

Garfield County Community Corrections

Residential Handbook



The mission of Garfield County Community Corrections is to support offenders in the continued improvement of their lives by holding them accountable and providing them with the tools to make positive behavioral change while becoming law abiding citizens. Through these principles we strive to enhance and preserve public safety.

Revised May 2024

GARFIELD COUNTY COMMUNITY CORRECTIONS (GCCC) RESIDENTIAL HANDBOOK

This handbook is made accessible to all clients of the Garfield County Community Corrections Department Residential Program and is a summary of the rules, regulations, policies, and procedures which relate to the clients while under the jurisdiction of this program.

Program rules provide a consistent approach to program management, enhance the day-to-day operation of the program, and ensure that the clients' rights are respected. The rules further provide clients with standards of conduct consistent with accepted social expectations and responsibilities and provide staff with a measurement of client performance.

It is each client's responsibility to read and study the contents of this handbook and to become familiar with these policies. However, should more clarification or information be necessary, it is the client's responsibility to seek the guidance of a Case Manager or any Garfield County Community Corrections staff member. Clients are further recommended to be aware of, and are expected to comply with, posted operational rules that govern conduct and behavior in all areas of all GCCC facilities. Policies contained in this handbook are subject to change, at which time proper revisions will be made and distributed.

PRISON RAPE ELIMINATION ACT (PREA)

Garfield County Community Corrections has zero tolerance toward all forms of sexual abuse/misconduct. Client on Client, Staff on Client and Client on Staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated. Clients will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the client's safety, dignity, and privacy without fear of retaliation.

Client on Client, Staff on Client or Client on Staff sexual abuse or assault is defined as one or more clients engaging in or attempting to engage in a sexual act with one another or the use of threats, intimidating, inappropriate touching, or other actions and/or communications by one or more persons aimed at coercing and/or pressuring another to engage in a sexual act.

To ensure your safety, all clients are encouraged to report instances of sexual assault to any program staff member. Clients may also report a sexual assault/abuse through a grievance form or contacting the agency PREA coordinator. Clients will have access to the PREA accessible phone in each day room, or they may use the phone in the conference room or their personal cell phone. All allegations will be taken seriously and thoroughly investigated and staff shall take the necessary steps to separate the victim from the accused. Staff will make help available for the client to receive medical evaluation and care as well as needed mental health support.

Appropriate steps will be made to protect the client including, but not limited to; transferring to another facility where they can be housed more appropriately, moved to another room in the facility closer to the staff office, increased contact with case management to provide ongoing support, etc. Transgender and intersex clients may request individualized shower times by talking with Security personnel or their Case Manager.

Additional information regarding PREA can be found under the "Grievances regarding Sexual Abuse" section of this handbook.

USEFUL CONTACTS

**Garfield County Community
Corrections Center**

0244 County Road 333A
Rifle Colorado 81650
(970)-625-0334 EXT 4400
FAX (970)-625-4059

Probation Department

109 8th Street, Suite #406
Glenwood Springs Colorado 81601
(970)-945-8635

District Attorney 9th Judicial

109 8th Street, Suite #308
Glenwood Springs Colorado 81601
(970)-945-8635

Garfield County Combined Courts

109 8th Street, Suite #104
Glenwood Springs Colorado 81601
(970)-945-5075

PREA Reporting Line

1-(877)-362-8477

Public Defenders Office

311 ½ 8th Street
Glenwood Springs Colorado 81601
(970)-645-5828

**Grand River Medical Center
(Rifle Hospital)**

501 Airport Road
Rifle Colorado 81650
(970)-625-1510

**Valley View Hospital
(Glenwood Springs Hospital)**

1906 Blake Avenue
Glenwood Springs Colorado 81601
(970)-945-6535

Garfield County Dispatch

(970)-625-8095

Pitkin County Dispatch

(970)-920-5310

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GCCC RULES AND EXPECTATIONS

This section will address the general rules and expectations clients will need to follow while part of the Community Corrections Program. Clients should familiarize themselves with this section as it will give them a basic understanding of how they should conduct themselves while part of the Community Corrections Program.

Client & Staff Interactions

Clients are expected to refer to staff by their last name. As an example, clients would refer to a staff member as “Smith”, “Officer Smith” or by their title. Staff will refer to clients by their last name. First or middle names may be used in the event of having multiple clients with the same last name.

Both clients and staff will converse in a professional manner. Neither clients nor staff should use vulgar or derogatory language when speaking.

Clients and staff are not allowed to exchange items, money, or gifts with one another. This excludes items given to clients that are donated from the facility. Such items will be provided to clients based on their need, then on a first come, first served basis, and lastly depending on their case plan status.

Clients found to be purposefully deceptive or making false claims about the approval of certain situations or instructions provided to the client in the event of any incident, break in GCCC policy or otherwise may be subject to disciplinary actions.

Client Behavior

Clients are expected to behave in a professional manner as a client of the Community Corrections Program. Clients should refrain from anti-social behaviors while part of the Community Corrections Program, both inside and outside of the facility.

Male and female clients of the Community Corrections program may not interact with one another in any fashion. This includes talking at the facility, while outside of the facility, through electronic or paper means or through a community proxy. If clients have work applications or other similar items they would like to provide to the other gender, they must provide any such items to staff. Staff will verify the items before providing them to the other gender.

Negative behaviors will be address primarily through staff interaction. Staff will advise clients showing negative behavior towards resolution. Clients who continue to show negative behaviors may be subject to disciplinary actions. Disciplinary sanctions and conditions are further described under the “Disciplinary Process” section of this handbook.

Clients will not make any significant alteration to their personal appearance without the prior approval of their Case Manager. Significant alterations include dying of hair, a haircut resulting in significant shortening of hair length, hair extensions, tattoos, piercings, and colored contact lenses.

Agency Contacts and Associations

Clients shall not associate with any persons known to have a criminal record except as exclusively allowed by their case manager. This includes contact through written mail, email, text or data messaging, and telephone calls. Current and prior clients of the Community Corrections program are included.

Clients having any contact with a law enforcement agency or Officer shall report the contact to Community Corrections staff as soon as is safely possible within a two-hour limit. Clients must inform any law enforcement agency or Officer of their program status at once upon contact.

Clients will not associate with, or contact in any manner, a victim or other personal similarly associated with their offense without specific approval from their case manager.

State and Federal Statutes

In addition to the rules of GCCC program, all clients are required to abide by all local, state, and federal laws. Federal clients will read and follow all Federal rules and guidelines. Clients are also required to abide by the rules and regulations which have been imposed by their court order, probation/parole officer, parole board, Community Corrections Case Manager, and/or the Code of Penal Discipline.

Attendance

Clients are required to appear as scheduled for all court dates, treatment sessions, and Community Corrections appointments for the duration of their sentence. This includes case plan meetings unless otherwise excused by their case manager.

