.

If you cannot get back to the CCC from work or a furlough due to the weather, contact the CCC immediately and inform the staff of your status and whereabouts. You will be required to maintain contact via telephone as instructed by the staff. Weather will not be an excuse for not reporting to work or returning from work as scheduled.

Entering and Exiting the CCC

You will be required to clock in and out of the CCC. When leaving the CCC, request your card at the office window. Upon confirmation that you may leave the CCC, you will be given your card.

You will be subject to either a pat down or a strip search immediately upon returning to the CCC. All packages and personal property shall be searched each time you leave and return to the CCC. Under no circumstances are you to go to your housing unit without being searched.

Smoking

Smoking is permitted in designated areas only. Any individual caught smoking within the facility will be subject to disciplinary action. The smoke yard is open between the hours of 0430 and 2230, but is closed during formal count and evening chow.

You may bring only factory sealed cigarette packs into the facility. Cigars, loose tobacco and foreign made cigarettes are prohibited. Lighters are not allowed. You are only permitted to use paper matches. You may have no more than one carton of cigarettes in your possession at any time.

Counts

Formal counts will be conducted by staff throughout the day. An announcement will be made via the intercom system before the start of count. You are to report to your housing unit and stand by your bed at that time. You are not permitted to leave your bedside until count is officially cleared. When the count is completed, you will be notified via the intercom system to resume normal activity.

Privileges

Upon completion of a general assessment and risk assessment with your case manager, you will be assigned to a level of privileges. If you remain violation free for a thirty day period from the date the privileges begin, you may request a privilege increase. A privilege increase is subject to approval of your case manager and treatment supervisor.

A written request must be submitted to your case manager when requesting a privilege increase. If a privilege increase is approved, it will not take effect until the following Monday. The privilege grid is posted throughout the CCC for your review.

The earned privileges are as follows:

Visitation:

If you are eligible for visitation, you must submit a visit request form by 0730 hours Thursday of each week visits are held. You must specify a time for your visit on the form. Every eligible resident is permitted one visit every other week. The maximum length of visits is 45 minutes. All visits will be Sunday between the hours of 1-5pm unless otherwise noted.

All residents may have a maximum of four visitors including children.

All visitors over the age of 18 shall be required to provide picture identification.

Children of the resident under the age of 18 shall be permitted to visit only when they are accompanied by the other parent or legal guardian.

Visitors are not permitted to bring items into the CCC for any resident unless authorized by the officer. Any authorized items must be presented to the officer for delivery to the resident.

All visitors are expected to conduct themselves in an orderly and acceptable manner while visiting. Residents are responsible for the behavior of their visitors. Unruly or uncooperative visitors will be required to leave the CCC and may be charged if necessary. Violation of the visiting rules and regulations and/or inappropriate behavior on the part of the visitor or the resident may lead to suspension or denial of visiting privileges.

Visits will take place in the designated visiting area. All visitors are restricted to this area and are not permitted in any other areas of the CCC for any reason.

No resident is permitted in the visiting area during visiting hours unless he/she is having a visit.

Drop Offs:

Eligible residents are allowed one drop off per week. Drop offs are held on Saturdays from 0900-1030 hours.

Church:

If you are eligible for this privilege and would like to attend a church service, you must submit a request form containing the following information:

- Name of church
- Address
- Phone number
- Time and length of service

A request must be submitted on each occasion that you wish to attend church. The request to attend church must be submitted two business days in advance of the service. You will be authorized to attend one service a week. You must have private transportation. You will be given 45 minutes travel time to and from the service. The maximum length of the service is two hours. You must submit a church bulletin and your signed pass when you return to the CCC.

Passes:

Employed residents are eligible for weekly passes (every 7 days), and unemployed residents are eligible for biweekly passes (every 14 days). Residents are not permitted to take a pass on a day they receive a drop off or attend church. Once a pass has been approved, it cannot be changed.

24-Hour Furloughs:

24-hour furloughs are our highest privilege level. Once you attain this level of privileges, request an application from your case manager. Approval of 24-hour furloughs is subject to you meeting certain criteria. Not all individuals applying for furloughs will be approved for them. All furlough sites are required to have a furlough host with a contact phone number and be within 25 miles of the CCC. 24-hour furloughs must be taken from Friday to Saturday, or Saturday to Sunday. Security staff will call the furlough site at an unspecified time between the hours of 2300 and 0700. If you cannot be reached at the time of contact, you will face disciplinary action including, but not limited to, a revocation of your 24-hour furlough status.

Eligible residents can choose to take 24-hour furloughs or two 12-hour furloughs. The 12-hour furloughs must be taken either Friday and Saturday, or Saturday and Sunday. Once a resident chooses to take a 24-hour furlough, he or she will not be permitted to take two 12-hour furloughs. Once a resident chooses to take two 12-hour furloughs, he or she will not be permitted to take a 24-hour furlough.

Sanctions:

In the event you receive a violation before you have been assigned a level of privileges, you will receive no privileges for an additional seven days.

If you receive a violation after you have been assigned a level of privileges, you will lose a privilege for a two week period.

Another violation within a thirty day period will result in a loss of privilege level.

The following violations result in a loss of earned privilege level on the first offense. Residents will be placed on the transitional level. On the second offense, you will be reclassified to LCJ:

- Smoking in the facility
- Presence in a housing unit not assigned to you
- Possession of food in your locker/property
- Alerting residents to the presence of staff