

**Franklin County
Community Based Correctional Facility**

**RESIDENT
HANDBOOK**



**1745 Alum Creek Drive
Columbus, Ohio 43207
614-525-4600**

CBCF.Franklincountyohio.gov

Name: _____

Entry Date: _____

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WELCOME

Welcome to the Franklin County CBCF! We, the staff at the FCCBCF, believe that you have the potential to make positive changes in your life and we are here to assist you in that process. We understand that it is challenging to be away from family and outside commitments, but you are encouraged to use your time here for personal growth. For most of you, being here is an alternative to prison. That means you have a valuable chance to make the changes necessary to prevent incarceration now and in your future. You have been given an opportunity to turn your life around... to focus on your thinking and your behavior so when released, you are prepared to make better decisions.

This is your handbook. Write your name and entry date on the front page. The information contained in this handbook covers what is expected of you, your day-to-day activities, how your needs will be addressed, and other helpful information. This handbook is designed to provide you the information needed to be successful in this program. It is important that you understand this information. If there is something you do not understand, please ask a staff member. Other residents can be a good source of information; however, make sure you verify the information with staff.

Please understand that each resident's program is different. Our mission is to work with you to address your individual needs and teach you the skills you need to succeed. We will motivate and encourage you throughout your program, but the staff, your family, your friends, and even your fellow residents can only do so much to help you gain and maintain your freedom. Ultimately, it is up to you to practice new thinking patterns, behaviors, and coping techniques. Most of the work is your responsibility. The level of success that you achieve here is up to you. I wish you the best of luck on your journey here at CBCF!

Domonique Paige, FCCBCF Executive Director

ADMISSION

Residents entering the facility are not permitted to enter with their own property. When arriving from another facility, you will be given two options for your property:

1. Mail your personal belongings to a family member or friend of your choice, utilizing USPS Flat Rate boxes and at the standard rate for the box(es) you chose.
2. Dispose of all personal belongings in the trash.

Residents will be allowed to keep one wedding band and any identification they arrive with once searched and inventoried.

All residents entering the CBCF are body scan searched, strip searched and required to shower, delouse, and be assessed by the facility nurse prior to being released to their assigned housing unit. All residents are provided with a set of clothing, as well as educational materials necessary for their program, for a participation fee of \$75.00. Items provided at arrival include:

(1) Sweatshirt	(3) White T-Shirts	(1) Pair of Pants
(1) Pair of Gym Shorts	(3) Pair of Socks	(3) Pair of Underwear
(1) Soap	(1) Shampoo	(1) Toothbrush
(1) Toothpaste	(1) Comb	(1) Pair of Shower Shoes
(1) Cup with Lid	(1) Pair of Headphones	

Residents who want to wear their own clothing will be required to order from the facility's Keefe commissary system only. Residents' families may also place online orders from the Access Securepak menu by going to ohcountiespackages.com and having the items sent directly to the facility. You are allowed to receive one \$125.00 package per month. This option is only available to individuals who do not have a negative account balance.

Also, upon arrival, residents will be issued the following CBCF property:

(3) CBCF Uniform Shirts	(2) Towels	(2) Washcloths
(1) Flat Sheet	(2) Blankets	(1) Pillowcase
(1) Laundry Bag	(2) Combination Locks	

All the above listed items must be returned upon completion of program. Failure to return all CBCF issued items will result in the resident being charged for any missing items and could delay release from the program.

Throughout the admission process, we will ask you questions in an effort to get to know you. This is a good time for you to ask questions as well.

You will be permitted one 10-minute telephone call on the resident phone located in the intake area prior to being released to your living unit. Upon completion of the admission process, you will be escorted to your living unit, given a brief introduction to the staff on your unit, and paired with a resident on the unit who will continue to acclimate you to the living unit.

ORIENTATION

Your first phase in the program is the Orientation Phase. Orientation includes the explanation of program goals, services available, rules governing conduct, access to health care, and other topics contained in this handbook. Orientation also includes assessments, academic testing, and pre-treatment groups.

Please inform your family and friends of the rules and expectations of the program. Any time your family and/or friends call CBCF staff, they will be redirected to speak to you unless the information requested is considered public information. If needed, you may sign a Release of Information for staff to release information to a specific person(s).

LENGTH OF STAY

One of the most common questions asked by new residents is "How long will I be here?" There is no simple answer to that question. Your sentencing document indicates the amount of time your sentencing authority ordered you to be here. If it reads as a definite statement, such as you "shall complete six months at the CBCF and complete all personalized programs as established by the facility," you must stay at the CBCF for 180 days. Since the length of stay at the CBCF can be no longer than 180 days, you will be released on the 180th day.

If your sentencing document reads as a discretionary statement, such as you “shall be placed in the CBCF for a period not to exceed six months and complete all personalized programs as established by the facility,” you will be released upon completion of your individualized program requirements. That means your Treatment Team will decide the date of your release as determined by your participation in classes/groups, behavior on the hall, and overall progress in the program.

Your programming will be identified by your case manager. All required programming, whether provided by CBCF staff or an outside agency, will be identified as early in your stay as possible, but additional programming may be added at any time.

Programming includes following the facility rules and fully participating in the program. Your individual programmatic needs and your behavior are the major factors that will determine your date of release. Days may be added for time spent in controlled isolation, on facility restriction, out of the facility due to medical needs, or not fully participating in the program.

FULL PARTICIPATION

As previously mentioned, to complete this program you will be required to fully participate. Refusing to carry out any program activity, such as a class/group assignment may affect your progress in the program. Groups often build from lesson to lesson so minimizing absences ensures your steady progress. Assignments given to complete outside of group help to extend the benefit of group. Such practice work is an important way for you to demonstrate the skills you are learning in group.

TYPES OF TERMINATION

Successful Completion – You have fully participated in the program and completed all of your program requirements, developed an appropriate and realistic aftercare plan, and established a place to live upon release from the CBCF. You have fulfilled your court-ordered conditions.

Administrative Discharge – You have a medical, psychological, legal, or other problem that prevents you from fully participating in the program.

Unsuccessful Termination – You have committed an act of aggression toward another person or displayed serious misconduct. An act of aggression may mean that you have physically hit, grabbed, or in some way harmed another person. Serious misconduct means failure to follow the CBCF rules or instructions given by staff. It may only take violating one rule, such as possessing drugs and/or a weapon or attempting to intimidate other residents or staff, to be unsuccessfully terminated from the program. In any of these cases, you will be arrested and taken into custody to await a hearing. Since you were ordered to complete this program by your sentencing authority, not successfully completing the program may be a violation of your conditions of community control (probation) or post-release control (parole).

PROGRAM EXPECTATIONS

During your stay at this CBCF, you will not be discriminated against based on your race, religion, national origin, gender, sexual orientation, sexual identity, disability, or political views. You will not be subjected to corporal or unusual punishment, humiliation, mental abuse, or punitive interference with the daily functions of living.

Staff is here to help you successfully complete this program, but you will be expected to put forth the effort to achieve maximum benefit from the program. You will be expected to treat others with respect, cooperate with staff, and work hard in your programming. This includes treating others the way you would like to be treated, always being truthful and honest with staff, and remaining focused on your own actions and attitude instead of others.

The following behavior is expected while you are in this program:

➤ **Engage in respectful and healthy interactions with your peers.**

1. Use respectful, appropriate (non-aggressive) language and limit your use of profanity. Verbal arguments or altercations can escalate quickly so stop conversations that are leading to harsh or loud language.
2. Respect the cultural and racial differences of others. Refrain from making racial, sexist, homophobic, or other derogatory remarks. Respect the observance of others' religious practices and/or behavior.
3. Respect the physical boundaries of others and refrain from inappropriate physical interaction. This includes the following:
 - a. Not invading the personal space of others.
 - b. Not passing or receiving notes or property to/from other residents.
 - c. Not stealing, damaging, or destroying others' property.
 - d. Not engaging in consensual or non-consensual sexual activity with another person.
 - e. Refraining from any form of physical horseplay, fighting, or assault. (Aggressive behavior or threats will not be tolerated!)
 - f. Not participating in any group disturbance or demonstration.

➤ **Engage in respectful and healthy interactions with staff.**

1. Use respectful, appropriate, non-aggressive language and refrain from the use of profanity when speaking to staff. Talk in a normal voice. Shouting and/or making loud noises is disruptive and not permitted inside or outside the building.
2. Follow staff requests. Do not act in an insubordinate (uncooperative) manner. Obey direct orders by staff and cooperate with facility schedules.
3. Maintain appropriate boundaries and use appropriate social skills when interacting with staff. This includes the following:
 - a. Respecting physical boundaries by observing appropriate personal space.
 - b. Respecting staff time by not making unreasonable demands of staff or failing to attend appointments with staff.
 - c. Respecting staff personal issues by not inquiring (with staff or others) about staff's personal life and not giving gifts or having your family give or send any sort of gifts to staff. CBCF staff is not permitted to accept gifts from current or former residents and/or resident families.

