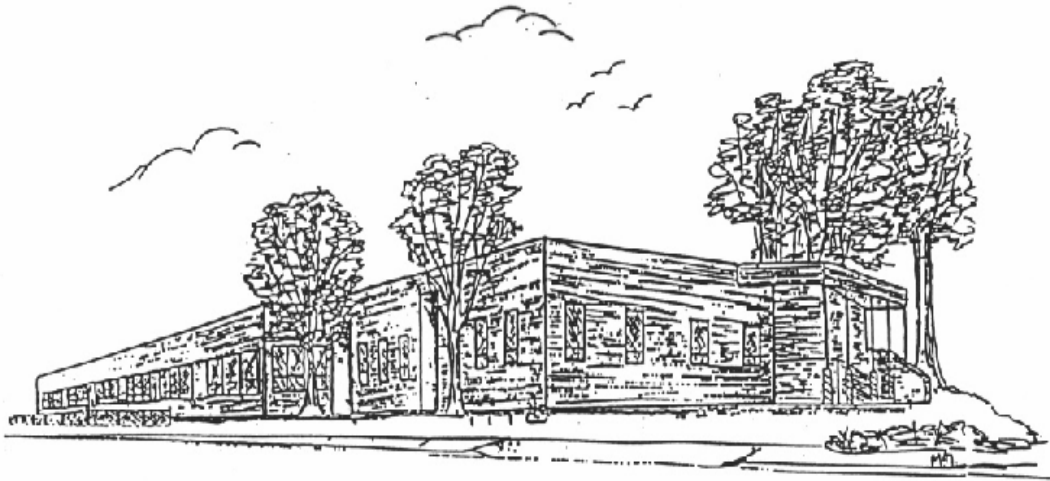


Clackamas County Community Corrections Residential Services Handbook For Bureau of Prisons Residents



Clackamas County Correctional Facility
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Community Corrections Mission Statement

It is the mission of Community Corrections to enhance public safety and ensure public confidence in the local corrections system.

Community Corrections staff will pursue the restoration of losses to victims and communities and provide effective services, sanctions, and supervision to help offenders become law abiding citizens"

09/2004

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INTRODUCTION

Welcome to Clackamas County Residential Services. The Clackamas County Correctional Facility (CCCF) provides residential services to Clackamas County offenders, federal Pre-Trial clients, and to federal inmates who are transitioning back into the community. CCCF is an 80-bed co-ed work release facility. CCCF is located in Milwaukie, Oregon and is approximately 10 minutes from downtown Portland.

Our purpose is to provide a structured, clean and sober environment that supports and guides transition. Residents at CCCF have an opportunity to demonstrate responsibility and begin to take control of their lives. The prospect exists for choices that could result in positive change and serve as a stepping-stone toward re-integration into the community. This is an opportunity to find employment, develop a financial plan, attend treatment, secure a residence and re-establish family relationships.

CCCF is required by the Bureau of Prisons (BOP) and our department's mission to hold residents accountable. The programming decisions for each resident are designed to aid in successful transition while keeping in mind the need for community safety. This means the facility requires accurate information to monitor, locate and verify the whereabouts of residents in the community. A resident's cooperation in this process is essential in establishing credibility in the program.

Upon a resident's arrival at CCCF, they will complete the first phase of intake with a facility Corrections Officer. The resident will receive a general facility orientation / tour, and complete intake and medical screening paperwork. The resident is assigned a Corrections Counselor (case manager) who will meet with the resident later that day to complete the intake process, address specific questions and discuss individual program plans.

The resident and Counselor will develop a plan to assist each resident's transition into the community. Each resident has an individualized plan which will include participation in facility or community programs such as parenting classes, anger and impulse control classes, alcohol and drug treatment or aftercare, Narcotics/Alcoholics Anonymous, etc.

Residents are expected to participate in programs that aid in developing good choices and in gaining skills in positive decision-making. A minimum of 12 hours of life skills training groups is required at CCCF.

"The greatest discovery in our generation is that human beings, by changing the inner attitudes of their minds, can change the outer aspects of their lives." - William James

Group Opportunities Offered at Residential Services

CCCF offers several groups at the facility to assist residents in their transition. A resident will meet with their Counselor to initially determine which groups will most benefit each individual. A resident's attendance is mandatory for their designated groups. Most skills training groups are completed within 30 - 45 days. These groups include but are not limited to the following:

Anger, Stress, Impulse Control Education

This class meets once per week for four (4) weeks. This program is designed to provide residents with the opportunity to learn new tools and incorporate old tools in successfully managing anger, stress and impulsive acts. This program provides the participants with a workbook that can help a resident look at their own circumstances and potentially develop plans for new behaviors.

New behaviors = new results.

Life Skills Training

These groups include information on financial management, employment, alcohol and drug education, abuse issues, cognitive processes (how we think) and healthy lifestyle (wellness). These groups meet once (1) each week.

Framework for Breaking Barriers, a Cognitive Reality Program

This class meets once (1) per week for approximately three (3) weeks. Breaking Barriers was developed by Gordon Graham and is designed to help residents develop personal goals, identify the barriers that keep individuals from reaching their goals, and develop plans to overcome barriers that keep them in the corrections system.

Alcohol and Drug Education

This class meets once per week for four weeks. This program is designed to provide education regarding alcohol and drug abuse. This class offers information on how alcohol and drug abuse affects the user, the family, and the community.

Self Help Meetings

Several community self help groups use CCCF to conduct weekly groups. This includes AA and NA meetings. These meetings are available to all facility residents. Attendance of self help groups in the local community are also available for those residents who are eligible to take passes into the community.

Job Search / Employment

A full time job = 40 hours per week.

CCCF provides an intensive job search program. This program meets Sunday - Thursday. The job search program consists of group and individual assistance. Residents receive assistance with job leads, developing resumes and cover letters, interviewing skills, overcoming employment barriers and general job search protocol.

General Job Search rules:

- You are required to attend job search groups Sunday – Thursday until you ***begin*** employment. Begin means the day you actually start work.
- A job search pass must be completed and submitted for authorization before 5:30p, Sunday – Thursday, the night prior to the pass.

- Job search hours in the community are 7:00am-2:30pm, Monday – Friday.
- A minimum of five (5) applications must be submitted each day.

General Job Search rules:

- A master application must be completed and approved prior to community job searching.
- Each resident is to define a job goal.
- 30 cold calls must be placed to potential employers to determine locations accepting job applications as directed by the Employment Specialist.
- Unless otherwise approved in writing, public transportation (Tri-Met bus and /or MAX line) is the mode of transport for residents participating in the job search program.
- Being in the company of a sponsor or another facility resident while on job search requires specific written authorization from facility staff. **Otherwise, you are to look for work alone.**
- Residents are allowed only brief (less than 1 minute) incidental contact (saying hello) with people they accidentally see while in the community while on a program pass.
- Upon return to CCCF, you must provide proof of all job search locations and applications submitted that day.
- It is the resident's responsibility to account for his/her job search time and location.
- Visits, shopping, and other non-job search locations are not authorized while on job search unless specifically approved on a pass.
- If a resident is approved to seek employment at a specific shopping mall, they can go to a maximum of three (3) locations in the mall.
- Residents can go to the employment office or other employment organizations a maximum of one (1) time per week.
- Residents are requested to dress appropriately for job search. (See Attachment A)
- **✓ No radios, walkmans or headphones are allowed on job search.**
- When a resident is not participating in daily job search (and is medically able), they will be assigned six (6) hours of work duty that day. Failure to comply will result in disciplinary action.

General Employment Information

Residents on job search are expected to be employed within the first fifteen (15) days of arrival at the facility and completion of facility orientation. Facility management must approve employment.

Self-employment or commission jobs (such as vehicle sales or telemarketing) generally are not approved while at CCCF. Jobs that are impossible to monitor a resident's location such as driving a cab, door-to-door sales etc. will not be approved.

The employment goal for each resident is to obtain permanent, full time employment. However, some temporary employment positions will be approved if facility staff is able to communicate with individual employers and monitor residents at each job site. Temporary employment must be full time.