Clients are required to report in at the times specified on their approved passes outside of the facility. Clients must contact Community Corrections staff prior to making an unscheduled change in location. This includes locations on a clients approved locations list. Failure to adhere to the scheduled time frames of a client's pass may result in disciplinary actions.

A client's presence at any agreed upon release site, pass location, work location, or home is subject to frequent verification, including visits by Community Corrections staff.

If a client is ill, injured or otherwise unable to work, they are required to notify staff. Clients must also inform their employer in accordance the with rules of their place of employment. Clients who are ill will only be allowed to leave the facility for a doctor's appointment or for emergency care. Clients who are ill will be denied leave on personal passes for the duration of their illness.

Clients are expected to arrive, depart, and attend work on time for all days they are scheduled with their employer. Clients who are found calling off from work without a reasonable excuse may be subject to disciplinary actions.

Clients will attend and will take part in any treatment programs deemed necessary by their Case Manager or as required by the Court. Clients are responsible for the cost of all such programs.

Pro-Social Incentive Program

Positive behaviors will be addressed through the use of the incentive point program in place at Garfield County Community Corrections. Staff will reward many of these points through interactions with clients. Additionally, there is also a system to reward clients for consistently good behavior while part of the Program. These rewards are detailed in this section below.

Bronze Level: 5 Incentive Points for successful completion.

- Complete Intake Assessments
- Complete Resume
- Attend 1 Treatment Session
- Attend 1st CM Meeting on time and prepared
- Showing Positive Regard for others
- Using Prosocial skills
- 15 Days Clean UA's
- 15 consecutive days adhering to program expectations
- Accountable Whereabouts--15 consecutive days

Silver Level: 25 Incentive Points for successful completion.

- Obtain Employment
- 60 Days Clean UA's
- Passing a GED Test
- Practicing prosocial impulse control
- 60 consecutive days adhering to program expectations
- Accountable Whereabouts--60 consecutive days
- Case Plan Behavioral Step Completed
- Case Plan Stabilization Step Completed
- Case Plan Criminogenic need step completed
- Completing and progressing a level in the program
- Paying off fines and costs under \$500.00

Gold Level: 150 Incentive Points for successful completion

- Maintain stable employment for 120 days
- 120 days clean UA's
- 120 consecutive days adhering to program expectations
- 120 consecutive days of accountable whereabouts.
- Case plan behavioral goal completed
- Case plan stabilization goal completed
- Case plan criminogenic goal completed
- Obtaining GED or other educational goals.
- Paying off fines and costs \$500.00 or greater

The incentive closet will be available to clients during the daytime between the hours of 5:00 AM to 10:00 PM. Staff may deny access to the incentive closet at their discretion at any time.

Cell Phones

Cell Phone Rules and Expectations

Clients must receive permission from their case manager before acquiring a cell phone. This includes clients buying a new phone even if they already have received approval to have a cell phone. Clients are responsible for paying for the service of their personal cell phones. Clients may not sign up for a cell phone contract unless approved by their case manager. Clients may only possess one cell phone while a client of the Community Corrections Program. Cellular devices utilized by employers must be approved by the client's Case Manager.

Clients may only use their cell phones at the facility during designated break times or if approved by staff. Clients may only request permission to use their cell phones outside of break times for the purpose of treatment or employment purposes.

Clients are not allowed to install or use any application that will interfere with the tracking of the OSM application. This includes VPN services, "spoofers" or any such application. Clients found with these applications on their phones may have their phones confiscated and may be subject to disciplinary actions. Additionally, clients may not disable the tracking services of the OSM application, nor may they disable or turn off the GPS services on their cell phone.

Clients are required to always have either their rented cell phone or personal cell phone on them when outside the facility. Clients may be subject to an OSM check in at any time while on a personal pass. Failure to complete check-ins will not be excused for any reason.

Clients will be required to provide the passwords, passcodes, or any other such code for their cell phone and any application, file, or folder on their cell phone. Clients who do not provide these codes on request from staff may have their phones confiscated and may be subject to disciplinary action. Any and all content on a clients cell phone is subject to search at any time.

All Bluetooth items must be turned over to staff to be entered into a client's property. Both Bluetooth devices and cell phones must be labelled with the client's last name. Smart watches are not allowed at the facility.

Clients should follow these general rules. They apply to rented cell phones, personal cell phones, and Bluetooth devices.

1. Clients may not loan, trade, or otherwise allow another client use of their rented or personal cell phone with prior staff approval.
2. Cell phones and Bluetooth devices must be stored in the lobby of the facility when not in use. Cell phones and Bluetooth devices are never allowed into the dayroom or dorm rooms.
3. Cell phones stored in the lobby of the Community Corrections facility must be turned off. Failure to do so may result in confiscation of the cell phone and the client may be subject to disciplinary actions.
4. Clients are responsible for maintaining active service on their personal cell phone.

Clients may not have any financial type applications on their personal cell phones such as Cash App, Wise, Venmo or any similar application. Clients having these applications on their personal phone, even if the application is unused, may face disciplinary actions.

Clients may not utilize developer mode, any IP or location spoofing application or VPN services. Clients found with any application similar to these or is in any other way influencing the proper location tracking of their cell phone will face disciplinary action.

Cell Phone Cost and OSM Fee

While in the community, a client's location needs to be verifiable at any time by Garfield County Community Corrections. Clients will have two options to obtain and use cell phones enabled with GPS. Utilizing either option will allow the staff at GCCC to verify the client's location while out in the community. To accommodate the verification process GCCC has the following GPS monitoring methods available to the clients:

- The first option: Clients may rent a cell phone from GCCC. The cost of renting a facility phone is currently \$2.50.
- The second option: Clients will have installed on their personal cell phone Outreach Smartphone Monitoring, otherwise referred to as “OSM”. This option must be approved by a client’s case manager depending on the client’s ability to pay to maintain the service. This option will cost \$1.00 per day.

If a client is deemed to need alcohol monitoring while in the community, the client will be required to purchase a Bluetooth BAC machine. If the client requires a BAC machine the cost for the service of OSM will be \$2.00/day in addition to the cost of the BAC machine. The cost to purchase the BAC machine is currently \$125.00.

The cost of the OSM service is subject to change. At such a time a change in price occurs, a order will be posted in client dayrooms noting the change in the cost. GCCC will give clients two weeks’ notice before the application of the posted order.

Personal Electronics

Clients are only allowed a limited type of personal electronics. Electronics range from alarm clocks to laptops, so clients should reference the “Contraband and Confiscated Property” and “Personal Property and Inventory” sections of this handbook.

No items with Bluetooth capabilities will be allowed inside the facility. Any approved Bluetooth item must be stored in the facility lobby area. Laptops, tablets or any other sort of personal computer are strictly prohibited at the Community Corrections facility.

MP3 players with no Bluetooth or recording capabilities are allowed to be brought into the Community Corrections facility. These items must be inspected and approved by staff before being allowed to be kept by the client.