➤ **Follow program expectations related to self-care and pro-social skill building.**

1. Show respect for personal safety. Refrain from any behavior that is likely to lead to you or another resident being hurt. This includes but is not limited to tattooing and other forms of self-injurious behavior.
2. Display appropriate use of property. Keep your property in working order and refrain from lending it to others or destroying it.
3. Maintain appropriate hygiene and meet hygiene needs when directed to do so by staff.
4. Refrain from gang-related activities. Any display of gang paraphernalia, gang clothing, gang writing, and/or gang signs is strictly prohibited.
5. Refrain from any form of gambling.
6. Participate in treatment and education activities, including assessments, structured programming, etc. according to your case plan.
7. Follow employment expectations. Whether in-house or in the community, you will be expected to have good attendance and perform all job duties.

➤ **Follow program expectations related to building and resident safety/security and program structure.**

1. Respect the physical property of the facility. Do not steal, damage, or destroy CBCF property.
2. Follow safety expectations during all emergency situations and drills. Do not tamper with or stop security equipment, fire alarms, intercoms, and/or sensitive treatment documents. Do not disrupt staff attempts to create a safe and secure environment.
3. Remain in authorized areas at all times. This includes being in your own room and not entering the room or bed area of another resident. Refrain from sleeping or lying down without permission from staff.
4. Sign out and back in anytime you leave and return to your living unit.
5. Follow all expectations while on itinerary. Only travel to locations listed on your itinerary; do not go to places not listed on the itinerary. Refrain from unauthorized cell phone use, visits, and modes of transportation.
6. Do not leave the supervision of staff or the physical boundaries of the facility without permission.
7. Remain alcohol, tobacco, and drug free. Do not possess or consume unauthorized drugs, tobacco, or alcohol while in the program. This includes not abusing prescribed medications and/or other intoxicating substances, such as cleaning products.

8. Display appropriate movement within facility. Remain in authorized areas only and follow staff directions and facility expectations when transitioning from one location to another. Walk at all times. Running is only permitted during recreation.
9. Follow the appropriate dress code. Maintain CBCF-issued clothing and return it in good condition. Do not write/draw on, tear, or alter any CBCF or personal clothing item.
10. Report any known violation of facility rules and/or conduct that is detrimental to the program or a staff member. When possible, your report will be kept confidential.

PERMITTED ITEMS

You may only have items listed on the Permitted Items List.

The current Permitted Items List is **Appendix A** of this handbook.

DRESS CODE

You will be issued a uniform shirt based on your phase in the program. Your CBCF uniform consists of your identification badge, phase shirt, jeans or khakis, and shower shoes/neutral color tennis shoes.

1. Your CBCF badge is to be worn on the left sleeve of your shirt at all times.
2. Your uniform is to be worn at all times. The only exceptions are if you are actively working out or on the recreation yard. In these cases, you may be in workout clothes.
3. Your complete uniform must be worn when exiting your room or leaving your bed area unless going to/from the shower. During the hours that you are allowed in your room, you may come and go to the bathroom/shower out of uniform, but you must be properly clothed.
4. Your clothes must fit properly – not too tight or too loose. Shirts are to be tucked in and pants fully pulled up.
5. Your clothing must be clean, neat, and free of holes and tears.
6. Only one layer of pants can be worn at a time.
7. Extra clothes may be worn underneath your uniform shirt. Only your gray sweatshirt may be worn over your phase shirt. Your CBCF badge must be worn on the left side collar of your gray sweatshirt.
8. No coats, jackets, or hats of any kind may be worn inside the facility.
9. Neutral color shoes or shower shoes must be worn at all times.
10. Doo rags are not permitted to be worn outside of your bed area.
11. If going outside for recreation, you are permitted to change into clothes suitable for the season/weather, such as shorts in the summer and a coat, hat, and gloves in the winter.
12. The daily “dress down” period begins at 6:15 p.m. During this period, you can wear shower shoes, shorts, and sweatpants in the dayroom/common area.

CONTRABAND

Major Contraband is any item(s) possessed by a resident, which by its nature, use, or intended use poses a threat to the security or safety of other residents, staff, or the public; or disrupts the orderly operation of the facility. The following is considered major contraband: lighter, tobacco, weapon, drugs, alcohol, drug/alcohol paraphernalia, and any illegal item.

Minor Contraband is any item(s) possessed by a resident without permission; any item(s) found where the location is improper; any allowable item(s) found to be over possession limits; any item(s) for which the manner or method of obtaining it was improper; or any allowable item(s) possessed by a resident in an altered form or condition.

Any item(s) considered contraband will be confiscated and disposed of in accordance with facility guidelines. Money that is unauthorized by the facility and confiscated as contraband will be stored in the Fiscal Department and not returned until completion of the program. Possession of any contraband will result in disciplinary action.

VIOLATIONS

If your behavior/conduct is considered to be in violation of facility rules, you will take part in the disciplinary process. There are four levels of rule violations.

Level 1 Violations consist of acts that do not constitute a present and/or immediate threat to the security of the facility, staff, residents, visitors, or yourself.

Level 2 Violations consist of acts that are not considered minor but do not constitute a violation of a statutory law. They may present a threat to the security of the facility, staff, residents, visitors, or yourself.

Level 3 Violations consist of acts that are not considered minor and may constitute a violation of a statutory law. They present a threat to the security of the facility, staff, residents, visitors, or yourself.

Major Rule Violations are acts that constitute a violation of law and/or present an immediate threat to the security of the facility, staff, residents, visitors, or yourself.

Specific violations are listed by level in **Appendix B** of this handbook.

SANCTIONS

This CBCF has a system of progressive discipline and sanctions for rule violations are reasonably related to the rule violated and no more extreme than necessary.

If you commit a rule violation(s), you will be issued a Witness Statement that includes:

1. A description of the incident
2. The specific rule(s) violated
3. The time and date the violation(s) occurred

You will be asked to sign the Witness Statement to acknowledge receiving notice of the violation(s). You will also provide your version of the incident on the Witness Statement. This is your opportunity to present a response to the alleged rule violation(s). The Core Team will review the information and determine an appropriate sanction. If found guilty of the violation(s), you will not be permitted to appeal unless you are recommended for unsuccessful termination from the program. If you believe your rights have been violated as a result of receiving a sanction, you may follow the grievance procedure.

Privileges and fundamental rights that cannot be denied include:

- Visits by counsel
- Visits by clergy
- Telephone calls to counsel and certified clergy
- An adequate nutritional diet
- Adequate light, ventilation, temperature control, and sanitation
- Medical services

APPEAL PROCESS

A rule violation may result in you being recommended for unsuccessful termination from the program. If recommended for unsuccessful termination, you will be provided a Resident Appeal Form to complete, sign and date indicating whether or not you would like to appeal that sanction. Your Resident Appeal Form will be reviewed by the Executive Director or designee, and you will be notified of the decision as soon as possible.

ADMINISTRATIVE SEGREGATION (ISOLATION)

Administrative segregation is only used when necessary to maintain safety and/or security. Administrative segregation is not used as a punishment but may be used for the following reasons:

1. You pose a major threat to yourself, others, or the security of the facility.
2. You present a valid need for protection as determined by the Executive Director or designee.
3. You have a communicable disease as diagnosed by a licensed healthcare provider and segregation is recommended.
4. You are awaiting transfer to another facility.

If placed in administrative segregation, you will be informed of the reason why and under whose authority you have been placed there. All rights and privileges are granted unless there is a risk to safety.

BEHAVIOR MANAGEMENT SYSTEM

Staff's goal is to help you learn to recognize risk and practice positive decision-making. Our Behavior Management System (BMS) is designed to hold you accountable while you learn to make positive changes. The BMS gives you the opportunity to earn incentives for demonstrating pro-social behavior. When you choose to engage in inappropriate behavior, a sanction will be imposed. However, when you choose to engage in positive behavior, you will be rewarded.

BUCKEYE BUCKS

Buckeye Bucks are coupons you can earn for positive behavior. Any resident can receive Buckeye Bucks, including those serving sanctions. All staff will be monitoring your performance and may issue you Buckeye Bucks.

When issued Buckeye Bucks, the staff member enters the information into the online form indicating how the Buckeye Bucks were earned.

You may redeem your Buckeye Bucks for an incentive. In order to redeem your Buckeye Bucks for an incentive, you cannot be on the sanction referred to as L.O.A.P. (Loss of All Privileges).

A current list of incentives is listed in **Appendix C** of this handbook.