All jobs must meet the criteria for legal employment and cannot violate any conditions of supervision. **✓ Residents may not be under the employment supervision of any other person in a Correctional Facility Program.**

✓ All residents are required to disclose their legal status to potential employers. Residents will be requested to sign a release of information between CCCF and their employer. This release allows facility staff to communicate with the employer and complete a site visit to verify employment.

Site visits are completed within the first seven (7) days. Staff will ensure that each employer is aware of a resident's legal status. Employment must be in the Portland Metro area and not greater than a fifty (50) mile radius from the facility.

No resident may quit employment without prior consent of his/her Counselor.

✓ Getting fired from a job or quitting a job without prior authorization could result in disciplinary action.

✓ Any unauthorized absence from the job site is classified as an escape. You may not leave your work site for any unauthorized reason including going to lunch (unless specifically authorized on your pass).

Residents are required to spend a minimum of eight (8) consecutive hours a day in the facility, therefore, overtime is limited.

Any resident who is sick must notify their employer and CCCF staff prior to their normal sign-out time. Any resident who is too ill to go to work will remain in their dorm room for the remainder of the day except to obtain medications, meals, a brief smoke break, or seek medical care.

It is your responsibility to notify staff if you wish to seek medical care. If a resident is too sick to eat the prepared meal, they may request soup and crackers from facility staff.

FACILITY STRUCTURE

CCCF rules and regulations exist to ensure a safe, effective, and efficient operation. The CCCF program and resulting staff decisions are driven by contractual agreements. These agreements include the Bureau of Prisons (BOP) Statement of Work, facility policies, rules and regulations, County requirements, health, safety, fire codes with local, State, and Federal agencies, and facility management rules required to house male and female residents consisting of both County and Federal classifications.

CCCF rules and regulations are clearly stated. A resident's responsibility is to know and abide by them. When a resident signs the Letter of Acknowledgement they are agreeing to cooperate, act responsibly and respectfully, and agree to be held accountable while in the CCCF program.

Residents have stated that a transitional program is sometimes more difficult than an institution. This is because the resident has more personal responsibility upon leaving an institution. The resident will make choices that may not have a simple or clear solution as they are in a less restricted setting.

These situations require the mutual cooperation of both staff and resident to achieve a workable solution. CCCF rules and regulations are designed to assist in structuring transition while maintaining resident accountability.

CCCF houses residents with different classifications. Different classifications may have different requirements and expected outcomes. Each resident's program is designed to assist that individual in meeting the requirements of their classification as well as addressing their individual transitional issues.

CCCF is a hate free zone. We recognize the inherent goodness of all people, regardless of race, creed, color, personal opinion, sexual orientation, or any of the countless features that make us unique. While in residence at CCCF we remind you of one simple rule, *treat others as you wish to be treated yourself*.

It is expected that residents behave appropriately. Each resident is responsible for his/her own behavior. Staff will offer guidance and assistance when a resident is unsure or is having difficulty.

*Each resident is responsible for his or her own choices and decisions.

RESPECT

- ⊗ Swearing, abusive or aggressive behavior or language, or threatening by residents or visitors at CCCF is prohibited.
- ⊗ Physically touching other residents other than a handshake is prohibited.
- ⊗ Any act of aggression to a person or property whether verbal or written is grounds for removal. Damage or destruction of facility property or other resident's property is prohibited.

SOME BASIC SUGGESTIONS

- Be straight and honest with yourself; cut out the games.
- Be open to learning problem solving skills to deal with any daily frustrations.
- Develop realistic goals for employment, housing, finances, leisure time, recovery issues etc. and work conscientiously toward these goals.
- Demonstrate responsibility for your actions.
- Keep an open mind.
- If you don't know the answer and it is not clear to you after reading this handbook, ask.
- Do not lend or borrow. This includes property or money.
- Take a message if you answer the resident telephone.
- Pick up after yourself.
- Flush after every use. Wash your hands often.
- Cover your mouth when you cough or sneeze. Wash your hands often.

FACILITY STAFF

- *Community Corrections Officers*
Officers facilitate the daily operational procedures, complete community verifications and maintain safety and security.
- *Corrections Counselors*
Counselors provide case management for residents, conduct individual meetings with residents, and facilitate groups.
- *Employment Specialist*
The Employment Specialist conducts and monitors the facility job search program and serve as a community employment liaison.
- *Food Services Staff*
Food Services staff provides residents with daily food requirements, manage the operation of the kitchen and maintain kitchen sanitation.

- *Office & Computer Specialist Staff*
These staff complete and monitor facility office processes and computer operations.
- *Maintenance Specialist*
The Maintenance Specialist coordinates maintenance projects and maintains facility equipment and building operations.
- *Management*
Management staff oversees daily facility operations and provide supervision and support to facility staff.

FACILITY GROUNDS

Residents may go outside in the areas listed below during day light or until dusk as noted below. If a resident leaves the facility grounds they must follow the sign out procedure (see Program / Itinerary Pass)

The **outdoor patio** area on the east side of the building is available for use until it is closed at dusk. The facility smoking porch is available for use after dark or during inclement weather. These areas are the only two locations where smoking cigarettes is allowed at CCCF.

✓ *Note: Loose tobacco (roll your own) is not allowed at CCCF.*

Johnson Creek:

The east boundary of the facility grounds is located near the bank of Johnson Creek. The wildlife that inhabits the creek includes ducks, geese, other nesting bird species, and nutria (a light brown furry mammal with webbed feet and a long tail).

✓ Residents are prohibited from feeding, touching, abusing, capturing or killing these creatures. Failure to abide by this rule will result in disciplinary action.

Animal abuse is also subject to criminal prosecution. If a resident is approached by one of the areas wildlife creatures, just walk away. These same restrictions apply to facility visitors.

Facility residents or visitors are prohibited from entering Johnson Creek at any time. Residents or visitors are prohibited from throwing objects into the creek, pulling objects or wildlife from the creek, polluting the creek or fishing in the creek. Any resident failing to comply with these restrictions will be subject to disciplinary action.

Visitors failing to comply with these restrictions will result in termination of that visit. If a resident observes something in or about the creek that they believe is a problem, they should notify facility staff.

Any contact with our **facility neighbors**, particularly Oregon Liquor Control Commission (O.L.C.C.) staff, verbal or non-verbal, i.e. catcalls, suggestive comments, disruptive yelling, hand gestures, etc., is strictly prohibited.

✓ Failure to comply with this prohibition will result in strong disciplinary action.

Residents and visitors are expected to conduct themselves appropriately inside and outside of the facility. Residents are expected to respect the neighborhood and not disturb our neighbors, pedestrians or the public.

Physical contact, verbal / non-verbal communications with the neighbors, pedestrians or passing vehicles is prohibited.

Basketball Court:

The facility has a small half basketball court near the entrance to CCCF. To use this area, the resident must request permission from the on duty staff.

The basketball court is not designed for 1 on 1 or contact play. ✓ All basketball played at CCCF must be non - contact. The basketball court is not for use by visitors. The basketball court is not a visiting area.

The amount of residents allowed in this area at one time is limited to three (3), unless directly supervised by staff. Residents must sign out to play basketball on the facility grounds log located on the clipboard at the Control window of the office.

Parking Lot:

The parking lot is located on the south end of the facility property. This is the area where visitors and staff park their vehicles.

- ⊗ The parking lot is not an area for visiting.
- ⊗ Residents are not allowed to sit in cars and visit in the parking lot.

The parking lot is clearly marked with an area “evacuation point.” This is the area where all staff and residents immediately congregate during a fire drill or emergency evacuation.

All other outdoor areas around the facility are off limits to residents and visitors except during an emergency evacuation.

SAFETY AND FACILITY EMERGENCY EVACUATION

An emergency is defined as an imminent or immediate threat of danger to any resident, staff, visitor or property at CCCF.

You are expected to react with due care and caution when an emergency occurs. Your life and the lives of others depend on your ability to act safely and expeditiously. Panic is contagious and usually is caused by persons not aware of what action to take.

CCCF schedules periodic emergency evacuation drills to assist everyone to be prepared. Evacuation routes, fire exits, and the location of fire extinguishers are posted in each dorm room and throughout the facility. Please become familiar with this information.