Hygiene items, such as toothbrushes, hair trimmers, hair straighteners and hair curlers will be approved on a case-by-case basis. These items must be inspected and approved by staff before being allowed to be kept by the client. Water picks or other types of items that spray fluid are not allowed to be kept at the Community Corrections facility.

Smart watches and personal speakers or “boomboxes” are not allowed to be kept at the Community Corrections facility. No type of electronic gaming system is allowed at the GCCC facility.

Dress Code

All clients are required to abide by the following dress code at all times.

1. Residents may not wear any clothing item deemed to be gang affiliated, including but not limited to shoes, shoelaces, hats, bandanas (dew rags, hairnets, pantyhose).
2. Shorts/dresses/skirts/etc. must not be higher than one inch above the knees.
3. Pants/shorts/tops must be worn in such a way that undergarments are not visible.
4. No tank tops or otherwise sleeveless t-shirts, halter tops, tube tops, spaghetti straps, body suits, sheer, or see-through clothing will be allowed.
5. No clothing that leaves the midriff exposed will be allowed.
6. No swimsuits of any kind, male or female are to be worn on Community Corrections property.
7. No garments displaying profane, lewd, or inappropriate language, symbols, or pictures will be allowed.
8. No garments with holes, rips, etc. whether created or by design, that inappropriately display any part of a client’s body will be allowed.
9. Any other garments deemed inappropriate by a staff member will not be allowed.
10. Rules for outside wear: shirts must always be kept on. No half t-shirts, short shorts, tank tops or otherwise sleeveless shirts or pajamas are to be worn outside during break times.

Items like swimsuits may be stored at the facility but may not be worn on facility grounds. Clients must pack these items out and change elsewhere. Clients may not wear robes, shawls or coats without clothing underneath that abides by the posted dress code above.

Food and Drink

Food and Drink Rules and Expectations

Clients will not be allowed to eat or drink outside of their respective dayrooms unless permitted by staff.

Clients will not bring any food or drink into the facility from outside sources. Doing so will be considered an introduction of contraband. No food or drink from any source is allowed to be stored in the client’s lobby locker or in their dorm rooms.

Milk from the facility is provided solely for the use of mixing with breakfast cereal. Clients may not attempt to save or store milk in any way, including filling a container to take with them on pass. Milk provided by the facility must be consumed before the end of the breakfast period.

Each client will be allowed only one bagged meal for breakfast and lunch per mealtime. Meals will not be shared, traded, or given away. Clients are responsible for disposing of their meals after each mealtime. Clients at the facility will be given two hours after being provided their meal before they will be expected to dispose of the meal. Meals may not be left in any part of the facility to be eaten later.

Clients leaving on pass may request a bagged breakfast and lunch when they are leaving on pass. Clients who do not consume these meals on their pass are required to dispose of the meals on return to the Community Corrections facility.

Certain food items may influence the results of a UA test. Clients should be mindful of any items they consume for the effect it may have on their body. GCCC will not accept the consumption of any food or drink item as an excuse or evidence against a positive result. Poppy seeds will not be accepted as evidence against a positive UA sample.

Delivered Meals

On Fridays and Saturdays, and on federal holidays, clients may order food to be delivered after 1600 hours. Deliveries must be accepted before 10:00 PM at night. All ordered meals will be required to be disposed of by the end of the day at 12:00 midnight. Clients are not allowed to save or store any part of their ordered meals. Clients who need to cancel their order must do so in accordance with the restaurant's cancellation policy.

The following rules apply to all clients who may order food:

- Clients on restriction may not order meals.
- Clients may not share meals without receiving approval from staff.
- Friends and family may not order meals for clients and have them delivered to the facility.
- Clients must pay for their meals in person with cash.
- Clients must request and be approved to order meals by on-duty staff.
- Meals may not be paid for with credit or debit cards.
- Clients may not order if they are negative in their client account.

Failure to follow any posted rule concerning ordering meals, or through any inappropriate treatment of restaurants or meal providers may result in the loss of this privilege for an indeterminate period of time, including up to the remainder of a client's time in the residential program.

Facility Provided Meals

Breakfast is available between 0500 and 0730 hours Monday through Friday, and between 0500 and 1030 hours on weekends and federal holidays.

Lunch is available between 1130 and 1330 hours. Lunch may be requested by clients leaving on pass when they are leaving the facility.

Dinner is made available at approximately 1630 hours and remains available until 1930 hours. Clients who are returned to the facility after 1915 hours must call and request a meal be saved for them until their return. Clients who eat dinner after the trays have been cleaned must clean the trays themselves.

Dinner tray calls will be made at the return of the transportation van during the evening. Clients should collect their tray during these calls. If a client is unable to collect their tray during these calls they may request a tray at any time, however staff may instruct them to wait until the next tray call is made.

Residential clients will be provided a Weekly Resident Meal Request Sheet on Thursday at 1200 hours every week. Clients are expected to fill the meal request sheet out and turn the completed form over to staff even if they are declining meals. Failure to turn in this sheet will result in no meals being ordered for the client.

Specialty meals will be available to clients for religious reasons, medical reasons, and for vegetarian or vegan diets. Documentation must be provided of religious affiliations, or a doctor's note provided for medical reasons. Clients requiring vegetarian, vegan or other such requirements must speak with a senior Officer to explain their need for a specialty diet. These requirements should be noted on each client's weekly meal requests forms.

Drug and Alcohol Usage

Clients are not allowed to use any form of illegal chemical substances, controlled substances, and alcohol as a condition of all Community Corrections programs. All such substances are not allowed on Community Corrections grounds. Doing so will be considered as introduction of contraband into a correctional facility, which is a felony offence.

Clients are not allowed to possess, consume, or use any prescription drug or narcotic which is not prescribed to the specific client by a licensed physician. Clients will not abuse any form of over-the-counter medication, supplements, vitamins, or other substance.

Clients will be required on their return to the Community Corrections facility to comply with an intoxilyzer test, or breath test. This test will be completed when a client returns from any pass, no matter the time frames or conditions of the pass. Failure or refusal to comply with this test may result in termination from the Community Corrections program.

Clients will be required to provide their urine analysis (otherwise referenced as "UA") sample within a two-hour time frame from the time they are informed of the need to produce an acceptable UA sample. Failure to provide within two hours of the client being notified will result in disciplinary actions. Clients will be given one extra hour where they will be charged with a level 300 violation for failure to produce. After the extra hour, or the start of the third hour after being notified, clients will be charged with a level 200 violation for failure to produce.

Clients of any Community Corrections program will be required to submit to random urinalysis tests through their program involvement. Clients will be informed of the requirement to provide a UA sample by staff. The time that a client is being informed of the need to provide a UA sample will be at staff discretion. Clients may ask if they need to provide a UA sample but should not expect staff to inform them at the clients' request.