Below are examples of Buckeye Buck behavior:

- Using self-control
- Using the skill of responding to criticism
- Managing anger or frustration
- Accepting feedback without a defensive attitude
- Using pro-social skills during interactions to prevent passive aggressive behavior
- Utilizing self-control by analyzing cues when dealing with feedback/unexpected circumstances and/or changes
- Utilizing reducers in high stress interactions
- Maintaining a positive attitude when dealing with problems
- Using cognitive restructuring to make pro-social decisions

PHASING

The color of your CBCF uniform shirt indicates your phase in the program. Your participation and behavior in the program determine when you phase up.

Orientation Phase → Purple Shirt
Programming Phase → Gold Shirt
Re-Entry Phase → Green Shirt

KIOSK MESSAGES

Kiosk Messages are your means of communication with staff to handle concerns or issues. Kiosk Messages may also be used to provide suggestions for the program and/or facility. You may send a Kiosk Message to any staff member, but only send one message to one staff member at a time. Writing several Kiosk Messages to more than one staff member about the same issue will not result in a quicker response. Information in your message needs to be as specific as possible and include details about your concern, issue, suggestion, or feedback.

CHAIN OF COMMAND

The chain of command is provided below so you know who to contact in the different areas of the facility. Please do not abuse the chain of command and contact numerous staff members about the same issue.

For UNIT/BEHAVIOR concerns:

Resident Advisor > Shift Coordinator > Behavior Supervisor > Behavior Manager > Senior Program Manager > Deputy Director > Executive Director

For CASE MANAGEMENT concerns:

Case Manager > Reentry Manager > Senior Program Manager > Deputy Director > Executive Director

For PROGRAMMING concerns:

Program Facilitator > Clinical Services Administrator > Deputy Director > Executive Director

For FOOD SERVICE concerns:

Food Service Specialist > Food Service Coordinator > Facilities Manager > Senior Operations Manager > Executive Director

For MEDICAL concerns:

Nurse > Facilities Manager > Senior Operations Manager > Executive Director

For MENTAL HEALTH concerns:

Clinical Services Administrator > Deputy Director > Executive Director

For FISCAL concerns:

Finance Coordinator > Finance Manager > Senior Operations Manager > Executive Director

GRIEVANCES

If you have a problem or concern that you believe violates your rights, first send a Kiosk Message to the proper staff member via the chain of command. If the problem is not resolved by talking with that staff member, you may document the specific facts related to your problem or concern and use the resident kiosk to file a grievance. It is important that you indicate what steps you took to informally address the problem or concern before filing a grievance. Your grievance will be routed to the appropriate supervisor or manager and addressed in a timely manner.

Should you feel the issue remains unresolved, you may file an appeal by documenting the specific facts related to your problem and the steps you took to resolve the issue. Your grievance will be routed to the next level of management. If the issue still remains unresolved, you may relay your grievance and appeal to the Executive Director via the resident kiosk. Any decision made by the Executive Director is final.

SEXUAL HARRASSMENT AND SEXUAL ABUSE

(Prison Rape Elimination Act (PREA) Information)

The CBCF has **zero tolerance** for sexual harassment and sexual abuse. Sexual misconduct among residents and by staff towards residents is strictly prohibited. You have the right not to be sexually harassed or abused. Incidents or suspicions of sexual harassment, sexual abuse, and/or retaliation can be reported in the following ways:

- Verbally to any staff member
- In writing to any staff member
- On the resident kiosk under "PREA"
- By phone to the Senior Operations Manager by calling (614) 525-4625
- By phone to the outside agency hotline number listed on posters throughout the facility

Upon request, you will remain anonymous to the outside agency. There will be no retaliation for reporting incidents of sexual harassment and/or sexual abuse.

Be aware of situations that make you feel uncomfortable. Do not be afraid to say “NO” or “STOP IT.” Avoid talking about sex and/or casual nudity so other residents do not think you have an interest in a sexual relationship. Also, placing yourself in debt to another resident can lead to the expectation of repaying the debt with sexual favors. Do not accept commissary items or gifts from other residents. Avoid secluded areas. Position yourself in plain view of staff. If you are being pressured for sex, report it to a staff member immediately!

All allegations of sexual misconduct and/or retaliation are investigated, and the findings are documented. If it is found that the person (resident or staff member) did harass, abuse, and/or retaliate against you or another resident, he/she will face disciplinary action up to termination. If it is determined that a crime may have occurred, law enforcement will be notified to conduct an investigation. The CBCF maintains the right to take disciplinary action before, during, or after the criminal investigation. The investigation may result in criminal charges against the perpetrator.

SMOKING / SMOKELESS TOBACCO

This CBCF and its grounds are completely tobacco-free. Smoking and/or the use of smokeless tobacco inside the facility and on facility grounds is prohibited.

You will be in violation of facility rules if:

- You are seen smoking or using smokeless tobacco
- You are in the area of others smoking
- You test positive for nicotine

Please avoid areas where smoking is occurring to avoid suspicion. Also, smoking material is contraband that has been smuggled into the facility. If you are charged with smoking, you are also participating in the smuggling and/or use of contraband.

CHEMICAL CONTROL

All chemicals, including paint, must be handled and stored safely. All chemicals are kept secured when not in use to minimize safety hazards and security risks. Staff will maintain control over the access and use of these materials and will monitor residents using them to ensure their proper use. When in need of chemical or cleaning supplies, you must first ask the appropriate staff member for assistance. All chemicals must be signed out and then signed back in on the Chemical Control Log located in the appropriate binder. Staff will ensure that all chemical substances are returned to their proper storage area and accounted for after use.

TOOL CONTROL

Staff will also ensure that all tools, equipment, and utensils are stored in areas to minimize safety hazards and security risks. To ensure proper access and use, staff will sign out any tool and/or equipment, supervise the resident(s) using it, and sign it back in on the Tool Control Log.

An activity tool is any sharp item needed to complete a resident activity or arts and crafts project, such as sewing needles, crochet needles, knitting needles, glue guns and latch hooks. Scissors and/or activity tools are only to be used by residents in the common area of the living unit; they are not to be used in individual resident rooms, restrooms, or taken off the hall. Both scissors and activity tools have a sign out/in log to manage this inventory and must be completed and maintained in the appropriate binder. The CBCF does not tolerate the misuse of tools or unsafe acts that jeopardize the security of the facility.

EMERGENCY DRILLS

Emergency drills will take place on a regular basis. All alarms, whether practice or real, are to be taken seriously to ensure the safety of all residents, staff, and others in the facility. **Any behavior that causes problems during an alarm will result in a sanction.**

Furniture, such as tables and desks, can never block any pull station or evacuation route.

Fire Evacuation Procedures:

1. If you see fire or smoke, go to the nearest fire pull station and pull the lever.
2. When the fire alarm sounds, line up at the primary exit route for that area. Evacuation routes are posted in various locations throughout the facility and indicate where to go in the event of an emergency. There are three evacuation route sheets located on each hall: one by the main entrance, one on the bulletin board, and one behind the Resident Advisor station. When in doubt, follow the exit signs hanging from the ceiling pointing the direction to go.
3. As soon as everyone has exited the facility, a headcount will be conducted.
4. Once the Shift Coordinator has given an "all clear," staff will direct you to re-enter the facility.
5. Once everyone is back into the facility, another headcount will be conducted.

Severe Weather Emergency Procedures:

1. In the case of severe weather, an announcement will be made over the intercom.
2. Residents not on their assigned living unit must return to their assigned hall.
3. Once you are on your assigned hall, you will be directed by staff to move to the closest approved shelter location.
 - A & B 1st floor residents: Go underneath your beds.
 - A & B 2nd floor, left side residents: Go to the lower-level laundry room.
 - A & B 2nd floor, right side residents: Go into the 1st floor shower area.
 - C-Hall room-side residents: Go underneath your beds.
 - C-Hall dorm-side residents: Go to the room-side restroom shower area.
 - K-Hall residents: Go to the 1st floor restroom shower area or laundry room.
 - Residents in isolation rooms: Remain in isolation.
4. Once in the assigned shelter area, you will be directed to crouch down and cover your head with your arms.
5. In the event of any medical injuries, medical staff will assess injuries and determine if transportation to the Emergency Room is needed.
6. Once the Shift Coordinator has determined that conditions are safe to return to the normal schedule, a headcount will be conducted.

7. When special events are canceled due to severe weather conditions (i.e., snowstorms), residents will be allowed to call their visitors to inform them that the event has been canceled due to the weather emergency.

Do not tamper with facility equipment or emergency equipment. It is violation of the law to tamper with or fake an alarm by pulling the alarm or inducing panic. You may be unsuccessfully terminated from the program for any such action.

