



1745 Alum Creek Drive | Columbus, Ohio 43207  
Phone: (614) 525-4600 | Fax: (614) 525-4606  
Web: [cbcf.franklincountyohio.gov](http://cbcf.franklincountyohio.gov)

# RESIDENT HANDBOOK



**Vision: To bring person-centered care and community to corrections.**

**Mission: To enhance public safety by fostering meaningful change, removing barriers, and promoting the skills required for justice-involved individuals re-entering the community.**

Name: \_\_\_\_\_

Entry Date: \_\_\_\_\_

Revised: February 2025

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# Welcome

## WELCOME

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

Our work with you is built on four core values: **Integrity**, **Dignity**, **Commitment**, and **Collaboration**.

- **Integrity:** We hold ourselves and you to strong moral principles and ethical standards. Every action and every decision is an opportunity to act with honesty and responsibility as you work toward a better future.
- **Dignity:** We recognize and respect the inherent worth of every person, including you. Your journey here is important, and we are dedicated to treating you with respect and fairness throughout your time in the program.
- **Commitment:** We are committed to your success, and we expect the same level of dedication from you. We will provide the support you need to achieve your goals, but it's up to you to stay focused, persevere, and put in the effort necessary to succeed.
- **Collaboration:** We believe in working together to achieve your goals. The staff and your fellow residents will all be here to help, but ultimately, your success depends on your willingness to engage with and learn from those around you.

This is your handbook. Write your name and entry date on the front page. The information in this handbook outlines what is expected of you, your daily activities, how your needs will be addressed, and other helpful details. It's designed to provide you with the information needed to succeed in this program. It is important that you understand all the information here. If there's something unclear, please don't hesitate to ask a staff member. While other residents can be a good source of information, always verify with staff to ensure accuracy.

Please remember that each resident's program is unique. 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 the program, provide guidance and support, but it is up to you to practice new thinking patterns, behaviors, and coping techniques. The level of success you achieve here is directly related to your commitment and efforts.

I wish you the best of luck on your journey here at CBCF!

*Domonique Paige, Executive Director*

## **ADMISSION**

Residents entering the facility are not permitted to bring personal property. When arriving from another facility, you will be given two options for your belongings:

1. Mail your personal belongings to a family member or friend of your choice at your expense.
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 will undergo a body scan search, strip search, and are required to shower, delouse, and be assessed by the facility nurse prior to being assigned to their housing unit. Residents will be provided with a set of clothing and educational materials necessary for their program, for a participation fee of \$95.00. Items provided at arrival include:

- (1) Sweatshirt
- (3) White t-shirts
- (1) Pair of pants
- (1) Pair of gym shorts
- (3) Pairs of socks
- (3) Pairs 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 wish 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 visiting [ohcountiespackages.com](http://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. Upon arrival, residents will be issued the following CBCF property:

- (3) CBCF uniform shirts
- (2) Towels
- (2) Washcloths
- (2) Flat sheet
- (2) Blankets
- (1) Pillowcase
- (1) Laundry bag
- (2) Combination lock

All items listed above must be returned upon completion of the 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 to help us get to know you. This is also a good time for you to ask any questions.

Upon completion of the admission process, you will be escorted to your living unit, introduced to the staff on your unit, and paired with a resident who will help acclimate you to the living unit. You will be permitted one 10-minute telephone call on the resident phone located in the intake area during your first week.

## **ORIENTATION**

The first phase of the program is the Orientation Phase. Orientation includes an explanation of program goals, available services, rules governing conduct, access to health care, and other topics outlined in this handbook. It also includes assessments and academic testing.

Please inform your family and friends of the rules and expectations of the program. Whenever your family and/or friends call CBCF staff, they will be redirected to speak with you unless the information requested is considered public. If necessary, you may sign a Release of Information (ROI) form for staff to share information with 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 specifies a definite duration, 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 specifies a discretionary duration, 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," your release will occur upon completion of your individualized program requirements. This means your Treatment Team will determine your release date based on your participation in classes/groups, behavior on the hall, and overall progress in the program.

Your case manager will identify the programming you are required to complete. All required programming, whether provided by CBCF staff or an outside agency, will be determined as early in your stay as possible, though 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 behavior are the primary factors that will determine your release date. Days may be added for time spent in controlled isolation, on facility restriction, out of the facility for medical reasons, behavior violations, or for failure to fully participate in the program.