Clients of any Community Corrections program will provide at least a minimum amount of UA samples over a pre-determined period of time in accordance with Community Corrections policy. However, clients may be tested additionally under suspicion of recent drug or alcohol use. Clients may also be tested more than the minimum required amount to ensure program compliance.

Clients should be aware of any products they consume and the possibility of such items resulting in positive UA results. Products such as melatonin, Benadryl (diphenhydramine), PM or cold/sinus medications, poppy seeds, diet pills, hemp products and loose protein powder have been known to show positive results on a UA test. These items will not be accepted as evidence or a viable excuse for positive UA results.

UA tests will not be completed at a client's request. UA tests and associated results not collected by Community Corrections staff will not be accepted as proof of non-use or as evidence against a positive result from the UA testing provider utilized by Community Corrections.

Positive UA results or the failure or refusal to provide a suitable UA sample within the given time frame could result in termination from the Community Corrections program.

A record of all collected and tested UA specimens and positive intoxalyzer results will be kept in the client's file as part of their permanent record.

Clients who display dangerous signs of drug or alcohol intoxication may be required to remain in the Community Corrections building, may be placed in a detoxification program at the client's expense, or may be placed in the Garfield County Detention Facility.

Over-the Counter Medications, Vitamins and Supplements

Garfield County Community Corrections allows clients to purchase and retain many common over-the-counter medications, vitamins and supplements. As it is unrealistic to maintain a list of all medications, vitamins and supplements that may or may not be allowed at the facility, clients must ask Security Staff if certain items will be allowed.

All medications, supplements, vitamins or otherwise must be brought to the facility unopened and must always remain in their original container. Any of these items found outside of their original container, or any container found to contain a mixture of any of the above will be confiscated and disposed of by staff.

No creatine, nitric oxide or any similar exercise or workout supplement will be allowed to be stored at the Community Corrections facility. Clients are allowed to use these items while a client of Community Corrections, however they must be stored outside the facility. A sugar free protein supplement in individual, single serve packets may be brought and stored at the facility. These items will not be accepted as evidence against a positive UA result.

Clients may not utilize or ingest any sort of hemp or CBD product while a client of the Community Corrections Program. This includes supplements, oils, creams, or any other product that contains or is advertised to contain hemp or CBD.

Clients will be expected to provide their own over-the-counter painkillers, bandages and other such items. Clients on restriction, facility hold or who are otherwise unable to leave the facility may be provided simple supplies at staff discretion until such time that they are able to provide their own supplies.

Certain over-the-counter medications, such as liquids, must be retained in the medication cabinet within the security office. Clients may request these medications at any time, however the client may need to wait until staff has adequate time to allow the client to take medication.

Clients should be aware of the potential of certain over-the-counter medications resulting in positive UA test results. Clients should be mindful of any and all medications, foods or any other product for the effect it may have on their UA results.

Prescription Medications

Clients will inform staff of any medication being used upon their intake into any Community Corrections program. Clients may not possess or consume any prescription medication that is not prescribed to them. Clients must turn over any medication that is prescribed to them during their placement at a Community Corrections program. Clients may not consume any part of their medication until it has been turned over to staff and entered into their records.

Clients who visit any medical group or institution must bring and have completed a Medical Treatment Form. Clients must request this form prior to leaving on their pass to these locations. Failure to have this form completed and/or failure to turn the form into staff on the client's return to Community Corrections may be refused any medications prescribed until confirmation of the prescription can be made with the prescribing physician.

Any client prescribed narcotic pain medication will be denied leave from the facility for any purpose, excluding a medical emergency, for a time period matching the prescription of the medication. The determination of Community Corrections is that any client needing these medications is unfit for work and must remain at the Community Corrections facility until such time that their injury or condition is healed to the point of no longer needing these medications. Exclusions may be made at the discretion of Community Corrections Administration.

Clients must inform Community Corrections staff immediately when they have been instructed or prescribed to take a medication by a licensed physician. Clients will need to provide documentation of their prescription before they will be allowed to begin taking their medication.

Clients are not allowed to sell or give away any prescription medication, illegal drug or substance.

All clients will be required to store all prescribed medications at the Community Corrections facility. Such medications will be self-administered by the client and ingestion will be monitored by staff. Any client that is caught palming, cheeking and/or taking more medication other than what is prescribed will be subject to an disciplinary action.

All clients are responsible, to the best of their ability, to maintain an adequate supply of medication. If a client is having difficulties with obtaining medication, the client needs to inform a staff member. When a client obtains a prescription, they are to transport it to the facility unopened and turn it into Security Staff for processing prior to taking the first dose. Clients will not attempt to store unused medications while in the program.

Medication Request Times

Medication access will not be allowed during the following times:

- 5:45 AM – 7:00 AM
- 1:30 PM – 2:30 PM
- 9:30 PM – 10:30 PM

Staff may request clients to wait at any time of day due to facility operations, staff shortages, or current incidents. Clients should wait in the dayroom to be called by staff. See “Prescription Medications” for more information.

Curfew and Escape

Curfew for all clients is 2100 hours on their personal pass. Failure to return by the curfew may result in disciplinary actions. Clients may work later than curfew at the approval of their case manager.

Clients who fail to report to the Community Corrections facility by their scheduled time may result in the client being placed on escape status, the notification of the client’s probation or Parole Officer, and/or their sentencing court.

GCCC allows a client two hours to contact or return to the Community Corrections Facility before escape procedures will begin. However, clients may be placed on escape status immediately following administrative decision. Clients may be placed on escape status for failing to return to the facility from their pass, failing to make contact or respond to contact from staff while on pass, or for leaving the Community Corrections facility without prior approval.

All property, including any monies remaining in the facility or in the client’s account which belongs to the client placed on escape status will be confiscated. All monies will be dispersed in accordance with Community Corrections policy. Personal property confiscated will become the property of GCCC. Administration may return an escaped clients property at their discretion.

Finances

Clients will not enter contracts, engage in business, or incur any debt without the approval of their case manager and/or administration. This includes, but is not limited to, bank loans, mortgages, rentals, leases, marriages, credit lines, incremental payments or “pay later” programs, point of sale loans and cell phone plans.

A laundry fee will be charged to every residential client’s ledger to cover the costs of cleaning linens and bedding.

Court fees will be paid in accordance with court orders, directives, or state statute. A minimum of 10% of all a client's net income must be paid towards fines, fees, restitution, or other such items.

Clients will be permitted to carry \$50.00 on their person to purchase personal items. Case managers may approve larger sums at their discretion on an individual basis. Clients should not retain funds from previous checks without speaking with their Case Manager. Clients carrying excessive amounts of money may have it confiscated and deposited into their client account. Clients are responsible for securing the cash in their possession. Community Corrections and its staff are not responsible for any cash clients bring into the facility.

Clients shall be responsible for payment of any medical, dental, or eyecare expenses. Clients are also responsible for their treatment costs. Clients will support their dependents and any other financial responsibilities.