IDENTIFICATION

You will be issued an identification badge with your photograph on it. You will be expected to wear your badge at all times while in the facility. Your badge must be worn clearly visible on the left sleeve of your uniform shirt with the photograph side facing outward. You are not to attach any other items to your badge. If your badge is lost or stolen, or there is a significant change in your appearance, inform staff so a replacement badge can be made. The replacement will be at your expense. Failing to wear your badge or willfully damaging your badge may result in disciplinary action.

HEADCOUNTS

Headcounts will be conducted daily at the scheduled times of 6:15 a.m., 6:15 p.m., and 11:00 p.m. You are expected be aware of the times of these scheduled headcounts. Headcounts can also be done at any time under staff discretion.

Headcount Expectations:

1. Report to your room five minutes prior to headcount.
2. Sit on your bed silently until headcount is cleared by staff.
3. No using the restroom, phone, or kiosk during this time.
4. If you are working in the kitchen, or in evening classes, remain there until headcount clears.

MOVEMENT

When leaving your hall as a group, you are to line up in single file and remain silent. Remain in line when walking in mass movement to the cafeteria, recreation, etc. Once you have reached your destination or are seated in the cafeteria, you may speak. During mealtimes, when the first resident rises to return his/her tray, the entire hall is to stop talking and remain quiet, whether standing or sitting, until back on the hall.

When returning to your hall from mass movement (recreation, meals, fire drills, etc.), you are to "fall back," which means return to your room or bed area and wait for the RA on duty to give an "all clear" and resume normal movement on the living unit.

When leaving your hall individually, you are to sign out and only take the necessary items with you. The following items are not necessary for you to carry all day: commissary, food, cups, combs, or hygiene products. Do not take food or other items with you when you leave the living unit or go to class. Upon your return to the hall, sign back in.

When leaving your hall as an individual or in a group, do not interact with other residents.

LIVING AREAS

All living areas are to be maintained in a neat and clean manner. This includes floors, walls, windows, windowsills, vents, and all furnishings. Please be considerate of others and assist in the proper maintenance of the shared areas of your living unit, particularly the restrooms and kitchenettes. Do your part to keep the tables, countertops, sinks, toilets, showers, and vents clean. Helping maintain the facility is mandatory unless you are medically unable to participate. At any time, you may be asked by staff to clean or straighten up part of the facility.

ROOM / SLEEPING AREA INSPECTIONS

Rooms and/or sleeping areas are to be clean and orderly at all times. Staff will do daily inspections of these areas. Failure to pass inspection will result in having to address noted concerns. Refer to pictures located on your living unit of a model room/sleeping area. The following items are checked during inspection:

1. Beds made with blankets and linens tucked tight and pillows straight with no wrinkles.
2. Nothing on the bed except blankets, linens, a pillow, and one religious book.
3. Towels and washcloths folded and placed on the bedrail at the foot of the bed.
4. Laundry bag hung at the end of the bedrail or at the foot of the bed.
5. Shoes (one pair) placed neatly under the bed.
6. Lockers arranged neatly and uniformly.
7. All personal items in lockers and secured at all times (unless being used).
8. Room/sleeping area is free of dust.
9. Walls, windows, and floors are clean.
10. Only approved trash containers are to be used. Paper or plastic bags are not to be used as waste cans.
11. Security lights must remain turned on at all times.

PERSONAL DECORATIONS

A reasonable number of personal family photos, cards, and artwork may be displayed on the inside of your wall locker. Nothing is to be taped, glued, or otherwise stuck on the walls. Cutting out magazine clippings from CBCF magazines is prohibited. All personal decorations must be appropriate and free of nudity, violence, and substance use.

CHORES

You will be assigned chores to complete. While in the Orientation Phase, staff and other residents will show you how to do each chore. As mentioned, every morning your living area and belongings will be inspected to ensure compliance with facility expectations. If your living area, belongings, or chores do not meet expectation, you will need to redo them. It is your responsibility to inform staff that your chore has been completed. To ensure all resident rooms, dorm areas and dayrooms are clean at all times, cleaning will occur at assigned chore times as well as on an as-needed basis throughout each day.

FACILITY PROPERTY

Please leave all facility chairs, tables, and beds in their designated areas. Do not move facility property without staff permission. Do not misuse, abuse, steal, hide, or vandalize property that does not belong to you. Destruction of property will result in disciplinary action.

SEARCHES

Staff has the right to search any resident (pat-down, body scan, and/or strip search) and their room or property at any time. Refusing a search may result in disciplinary action.

If permitted to leave the facility, you will undergo a full body scan and pat-down and/or strip search before re-entering the secured perimeter. You may not take anything out of the facility that is not absolutely necessary for your use while out on itinerary. You may not bring anything back into the facility that was not approved prior to your exit. This includes but is not limited to open or new containers, sack lunches, food, drinks, ink pens, doo rags, pictures, stamps, or envelopes.

DRUG TESTING

The CBCF has NO tolerance for illegal use of drugs or other intoxicants. You are not to possess and/or consume any unauthorized drugs, tobacco, or alcohol while in this program. Random testing will occur to determine use of drugs, tobacco, or alcohol. Any time you leave the facility, you may undergo urinalysis testing. If/when you are instructed to provide a urine sample, you must comply or face disciplinary action. If it is determined that you have used or possessed drugs or alcohol, you may be placed in administrative segregation and face unsuccessful termination from the program.

PERSONAL HYGIENE

Good hygiene is important to your health and well-being. Items necessary for maintaining proper hygiene, such as soap, shampoo, a toothbrush, toothpaste, and a comb are provided to residents that are indigent. You will be expected to maintain proper hygiene and cleanliness, not only with your personal belongings and living area but throughout the entire facility.

SHOWER TIMES

You are permitted to shower only at designated times. The designated times are posted on your hall to coincide with your living unit's schedule. If you are working, you may be permitted to shower as your schedule allows; however, you must request permission from the staff member supervising the hall before you enter the shower. If necessary, you may be permitted to shower before you leave for work and after you return.

HAIRCUTS

Please keep your hair, including facial hair, clean, neatly trimmed, and well-groomed. Haircuts are done on a hall-by-hall basis rotating each week so that all residents can get at least one haircut per month.

Haircuts occur on Saturdays in the foyer and are overseen by the Shift Coordinator. Residents with experience cutting hair may volunteer their services. If you are interested in cutting hair and have been in the program for 30 days, please send a Kiosk Message to your case manager so your request can be reviewed by the Treatment Team.

LAUNDRY

You are responsible for washing your clothes, facility uniforms, and washcloths using the washers and dryers in your designated living area. Do not wash all of your uniforms at the same time as you must have one available to wear. Residents are permitted to have a maximum of four detergent packets in their possession. The Shift Coordinator or designee distributes one detergent packet to each resident each week. Two detergent packets may be provided to residents that work in the facility kitchen on an ongoing basis.

LINEN EXCHANGE

Linens are collected and washed once per week. On a designated day, two towels, two washcloth, one white sheet, and one pillowcase will be collected by the Resident Advisor and replaced with the same. Once a month on a designated day, blankets will be collected by the Resident Advisor to be washed. All residents are required to turn in these items. You may not wash your own sheets or blankets without staff permission.

FOOD SERVICE

The CBCF provides three nutritionally balanced meals a day. The schedule for meals is posted on each living unit. When it is time to eat, staff will announce for the residents on your hall to line up silently. Your hall will report to the cafeteria under staff direction. You are not permitted to speak until the entire hall has been seated. Once seated, you may carry on a normal conversation with the other residents seated at your table. Exchanging and/or giving away food is not permitted at any time, even with other residents at your table. When staff announces for your hall to start returning trays, all residents are to become quiet. Do not remove any utensils, supplies, or food items from the kitchen or cafeteria.

If you will not be in the facility during mealtime, you may sign up on the hall for a sack lunch. You will take your sack lunch with you and receive a sack dinner when you return.

Cafeteria Expectations:

1. Talking is not permitted unless you are seated. Excessive noise is not permitted.
2. All under 21 must sign the Cafeteria Sign-In Sheet when entering the serving line.
3. Must take the last prepared tray in the serving line.
4. Follow the cafeteria seating procedure.
5. Only communicate with those at your table.
6. Taking food from the cafeteria is prohibited.

SPECIAL DIETS

Upon authorization from the medical department, special diets are available to meet the medical or dental needs of residents. Special diets are also available for residents whose religious beliefs require adherence to religious dietary laws. New residents must inform the facility nurse of their special diet requirements during the initial medical assessment. No substitutions will be given without prior authorization.

MEDICAL & HEALTH CARE

Medical and mental health screenings are performed on all residents upon arrival at the facility. The CBCF may require entering residents to undergo a Tuberculosis skin test to prevent the spread of disease. You may also undergo a medical examination within two weeks of entering the CBCF. A medical examination will be conducted on any resident suspected of having a communicable disease.