During an emergency or fire drill, residents will:

- Follow all directions from staff
- Leave the facility immediately by the nearest evacuation route after the alarm is sounded and walk briskly to the evacuation point (located in the parking lot).

- Assemble at the evacuation point for further directives and resident count.
- Failure to arrive for count will result in disciplinary action.
- No smoking is allowed during emergency evacuation drills.

✓ There are no excuses for failing to evacuate the building during an alarm. Failure to leave the building immediately will result in disciplinary action. If you are a heavy sleeper, have someone pre-designated to wake you up. If you are in the shower, grab your towel and clothes and leave.

In the event of a medical emergency at the facility, residents and visitors are expected to quickly follow the directives from facility staff.

VISITING HOURS

General visiting hours for **unemployed** residents are as follows:

Tuesday & Thursday	5:00pm - 7:00pm
Friday	4:00pm - 7:00pm
Saturday	1:00pm - 7:00pm
Sunday	1:00pm - 4:00pm

General visiting hours for **employed** residents are:

Monday - Friday	1:00pm - 7:00pm
Saturday	1:00pm - 7:00pm
Sunday	1:00pm - 7:00pm

VISITOR REQUIREMENTS

Visitors enter CCCF to re-establish their relationships with a specific person. We strongly suggest residents discourage their visitors from befriending other facility residents.

Visitor ID:

All visitors must present a valid photo ID (current valid driver's license, official Oregon or Washington State ID card, or official military identification with a photo) for entry into the facility. They must fill out a "Sponsor Application Form" prior to their first visit.

Upon completion of a "Sponsor Application Form" CCCF staff will complete a criminal history check on all adult visitors. If a warrant is found in the visitor's criminal history check, the local police department will be notified as appropriate.

If a visitor is on parole or probation supervision, their visits to the facility must be approved, in advance, by the facility the Bureau of Prisons, and the supervising POs for both the visitor and resident. The assigned Counselor must approve all visitors to the facility.

- ✓ Residents are limited to a total of six (6) visitors on their approved visiting list.

Visitor Searches:

Visitors are subject to a pat search (per ORS 162.185) and will be denied visitation if under the influence of alcohol or drugs. Staff judgment is final. Visitors who refuse pat search will be denied visitation.

Visitor's Possession of Weapons or Firearms:

Possession of a weapon or firearm by visitors at CCCF is prohibited. Possession of a concealed weapons permit will not exempt a visitor from this prohibition. Visitors holding concealed weapons permits must disarm before entrance to CCCF will be authorized. Failure to do so may result in permanent revocation of visiting privileges.

Physical Contact with a Visitor:

Physical contact with visitors is limited to a handshake or brief hug and kiss upon arrival and departure.

✓ Residents are to keep in mind this is not a private residence and must act responsibly and behave appropriately at all times. The final determination as to whether behavior is appropriate is determined by staff.

Visitor Attire:

Because CCCF houses people with a variety of different issues, CCCF staff will deny visitors who are wearing sexually suggestive or inappropriate clothing. CCCF staff will consider clothing as being sexually suggestive for the facility setting if it exposes flesh on the chest, back, upper thigh, or midsection. This includes short shorts, skirts, and dresses; dresses or skirts with high slits; tank tops, halter or tube tops, or other clothing with plunging or low-cut necklines. Visitors will be denied access to CCCF if they wear tight-fitting or see-through clothing or sheer and loose-weave fabrics. CCCF staff will consider the absence of undergarments as sexually suggestive and deny that visitation. Visitors must wear footwear. Visitors will not be admitted to CCCF if they are wearing clothing or insignias with language, symbols, or markings that indicate affiliation with a criminal gang, that contain derogatory comments or slurs directed at a class of people, or may otherwise disrupt CCCF order or place a person's safety at risk. It is important for visitors to dress appropriately and follow the guidelines regarding language and attitude.

Arrival of a Visitor:

Upon arriving at the facility, the visitor must present their photo ID, sign the visitor's log and wear a visitor's ID badge issued by staff. The visitor will enter the facility dining room area and remain near the closed lobby door, while the resident is called on the speaker system. ✓ All visits begin and end inside the dining room near the closed lobby door.

If a visitor requests to transport a resident in the community, they must provide proof of license and insurance in advance and the resident must demonstrate a compelling reason for requesting private transportation.

✓ **Otherwise, all residents transport by bus, bike, or walking.**

Minor Visitors:

Visitors must be 18 years of age or older. All visiting minors must be accompanied by their parent or legal guardian while visiting the facility. All minors must remain under the direct supervision of their parent or guardian while at the facility. Failure to appropriately control visiting minors will result in termination of visiting privileges pending a meeting with a Counselor or Supervisor.

Visiting areas:

Designated visiting areas are: in the dining room, the common area, group room 1 & 2, the smoking porch, and the outside patio area on the east side of the facility until dusk.

✓ **No visitors may play basketball. Visitors must be 16 or older to play pool.**

Residents will assume responsibility for their visitors. If any visitor exhibits undesirable behavior, the resident will ask their visitor to leave the facility. If the resident fails to ask the visitor to leave, CCCF staff will terminate the visit.

SUBSISTENCE

Once a resident becomes employed, they are responsible to make subsistence payments to the facility on each payday. These payments are calculated at twenty-five percent (25%) of each employed resident's gross income, not to exceed the facility daily rate.

All residents are required to pay subsistence within forty-eight (48) hours of receiving their paychecks. Subsistence payments are to total twenty-five (25%) of the gross income. Residents must provide their counselor with a current pay stub. The stub must show total hours worked and gross pay.

✓ Prior to release, subsistence will be pro-rated and collected prior to the release date from the facility. If a resident is releasing and has not paid their subsistence, they should expect a delay in processing until all financial matters are completed.

The facility has a limited commissary. If you charge sundries or bus tickets from the commissary, you are expected to pay these charges upon receipt of your next paycheck. An employed resident is expected to discontinue charging sundry items or bus tickets following receipt of their second paycheck. The resident is expected to purchase bus tickets/passes and sundries from the store.

FINANCIAL MANAGEMENT

Residents are not allowed to enter into any type of contract without prior approval of their counselor and the facility Manager.

Counselors work with individual residents to establish a budget that meets the needs of transition. Subsistence is required to be paid within forty-eight (48) hours of receipt of each paycheck.

If a resident owes restitution or fines, they are required to make payments as ordered by the USPO or the court. No resident may open a checking account or use an already active checking account without prior authorization from their Counselor.

PROGRAM / ITINERARY PASSES (How to Leave the Facility)

Procedures at CCCF are designed to increase a resident's accountability whether they are in the facility or in the community. Authorized absences are an important part of the facility program. A resident can only leave the facility with a pre-approved pass.

When it is time to leave, the resident must sign out of the facility at the "control window" located at the front office. A resident must present the approved pass to

staff at check out time. The resident must initial their individual sign out sheet at check out time and upon arrival back at CCCF.

Facility programming objectives include: obtaining approved employment, attending treatment (as appropriate), strengthening family ties, and engaging in educational or religious activities as outlined by our Bureau of Prisons contract.

✓ All pass requests are reviewed to ensure each pass serves specific programming goals as well as the public interest.

A pre-authorized pass is required and will be granted for a specific purpose, to a specific location, as deemed appropriate by CCCF staff. Passes may also be approved for school, medical or legal appointments, purchasing of sundries, and limited recreational activity.

As a resident demonstrates program accountability, the resident may be granted gradually increasing responsibility in the community including passes to a primary release residence.

Residents are expected to return to the facility from employment passes before signing out on another approved program pass activity. An exception may be made by the Counselors on a case by case basis, when travel time is excessive, or when the resident is working overtime. For example, you may be authorized to go directly from work to treatment.

Accountability is paramount. Ordinarily, a resident is not absent from the facility for more than twelve (12) consecutive hours each day without returning to the facility.

RECREATION

Recreational activities available at the facility include reading, television viewing, table games and puzzles, and limited exercise equipment. Upon obtaining full time employment, residents may be approved to join a local neighborhood gym (at the resident's expense) for the purpose of recreation.

Approved residents may sign out at the Control window of the front office to walk/jog in front of the facility. The approved walking/jogging area is the fire hydrant in front of CCCF, north to the stop sign on Ochoco. Residents may sign out for a maximum of thirty (30) minutes at a time and must do a brief visual check in with officers in the front office at the fifteen (15) minute time.