Clients will deposit all monetary gains into the Community Corrections Client account. This includes paychecks, gifts, tips and money transfers. Paychecks must be turned over directly to staff and not spent or deposited by the client. Deductions for any work purchases from a paycheck must be approved prior by the client's case manager. No checking or savings accounts, credit cards, debit cards or gift cards will be authorized while part of the Community Corrections Program without case manager approval.

Clients will be required to fill out and turn in a check request form weekly to withdraw funds from their client account. Clients will also use this form to request checks for the fines, fees, restitution and other such items. The deadline to turn in the check request form will be decided by each individual client's Case Manager.

If any employer utilizes a "pay card" or similar electronic form of paycheck distribution it will only be accepted if it is the only system available. Clients must attempt to receive paychecks in physical form or direct deposit. If any client utilizes a "pay card" system while in the program, they will be required to submit to regular account inspections with their Case Manager. Utilizing the pay card, or any portion of any paycheck without prior Case Manager approval may result in disciplinary actions.

A client may be approved by their case manager to retain a financial instrument on their person or personal property such as a cell phone. This is a privilege and may be revoked at any time at the discretion of case management or administration. These instruments must remain in sole possession of the client approved to have them. A record of any approved financial instrument will be recorded under the client's personal file. Unauthorized possession or use of any financial instrument will result in disciplinary actions.

Financial Instruments may include, but are not limited to:

- Credit Cards
- Debit Cards
- Pay Cards
- Gift Cards
- Digital Cards on a Cell Phone
- Chime or Wise Accounts or Similar Online Banking Services

Any client found to be utilizing a GCCC check or any other financial instrument to complete electronic transactions or any other transaction by means of providing to any vendor or payee the account and/or routing number of any GCCC account will face severe disciplinary action, including the possible introduction of new criminal charges.

It is expected that checks drawn and issued to clients will be used in a timely manner. Issued checks that do not clear the bank within 90 days will be cancelled, and a service charge will be assessed against the client's account. Any check requested by and issued to a client that is not used by the client and is returned to their Case Manager for re-deposit may be subject to a service charge.

Job Search and Employment

Clients will maintain, or actively pursue, gainful employment or an alternate program approved by the GCCC staff. Clients will make no change in their employment status or location without the permission of the GCCC staff. A client's employment must be sufficient to meet their financial obligations.

If a client is unemployed, they will be assessed for job search readiness. Based on the assessment score, clients may be required to attend a job search class prior to beginning a job search. No job search passes will be approved until job search assessments are completed and training if necessary.

Client's searching for work must turn in a job search pass form to request a pass. Security staff will check these forms to ensure that they have all the required information. A pass that does not have all the information, such as the name of the employer, address, and contact number will be returned to the client to be completed properly. Clients are expected to have a reasonable number of locations to visit in relation to the total time of their pass.

Each client will develop an Individualized Employment Plan with their Case Manager before they are allowed to go out on job search passes.

If a client is physically unable to work, the client must provide documentation of limitations to GCCC staff to remain in the program while unemployed.

Clients must submit proof of employment or schooling to their Case Manager for verification. GCCC staff will then contact these employers to verify the client's work information. Client will notify GCCC staff if there are any changes in employment or school status.

Clients must receive at least minimum wage for their work. Employers are always to be advised of the client's correctional legal situation by the client prior to accepting the job. Through job checks, an employer will be made aware of the client's legal status.

Clients must obtain permission from a Case Manager or by way of a special staffing to be employed by relatives, friends or to be self-employed. Any employer who willfully chooses not to cooperate with GCCC staff may result in the client being disallowed to continue employment with that employer.

Any client who is fired or laid off because of their own negligence, actions, or poor performance on the job is subject to disciplinary action. Clients who are unemployed or fired from their job may be assigned to the Garfield County Workender Program.

No out of county employment will be permitted without prior authorization from Administration. This means that any potential employment for or with any enterprise that does not have a base of operations within Garfield County must be specially staffed. Clients may work outside of Garfield County for an employer who has a base of operations within Garfield County with Case Manager approval and parole officer approval.

Clients are allowed to work a maximum of six days in any week. Workdays, including travel time to and from the facility, are limited to a maximum of twelve hours. If a client's supervisor calls the facility and speaks directly to a Case Manager to request additional time, the Case Manager may grant a reasonable extension to the workday. This will only be approved a maximum of two times per week and is done as a courtesy for both client and employer. If this courtesy is abused, a client will lose the ability to obtain an extended workday.

Lights, Noise and TV

The dayroom lights and TV will be turned off at 10:00 PM Sunday through Thursday, and turned off at 11:00 PM hours Friday and Saturday.

After 10:00 PM, there is to be NO "visiting" at the doorways opening into the dorm rooms. Any "visiting" at the doorway openings to the dorm rooms prior to 10:00 PM will be kept to a minimum and the visiting client should not enter the room for any reason. Any "visiting" by the doorway that is deemed to be excessive by staff could result in disciplinary action.

All loud conversation or any other loud activities in the dayroom will cease at 10:00 PM. The Officer(s) on duty will determine what might be considered too loud. Clients will not be allowed to leave their respective dayrooms after 11:00 PM unless a staff member directly supervises them.

Security lights in dorm rooms will be left on at all hours to ensure that accurate head counts can be completed during evening shifts.

The TV and lights will be turned on at 5:00 AM Monday through Friday, 7:00 AM Saturday, Sunday, and Federal holidays.

Lockers and Bunks

Clients will be assigned one (1) locker space in their assigned room. Lockers will always be kept neat and orderly. Clients will not move to or use any other locker that was not assigned to them. Clients will not store any other client's personal belongings in their locker. Lockers and all other property are subject to random searches whether the client is present or not. Lockers must be kept closed when they are not in use.

Clients will be assigned one (1) lobby locker and combination lock. Backpacks, large clothing items, all tobacco products, lunch boxes / containers, safety vests, helmets may be stored in the client's lobby locker. Clients will keep their locker locked and will not store any other client's property in their assigned locker.

Clients will be assigned one (1) bunk. Bunks will be kept made with the facility issued blanket on top of the bunk when the client is not in the unit.

Clients will be issued one (1) pillow. No other pillows will be allowed in the unit other than the issued pillow. If a client receives a note from their doctor for more than one pillow, they will be charged according to the intake lease agreement for the cost of the extra pillow.

Clients will be issued one (1) each fitted sheet, flat sheet, pillowcase, mattress cover, and blanket. Clients are responsible to turn in their linens every Tuesday before 1000 hours so that they can be professionally cleaned. The client will be given clean linens on Tuesday afternoon. Laundry bags will be in the dayroom to collect the dirty linens each week.

Clients will be issued one (1) mattress set. No other mattresses will be allowed. Only those clients with a legitimate note from a physician will be allowed 1 extra mattress. If the doctor requests more than one additional mattress, the client will be charged for any additional mattresses according to the intake lease agreement.