A CBCF nurse will be available throughout the week to address resident medical needs. Residents are to make medical decisions with informed consent; therefore, you will be provided adequate information regarding any medical treatment you receive while at this facility. You will also be provided basic health education related to immunizations, personal hygiene, nutrition, sexually-transmitted infections, HIV and AIDS, Tuberculosis, and other communicable diseases. All medical information and diagnoses are confidential and only shared with staff on a need-to-know basis.

SICK CALL

Nurse sick call will occur two days per week. You may request to be seen by the nurse by sending a Kiosk Message to the nurse. The nurse will then call you to the medical area during sick call. Please do not show up any other time without approval.

If a resident reports the need to see the nurse outside of regular sick call hours, a staff member must contact the nurse for approval. If a resident shows up to the medical area unplanned, the resident will be considered out of place and sanctioned accordingly.

You may also send a Kiosk Message to the nurse for issues that do not require face-to-face interaction with the nurse, such as questions about billing, medication refills, etc.

Doctor sick call will occur once per week. You may request to be seen by the doctor by sending a Kiosk Message to the nurse. The nurse may request to meet with you to assess your medical complaint prior to your visit with the doctor.

All residents will be charged a \$5.00 co-payment each time they are seen by the nurse and/or doctor. You will not be charged an additional fee for follow-up visits ordered by the doctor.

PRIVATE PHYSICIANS

In order to attend a medical appointment with a private physician, you must be referred by the CBCF doctor or nurse. You must also be able to demonstrate the ability to pay for the outside service(s) prior to the appointment. Additional prescription costs and/or medical costs for outside physician or dental treatment are the responsibility of each resident.

Upon return to the facility, you must bring back a signed Physician Treatment and Authorization Form verifying treatment along with any follow up information, such as prescriptions, discharge instructions, future appointments, etc. This information is to be given to the CBCF nurse. Failure to do so may result in violation of facility rules.

MEDICATION

All medication is to be monitored and controlled by staff. You must immediately notify CBCF staff of all medications prescribed to you by a physician and/or received. You are not to have any medication in your possession, unless explicitly authorized by the CBCF nurse and/or doctor. Prescriptions brought into the facility cannot be opened or tampered with in any way.

You are responsible for taking your medication. Medication will be made available to you daily and/or as prescribed. It is your responsibility to report for medication call and take your medication when your prescription dictates.

During medication call, you must report to staff with your cup filled with water ONLY. In order to receive your medication, you must initial the medication self-administration record. Staff does not administer the medication to you; staff offers you the opportunity to take your own medication. You are required to take the medication and swallow it in the presence of staff when made available to you. Do not attempt to hoard or “cheek” your medication. Refusal or failure to take your prescribed medication as directed may result in disciplinary action and medication in your possession without authorization is considered contraband.

If you will be out of the facility when your prescription indicates that your medication is to be taken, you may take one dose with you, as necessary and/or whenever possible. If you take a dose of your medication with you, you must take the medication while you are out of the facility and may not return with the medication in your possession.

You are responsible for the cost of all medications while you are at this facility. Over-the-counter (OTC) medications maintained by the facility will cost you \$.25 per dose. If the need for OTC medications persists, you may be required to be seen by the nurse or doctor to obtain a prescription. Medication that is ordered from the pharmacy will cost you full price. Approximately 10 days before running out of any medication, send the nurse a Kiosk Message requesting a refill. Please include the prescription (Rx) number for the medication needing refilled.

Medication Pass Expectations:

1. When medication pass is called, anyone not receiving medication will report to their room.
2. Those receiving medication will line up in a single file line in front of the medication cart.
3. Only bring one clear cup filled with water.
4. Long sleeves are to be rolled up to the elbow.
5. No interaction with other residents.
6. No using the restroom, phone, or kiosk during this time.
7. Once medication is received, report to the designated waiting area to be dismissed by staff.

MEDICAL EMERGENCIES

Twenty-four-hour emergency medical, dental, and mental health care is provided for residents. A medical emergency is a problem or condition in need of immediate attention. Such problems or conditions are to be reported to staff immediately. A staff member will contact the nurse, doctor, and/or Shift Coordinator to determine if further emergency services are needed.

First aid kits are located throughout the facility and all staff members are trained in First Aid and Cardiopulmonary Resuscitation (CPR). If necessary, CBCF staff will transport an ill or injured resident to a nearby hospital or mental health agency or call 9-1-1 for local Emergency Medical Service transport.

Emergency room visits will only occur in the event of a medical emergency. If you go to the emergency room, you will be placed on bed rest until cleared by the CBCF nurse. That means you will not be allowed to fully participate in the program until cleared, and your program will be extended for the amount of time you did not fully participate. If a medical condition arises that does not permit your continual full participation in the program, you will be administratively discharged from the program. When the status of your health concern allows you to fully participate, you may be eligible for re-admittance to the program.

ABUSE OF MEDICAL SERVICES

Abuse of medical services will result in progressive discipline, up to and including unsuccessful termination from the program. Abuse may take the form of failure to take prescribed medication as directed, unsubstantiated medical complaints, excessive and/or unnecessary use of the emergency room, and failure to follow a prescribed order (i.e., bed rest) by the nurse and/or doctor. Any available funds on your account will be utilized to pay for outstanding medical charges incurred while at the CBCF.

RESEARCH

Residents do not participate in medical, pharmaceutical, or cosmetic experiments. This does not preclude individual treatment based on the need for a specific medical procedure that is not generally available.

RECREATION

The CBCF allows you to participate in recreational activities unless you have medical limitations as determined by the facility medical staff. Recreational activities consist of outdoor activities, television viewing, reading, use of exercise equipment, and various table games. Participation in recreation activities is at your own risk. The facility will not pay any medical costs associated with recreation injuries.

Outside recreation may be canceled at staff's discretion due to the temperature, precipitation, or if visibility is limited. If there is a security concern, such as resident communication with unauthorized individuals outside the fence or other suspicious activity, outside recreation will be suspended. Every effort will be made to adhere to the scheduled recreation times; however, supervisory staff may need to vary the times or cancel recreation based on staffing and other facility needs.

Recreation Expectations:

1. Remain at least 5 feet from the perimeter of the fence.
2. No interaction with others outside the fence.
3. No dunking or hanging on the basketball rims or nets.
4. No contact, defensive games, or rough play permitted.
5. Equipment is only to be used for its intended purpose including picnic tables, cornhole boards, workout equipment, etc.

LIBRARY

Each hall is assigned a time to use the library once a week. You may check out three books at one time and keep them for up to two weeks. If you cannot attend your library session or if your desired book is already checked out, you may request to reserve a specific book by speaking with the resident librarian. The GED Teacher works with the approved resident librarian(s) to ensure books are signed out/in appropriately.

A record of loaned books is kept by resident name on a library database. You are responsible for the books checked out in your name. Books are to be returned directly to the resident librarian during a library session. Please do not leave books on the Resident Advisor desk or loan them to other residents. All books must be handled with care and returned in good condition, minus reasonable wear and tear. Damage is to be reported to the librarian promptly.

In addition to three library books, you may have one religious book in your possession.

If the use of the facilities law library is needed, you may visit the library outside of your scheduled library time. To do so, submit a Kiosk Request to your Case Manager requesting a supervised visit to the library. You will then be assigned a time in which supervised access to the law library will be provided.

MAIL

There is no limitation placed on the number of first-class letters you may send or receive unless it disrupts the order or security of the facility. If you have funds on your account, you may purchase paper and stamped envelopes from commissary. If you are indigent, you will have access to a limited amount of paper and stamped envelopes on the indigent menu.

When sending mail out of the facility, place your sealed, addressed, and stamped envelope(s) in the box labeled MAIL in the cafeteria. **All mail must have the facility's return address on the envelope before being sent out of the facility.**

If mail appears suspicious or out of the normal sequence of receipt or delivery, any staff member may stop the regular processing of the mail. Both incoming and outgoing mail may be opened and inspected for contraband. Staff may withhold mail for examination if it has obvious markings and/or represents a threat to the order or security. You will be notified if your incoming mail is returned or outgoing mail is withheld.

Pictures will be looked at for compliance with facility standards. Pornographic or sexually suggestive photos are not permitted, as well as photographs that depict alcohol, drugs, gang activity (such as visible gang signs, symbols, etc.), violence, and/or other images depicting illegal activity. Polaroid photographs are not accepted.

You are not allowed to receive envelopes and/or postage stamps in the mail. You can only purchase stamped envelopes from commissary. If you receive items that do not comply with facility standards, including those ordered through SecurePak, the items will be mailed out at your expense or you may choose to have them discarded.

Any incoming correspondence from the courts, attorney(s) of record, and/or public officials is considered legal mail and will be opened and inspected in your presence but not read by staff.