Any alternative walking, jogging, bike riding exercise requests must be approved in writing by facility management. Counselors can facilitate a resident's request for alternative exercise. ✓ Male and female residents are prohibited from exercising together.

Passes for recreational activity are limited to one (1) hour per day (excluding travel time). Passes requesting travel time considered to be excessive (greater than thirty (30) minutes each way) will be denied.

Residents must leave directly from the facility to a recreational pass and return to the facility prior to going to another location. For example, a resident could not go from a recreational pass directly to work. The resident would need to return to CCCF after the recreational pass and could then check out on a work pass. ✓ Residents must return no later than 9:00pm from all recreation passes.

SOCIAL PASSES

A resident may be eligible for a social pass to their release residence when they meet the following criteria:

- The release residence is the only location approved for social passes.
- The resident is allowed social passes per their designation from the BOP.
- The resident is in good standing with their CCCF programming and is attending all required treatment and program groups as directed by their Counselor.
- The resident does not have any pending disciplinary issues.
- The resident has full time employment (40 hours per week).
- A residence site visit has been conducted and approved by CCCF staff.
- The residence has an operational and approved land line telephone (without call forwarding/call waiting/internet).
- The resident must be available by phone while on a social pass.

The length of social passes may increase incrementally as the resident demonstrates accountability on previous social passes, success in the transition process, and in the program. Available social pass time is as follows (upon the resident meeting the above criteria):

- 1st social pass = one six (6)hour pass per week
- 2nd social pass = may increase to one eight (8) hour social pass per week
- 3rd social pass = may increase to one twelve (12) hour social pass per week.
- 4th social pass = may increase to two eight (8) hour social passes per week.
- 5th social pass = may increase to two twelve (12) hour social passes per week.

To obtain a social pass a resident completes a social pass request form, which is submitted to the Counselor no later than Wednesday at 5:00pm. This request is reviewed by the Counselor and Supervisor.

Social passes run from Friday to Thursday each week. Remember, social passes will be authorized to the release residence only. Itinerary passes may be available for other family functions such as a child's school event upon verification and approval from the resident's Counselor.

✓ Residents must return to the facility no later than 9:00pm on all approved social passes.

Social passes will not be approved for New Years Eve, New Years Day, Super Bowl Sunday, or July 4th.

RESIDENT PROGRAM REQUIREMENTS

PLACEMENT → TASKS ↓	Institutional Transfer	Public Law Residents
Level 1 & 2: Nurse..... Lifeworks Tx..... Facility Job Search Groups. Community Job Search Facility Orient.... Chem. Orient.... Life Skills Group.. Itinerary Pass...	Yes As referred Yes per Counselor Yes (level 2 only) Yes Yes Yes No	Yes As referred Yes per Counselor Yes (level 2 only) Yes Yes Yes No
Level 3: Attending all treatment and program groups.. Social Passes.... Itinerary Pass....	As required Yes if eligible Yes	As required Yes if eligible Yes
Levels 4 : Attending all treatment and program groups... Social Passes..... Itinerary Passes...	Yes Yes if eligible Yes	Yes Yes if eligible Yes

RULES OF RESIDENCE

Facility Orientation:

Each resident attends a:

- Facility orientation
- Chemical orientation, (what chemicals are used at the facility and how to safely use them)
- Kitchen orientation (if medically able)
- Completes the food handler's test (see MEALS: Resident's Assisting in the Kitchen)
- Job Search orientation.

Orientations are usually scheduled during a resident's first week at CCCF.

✓ Attendance at orientations is mandatory.

Resident Telephones:

There are several telephones located at CCCF for resident use. There is a specific telephone identified for use for job search purposes until 5:30pm, Monday - Friday.

✓ Telephone calls are limited to 10 minutes. Please respect the rights of other residents in adhering to the time limit. It could be your family member trying to talk to you.

Facility telephones are for residents only. Visitors are prohibited from using these telephones without staff permission. A pay phone is available in the facility lobby for visitors

Emergency Telephone Calls:

In an emergency, your family can contact the CCCF office at (503) 655-8262. This number is for emergencies only.

Money:

Each resident is responsible to participate in developing a financial income and expenditure plan with the assigned Counselor. Residents are responsible to follow their financial plan. Upon approval of a financial plan, residents are responsible to provide their Counselor with all necessary receipts for expenditures.

Residents are allowed to have a maximum of \$200.00 on their person at any time. You must have approval from your Counselor to carry more than this amount. Each resident is responsible for securing his or her own money. ✓ A safe is available for overnight money deposits by residents for safe keeping but can only be accessed Monday – Friday 9:00am – 4:00pm.

Wake Up & Bed Times:

Wake up is 6:30am with beds made by 7:00am Monday - Saturday. Earlier wake ups for employment are available by filling out a request located at the office.

✓ **Alarm clocks cannot be used.**

There are no wake ups on Sunday, unless requested by individual residents. It is the resident's responsibility to wake up to eat at the scheduled meal times on Sunday.

Lights out in the dorms is 9:30pm. Bed time is 11:00pm Sunday through Thursday, and 12:00am on Friday and Saturday. Quiet time in the dorm hallways and dorms is always appreciated but mandatory after 9:00pm. Many residents have varied schedules that require unusual sleeping times.

CCCF has a few smaller dorms that house night time workers. These residents may make a request to their counselor for a "sleeper dorm."

If a resident works a late swing or graveyard shift, they will have ten (10) hours upon returning from work to sleep before mandatory wake up. This gives a resident a maximum of two (2) hours upon arrival from work to eat, shower, and relax etc. before going to bed. Those workers who return after 9:00pm, can sign up for a late wake up.

Towels and Linen:

These items are provided by CCCF. Residents are prohibited from bringing in their own towels or linen. Towels are to be turned in following each use. ✓ The Health Department prohibits the storage of wet towels.

House Meetings:

Facility house meetings are scheduled on Tuesdays at 7:15pm. Attendance is **mandatory** unless a resident is working, at treatment or sick.

House Meetings give residents the opportunity to clarify or resolve community problems and questions. House meetings are not a time to address individual problems. House meeting also provides the staff with an opportunity to address the majority of the facility residents.

House Committee Members:

A house committee member is a resident who is familiar with the CCCF program and has been elected by the residents to assist newer facility residents in the daily operations of CCCF.

House committee members are not staff.

House committee members do not hold authority and they must follow the same rules as any resident. House committee members are residents who volunteer to help new residents:

- Learn the facility rules
- Teach how to do facility details
- Answer general questions
- Help find someone to do a detail that cannot be done by the assigned resident
- Act as a mentor for residents who are new to CCCF.

Assigned Work Details:

All residents who are medically able are assigned to a daily work detail and one weekly dish detail. These details are designed to maintain facility sanitation and are assigned by facility staff.

Residents are expected to complete their details within the timeframes indicated on the detail list. It is the resident's responsibility to notify staff of the completion of their detail. Failure to notify staff may result in a minor violation. You may be required to complete additional details at staff direction.

If a resident is at work or treatment when their assigned detail is due, it is the resident's responsibility to ask another resident to switch details and notify staff, or ask staff to assist in finding an alternative detail assignment.

Visitation or social pass time does not eliminate a resident's responsibility to complete their daily detail or weekly dish detail. It is the resident's responsibility to pre-plan their time.

Residents are also required to participate in a weekly Saturday morning general clean-up (GI) which addresses specific facility sanitation responsibilities.

Residents are required to participate in the nightly 10:00pm clean up unless they elect to retire for the night prior to 10pm. Residents who are in the common areas of the facility (dining room, smoking porch, group room 1&2, and TV and telephone areas are expected to assist with the 10:00pm clean-up. With everyone's help, this clean up takes approximately 10 minutes.

Residents Assisting in the Kitchen:

All residents who are medically able, are required to take the food handlers test prior to assisting in the kitchen. It is the expectation of the facility that all medically able residents assist as needed in the kitchen.

The food handlers test is available at the facility on Saturdays or Sundays. If a resident desires to obtain a food handlers card for employment, they must re-test with the Health Department and pay a fee to the County.