## **FULL PARTICIPATION**

As previously mentioned, to complete this program, you will be required to fully participate. Refusing to participate in any program activity, such as a class or group assignment, may affect your progress. Classes often build from lesson to lesson, so minimizing absences ensures steady progress. Assignments given to complete outside of class sessions help extend the benefit of the group experience. 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, completed all your program requirements, developed an appropriate and realistic aftercare plan, and established a place to live upon release from the CBCF. You have fulfilled all your court-ordered conditions.

**Administrative Discharge** – You have a medical, psychological, legal, or other issue 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 involve physically hitting, grabbing, or otherwise harming another person. Serious misconduct refers to failing to follow CBCF rules or instructions given by staff. It may involve violating just one rule, such as possessing drugs and/or a weapon or attempting to intimidate other residents or staff, which could lead to unsuccessful termination 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, failing to successfully complete the program may violate your conditions of community control (probation) or post-release control (parole).

## **PROGRAM EXPECTATIONS / RULES**

During your stay at this CBCF, you will not be discriminated against based on your race, religion, national origin, gender, sexual orientation, gender identity, disability, or political views. You will not be subjected to corporal punishment, 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. 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 rather than on others.

The following behaviors are 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 behaviors.
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 using 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 from 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 are not permitted to accept gifts from current or former residents and/or their 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 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. Always remain in authorized areas. 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 whenever 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 the facility. Remain in authorized areas only and follow staff directions and facility expectations when transitioning from one location to another. Walking is always required; 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. A copy of this list can be found on your living unit's bulletin board.

## **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-colored tennis shoes.

1. Your CBCF badge must be always worn on the left sleeve of your shirt.
2. Your uniform must be always worn, except when you are actively working out on the living unit. In these cases, you may wear 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 you are allowed in your room, you may go to the bathroom or shower out of uniform, but you must be properly clothed.
4. Your clothes must fit properly—not too tight or too loose. Shirts should be tucked in, and pants must be fully pulled up.
5. Your clothing must be clean, neat, and free of holes and tears.
6. Only one layer of pants may 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 collar of your gray sweatshirt.
8. No coats, jackets, or hats of any kind may be worn inside the facility.
9. Neutral-colored shoes or shower shoes must be always worn.
10. Doo rags are not permitted to be worn outside of your bed area.
11. If going outside for recreation, you may 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 after the 6:00 PM headcount. During this period, you may wear shorts and sweatpants in the dayroom/common area.

## **CONTRABAND**

**Major Contraband** refers to any item(s) possessed by a resident that, 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 items are considered major contraband: lighters, tobacco, weapons, drugs, alcohol, drug/alcohol paraphernalia, and any illegal items.

**Minor Contraband** refers to any item(s) possessed by a resident without permission; any item(s) found in an improper location; any allowable item(s) found to exceed possession limits; any item(s) obtained in an improper manner; 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. Unauthorized money that is confiscated as contraband will be stored in the Fiscal Department and will not be returned until the completion of the program. Possession of contraband will result in disciplinary action.



## **VIOLATIONS (SECURITY RULES / REGULATIONS GOVERNING CONDUCT)**

If your behavior or conduct is in violation of facility rules, you will participate in the disciplinary process. There are four levels of rule violations:

**Level 1 Violations** involve acts that do not constitute a present 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** involve acts that are not considered minor but do not constitute a violation of statutory law. These acts 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** involve acts that are not considered minor and may constitute a violation of statutory law. These acts 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** involve 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

## **SANCTIONS**

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

If you commit a rule violation(s), you will be issued a Ticket 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 Ticket to acknowledge receiving notice of the violation(s). You will also be given the opportunity to provide your version of the incident on Ticket. This is your opportunity to present a response to the alleged rule violation(s). This information will be reviewed, and an appropriate sanction will be determined. If you believe your rights have been violated because of receiving a sanction, you may follow the grievance procedure. If you are dishonest in your response on your ticket, you will be held accountable accordingly.

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 violation of program rules may result in unsuccessful termination from the program. If you are terminated unsuccessfully, you will be arrested and taken into custody to await a hearing, where you will have the opportunity to contest the decision.