Money orders received through the mail are recorded and held in Central Control until you are called to sign a receipt. The money is then placed on your account for use.

TELEPHONES

Please note: All phone calls are subject to monitoring and recording.

You will have the opportunity to communicate with your family and/or friends via the resident telephones located in the dayroom area of your living unit. These phones are equipped for outgoing calls only. All calls are limited to fifteen minutes and are to be placed during leisure time.

During orientation, you will receive a Visitation List. You may fill out the form listing the names of up to ten individuals you want to be able to visit you while you are here. For your visitors to be approved, you must provide the correct information, including their name, relationship to you, current address, date of birth, and telephone number. From that list you can select up to ten telephone numbers to add to your phone list. Once you've completed your list, turn it into your case manager. Your case manager will verify the information you provided and either approve or disapprove the individuals on your list. If your case manager is unable to make contact with an individual on your list or if any information is missing, that individual will be removed from your list. Once the list is approved, it is forwarded to the Behavior Supervisor. The Behavior Supervisor enters the information into the computer and adds the approved phone numbers to your ICSolutions account. During your time in the program, you will be permitted a one-time opportunity to make changes to your list. Again, once you have made the changes, your case manager will verify and approve, then forward to the Behavior Supervisor for updating in the systems. After making your one-time change, you can only make additional changes by cashing in your Buckeye Bucks. When using Buckeye Bucks, you can only change one number at a time.

To communicate with the individuals on your list, they will need to set up an account with ICSolutions. If they have questions about the service, they are to contact ICSolutions at 1-888-506-8407 (for prepay) or 1-888-888-8413 (for debit) or by email at Customer@ICSolutions.com to have a block removed. If the phone service provider is at fault due to technical issues or phones being damaged, ICSolutions is to be contacted for reimbursement.

Three-way calls are strictly prohibited. A call accepted by a called party when they are already on a call, or when a called party clicks over to take another incoming call, results in detection of a three-way call and the call is immediately terminated. Even if at fault, ICSolutions will not reimburse calls made to a cell phone as the signal is dependent upon too many variables.

Staff Phones

You may only use staff work telephones with staff permission and for program purposes only. You may not receive personal incoming calls on staff phones.

You may request a phone pass by submitting a Kiosk Message to your case manager. Phone passes will only be issued for the purposes of medical, legal, clergy, employment, housing, and emergencies. These calls are only permitted in your case manager's office with your case manager present and the phone on speaker. Calls on staff work phones are also limited to five minutes. Staff may permit more than one attempt to use a phone pass if the number is busy or there is no answer. Phone passes are only valid for the approved recipient; no phone number substitutions.

VISITATION

Video Visitation

Please note: All video visits are subject to monitoring and recording.

Video visits must be scheduled by your visitors through their accounts at www.icsolutions.com. Such visits must be scheduled at least 24 hours prior to or up to two weeks in advance of the visit. Video visitation sessions are 20 minutes long and are paid for by the visitor at \$7.00 per visit. Residents are allowed one video visit per week. Visitors can include up to two adults and two children on video visits.

It is your responsibility to check the kiosk on your hall daily to see if you have a video visit scheduled. You and your visitor may log in for the visit up to 10 minutes early. You or your visitor will not be able to log into the visit if you are more than 10 minutes late. If late, the visit will be marked as "missed" and will have to be rescheduled.

To connect to a visit, press "Video" on the kiosk and log in using the same personal identification number (PIN) you use to place calls on the resident telephones. To view a list of your scheduled visits, press "Portal" on the kiosk and log in using your PIN. To cancel the visit, press "Cancel" next to the visit.

Please inform your friends and family that they are not to call the CBCF regarding issues with visitation. If they need assistance, they are to go to www.icsolutions.com and click on "Visitation Support" for instructions or call (888) 646-9437.

You are not allowed to have a visit during your scheduled times of programming. If a video visit is scheduled during your programming, the visit will not be allowed but your family/friend may still be charged for the visit.

In-Person Visits

You ***may*** have the opportunity to participate in in-person visitation with approved individuals on your Visitation List. This will be determined by your Treatment Team.

Special Visits

Professional visits from clergy and legal counsel may be scheduled through your case manager. Any other special visits are to be approved by your Treatment Team.

Visitation Rules

Visitation guidelines are posted in the lobby and on the facility website for visitors to view.

1. No more than four visitors at one time.
2. Children under the age of 18 in your **immediate family** (your brother, sister, son, daughter, or grandchild) may visit if an approved adult visitor accompanies them. It is the responsibility of the approved adult visitor to monitor the child(ren). Children who are not monitored and supervised will be required to leave the facility.
4. All visitors must show proof of identity in the form of a driver's license or state identification. If a visitor has neither, he/she must show a social security card **or** a birth certificate. Children must have appropriate identification as well (birth certificate, social security card, health insurance card, or hospital crib card for newborns).
5. All visitors must be properly dressed.
6. Visitors are not allowed to enter any areas of the facility except those approved by staff.
7. Visitors' personal belongings (coats, purses, etc.) are not allowed within the visiting area. Lockers are available in the lobby and staff will provide tokens.
8. Drop-offs will not be accepted during visitation.
9. Staff will search all residents after each visit. All visitors are subject to a metal detector search and are required to empty their pockets before being searched. If illegal contraband is found during a search of one of your visitors, the contraband will be confiscated, and law enforcement will be notified immediately.

Denial or Termination of Visit

Visitation may be denied under the following conditions:

- Your visitor represents a substantial threat to your safety or the security of the program.
- A violation of a published facility rule has occurred.
- Your visitor appears to be under the influence of alcohol or drugs.
- Your visitor refuses to submit to a search, show proper identification, or has falsified identification.
- You have been placed on visitation restriction for disciplinary or security reasons.
- Your visitor is over ten minutes late for the scheduled visit.

A visit may be terminated under the following conditions:

- A violation of CBCF visitation rules has occurred.
- Any reason necessary to preserve the security of the CBCF and maintain order.



Any visitor who does not follow the visitation guidelines will be asked to leave the facility. Contraband passed during visitation may result in criminal charges and you being unsuccessfully terminated from the program.

RELIGIOUS ACTIVITIES

You will have the opportunity to practice your religion while at the CBCF as long as it does not interfere with your programming or the safety and security of the facility. CBCF religious services are voluntary. If you have class/group during Bible study time, you must attend your class. Attending Bible study does not excuse your absence from class/group.

A schedule of the current religious activities can be found on your living unit's bulletin board.

RECOVERY MEETINGS

You are encouraged to attend as many recovery meetings as your schedule permits. While at a meeting, you are required to act appropriately. Failure to fully participate or pay attention during the meeting may result in you being asked to leave the meeting. This includes sleeping during meetings.

All sponsors must comply with facility requirements and complete the necessary paperwork to sponsor a resident. Paperwork may be obtained through your case manager or from the CBCF website under the Resident Information tab. Applications may be submitted via email to CBCFVolunteer@franklincountyohio.gov, by mail, or in person to the CBCF.

A list of the current recovery meetings can be found on your living unit's bulletin board.

RESIDENT DAILY SCHEDULE

Residents are expected to follow the Resident Daily Schedule. The Resident Daily Schedule can be found in **Appendix D** of this handbook.

STRUCTURED TIME

During Structured Time, all residents are to be doing one of the following: writing letters, writing in journals, reading, working on homework, drawing, using the tablets for educational purposes, or attending staff lead structured activity groups.

Structured Time Expectations:

1. Sit at your assigned table in full uniform.
2. Keep noise to a minimum, only talking to individuals at your table.
3. Only engage in activities listed on the Resident Daily Schedule.
4. Do not lean back in chairs or place your feet on furniture.

STRUCTURED LEISURE

During Structured Leisure time, all residents are to be doing one of the following: watching television, playing/listening to music, working puzzles, making phone calls, playing games, using the tablets, attending religious services, holding NA/AA meetings, holding various spiritual groups, or working out.

Structured Leisure Expectations:

1. Keep noise at a reasonable volume.
2. Watch only approved TV channels and never be in possession of the TV remote.
3. No loitering at the RA desk, bathroom, or on the top range.
4. Phase shirt must be on, unless actively working out.
5. Do not lean back in chairs or place your feet on furniture.
6. No Gambling.

Resident Tablet Guidelines:

- Tablets must be signed in and out with the Resident Advisor
- Tablets are only allowed in the dayroom
- Tablets must be used with headphones
- Only one (1) tablet per resident
- Residents on LOAP are not permitted to use a tablet
- No PIN sharing (the tablet uses your face to login)

BEDTIMES

<u>Phase</u>	<u>Sunday-Thursday</u>	<u>Friday & Saturday</u>
Early Bedtime Restriction	8:00 p.m.	8:00 p.m.
Orientation	9:00 p.m.	10:00 p.m.
Programming	9:30 pm.	10:30 p.m.
Re-Entry	10:00 p.m.	11:00 p.m.
Lights Out	10:00 p.m.	11:00 p.m.