✓ Residents must wear closed toe shoes, long pants or shorts to the knee, and sleeved shirts while working in the kitchen. Gloves, aprons and hair nets are mandatory for residents in the kitchen.

Physical Contact Between Residents:

Physical contact with another resident is prohibited except for a brief handshake. This means no handholding, no hugging, no kissing, no sitting on laps, and no fondling, no sexual contact of any kind.

Horseplay or practical joking is not allowed. The final determination as to whether contact is appropriate is up to staff. *We strongly recommend you do not develop relationships with other CCCF residents.*

Resident's Attire:

The following guidelines address the facility requirements for residents to wear appropriate attire:

- You may not wear what you sleep in while out of your dorm area.
- It is acceptable to be undressed in the shower and bathroom dressing area only. You must be dressed in the dorms at all times.
- Appropriate underclothing is to be worn at all times. Underclothing is not to be visible above the waistband of pants or through holes in clothing. No "saggin'."
- You must be dressed in clothing when lying on your bunk napping. You must be in at least your underwear when in your bunk at night when you are sleeping. ✓ No sleeping in the nude. You are to wear at least a shirt, shorts and slippers to leave the dorm area for the bathroom during sleep hours.
- Residents are to be fully dressed when in the common area.
- Head coverings, hats, caps and bandannas are prohibited inside the facility. Head coverings worn for religious practices or hair processing (hair caps or nets) are approved.
- Sunglasses are not to be worn inside the facility.
- Sleeveless shirts (tank tops, tube tops, halter tops, muscle shirts etc.) are not to be worn at the facility.
- Clothing must cover the chest, back, upper thigh, midsection and private areas.
- Clothing which is dirty, torn, ragged, too tight or baggy is not appropriate attire.
- No sunbathing is allowed. Residents are to wear shirts while on the grounds or in the common areas.
- No clothing that is sexually suggestive, tight-fitting, see-through, sheer or loose-weave fabrics will be allowed, including short shorts, plunging necklines, dresses or skirts with high slits, will be allowed.
- No clothing that promotes alcohol, drug use, violent activity, or insignias with language, symbols, markings that indicate affiliation with a criminal gang, or that contain derogatory comments or slurs directed at a class of people, or that may otherwise disrupt the orderly running of CCCF or place a person's safety at risk, will be allowed.

- No clothing that has obscene language or graphics.
- When in the kitchen, you must wear closed-toed shoes, long pants or shorts to the knee, and a shirt with sleeves. You must also use gloves, aprons and hair nets as directed.

***Residential Services staff will make the final determination as to acceptable clothing.**

Meals:

The menu served at CCCF has been certified by a licensed dietician and provides the daily nutritional requirements. You can read the daily lunch and dinner menus on the designated menu board, located in the common area of the facility. The monthly menu is also posted on the board near the kitchen entrance.

The schedule for meals is as follows:

Monday – Saturday

- Breakfast is completed by 7:15am
- Lunch is served at 12:00pm
- Dinner is served at 5:30pm

Sunday

- Brunch is served at 11:30am
- Dinner is served at 5:00pm

If you are in the facility during scheduled meal times you are required to eat at the time the meal is served unless it conflicts with your work or sleep schedule.

If you will not be at the facility for a lunch meal, you may sign up for a “sack lunch.” This sign up sheet is posted near the kitchen and you must sign up 24 hours in advance of the meal.

If you will not be at the facility for a dinner meal, you may sign up for a “late night dinner.” This sign up sheet is posted near the kitchen and you must sign up twenty four (24) hours in advance of the meal.

CCCF follows Local, State, and Federal Health Codes. Therefore, residents are prohibited from saving food served at meals.

*** Storing of food in any form is prohibited.**

Special Dietary Requests:

Residents who request special dietary consideration for religious or medical reasons will be accommodated for the first two (2) weeks following intake. Within the two week period, documentation/verification must be submitted to the resident’s Counselor for processing, identifying the requirement for a special diet.

For those residents entering CCCF from prison, institution records documenting special dietary needs for health or religious reasons is acceptable documentation. Failure to provide adequate documentation of special dietary needs within the two week period may result in discontinuance of special dietary accommodations.

Dorm Assignments:

Residents are assigned to dorms based on bed space availability. Residents are responsible to maintain cleanliness in their dorms and common areas of the facility

at all times. Dorm / bunk assignments are permanent except when a change is authorized by the Manager or his/her representative. The criteria for requesting a dorm or bunk change is:

- Documented medical necessity
- Disciplinary reasons
- Program necessity

To request a bunk or dorm change the resident fills out a kyte outlining the reason for the request and submits the kyte to their Counselor.

Resident Dorms:

- Residents are expected to keep their dorms and lockers clean, neat, and orderly at all times. When un-occupied, a resident's bed is to be made, clothes picked up, and no personal property is to be stored outside of the lockers: Exceptions - shoes can be placed on top of a resident's locker, the facility dirty clothes bag can hang from the resident's bunk and a coat can be placed on the dorm coat rack.

All other personal property must be secured in the resident's locker.

- Personal property left unsecured will be confiscated. Two (2) hours of extra work duty will be required for a resident to reclaim their property. A resident has seven (7) days to claim secured property. Unclaimed personal property is subject to disposal by facility management staff after seven (7) days.
- Staff will conduct random checks each day for cleanliness. Residents may be directed to clean their room or locker at staff's discretion. Residents may be placed on restriction until their dorm area meets the required standard. Repeated violations will result in disciplinary action.
- No food or beverages are allowed in the dorm areas. All food and beverages must be consumed in the facility dining room. No Food or drink can be brought in from the community to CCCF.
- Any resident causing damage to the facility will be held accountable.
- Each resident receives a locker key. Lost key replacement will cost the resident \$5.00. Attempts to gain entrance into your locker using something other than your issued key is prohibited. Attempts to gain entrance into a locker unassigned to you is prohibited.
- Residents may enter their assigned dorm room only unless specifically directed by staff.
- Bed linen must be laundered each week per the schedule posted in each individual dorm. Each resident is to strip their bed and turn in their sheets and pillowcase to the laundry room before 8:00am on their assigned dorm laundry day. (Posted in each dorm.)
- Blankets, bed spreads, and mattress pads must be laundered one (1) time per month. These items are to be placed in the laundry room before 8:00am on the assigned dorm laundry day. (Posted in each dorm.)
- Residents are expected to take care of their personal hygiene and to shower daily. A resident who fails to maintain proper hygiene may be subject to disciplinary action.
- Shower shoes are to be worn in the bathroom and dorm area only.
- Dorms are randomly searched by staff. Residents will be notified of any relevant findings when their dorm or locker area is searched or any items are confiscated.
- No pictures, posters, drawings or other images that contain nudity or sexual activity will be allowed in the facility. No form of racism, bondage, violence,

satanic worship, guns or weapons of any kind, and promotion of illegal drugs or alcohol use will be allowed in the facility. Any material deemed inappropriate by staff will be removed.

- No item can be taped, stapled, glued, or posted in any manner inside or outside a locker or anywhere else in the facility.
- You should keep your locker secured at all times.
- Dorm window blinds are to be closed at all times.
- You are responsible for your living area.
- Dorm doors are not to be propped open and latches are not to be taped or altered on the dorm doors.
- Male and female residents are not allowed in each other's dorm areas, dorm hallways or restrooms. Visitors are not allowed in the dorm or dorm bathroom areas.

Television Viewing in the Common Area:

- No television viewing until after 1:00pm Monday - Friday.
- Residents on job search are not allowed to watch television until after they complete the daily job search group and required paperwork, Sunday - Thursday.
- Residents with days off during the week, have returned from work for the day, or who work graveyard are allowed to watch television after 1:00pm, Monday - Friday.
- Television shows must be appropriate for viewing in a public facility. Shows that are offensive, focus on alcohol and drug use, are excessively violent, or contain inappropriate sexual content, will not be viewed at CCCF.

The facility staff has final say in determining appropriate television shows.