### **ADMINISTRATIVE SEGREGATION (ISOLATION)**

Administrative segregation is only used when necessary to maintain safety and/or security. It is not used as a punishment but may be implemented 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 and under whose authority you have been placed there. All rights and privileges will be granted unless there is a risk to safety

### **BEHAVIOR MANAGEMENT SYSTEM**

Staff's goal is to help you recognize risks 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 engage in inappropriate behavior, a sanction will be imposed. However, when you engage in positive behavior, you will be rewarded.

## **BUCKEYE BUCKS**

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

When you are issued Buckeye Bucks, the staff member will enter the information into an online form, indicating how the Buckeye Bucks were earned.

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

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

Below are examples of behavior that may earn Buckeye Bucks:

- Using self-control
- Responding to criticism in a constructive way
- Managing anger or frustration
- Accepting feedback without a defensive attitude
- Using pro-social skills during interactions to prevent passive-aggressive behavior
- Analyzing cues when dealing with feedback, unexpected circumstances, or changes
- Using stress-reduction techniques 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

You may wear your TYRO shirt as part of your uniform if you've received an outdate.

## **KIOSK MESSAGES**

Kiosk Messages are your primary way to communicate with staff regarding concerns, issues, or suggestions related to the program or facility. Be sure to include all relevant details to help us address your message effectively. Topics include Case Management, Clothing Requests, Maintenance, Medical, PREA, and Resident Account & Commissary. Please note, sending multiple messages about the same issue will not speed up the response time.

## **CHAIN OF COMMAND**

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

For UNIT/BEHAVIOR concerns:

Resident Advisor > Shift Supervisor > Behavior Manager > Administrator of Resident Services > Deputy Director > Executive Director

For CASE MANAGEMENT concerns:

Case Manager > Reentry Manager > Administrator of Resident Services > Deputy Director > Executive Director

For PROGRAMMING concerns:

Program Facilitator > Program Manager > Administrator of Program Services > Deputy Director > Executive Director

For FOOD SERVICE concerns:

Food Service Specialist > Food Service Coordinator > Administrator of Facility Operations > Executive Director

For MEDICAL concerns:

Nurse > Intake Manager > Administrator of Program Services > Deputy Director > Executive Director

For MENTAL HEALTH concerns:

Case Manager > Administrator of Program Services > Deputy Director > Executive Director

For FISCAL concerns:

Resident Account Specialist > Finance Manager > Executive Director

## **GRIEVANCES**

If you have a problem or concern that you believe violates your rights, start by collecting a Resident Grievance Form, which can be found on blue paper within the living unit paperwork organizer. Once you have the form, complete all applicable sections, and provide a detailed account of the specific events related to your grievance.

Submit the completed form in the grievance box located in the cafeteria. Your grievance will be reviewed and addressed in a timely manner.

If you feel the issue remains unresolved, you may file an appeal by selecting “yes” in the appeal section of the form. The grievance will then be forwarded to the Deputy Director for further resolution. The Deputy Director’s decision will be final.

## **SEXUAL HARASSMENT 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 at (614) 525-4625
- By phone to the outside agency hotline number listed on posters throughout the facility

Upon request, you will remain anonymous when reporting 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 discussing sex and/or casual nudity so other residents do not think you have an interest in a sexual relationship. Additionally, 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 and 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 will be investigated, and the findings will be documented. If it is found that a person (resident or staff member) has harassed, abused, or retaliated against you or another resident, they will face disciplinary action, up to and including termination. If it is determined that a crime may have occurred, law enforcement will be notified to investigate. 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 the 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 where others are smoking
- You test positive for nicotine

Please avoid areas where smoking is occurring to prevent suspicion. Smoking materials are considered contraband and are often smuggled into the facility. If you are caught smoking, you may also be charged with smuggling and/or using contraband.

### **CHEMICAL CONTROL / TOXIC, CAUSTIC, & FLAMMABLE**

All chemicals, including paint, must be handled and stored safely. Chemicals must be kept secure when not in use to minimize safety hazards and security risks. Staff will maintain control over access to and use of these materials, and will monitor residents using them to ensure proper use. When chemical or cleaning supplies are needed, 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, which is located in the appropriate binder. Staff will ensure that all chemical substances are returned to their proper storage area and are accounted for after use.