Clients will be allowed to bring one clear storage tub into the facility that will be stored under their bed. The storage tub is to be used for the storage of clothing, DVD's and DVD players, or similar personal items. Nothing should be stored on top of the tub and no other items should be stored inside the storage tub. Clients may not keep or use cardboard boxes within their property or assigned areas.

Client's bunk areas, including lockers and storage tubs, will be kept clean and orderly. No photos or any other items are allowed to be hung or stuck on to any part of the room or attached to the bunk or lockers in any way. One towel may be hung on the client's bunk to dry. All other items must be stored properly in a locker or laundry bag. Chairs are not to be brought into dorm rooms. Shoes and auxiliary storage tubs are to be stored neatly under bunks. Rechargeable items like DVD players, toothbrushes, razors, etc. must be kept neat and organized. No extension cords or extended surge protectors are allowed. Bunks and lockers are not to be moved except for cleaning purposes and they must be returned to their original position immediately after cleaning.

GCCC has taken precautions to limit cross-gender viewing of clients by a staff member of the opposite gender. Staff members will knock and announce their presence when entering a dayroom, dorm room, or bathroom area of the opposite gender. It is recommended that clients change in the bathroom/shower area to limit cross-gender viewing.

No items will be stored under mattresses. Items are required to be in the client's locker or auxiliary storage tub.

Only laundry detergent and other reasonable laundry supplies are allowed to be stored on top of the lockers.

No food, food products (spice, seasoning, sauce) or any drink except for water is to be stored, present, or consumed in the bunk areas. Staff may confiscate and dispose of any food or drink found in dorm rooms.

Clients will not hang any blankets, towels, or any other items to make "tents" of any sort at any time. Clients may not tie or utilize any sort of string, cord or otherwise to hang items from other bunks. Clients may not bring into the facility or use Velcro or Velcro-like items.

Dorm rooms will be inspected twice per week on Saturday and Tuesday. This inspection may be completed at any time of day at staff's discretion. Staff may additionally complete inspections on any day at their own discretion. It is advised clients always keep their areas within compliance in the event of a surprise inspection.

The following will be checked for each client and will result in an individual failing inspection if not completed.

- Beds must be made and clean.
- All belongings stored appropriately in their correct area.
- Locker doors must be closed.
- Bunks and lockers cleaned and free from dust, dirt or grime.
- Auxiliary tubs must be stored underneath a client's bunk.

The following will be checked for the room and will result in all clients residing in the room failing if not completed.

- Floors swept and mopped.
- All surfaces wiped and dusted (Windowsills, blinds, walls and door).
- Windows cleaned with window cleaner (Both outside and door window).
- Vents cleaned of dust.
- Empty beds unused and clean.

Staff will place the inspection sheet in client's respective dayroom for them to see if they have passed inspection. Staff will note any items that caused a failed inspection. Client's will have 24 hours to correct any identified problems and must have staff inspect and sign off that the problem noted was corrected to avoid disciplinary actions. Repeated inspection failures, even if corrected by clients, may result in disciplinary actions.

Laundry

Clients will be charged 70 cents per day for laundry fees. Personal laundry can be processed by the client utilizing the washer and dryers located in the facility laundry room. This room can be accessed by clients between 6:00 AM and 11:00 PM daily with security staff approval. Male and female clients will not be allowed in the laundry room at the same time. Clients must provide their own detergent once financially capable. Clients unable to provide their own laundry detergents will be provided detergent from the facility until such time they can provide their own.

Clients may not handle another client's laundry. This includes moving laundry at the request of another client, washing or drying laundry for another client, or emptying machines that have another client's laundry in them. Failure to abide by this rule may result in disciplinary actions.

Currently, Garfield County Community Corrections has certain linens provided by an outside source. This includes the fitted sheet, the loose sheet, and the pillowcase. Clients will be required to turn these items over weekly to be provided with a clean set of sheets. The mattress wrap, blanket and pillow are property of the Community Corrections Facility. These items are leased to the client, and it is the responsibility of the client to clean these items at least once a week. Failure to clean bedding or turn over used linens may result in disciplinary actions.

Earned Time and Good Time

Diversion clients are eligible to earn 10 days “earned time” off their sentences per month. Transition clients can earn 10 days “good time” per month. Diversion clients can lose any time earned for failure to exhibit pro-social behavior at the discretion of their case manager.

Clients with more questions about their earned or good time should speak with their Case Manager during their scheduled case meetings.

Mail

Mail and packages can be delivered to Garfield Community Corrections for all current clients. The address for Garfield County Community Corrections is:

Garfield County Community Corrections
0244 County Road 333A
Rifle, Colorado 81650

All mail or packages that are delivered to clients, excluding privileged mail, is subject to search by Community Corrections Staff. Privileged mail will be handed to the client unopened, however staff may require a client to open and unpackage privileged mail in their presence if it is deemed suspicious. Mail from the following will be considered as privileged mail:

- The US President, Vice President or Attorney General
- A sitting US Congress Member
- A State Governor, Lieutenant Governor or Attorney General
- Judges and clerks of Federal, State or Local courts
- Attorneys
- Legal Aid Services
- Public Officials acting in an official capacity

Any mailed item that is mailed to a client that is prohibited will be returned to the sender or maintained by Community Corrections for further disposition regarding legality or appropriate disposal.

Clients will be informed electronically in writing about any items that are received but not given to them, and the reason the item was not given to them. Items from inmates in Jail, Department of Corrections, or other Community Corrections programs will be turned over to the client’s case manager to be given to the client at their discretion.

Any package from an online retailer must contain a receipt or a receipt must be provided to staff showing proof of purchase of the items. If a receipt is not provided the items will be held and confiscated until a receipt is provided. The item(s) confiscated will be held 7 days until further disposition or the client provides a receipt. Failure to provide a receipt for any purchased items may result in disciplinary actions.

Out of County Travel

Clients must obtain approval before traveling out of Garfield County. A request to travel out of county must be received by GCCC Administration a minimum of one week in advance of the requested date of travel. This request must be made every time that a client needs to travel outside of the county.

Requests for out of county travel will only be considered for short periods of time and for legitimate reasons. Examples of appropriate reasons include working out of county, making a court appearance, or because of a death in the immediate family.

Approvals will be based not only on the reason for the request, but also on the client's case and how well they are doing in their program. Requests will be evaluated on a case-by-case basis with community safety as the primary determining factor.

Clients will not be allowed to travel out of the state of Colorado.

Work and Personal Passes

Pass Procedures

As clients satisfactorily progress through the program, passes may be granted for travel away from the facility. As a client completes higher phases different types of passes may become available. The rules, requirements, and other stipulations according to case level will be addressed in the Case Management section of this handbook.

The passes a client needs should be discussed with their Case Manager during their weekly case meeting. During this meeting, approved pass locations and timeframes will be entered into the computer database. Approved pass locations will be in accordance with the client's phase level and supervision status. Client's work schedules and permissions to go to work are also considered passes and are subject to the same rules.