Television Viewing in Group Room 1 & 2:

- Residents on job search are not allowed to watch television until after they complete the daily job search group and required paperwork, Sunday - Thursday.
- This television remains off until 6:00pm, Monday - Friday.
- Residents with days off during the week or who are waiting to leave for work or who work graveyard are allowed to watch television until 9:00am.
- Lights must remain on with the door open in Group Room 1 & 2. The blinds are to remain open and the television volume must be at a reasonable level.
- Television shows must be appropriate for viewing in a public facility. Shows that are offensive, focus on alcohol and drug use, are excessively violent, or contain inappropriate sexual content, will not be viewed at CCCF.

The facility staff has final say in determining appropriate television shows.

- Group activities take priority over television viewing in group room 1 & 2.

SEARCHES / ALCOHOL AND DRUG TESTING

In an effort to maintain a facility free of contraband, there are routine searches of the facility, resident's personal belongings, vehicles, and of residents. Residents will be randomly tested for drug or alcohol use while at CCCF. If a resident has a condition of Drug Aftercare or Drug History the resident will be required to provide

urine samples a minimum of four times per month. Other residents will be tested for drug usage on a random basis.

- **Drug Urinalysis Testing Process:**
Residents will be notified by staff of their urinalysis (UA) test. Residents will remain under staff observation until the UA is submitted. All UA tests will be under the direct observation of the same sex staff. Refusal to provide a UA within the two (2) hour maximum wait will constitute a major violation and guilt will be assumed.
*Leaving the area awaiting a UA test prior to submitting and without staff approval may be considered an escape.
- **Breathalyzer Testing Process:**
Breathalyzer tests are conducted on a random basis for all residents. All residents will be required to wait fifteen (15) minutes in view of staff prior to participating in a breathalyzer test. Residents are not allowed to eat, drink, smoke, or chew gum during this waiting period.

*** Because the consumption of poppy seeds may cause a positive UA result, residents must agree not to consume any products containing poppy seeds.**

FACILITY CONTRABAND

In an effort to reduce a resident's exposure to drugs & alcohol and to comply with State, Federal and Fire Marshall Laws, certain items are considered contraband. Contraband includes, but is not limited to:

- **Weapons:** Including items which can be used as weapons. (Knives or tools used for work are to be kept in the locker in the front office.)
- **Medications:** Over the counter medications are kept in the medicine cabinet in the front office and will be available at the recommended dosages.
✓ Over the counter medications brought into CCCF must be sealed by the manufacturer and opened in the presence of the staff. Prescription medications must be kept in the front office and will be available as prescribed.
- **Drug paraphernalia:** This includes pipes, screens, rolling papers, clips, syringes, etc.
- **Products containing alcohol:** This includes mouthwash, hair products, shaving cream, perfume or aftershave, nail polish remover that contain alcohol. Also includes beer, wine or any alcoholic beverages.
- **Products labeled as flammable:** With the exception of non-refillable cigarette lighters, residents may not have products labeled as flammable at CCCF. Cigarettes and lighters are for use in designated smoking areas only.
- **Food:** Food is allowed only in the dining room area at the facility. No outside food or drink can be brought in from the community into the facility.
- **Cameras:** (photo & video), tape recorders, radios with speakers, personal televisions, DVD players, and computers are not allowed in the facility.
- **Cell phones and pagers:** Residents are not allowed to have cell phones at CCCF.
- **No pornography is allowed at CCCF.**
- **Loose tobacco, rolling papers, herbal cigarettes, **cigars** and smoking pipes are not allowed at CCCF.**

ORS 162.185, Supplying Contraband:

A person commits the crime of supplying contraband if:

- A) The person knowingly introduces contraband into a Correctional Facility or State Hospital.
- B) Being confined to a Correctional Facility, Juvenile Facility, or State Hospital, the person knowingly makes, obtains, or possesses any contraband.

RESIDENT MAIL

Residents may be required to open their mail in the presence of facility staff. This includes envelopes or packages. Staff will not ordinarily read your letters, nor will we monitor business or legal mail.

Residents are prohibited from sending or receiving mail from any correctional facility (other than official correspondence), a former CCCF resident, or anyone with a felony record. ✓ This is considered contact with a known felon and is a violation of a condition of probation.

MISCELLANEOUS RULES

- Gambling
No gambling is permitted within the facility including playing the lottery or scratch tickets. Do not gamble anything at anytime for any reason. This includes work details, push-ups, cigarettes, or anything else. This is a program violation.
No payment of any kind is allowed for completing another resident's work detail.
- Medications
All medications (prescriptions and over the counter) must be kept in the front office. Residents must follow the prescription instructions on the bottle. Residents are responsible for the cost of their prescriptions and medical care.
- Gratuities
Staff may not accept gifts or services of any kind, no matter how slight, from any resident, their family members or visitors/sponsors.
- Facility Care
CCCF is a public facility. Therefore, members of the public, the press, government officials, BOP, USPO, Pre-Trial Services officers may request entrance or a tour of the facility. It is to your advantage, as well as everyone's personal responsibility to maintain strict standards of facility cleanliness.

Please make every effort to complete details well and thoroughly. Routinely picking up after yourself goes a long way toward this goal.

✓ Every resident is expected to participate in daily details; dishes and late night clean up.
- Laundry
There is a laundry room at CCCF equipped with washers and dryers. Laundry soap is provided for indigent residents only. All other residents

must buy their own laundry soap. There is no cost for the use of the washers or dryers. In addition, toothpaste, toothbrushes, bar soap, razors and shaving cream can also be purchased. Only unemployed or indigent clients may charge the above items.

- No Alarm Clocks
Residents are housed in dorms. Therefore, alarm clocks are impractical. Staff will conduct 6:30am general wake ups Monday – Saturday. Earlier wake ups (or later wake ups for night shift workers) are available upon written request. A wake up request sheet is available at the office.
- Visits to Other Institutions
Residents are not allowed to visit other work release facilities, jails or prisons without prior authorization from a CCCF Counselor, BOP, USPO, or Pre-Trial Officer.
- Pets
Pets of any kind are not permitted. No animals are allowed in the building at any time. Visitors are not allowed to bring animals to the facility or on facility grounds.
- Electrical Appliances
Residents may not have electrical appliances except shavers and battery powered speaker-less radios/CD players. No TVs, DVDs etc.
- Cell Phones
Residents are not allowed to have cell phones at CCCF.
- Property
Exchanging clothing or personal belongings between residents is prohibited without staff approval. Damaging another resident's personal belongings or property of CCCF is prohibited.
- Travel
You are expected to use public transportation unless given specific written permission from your counselor. ✓ You must travel directly from point A to point B as listed on your authorized pass request. No other locations are authorized without approval from facility staff.
- Material Safety Data Sheets (MSDS)
All chemicals have a MSDS sheet. These are posted in the janitorial room and the kitchen. Please read them.
- Smoking
The smoking of tobacco cigarettes is allowed on the back patio until dusk. After dusk, smoking is allowed on the smoking deck within the designated area. There is a limit to the number of people allowed on the smoking deck at one time.

Loose tobacco, cigars, and cloves are not allowed at the facility or on facility property.

DRIVING A VEHICLE

Driving privileges at CCCF are reviewed on a case by case basis by facility staff and the Bureau of Prisons Community Corrections Manager (CCM).

✓ Driving is a privilege. A resident may obtain pre-authorization to operate their personal vehicle after there is a demonstrated need to operate a motor vehicle for employment. Otherwise, the mode of transportation will be the bus, bike, walking or an approved sponsored driver.

The following criteria must be met prior to submitting a request to drive a vehicle:

- The resident must possess a valid Oregon or Washington State driver's license.
- The resident must provide a letter from the employer stating the necessity for driving.
- The resident must provide proof of vehicle insurance and registration. If the vehicle is not registered to the resident, the vehicle owner must submit a letter authorizing vehicle use and insurance must cover the resident.
- No resident may go into debt to obtain a vehicle or insurance while at CCCF.
- Residents cited for any driving infractions may have their facility driving authorization revoked while at CCCF.
- Resident vehicles are subject to random search by staff.

The above information is submitted to the resident's counselor who will review the request with management staff and the BOP.

If a resident is approved to drive a vehicle, they must adhere to the following:

- Use of the vehicle will be for the purpose of traveling only to work.
- Submit daily mileage logs to the counselor on a weekly basis.
- Maintain a valid license, registration, and vehicle insurance.
- No resident may provide transportation to another resident unless pre-approved by CCCF staff.