#### **Handling Chemicals**

All residents are informed of basic handling procedures for toxic and caustic chemicals, as well as the proper use for each chemical. Residents are only to use each chemical for its intended purpose. If a chemical has been ingested, immediately notify the nearest staff member. If a chemical has made contact with your eyes, immediately notify the nearest staff member and use the eye wash station located behind the resident advisor desk on each living unit, in the food service area, maintenance office, foyer mop closet, and medical area.

## **TOOL CONTROL**

All facility tools, equipment, and utensils must be handled and stored in areas that 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 corresponding Tool Control Log. Facility tools include, but are not limited to, food service knives, food service thermometers, hammers, screwdrivers, and drills.

All activity tools are to be stored on each living unit behind the resident advisor desk. To ensure the inventory and proper use of activity tools, residents will sign out any activity tool, return it, and sign it back in on the corresponding Tool Control Log. The resident advisor will then confirm that the item was returned by initialing the Tool Control Log. All activity tools are to be used only in the common area of the living unit; they are not to be used in resident rooms, restrooms, or taken off the living unit. Activity tools are defined as any sharp item needed to complete a resident activity or arts and crafts project. Activity tools include, but are not limited to, scissors, sewing needles, crochet needles, latch hooks, and glue guns.

## **EMERGENCY DRILLS**

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

Furniture, such as tables and desks, must 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, which point to the direction to go.
3. As soon as everyone has exited the facility, a headcount will be conducted.
4. Once the Shift Supervisor has given an "all clear," staff will direct you to re-enter the facility.
5. Once everyone is back in 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, staff will direct you 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.
  - 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 the injuries and determine if transportation to the Emergency Room is needed.
6. Once the Shift Supervisor 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 (e.g., snowstorms), residents will be allowed to call their visitors to inform them that the event has been canceled due to the weather emergency.

## **IDENTIFICATION**

You will be issued an identification badge with your photograph on it. You are required to wear your badge visibly on the left sleeve of your uniform shirt, with the photo facing outward. No other items should be attached to the badge. If your badge is lost, stolen, or if your appearance changes significantly, notify staff immediately for a replacement. The replacement fee is \$3.00. Failure to wear your badge or willfully damaging it 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 to be aware of these scheduled headcount times. Headcounts can also be conducted at any time at the staff's discretion.

### **Headcount Expectations:**

1. Report to your room five minutes prior to headcount.
2. Sit on your bed silently until the headcount is cleared by staff.
3. Do not use the restroom, phone, or kiosk during this time.
4. If you are working in the kitchen or attending evening classes, remain there until the headcount is cleared.

## **MOVEMENT**

When leaving your hall as a group, you must 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 must stop talking and remain quiet, whether standing or sitting, until everyone is back on the hall.

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

When leaving your hall individually, you must sign out and only take the necessary items with you. You will be permitted to carry one beverage item with you. 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 must 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, staff may ask you to clean or straighten up part of the facility.

## **ROOM / SLEEPING AREA INSPECTIONS**

Rooms and/or sleeping areas must be always clean and orderly. Staff will conduct daily inspections of these areas. Failure to pass inspection will result in having to address the noted concerns and a Level 1 Rule Violation. Below are photos of a model room/sleeping area:



The following items will be 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 against the wall, with no space in-between.
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 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 affixed to 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 expectations, you will need to redo them and may be held accountable via the facility's Behavior Management System (BMS). It is your responsibility to inform staff when your chore has been completed. To ensure all resident rooms, dorm areas, and dayrooms are always clean, 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 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 **zero** tolerance for the illegal use of drugs or other intoxicants. You are not to possess or consume any unauthorized drugs, tobacco, or alcohol while in this program. Random testing will occur to determine the use of drugs, tobacco, or alcohol. Anytime 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 who 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 receive at least one haircut per month.

Haircuts occur on Saturdays in the foyer and are overseen by the Shift Supervisor. 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 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 will distribute one detergent packet to each resident each week. Two detergent packets may be provided to residents who work in the facility kitchen on an ongoing basis.

## **LINEN EXCHANGE**

Linens are collected and washed once per week. On a designated day, two white sheets, 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's bulletin board. 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 residents under 21 must sign the Cafeteria Sign-In Sheet when entering the serving line.
3. You 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.