It will be the client's responsibility to know their work schedule and be able to produce an acceptable copy of their work schedule from their employer prior to the weekly meeting with their Case Manager. Failure to provide an acceptable work schedule may result in a client being denied their work passes until they can provide a work schedule.

It is the client's responsibility to check their passes for the following day. If a work pass is not in the system, the client will not be allowed to leave until it can be confirmed by staff. If a personal pass is not entered into the system, the client will not be allowed to leave until a Case Manager is contacted. Day passes may be issued for travel to locations deemed appropriate by Case Management. Clients must apply for these passes at least 24 hours in advance except in cases of medical or other emergency, or for legitimate job searches or interviews. These day passes are subject to approval by Case Management and can be denied for any reason.

All job search passes will be checked for the following before approval:

1. Clients will contact each potential employer to see if that employer is hiring.
2. Clients will record the information they receive on a “Work Search Pass Request” sheet and turn it into Security Staff. Security Staff will review the document, and if acceptable will turn it over to the client’s Case Manager.
3. Case management will then review the pass request with the client and either approve or deny the pass request.
4. If the job search pass request is approved, the client is expected to visit each approved job search location. Failing to visit each approved job search location could result in disciplinary actions.
5. While the client is out on a work search pass and unexpected employment opportunity arises, the client can contact the security office to request permission to go to a location that is hiring.
6. When the client returns from their work search pass the “Work Search Pass Request” will be turned over to Security Staff. Security Staff will give the pass to the client’s Case Manager. The Case Manager will meet with the client to discuss any employment leads that were acquired during the work search pass.

Pass Rules and Expectations

Clients may enter the lobby ten minutes prior to their sign out time so that they may prepare to leave the facility. Clients may not make phone calls unless approved by on-duty staff. Clients must remain in the lobby until staff is ready to depart. Clients may not exit the front door at any time prior to the departure of the facility transportation vehicle. Due to the busy nature of the facility when clients are preparing to leave, clients may not re-enter the facility except at the discretion of on-duty staff.

On return to the facility from their pass, clients may not make phone calls unless approved by on-duty staff. Clients must sign back in to the facility immediately upon their return. Clients may not loiter in the lobby area at any time while leaving or returning to the facility. Clients who are returning with a bicycle must first sign in and complete their breathalyzer test before taking their bike to the storage rack.

Prior to leaving the facility on an approved pass, clients will be required to sign out of the facility electronically, utilizing their PIN number and fingerprint at the kiosk. All clients are expected to travel directly to and from their pass location, with no loitering or stops along the way. Clients are expected to remain at the approved location until such time as the event to which they have traveled is over, or the time limit on their pass is up. The travel time to travel to or from a location is not to be used as additional time to remain at a location. Clients are expected to depart from their location at the scheduled time. Failure to do so may result in disciplinary action and/or revocation of pass privileges.

If any unforeseen situation or problems arise while a client is on any pass, it is the duty of the client to contact a member of the GCCC staff to communicate their situation. This contact does not relieve the client of the requirement to abide by the timeframes of their pass. It will be the requirement of the client to provide evidence or documentation of the cause of their late return. Failure to provide reasonable evidence to justify a late return may result in disciplinary actions.

Upon return to the facility from a pass, the client must sign back in and submit to a breathalyzer test. Clients are responsible for returning no later than the specified return time on their pass. Tardiness will not be tolerated and will result in loss of passes or disciplinary action and could result in the client being declared an escapee.

Confiscated Property

Any item that is determined to be contraband, or that is confiscated for any other reason at staff discretion will be kept for 7 days starting on the day of confiscation. Any item that a client must retain for work purposes, treatment or for any other reason that would otherwise be considered introduction of contraband must be reported to and turned over to staff on the client's return. Failure to do so may result in disciplinary actions.

The following guidelines may be used for items that are confiscated:

1. New clients who arrive at the facility with personal property that is not allowed at the GCCC facility will have 21 days from the date of their arrival to have the property removed. After such time, GCCC may dispose of the property.
2. Any client who is removed from the program due to re-arrest or due to rejection from the program must make arrangements for their personal property to be removed from the facility within 7 days, or GCCC may dispose of the property.
3. Any client whose property is confiscated as contraband or for any other reason must be removed from the facility within 7 days, or GCCC may dispose of the property.
4. Confiscated property of a client who has been declared an escape will become the property of GCCC. See the "Curfew and Escape" section for more information.

GCCC Staff will keep an accurate log of all items that are confiscated, which will include the client's name, a description of the item, and the date the item was confiscated. If a client fails to remove an item from the facility, fails to have an approved individual travel to the facility to claim the item or does not provide a plan approved by Administration to remove the item, the client should have the expectation that the item will have been disposed of. There will be no exceptions to this rule even if the item has great monetary value, is an heirloom or any other such item of personal importance. Garfield County Community Corrections recommends that clients do not bring items of high monetary or personal value to the facility.

Clients will be responsible for the return of any item they rent or borrow from a library or similar public service or company. This includes any time a client needs to return an item while on restriction, facility hold, furlough, if they have been rejected from the program, or if they have loaned the items to another client. Any costs or fees associated with the late return of such items will be the responsibility of the client who borrowed or rented the item.

Personal Property and Inventory

Property Allowances

The following items are allowed on to the facility grounds and, furthermore, will define if items must be stored in a client's lobby locker. Sets will be defined as one upper and one lower garment, or one single piece garment.

- Total of 4 pairs of shower/work/sandals/tennis shoes. All shoes, when not being worn, are to be stored neatly under their owner's bunk. Work shoes or boots will not be worn in unit.
- Total of 10 pairs of pants or shorts. This number includes work pants, dress or casual pants and shorts.
- Total of 10 pairs of socks.
- Total of 10 sets of under garments, any color.
- Total of 2 sets of pajamas or sweats.
- Total of 10 t-shirts, any color.
- Total of 10 dress or work shirts.
- Total of 2 pairs of gloves, which will be stored in the room locker.
- Total of 2 winter caps, which will be stored in the room locker.
- Total of 2 baseball type caps, which will be stored in the room locker.
- Total of 1 backpack, personal bag or purse will be stored in the lobby locker.
- 1 DVD player, 1 CD player, 1 MP3 player. These will be stored in the client's room locker and will only be used by the client in the unit between 7:00 AM and 10:00 PM. All electronic items must be inspected and approved by staff before being kept in the facility.
- Total of 10, in combination, books or magazines. No books or magazines depicting nudity will be allowed. This includes books rented from libraries. Any books determined inappropriate by staff will also be denied. 1 religious book will be allowed over the 10 regular books.
- Total of 24, in combination, CDs or DVDs. No items rated R will be allowed. No "burned" or rewritable CD's or DVDs are allowed. Any excess discs beyond the allowed 24 will be confiscated. Clients should initial any CDs or DVDs they bring into the facility. These items may be brought into the unit and stored in the client's locker. Clients are not allowed to rent DVDs from libraries or other sources.
- 1 cellular phone, which must be approved by the client's Case Manager. This may be brought to the facility and stored in the lobby locker.
- A reasonable number of over-the-counter medications and vitamins which must be approved by Security Staff.
- An amount of writing utensils not exceeding the amount that can be kept within a quart sized bag.
- An amount of makeup not exceeding the amount that can be kept within a gallon sized bag.
- 1 wedding ring and 1 wristwatch are the only jewelry allowed in the unit.
- 1 small alarm clock is allowed in the unit and must be kept in the client's bunk area.