✓ Vehicle maintenance of any kind is prohibited on CCCF property. (Exceptions necessary to assist in starting a vehicle or changing a flat tire must be approved by CCCF staff.)

RESIDENT MEDICAL CARE

A resident with an emergency medical problem may request a pass to the hospital or physician (as appropriate). On arrival, the resident shall have the medical staff contact CCCF staff and ensure a release of medical information is approved for the medical provider, CCCF, and the Bureau of Prisons. **In an emergency, CCCF staff shall assist a resident in obtaining the necessary medical treatment.**

✓ A resident is expected to assume financial responsibility for their health care while a resident of a community-based correctional program (CCCF). Should the resident be unable or unwilling to bear the cost of necessary medical care, they may be transferred to a suitable institution or facility, at the Government's option, to receive such care.

No medical care or prescription medications will be provided to a resident at Government expense without prior authorization of the Bureau of Prisons. Clackamas County Community Corrections is not responsible for the costs of resident's medical care. CCCF Counselors will assist residents by identifying available community medical, dental and mental health care.

Over the Counter Medications/Prescription Medication Storage:

All over the counter and prescription medications will be stored in the front office. Exceptions will be made for medically prescribed inhalers, nitro tablets etc. If a resident is required to take a prescription medication while at work, they must notify the staff in advance to facilitate this process.

COMMUNITY RESOURCES

Alcohol & Drug Treatment, Mental Health Treatment, and Anger Control Treatment may be available to a resident through resources in the community. Residents may address these issues with their Counselor for referrals.

PERSONAL PROPERTY

Each resident will be provided a locker for personal property while at CCCF. Space is limited and lockers hold no more than approximately 3 short (laundry) bins worth of property or seven (7) days worth of clothing.

✓ CCCF is not responsible for any lost or stolen personal property. Residents should keep their locker secured and the key on their person. Residents are prohibited from sharing their personal property with another facility resident.

MEDIA REQUESTS

A media request to interview a Bureau of Prisons (BOP) resident housed at a contract facility must be approved by the facility manager. The BOP resident must agree to the interview and sign a consent form in advance. The facility will follow the BOP program statement regarding news media contacts.

DISPUTE RESOLUTION / GRIEVANCE PROCESS

Effective communication and resolving differences is an important skill in successful transition into the community. When a conflict occurs, we encourage each resident to follow the process outlined below.

1. Residents are encouraged to respectfully and calmly discuss disputes with the individuals involved as a first measure of resolution.
2. If direct resolution is not appropriate, residents are encouraged to request the staff's assistance in resolving the dispute.
3. The next step is requesting the Counselor's assistance in addressing the dispute.
4. If the above measures do not resolve the dispute, facility Supervisor's assistance should be requested.
5. If the interventions listed above do not resolve the dispute, a resident may consider filing a County grievance form. This form is given to the facility Manager for review. This form is available at the office.

Or, the Bureau of Prisons resident can request a BP-9 which is filed with the Community Corrections Office of the Bureau of Prisons. BP-9s are also available at the office. Public Law residents are to utilize the County grievance form as they are under the supervision of the USPO office.

6. CCCF follows the Bureau of Prisons grievance process.

RESIDENT DISCIPLINARY PROCESS

This handbook contains the Prohibited Acts imposed by the Federal Bureau of Prisons as well as CCCF rules and regulations. There are a wide variety of sanctions that CCCF may impose for violation of the Prohibited Acts or CCCF rules.

Minor Violations:

CCCF has a number of minor general violations. These are considered less serious and time loss or program termination will not be considered. A resident served a minor violation can informally resolve the incident with the serving Corrections Officer. Otherwise, the minor incident report will be referred to the resident's Counselor. The Counselor will conduct an investigation within twenty-four (24) hours excluding weekends and holidays.

If the resident is found in violation, the Counselor will impose sanctions. If no violation is substantiated, the minor incident report will be destroyed. Appeals for minor violations should be submitted to the Residential Services Supervisor.

Minor infractions may result in sanctions including a verbal warning and corrective counseling, a short written assignment, loss of privilege or extra work duty. A third minor violation incident report may result in the generation of a federal incident report.

Minor violations include, but are not limited to those listed below:

- Failure to complete an assigned detail / or failure to complete detail within the assigned timeframe.
- Failure to make a bed properly or by a specified time.
- Failure to maintain a clean personal locker.
- Failure to maintain proper attire and dress while in the facility.
- Failure to maintain personal hygiene.
- Failure to go to bed at the required time.
- Failure to arrive on time for a pre-arranged meeting.
- Failure to show consideration for other residents or visitors.
- Failure to adhere to posted instructions regarding equipment use, i.e. microwave, telephone time limit, pool table, televisions, candy and beverage machines.
- Using the telephone for longer than 15 minutes at a time.
- Disrespectful behavior to a caller, or when receiving another resident's phone calls.
- Accepting collect calls on the telephones at any time (could be a major violation for stealing).
- Failure to attend or participate in mandatory programming (without willful intention) – first time = warning, second time = major violation.
- Abuse of the facility visiting policy.
- Failure to take prescribed medication.
- Failure to turn in employment or job search passes within timeframes.
- Returning early from work, without having a work supervisor contact CCCF prior to leaving your work site.

- Returning 1-15 minutes late from scheduled pass (could also be a major violation).
- Leaving CCCF late for work (could also be a major violation).
- Unauthorized area (could be a major violation).

✓ Minor violations may be upgraded to major violations in the presence of aggravating factors.

Major Violations:

Major violations are considered serious. The Bureau of Prisons Prohibited Acts (Attachment D) describes major violations. In addition to the Bureau of Prisons Prohibited Acts, CCCF rules dictate the following, but not limited to, as major program violations for residents:

- Failure to seek, obtain, or maintain full time employment.
- Failure to participate in the job search program.
- Being terminated from employment or quitting without prior approval.
- Being in an unauthorized area in the facility or in the community.
- Smoking in an unauthorized area.
- Failure to exit the facility in a timely manner during an emergency or evacuation drill.
- Failure to account for wages and disbursement of funds.
- Failure to report other sources of income.
- Operating a motor vehicle without written authorization from CCCF staff.
- Failure to follow staff directives regarding movement in the community.
- Departing the facility without signing out.
- Deviating from the conditions of a pass without staff approval.
- Traveling with an unapproved driver.
- Forgery or attempted forgery of a program document and/or staff signature.
- Sexual contact, physical contact, or aggressive threats or contact with another person.
- Failure to refrain from entering Johnson Creek or making contact with wildlife.
- Accumulation of similar minor violations (3) that past interventions have not been successful in correcting.

Sanction options for major rules violations at the facility include verbal corrective counseling, loss of privileges (including recreation time or social pass time), extra work duty, written essay assignment, informal resolution (for 300 or 400 level prohibited acts only), disciplinary transfer (or termination if other than Pre-release), recommendation to forfeit good time, parole date retardation.

Major violations are processed by the Center Disciplinary Committee (CDC) and forwarded to the Bureau of Prisons.

Note: Aiding another person to commit any of these offenses, attempting to commit any of these offenses, making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself.

FURLOUGHS

A furlough is a special 3-7 day pass (a resident must stay within the United States) which may be granted for a specific family crisis, emergency, or other urgent needs.

✓ The BOP Community Corrections Manager must approve all furloughs. Pretrial and Public Law residents are not eligible for furloughs.

ESCAPE / ABSCOND

CCCF will place a resident on escape or abscond status if the resident:

- Fails to remain at the approved place of employment, training, treatment, or pass location during hours specified on the authorized pass.
- Fails to return to CCCF at the time designated on the pass and fails to notify staff of their potential later arrival. (Notification of late arrival does not eliminate the resident's accountability.)
- Fails to return from a pass or walks away from the facility.
- Is otherwise unaccounted for.

If a BOP Institutional Transfer inmate commits any of the above, he/she will be placed on escape status and may run a risk of being charged with a felony.

Any BOP Institutional Transfer inmate who is arrested for violation of a law may be charged with escape.

Pretrial and Public Law residents are placed on abscond status.