## **ACCESS TO 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 with 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 will only be shared with staff on a need-to-know basis.

## **SICK CALL**

Nurse sick call will occur on an as needed basis. 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 at 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, 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.

A flat trip charge of \$10.00 will be imposed on residents for transportation that involves any medical care, excluding vision care.

## **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 a violation of facility rules.

## **MEDICATION**

All medication must 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 as 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; rather, 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. 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 \$0.25 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 ordered from the pharmacy will be charged at full price. Approximately 10 days before running out of any medication, the facility Nurse will request for refills.

### **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 must 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 requiring immediate attention. Such problems or conditions must be reported to staff immediately. A staff member will contact the nurse, doctor, and/or Shift Supervisor 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. This 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 continued 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 (e.g., bed rest) by the nurse and/or doctor. Any available funds in your account will be used 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's medical staff. Recreational activities consist of outdoor activities, television viewing, reading, use of exercise equipment, and various table games. Participation in recreational activities is at your own risk. The facility will not pay any medical costs associated with recreational injuries.

Outside recreation may be canceled at staff's discretion due to 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 a 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 in a library database. You are responsible for the books checked out in your name. Books must be returned directly to the resident librarian during a library session. Please do not leave books on the Resident Advisor's desk or loan them to other residents. All books must be handled with care and returned in good condition, minus reasonable wear and tear. Any damage must 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 facility's 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 for supervised access to the law library.

## **MAIL**

There is no limitation 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 in 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.

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 if outgoing mail is withheld.

Pictures will be examined for compliance with facility standards. Pornographic or sexually suggestive photos are not permitted, nor are 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 must be placed during leisure time.

During orientation, you will receive a Visitation List form. On this form, you can list up to ten individuals you wish to allow to visit you. To have your visitors approved, you must provide their name, relationship to you, current address, date of birth, and telephone number. From your approved visitation list, you may choose up to ten phone numbers to add to your phone list. Once completed, submit your list to your Case Manager. Your Case Manager, Probation Officer, and/or Parole Officer will verify the information and either approve or deny each individual. If an individual is not approved, they will be removed from your list. This verification process may take up to 3 business days. Once your list is approved, your Case Manager will enter the details into the system, and it will be forwarded to the Treatment Manager. The Treatment Manager will then add the approved phone numbers to your ICSolutions account. You will have one opportunity to make changes to your list during your time in the program. To make changes, submit the updated list to your Case Manager for re-verification and approval. If approved, the changes will be updated in the system. After your one-time change, additional changes can only be made by using Buckeye Bucks. You can only change one number at a time when using Buckeye Bucks.

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 should contact ICSolutions at 1-888-506-8407 (for prepay) or 1-888-888-8413 (for debit), or by email at [Customer@ICSolutions.com](mailto: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 should 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, will result in the detection of a three-way call, and the call will be 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 medical, legal, clergy, employment, housing, and emergency purposes. 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](http://www.icsolutions.com). Visits must be scheduled at least 24 hours prior to or up to two weeks in advance. Video visitation sessions are 20 minutes long and are paid for by the visitor at \$7.00 per visit. Visitors can include up to two adults and two children in the video visits. These individuals must be approved on your Visitation List form.

It is your responsibility to check the kiosk in 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. If you or your visitor are more than 10 minutes late, you will not be able to log into the visit, and the visit will be marked as "missed" and must 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 a visit, press "Cancel" next to the visit.

Please inform your friends and family that they should not contact the CBCF regarding issues with visitation. If they need assistance, they are to visit [www.icsolutions.com](http://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 programming times. 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 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 must 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 are allowed 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 properly supervised will be required to leave the facility.
3. All visitors must show proof of identity in the form of a driver's license or state identification. If a visitor has neither, they must show a social security card or birth certificate. Children must have appropriate identification as well (birth certificate, social security card, health insurance card, or hospital crib card for newborns).
4. All visitors must be properly dressed.



5. Visitors are not allowed to enter any areas of the facility except those approved by staff.
6. Visitors' personal belongings (coats, purses, etc.) are not allowed within the visiting area. Lockers are available in the lobby, and staff will provide tokens.
7. Drop-offs will not be accepted during visitation.
8. 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 or group during Bible study time, you must attend your class. Attendance at Bible study does not excuse your absence from class or 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 being asked to leave. This includes sleeping during meetings.