Security lights must remain turned on at all times.

PROGRAMMING

This CBCF's core program follows a cognitive behavioral model. Your case manager will work with you to develop a case plan and individualize your program to manage your risk/need areas as determined through assessment. Your program may look different than other residents' programs. Once you have finished orientation, you will begin classes/groups related to your needs.

Core classes/groups are offered between 8:00 a.m. and 4:00 p.m. while programming from external partners is offered primarily in the evenings and on weekends. The format for all programming is designed to accommodate and encourage each resident's learning potential.

Participating in your classes/groups is a requirement. Once you have successfully completed a class/group, you will receive a certificate of completion. You may also receive a survey, which gives you an opportunity to provide feedback for ongoing program improvement.

ACADEMIC EDUCATION

During orientation, you will complete a Student Education Form. It is important that you complete this form accurately. If you have a high school diploma or GED, write in the name and address of the school or place where you earned your diploma/certificate. If you do not have a diploma or GED, your placement into academic classes will be based on your score on the Test of Adult Basic Education (TABE) taken during orientation. It is extremely important that you do your best and complete the TABE. Be sure to read the test carefully and mark the answers you think are the most correct. If you test into GED class, the Official Practice Test will be given as a pre-test to the GED. If you entered the CBCF without a high school diploma or GED, you may be able to leave with a GED.

CLASS / GROUP GUIDELINES

1. The rules of the facility apply to class/group behavior. You are always expected to fully participate and work to the best of your ability. No writing letters, reading books, or drawing pictures in class/group. You are expected to remain awake and alert, take part in discussions, and complete all assignments.
2. Attendance is mandatory. Outside appointments are not to be scheduled during class/ group times. The only valid reasons for missing class/group are legal or medical appointments that cannot be scheduled for another time. Do not schedule family/friend visits or attend in-house activities, such as recovery meetings or special events during class/group times. An unauthorized absence will result in a sanction.
3. Be on time for class/group and remain there until excused. Be ready five minutes prior to class/group, including signing off the hall, having materials in hand, and using the bathroom prior to leaving the hall. Restroom breaks will not be permitted during class/group times and the restrooms in the program area are off limits to residents.
4. Come to class/group prepared. Report with necessary materials, such as paper, pen/pencil, practice work, and required books or binders.
5. Be respectful. Do not exhibit disruptive or uncooperative behavior. This includes talking out of turn, using profanity, and being disrespectful of people or property. Disrespectful behavior towards others, such as put downs, name calling, and laughing at others will not be tolerated. Also, do not put your feet on the furniture, sit on tables or desks, or lean back in chairs during class/group.
6. CONFIDENTIALITY IS A MUST AT ALL TIMES. What is discussed in class/group stays in the class/group. Do not share personal information that is said in class/group on the halls.
7. All classwork and tests are to be taken to the best of your ability. Cheating will not be tolerated.
8. Silent movement between classes is expected and will be enforced.

CASE MANAGEMENT

You will be assigned a case manager that will work with you throughout your program. Your case manager will be your point of contact for most concerns and will track your progress. Your case manager will be available to you to discuss your progress and any issues, problems, or re-entry needs.

You may send a Kiosk Message through the resident kiosk on the living unit to request an opportunity to speak with your case manager. Make sure your request is specific. If you are requesting a phone call, write who you need to call, why, when, and the phone number. One Kiosk Message per question/issue is enough; duplicates will not result in a quicker response.

If it is determined that you need services in the community, your case manager or the Reentry Manager will assist you and refer you to the appropriate community agency as well as make any necessary arrangements.

FAMILY EMERGENCIES

In the unfortunate event of a family emergency, staff will make every effort to support you; however, there are often legal limitations. If an emergency arises, your case manager will be notified. If you are requesting to visit with a terminally ill immediate family member (mother, father, brother, sister, spouse, or child), attend the funeral of an immediate family member, or visit the hospital for the birth of a child, you will need to contact your attorney for a furlough.

TRANSPORTATION

During your stay, you will not be permitted to operate any vehicle on a public street. There may be a time when you are permitted to leave the facility for a specific reason, such as treatment, court, medical appointment, or community service. In almost all cases, you will be transported and escorted by staff.

You will be expected to go to and remain at the approved location only. When out of the facility for any reason, all CBCF rules and regulations apply, including but not limited to refraining from tobacco and/or illegal substance use. You may not receive any money, property, or other items while outside the facility. You may not make phone calls (except to the CBCF) or visit with family or friends unless pre-arranged and pre-approved.

Violations of these expectations or any other CBCF rules while outside the facility will result in progressive discipline, up to and including termination from the program.

Certain rules of conduct are to be followed while being transported in a CBCF vehicle:

Rules of conduct while being transported in a facility vehicle:

1. Wear your seat belt.
2. Remain seated until the vehicle comes to a complete stop and the staff member lets you know you are cleared to exit the vehicle.
3. If you are transported and dropped off, you are to wait at your appointment destination until staff picks you up.
4. Staff will not make any unauthorized stops.
5. You will be held accountable for your behavior at all times.



Please be aware that additional criminal charges, including a felony escape charge that carries a 1- to 3-year sentence, are possible if you fail to return to the CBCF.

COMMUNITY SERVICE

The purpose of community service is to assist others and give back to the community. Community service opportunities may be available inside the facility. Community service outside the facility may also be available but is a privilege earned by showing satisfactory group participation, good behavior on the hall, and the ability to demonstrate skills learned in the program.

If you are approved by Treatment Team to participate in outside community service, your case manager will review the rules with you. Violation of the rules may result in you being removed from the community service site and losing itinerary privileges. You may also receive a sanction.

JOB SEEKING / EMPLOYMENT

You will have the opportunity to create a resume and apply for jobs online prior to successfully completing the CBCF program.

MONEY MANAGEMENT

All residents are charged an admission fee of \$75.00 upon arrival. Residents are responsible for 100% of incurred costs for medical services, prescriptions, indigent items, etc. while at the CBCF. Family and friends may deposit money into your facility account (via cash or credit card) using the kiosk in the lobby. Cybersuite deposits can also be made by calling 1-866-345-1884 or going to Accesscorrections.com.

Residents are expected to satisfy all debts incurred prior to release. Therefore, any funds applied to your account will be directed toward payment of debts as follows:

- Medical expenses (medications, nurse/doctor visits, etc.) = 100% toward debt
- All other expenses (admission fees, replacement badge, etc.) = 75% toward debt, 25% to account for purchases, calls, etc.

Indigent Status:

Residents whose account balance falls under \$3.00 for a period of seven days or more will be considered indigent and will have access to an indigent menu to order necessities through commissary.

COMMISSARY

You may order items from the Commissary List at your expense. You can spend a maximum of \$100.00 per week as long as you have funds in your account. If you owe the facility money for medical services, prescriptions, shipping box(es), a replacement identification badge, or any other expenses, that money will be deducted from your account (as indicated above) before you can order commissary.

Resident kiosks are used to order commissary and are located on each hall. The kiosks are open from 6:00 a.m. until 11:00 p.m., seven days a week. Money orders must be in your account by Tuesday (except for holidays) of each week to purchase commissary that week. Pending a holiday, commissary orders need to be entered into the kiosk by 11:00 p.m. on Wednesday. Orders will be placed on Thursday and delivered on Friday. **You are not to share your commissary with other residents or order commissary for other residents!**

When commissary orders are being distributed, staff will call your name and you will check your order with the staff member. Overages will be removed. Any shortages or damages are to be noted on the bottom of the receipt, which is signed by you and the staff member. Your signature denotes that you received your complete order unless noted on the receipt. Please keep your commissary receipts. Any item for which you do not have proof of ownership and/or improperly acquired will be considered contraband.



NOTE: Be sure to protect your Personal Identification Number (PIN) used for ordering commissary. Reimbursement will not be given due to other residents using your PIN.

ACCOUNT CLOSING

Any money owed for medical services, prescriptions, indigent packages, or other expenses will be automatically deducted from your account. Unpaid fees may result in an extension of your stay at the CBCF.

Upon notification of your release date, the fiscal staff will close your account. Any funds remaining on your account will be issued to you via a CBCF check or debit card.