PROGRAM COMPONENTS

Federal placements at CCCF include residents from the Bureau of Prisons, United States Probation Office, and Federal Pre Trial Services. Residents in all components are provided the same general program resources but the privileges and supervision requirements are different.

The degree of supervision is based on the needs, program compliance of each inmate, and the restrictions of the sentence structure. The Bureau of Prisons Community Corrections Manager (CCM) initially assigns a component and level to each resident.

The three (3) program components are:

- community corrections
- pre-release,
- and home confinement

The **community corrections** and **pre-release components** have required degrees of resident accountability and supervision. These are referred to as **levels**.

The **community corrections component** is the most restrictive. All Public Law Placements and many BOP Institutional Transfer Inmates are initially placed into the **community corrections component** by the Court or the Bureau of Prisons Community Corrections Manager (CCM).

✓ Residents progress through the level system based on their positive steps in transition and compliance with their program goals.

The community corrections component consists of the following two (2) levels.

Level 1 - The BOP, Court, or U.S. Parole Commission initially assigns residents into level 1 for a specific number of days, not to exceed thirty (30) consecutive days.

Residents are denied all access to the community except in emergency situations. Community access requires the advanced approval of the USPO, Facility Manager/designee, or CCM.

Residents are not expected to obtain employment until they are assigned to the next level. Level 1 residents may be directed to attend facility job search groups to begin preparation (completing a resume) by their Counselor.

Visits are confined to the facility and are limited as defined in Job Search pages 4-5 and Visitations page 10 of this handbook.

Level 2 - This level allows access to the community for employment, employment interviews, specific treatment that is only available outside the facility, or emergency situations.

Visits are confined to the facility and are limited as defined in "Job Search" on pages 4-5 and "Visitations" on page 10 of this handbook.

Residents normally remain in level 2 until they have demonstrated the responsibility necessary to function in the community. When a resident is appropriate for the pre-release component (and they are not a direct court commitment, or directed to remain in the community corrections component by the Court or CCM), the Facility Manager/designee, may approve assignment to the pre-release component.

The Facility Manager/designee can re-assign residents to the **pre-release component** if:

- the resident is successfully demonstrating responsibility
- successfully programming,
- there is no pre-existing direction from the Court or CCM

Pre-release component - Residents in this component are at CCCF for the purpose of making a transition from an institutional setting into the community. The **pre-release component** allows for increased privileges such as social passes.

This component is generally granted for residents who are employed and participating in programming.

The **pre-release component** consists of the following levels:

Level 1 - The BOP, Court, or U.S. Parole Commission initially assigns residents into level 1 for a specific number of days, not to exceed thirty (30) consecutive days.

Residents are denied all access to the community except in emergency situations. Community access requires the advanced approval of the USPO, Facility Manager/designee, or CCM.

Residents are not expected to obtain employment until they are

assigned to the next level.

Visits are confined to the facility and are limited as defined in “Job Search” on pages 4-5 and “Visitations” on page 10 of this handbook.

- Level 2 - This level allows access to the community for employment, employment interviews, specific treatment that is only available outside the facility, or emergency situations.

Visits are confined to the facility and are limited as defined in “Job Search” on pages 4-5 and “Visitations” on page 10 of this handbook.

Residents normally remain in level 2 until they have demonstrated the responsibility necessary to function in the community.

- Level 3 - This level allows the resident itinerary passes for increased access to the community for shopping, community service work, or program related activities.

Itinerary passes are limited to a maximum of four (4) hours per week and must specifically outline the travel route, destination, and time frame. Reasonable travel time may be added to the pass by the Counselor, as appropriate.

✓ Level 3 also allows gradually increasing social pass time to the release residence. Activities must be scheduled in advance and approved by the Facility Manager/designee. A social pass request must be completed and submitted to the Facility Counselor within the posted timelines.

- Level 4 - This level allows for greater access in the community as well more frequent social passes.

- Level 5 - This level is the home confinement component. Electronic monitoring equipment is used for home confinement. Offenders on this component are permitted to reside at their primary residence.

✓ All Public Law Placements and BOP Institutional Transfer inmates will be placed in the BOP level system however, not all residents will progress through each level. The resident’s Counselor will monitor resident progress in consultation with representatives from the Bureau of Prisons, United States Probation Office.

LEVELS AND SOCIAL PASSES

A Quick Reference Guide

Levels 3 and 4 social pass criteria:

- ✓ Approved release residence by USPO and CCCF staff
- ✓ The BOP or Court designation allows social passes
- ✓ The resident is in good standing with their program goals
- ✓ No recent or pending disciplinary action
- ✓ Full time employment (40 hours per week)
- ✓ Operational land line telephone at the residence
- ✓ The resident must be available by phone while on a social pass

The length of social passes may increase incrementally as the resident demonstrates accountability on previous social passes, success in the transition process, and in the program.

Levels 3 and 4 social pass hours: (includes travel time)

- 1st social pass = one six (6) hour pass per week
- 2nd social pass = may increase to one eight (8) hour social pass per week
- 3rd social pass = may increase to one twelve (12) hour social pass per week
- 4th social pass = may increase to two eight (8) hour social passes per week
- 5th social pass = may increase to two twelve (12) hour social passes per week

HOME CONFINEMENT

Home Confinement allows a resident to live at their approved release residence while on electronic monitoring. ✓ Electronic monitoring equipment requires a telephone line that is free of the Internet, faxes, call forwarding, call waiting, call blocking, or other telephone services that disrupt the monitoring equipment.

Facility staff must complete a site visit of the primary residence prior to requesting Home Confinement designation.

Residents on Home Confinement are to remain at their place of residence except for employment, treatment, medical, dental, legal appointments, or attending religious services.

✓ All residents must have pre-approved authorization to leave their residence. This is accomplished by using a weekly movement schedule. This schedule is reviewed and authorized by the resident's counselor.

The counselor may authorize brief periods of time for grocery shopping, and other essential business necessities such as DMV or Social Security appointments. All movement from the residence must be pre-approved and submitted on the weekly schedule.

Residents on home confinement are required to submit random UA tests. Residents must call CCCF each day to receive reporting instructions for their randomly scheduled UA test. Residents are also required to report to CCCF one (1) time per week to meet with their counselor and to submit a new weekly movement schedule.

Home confinement residents must return to their residence by 9:00pm each day except for employment or for treatment reasons. Once per month, residents will submit a copy of their telephone bill to their assigned counselor. A resident's failure to submit a monthly phone bill could result in termination of their Home Confinement.

✓ A resident on home confinement may be returned to residence at CCCF pending disciplinary action by the Center Disciplinary Committee.

In case of an emergency, a home confinement resident is required to notify CCCF staff immediately.

PRE-TRIAL RESIDENTS

Pre-Trial residents are generally at CCCF for 30 days or less. Pre-Trial residents are placed at CCCF for the purpose of finding employment, approved housing and stabilization in the community. ✓ Pre-Trial residents are not eligible for social passes unless requested by the resident's supervising Pre-Trial Officer.

ATTACHMENTS

Job Search Packet.....	Attachment A
Clackamas County Residential Services Conditions for Facility Residents.....	Attachment B
Conditions for Residential Community Programs.....	Attachment C
Bureau of Prisons Prohibited Acts.....	Attachment D

A close-up photograph of two yellow pencils that have been broken in half, lying on a white surface. The broken ends are jagged and dark, suggesting they have been snapped. The background is a soft-focus white surface.

**Break the Silence
of Abuse...**

**REPORT SEXUAL MISCONDUCT
OR ASSAULT TO A STAFF MEMBER**

**Clackamas County Community Corrections
Prison Rape Elimination Act 2003 (PREA)**

Custodial Sexual Misconduct Notice

Sexual misconduct or contact, in any form, between visitors, staff and inmates is strictly prohibited and is a violation of the PREA , and/or ORS 162.405, Official Misconduct I; ORS 162.415, Official Misconduct II; ORS 163.452, Custodial Sexual Misconduct I; ORS 163.454, Custodial Sexual Misconduct II.

All visitors, staff and inmates have an affirmative duty to report all allegations, complaints and / or observations of sexual misconduct. **503-655-8262**

To report anonymously: <http://www.clackamas.us/sheriff/jail>