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

A list of 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 on your living unit's bulletin board as well as the front of your orientation binder.

### **STRUCTURED TIME**

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

#### **Structured Time Expectations:**

1. Sit at your assigned table in full uniform.
2. Keep noise to a minimum and only talk 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, residents are to engage in one of the following activities: watching television, listening to or playing music, working on puzzles, making phone calls, playing games, using tablets, attending religious services, holding NA/AA meetings, participating in various spiritual groups, or working out.

#### **Structured Leisure Expectations:**

1. Keep noise at a reasonable volume.
2. Watch only approved TV channels and do not possess the TV remote.
3. Do not loiter at the RA desk, bathroom, or on the top range.
4. Your phase shirt must be worn, unless actively working out.
5. Do not lean back in chairs or place your feet on furniture.
6. No gambling.

### **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 is allowed per resident.
- Residents on LOAP (Level of Administrative or Programmed Leave) are not permitted to use a tablet.
- No sharing of PINs (the tablet uses facial recognition to log in).

## **BEDTIMES**

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

**Please note:** Security lights must remain on at all times.

## **PROGRAM SERVICES**

This CBCF core program follows a cognitive behavioral model. Your Case Manager will work with you to develop a case plan and individualize your program to address your risk/need areas, as determined through assessment. Your program may differ from those of other residents. Once you have completed orientation, you will begin classes/groups tailored to your needs.

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

Participation 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 provides an opportunity to give feedback for ongoing program improvement.

### **Specific Cognitive Behavioral Programming:**

University of Cincinnati's Cognitive Behavioral Interventions - Comprehensive Curriculum (CBI-CC): Designed to provide a thorough intervention that broadly targets all criminogenic needs. This intervention relies on a cognitive behavioral approach to teach strategies to manage risk factors. The program places heavy emphasis on skill building activities to assist with cognitive, social, emotional, and coping skill development.

UC's Cognitive Behavioral Interventions for Substance Abuse (CBI-SA): Residents that have a moderate to high need in the area of substance abuse are placed in CBI-SA classes. This intervention relies on a cognitive behavioral approach to teach strategies for avoiding substance abuse. The program places heavy emphasis on skill building activities to assist with cognitive, social, emotional, and coping skill development.

UC's Cognitive Behavioral Intervention for Sexual Offending (CBI-SO): This structured curriculum is intended for individuals who are moderate to high need in the area of sexual offending and relies on a cognitive-behavioral approach to teach participants strategies for avoiding sexual offending and related behaviors. Specifically, the program emphasizes skill-building activities to assist with cognitive, social, emotional, and coping skills development. The goal is to increase the value participants place on pro-social thoughts and choices.

UC's Cognitive Behavioral Interventions - Advanced Practice (CBI-AP): This curriculum provides a structured way to assist high risk residents in practicing skills learned through core programming in a progressively more challenging way using more difficult situations with increased pressure. Group

members continue to practice cognitive restructuring, emotion regulation, social skills, and problem solving throughout their participation in the group.

**The Epictetus Club:** High and very high-risk residents participate in this course that draws on the latest research on criminal thinking and addresses the issue of criminal behavior with a cognitive-behavioral approach. Succinct and astonishingly relevant, the Greek philosopher's words show how to live a responsible life - inside or outside of prison. With the help of Epictetus' ancient wisdom, residents meet the daily challenges of their lives. Learning to think outside the limits of their own literal walls as they struggle to redeem themselves, residents learn to think beyond their own self-imposed limitations and comfort zones.

**Anger Management:** A cognitive behavioral intervention program to help residents improve social skill competence and moral reasoning, better manage anger, reduce aggressive behavior, and ultimately reduce recidivism. Program techniques are designed to teach residents how to control their angry impulses and take perspectives other than their own.

### **Other Programming:**

**TYRO Leadership (The Ridge Project):** TYRO Leadership teaches the life skills needed to be a responsible parent and partner, better communicator, reliable employee, and positive role model.

**TYRO Core Communication (The Ridge Project):** Residents are taught six talking skills and five listening skills for resolving conflicts, making decisions, solving problems, and negotiating more effectively. These practical communication skills strengthen relationships and increase personal and professional opportunities.