APPENDIX A
**Subject to Change*
Permitted Items List

# Provided	# Allowed	# Possessed	Item	Comments
1 Pair	4 Pair		Jeans/Khakis	
1 Pair	2 Pair		Gym Shorts	
1 Pair	1 Pair		Sweatpants	
1	1		Sweatshirt	
3	5		White T-Shirts	
3 Pair	5 Pair		Underwear	
3 Pair	5 Pair		Socks	
	1 Pair		Tennis Shoes	
1 Pair	2 Pair		Shower Shoes	
1	1		Toothbrush and Toothbrush Holder	
1	1		Toothpaste	
1	1		Comb/Hairbrush	
1	2		Bars of Soap	
1	4		Disposable Razors	
1	2		Shampoo	
1	1		Cup with Lid	
	1		Belt	
	1		Jacket (No Hood)	
	1		Thermal Outfit (Shirt and Pants)	
	1 Each		Gloves and Winter Hat (Seasonal)	
	1		Wave Cap or Head Scarf	
	1		Wristwatch	
	10		Plastic Hangers	
	1		Shaving Cream	
	1		Lotion	
	1		Mouthwash	
	1		Deodorant	
	1		Hair Grease/Oil/Gel	
	10		Hair Ties	
	10 Each		Postage Stamps and Envelopes	
	10		Pictures	

APPENDIX B
**Subject to Change*
Rule Violations

Level 1 Violations: Acts that do not constitute a present and/or immediate threat to the security of the facility, staff, residents, visitors, or yourself.

Failure to maintain daily hygiene	Failed room inspection
Failure to sign off and on the hall	Violation of movement expectations
Dress code violation	Possession of minor contraband
Program expectations	

Level 2 Violations: Acts that are not considered minor, but do not constitute a violation of a statutory law. They may present a threat to the security of the facility, staff, residents, visitors, or yourself.

Inappropriate use of own property	Out of place
Antisocial communication	Homework/group non-compliance
Violation of facility mail rules	Program expectations

Level 3 Violations: Acts that are not considered minor and may constitute a violation of a statutory law. They present a threat to the security of the facility, staff, residents, visitors, or yourself.

Failure to complete or follow assigned sanction	Abuse of medical services
Destruction of property	Unauthorized relationship
Disrespect	Insubordination
Physical horseplay	Antagonization
Stealing	Gang related activities
Gambling	Out of place during count
Lying/manipulating	Failure to attend class
Threatening behavior	Trading/Bartering
Unauthorized visit	Violation of computer use

Major Rule Violations: Acts that constitute a violation of law and/or present an immediate threat to the security of the facility, staff, residents, visitors, or yourself.

Physical violence	Failure to travel only to an approved destination
Drug/Alcohol/Tobacco use	Threat to security
Making false allegations	Misconduct that results in hurting self or others
Possession of major contraband	Criminal violations of state and local law
Inappropriate sexual conduct/Consensual sexual acts	Refusal of program participation
Sexual harassment	Absconding/Escape

APPENDIX C

**Subject to Change*

Incentives

5 Reward Points

- Two Pocket Folder
- Pen, Pencil, Eraser
- Small Pad of Paper
- One (1) Stamped Envelope

10 Reward Points

- One Hour Room Pass
- Candy/ Snack
- Composition Notebook
- One (1) Number Change on Approved Visitor List
- Extra Laundry Soap
- 30-Minute Later Bedtime

15 Reward Points

- Drink
- One (1) Hour Game System Pass
- One (1) Hour Radio Time
- Haircut
- Colored Pencils or Crayons
- One (1) Hygiene Item
- One (1) Ten Minute Phone Call

20 Reward Points

- Stationary Pack
- Arts and Crafts Pack
- Deck of Cards

30 Reward Points

- Three (3) Ten Minute Phone Calls
- Popcorn, Pop, and a Movie
- Two Hour Game System Pass with One Guest
- Hygiene Pack

60 Reward Points

- One (1) restaurant gift card (\$15)
- Lunch with the Director (\$15)

APPENDIX D

*Subject to Change

Resident Daily Schedule

Franklin County CBCF Resident Daily Schedule						
Time	Monday	Tuesday	Wednesday	Thursday	Friday	
6:00am		Wake up (4:30 Kitchen Crew)				
6:15am	Formal Headcount	Formal Headcount	Breakfast			6:15am Formal Headcount
6:15am-6:00am			Medication Pass			6:15am-7:15am Breakfast (Optional)
			Hygiene / Morning News (Ch. 6)			Medication Pass
8:00am-11:00am			Structured Time			7:15am-9:00am Structured Leisure
						9:00am-11:00am Chores (Programming) / Movies / Haircuts
						GI Cleaning
11:00am-1:00pm			Hygiene / Recreation / Chores (Orientation) / Afternoon News (Ch. 6)			11:00am-1:00pm Recreation / Movies
						Medication Pass
						Lunch
1:00pm-4:00pm			Structured Time			1:00pm-2:00pm Structured Time
						2:00pm-4:00pm Structured Leisure
4:00pm-6:15pm			Hygiene / Recreation / Chores (Programming) Evening News (Ch. 6)			4:00pm-6:15pm Hygiene / Recreation / Movies
						Dinner
6:15pm			Formal Headcount			6:15pm Formal Headcount
6:15pm-10:00pm			Hygiene / Chores (Reentry) / Approved TV			6:15pm-11:30pm Hygiene / Chores (Reentry) / Movies
8:00pm (M-Th & Sun)			Structured Leisure / Bedtime (Early Bedtime Restriction)			8:00pm Structured Leisure / Bedtime (Early Bedtime Restriction)
8:00pm-9:30pm			Medication Pass			8:00am-9:30pm Medication Pass
9:00pm (M-Th & Sun)			Structured Leisure / Bedtime (Orientation)			10:00pm (Fri & Sat) Structured Leisure / Bedtime (Orientation)
9:30pm (M-Th & Sun)			Structured Leisure / Bedtime (Programming)			10:30pm (Fri & Sat) Structured Leisure / Bedtime (Programming)
10:00pm (M-Th & Sun)			Structured Leisure / Bedtime (Reentry)			11:00pm (Fri & Sat) Structured Leisure / Bedtime (Reentry)
11:30pm			Formal Headcount			11:30pm Formal Headcount

Key	Categories	Rooms	Details
Purple =	Medication Pass	Open	See Medication Pass Expectations.
Blue =	Structured Time	Closed	All residents are to be doing one of the following: writing letters, writing in journals, reading, working on homework, drawing, using the tablets for educational purposes, or attending staff lead structured activity groups. See Structured Time Expectations.
Green =	Structured Leisure	Open	All residents are to be doing one of the following: watching television, playing/listening to music, working puzzles, making phone calls, playing games, using the tablets, attending religious services, holding NA/AA meetings, holding various spiritual groups, or working out. See Structured Leisure Expectations.
Red =	Headcount	Closed	All residents are to be in their rooms on their beds and quiet. See Headcount Expectations.
Orange =	Meals	Open	All residents are to remain alert going to and exiting the cafeteria. See Cafeteria Expectations.
Yellow =	Function	Open	Events that need to occur for the orderly operation of the resident community. See Recreation Expectations.

APPENDIX E

**Subject to Change*

Expectations

Medication Pass Expectations:

1. When medication pass is called, anyone not receiving medication will report to their room.
2. Those receiving medication will line up in a single file line in front of the medication cart.
3. Only bring one clear cup filled with water.
4. Long sleeves are to be rolled up to the elbow.
5. No interaction with other residents.
6. No using the restroom, phone, or kiosk during this time.
7. Once medication is received, report to the designated waiting area to be dismissed by staff.

Structured Time Expectations:

1. Sit at your assigned table in full uniform.
2. Keep noise to a minimum, only talking to individuals at your table.
3. Only engage in activities listed on the Resident Daily Schedule.
4. Do not lean back in chairs or place your feet on furniture.

Structured Leisure Expectations:

1. Keep noise at a reasonable volume.
2. Watch only approved TV channels and never be in possession of the TV remote.
3. No loitering at the RA desk, bathroom, or on the top range.
4. Phase shirt must be on, unless actively working out.
5. Do not lean back in chairs or place your feet on furniture.
6. No Gambling.

Headcount Expectations:

1. Report to your room five minutes prior to headcount.
2. Sit on your bed silently until headcount is cleared by staff.
3. No using the restroom, phone, or kiosk during this time.
4. If you are working in the kitchen, or in evening classes, remain there until headcount clears.

Cafeteria Expectations:

1. Talking is not permitted unless you are seated. Excessive noise is not permitted.
2. All under 21 must sign the Cafeteria Sign-In Sheet when entering the serving line.
3. Must take the last prepared tray in the serving line.
4. Follow the cafeteria seating procedure.
5. Only communicate with those at your table.
6. Taking food from the cafeteria is prohibited.

Recreation Expectations:

1. Remain at least 5 feet from the perimeter of the fence.
2. No interaction with others outside the fence.
3. No dunking or hanging on the basketball rims or nets.
4. No contact, defensive games, or rough play permitted.
5. Equipment is only to be used for its intended purpose including picnic tables, cornhole boards, workout equipment, etc.