**Financial Management (The Ridge Project) - Your Money, Your Goals:** This class assists the residents in building the skills needed to manage finances in a way that promotes financial stability. This class also highlights how financial management plays an important role in healthy relationships.

**Breaking the Cycle of Domestic Violence (The Ridge Project):** Residents learn what domestic violence is and the signs of domestic violence patterns. The signs of unhealthy versus healthy relationships are covered as well as who and how domestic violence affects them, others, and their children. This helps the residents understand the importance of breaking the cycle of domestic violence.

**Fatherhood/Parenting Program (Action for Children, Healing Broken Circles & Nationwide Children's Hospital):** This helps the residents strengthen the healthy bond between father and child. Residents can learn and practice healthy communication with their child(ren) and their child(ren)'s caregiver(s), learn about child development, and gain an understanding of children's emotional and cognitive growth.

**Future Bound (The Ridge Project & Ohio Means Jobs):** Residents participate in a four-week work force development program designed to help them seek and obtain employment. This class includes resume writing, researching jobs via the internet, interviewing skills (virtual vs. in-person), proper interview attire, etc.

**Setting the Score (ARCH Reentry):** This trauma informed class is a new approach to reentry preparation that accounts for the unique impact that both life and incarceration have on the hearts, minds, and bodies of those coming home from any period of confinement. Residents develop an understanding of the clusters and symptoms of Post Incarceration Syndrome (PICS), increase their ability to identify signs of PTSD in their own life, and learn how to bring coping and healing by developing ways to problem solve in any situation.

## 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 institution 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 on the TABE. Be sure to read the test carefully and mark the answers you believe are the most correct. If you test into the GED class, the Official Practice Test will be administered 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, participate in discussions, and complete all assignments.
2. Attendance is mandatory. Outside appointments should not 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 before 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. Bring 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 to 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 discussed in class/group outside of class.
7. All classwork and tests should be completed to the best of your ability. Cheating will not be tolerated.
8. Silent movement between classes is expected and will be enforced.

## PROGRAM GOALS

1. To reduce state prison commitments.
2. To provide successful offender reintegration
3. To assist offenders in obtaining and maintaining their sobriety.
4. To assist offenders with their anger management.
5. To increase the academic education level of offenders.

## **CASE MANAGEMENT**

You will be assigned a Case Manager who will work with you throughout your program. Your Case Manager will be your point of contact for most concerns and will track your progress. They will be available to discuss your progress, as well as 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. Be sure to make your request specific. If you are requesting a phone call, include the name of the person you need to call, the reason, the preferred time, and the phone number. One Kiosk Message per question or issue is sufficient; 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 by referring you to the appropriate community agency and making 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 need to visit 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 to request a furlough.

## **TRANSPORTATION**

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

You will be expected to go directly to the approved location and remain there. When outside the facility, 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.

### **Rules of Conduct While Being Transported in a CBCF Vehicle:**

1. Wear your seat belt.
2. Remain seated until the vehicle comes to a complete stop, and the staff member informs you that you are cleared to exit the vehicle.
3. If you are transported and dropped off, you must 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 carrying a 1- to 3-year sentence, may be filed 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 the Treatment Team to participate in outside community service, your Case Manager will review the rules with you. Violating the rules may result in being removed from the community service site and losing itinerary privileges. You may also receive a sanction.

## **JOB SEEKING / EMPLOYMENT**

You may have the opportunity to create a resume, apply for jobs online, and attend interviews prior to successfully completing the CBCF program.

## **MONEY MANAGEMENT**

All residents are charged an admission fee of \$95.00 upon arrival. Residents are responsible for 100% of the 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. Deposits can also be made by calling 1-866-345-1884 or visiting [Accesscorrections.com](http://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.

## **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 boxes, a replacement identification badge, or any other expenses, those amounts 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. 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 must 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 if other residents use your PIN.

## **VENDING**

You may use the vending machines during recreation, Structured Leisure, and mealtimes. Only one resident can use the machine at a time. Do not hit, shake, or tip over the machine. If there are any malfunctions with the transactions notify the Resident Advisor on duty. **All sales are final.**

## **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.

## **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 in your account will be issued to you via a CBCF check or debit card.