- Family photos may be brought into the unit but must be stored in the client's locker. The photos may not be hung up in any area or be kept in any type of picture frame.
- 1 small box of band aids may be kept in bunk area and 2 pairs of ear plugs can be kept in the bunk area.
- 1 DOC type approved mirror is allowed in the bunk area. These mirrors may not be hung or attached in any way to walls or bunks.
- 1 DOC type plastic bowl and 1 DOC type plastic cup will be allowed in the bunk area.
- 1 hygiene kit with one each of the following, razor, 4 razor replacements, soap, toothbrush, toothpaste, shampoo and conditioner, shaving cream, non-aerosol deodorant, fingernail clipper, tweezers, and skin care lotion.
- No more than three coats or jackets, including work coats and hoodies.
- Two belts. Buckles and/or fasteners are not to be excessively large or heavy.
- 2 bath and 2 wash towels.
- 1 bicycle. Must be deemed roadworthy by a member of the staff. A small tool kit and tire pump are allowed which are to be kept in the client's lobby locker.
- A surge protected multi-outlet plug (no cords).
- Any other item(s) deemed necessary and approved by staff.
- 10 face masks – cloth or paper
- 1 reasonable sized shower caddy which must fit inside the client's assigned locker.
- Total of 5 approved type clothing hangers
- 1 Travel size sewing kit
- 1 Eye glass repair kit

Personal Property Rules and Expectations

The following items are not allowed within the Community Corrections Facility:

Aerosol propelled items of any kind (Exceptions being prescribed medicinal aerosols and shaving cream), glass or ceramics (picture frames, bottles, mirrors, dishes, etc.), any flammable material liquid or solid, non-facility issued pillows or mattresses, extension cords (including surge protectors with cords), pointed scissors, knives, tobacco or nicotine products, pornographic materials, weapons of any kind, hand tools, lights, computers, cameras, recording devices (audio, photographic, or video) hand held video games, fireworks, sexual devices (including condoms), noise makers, fans, televisions, and any other item(s) deemed by any staff member to be dangerous, disruptive, or unnecessary.

This list is not the total list of all contraband items. If any client has an item that is not listed in either the approved property, or in the contraband list, they need to check with staff to see if the item is allowed into the facility. A client in possession of any contraband item may be subject to disciplinary actions.

No hats or head coverings of any kind (excluding religious wear) may be worn in the dayroom. This includes hoods on clothing. Towels may be worn on the head only for a reasonable amount of time after showering.

Clients must store all purses, backpacks, handbags or reusable bags inside of their assigned lobby locker at the Community Corrections facility. These items are not allowed to be brought into the Community Corrections Facility. One small makeup or hygiene bag may be brought in and out of the facility. These items will be searched before being released to the client.

Certain Bluetooth devices may be allowed to be purchased and used by clients however these items will not be allowed into the living areas of the GCCC facility. These items must be turned over to Security Staff when first purchased with a receipt. Bluetooth items will be labeled by staff with the client's last name. If a Bluetooth item is found in a client's possession that is not listed in their property it will be considered possession of contraband.

Any item at any time may be confiscated by an on-duty Officer, Case Manager, or Supervisor, even if the item has been approved beforehand or is listed as acceptable property. Items may at any time be checked against the client's listed property to ensure ownership. To this end, it is advisable that all clients ensure all items brought into the facility are turned over to staff so that staff may enter said items into the client's listed property. It is also required to turn over all receipts to be scanned into the client's placement. If an item is confiscated, staff will inform the affected client about what item was confiscated and the reason it was confiscated.

Trading or gifting of items must be done with Staffs knowledge and approval. These items will be recorded under the receiving client's property. Items that are loaned (DVD's, books, etc.) do not need prior staff approval, however these items may be confiscated during a property search. These items will be returned after the owner confirms they were loaned. Trading or gifting between genders is prohibited and any item found to have been gifted or traded will be confiscated and participating clients will face disciplinary actions.

Any items that are approved by staff will be listed in the client's placement what the items were, and who approved the items. If a client is found to be lying about prior approval of an item, they may face disciplinary actions.

Personal items must be kept within a client's storage and not left in any other part of the facility. This includes items such as cups, clothing, bottles, or bowls. Any items left out will be confiscated and returned at the discretion of on-duty staff. Clients who continue to leave items in the in other parts of the facility may face disciplinary actions.

Wire type hangers are not allowed at the Community Corrections facility. Hangers must be kept on the provided wall hangers assigned to each client inside their room. Hangers and clothes found hanging from furniture or any other surface will be confiscated.

Garfield County Community Corrections takes no responsibility for the safe keeping of any personal property. A combo lock is provided to be utilized with the clients assigned lobby locker. Garfield County Community Corrections advises clients of the program not to bring items of high monetary or personal value into the Community Corrections facility.

Garfield County Community Corrections will not allow clients to purchase or bring personal items into the facility intended for communal use. Communal items, such as the microwave, coffee machines, laundry machines, exercise equipment or any items or furniture will only be purchased and provided by Garfield County Community Corrections. Garfield County Community Corrections will not accept donations from current or future clients, or friends or family of current or future clients.

Property Drop Off

Friends, family, or other members of the community dropping off property will only be accepted between the hours of 8:00 AM and 4:00 PM. If individuals are unable to travel to the facility during these times, clients must receive specific permission for items to be dropped off at a time outside of that designated. See “Visitation” for additional rules and expectations.

Power of Attorney

As a condition of placement in the Garfield County Community Corrections program each client will authorize limited power of attorney to the Director, or their designee, to dispose of moneys the client has earned since their placement in the program should the client be determined as an escape from the Program. Money in client financial accounts will be disposed of for the following purposes and in the following order of priority:

- 1) Payment of court-ordered restitution to the victim of the crime
- 2) Payment for the court-ordered support of dependents
- 3) Payment of fines, offender fees and surcharges, and other court-ordered financial obligations imposed as part of the sentence.
- 4) Any remaining funds shall be paid into the victims and witness assistance and law enforcement fund established pursuant to section 24-4.2-103, Colorado Revised Statutes, in the ninth judicial district.

Furthermore, each client will authorize Garfield County Community Corrections personnel to obtain any payroll check or cash from their employer and deposit these funds into their residential account. These authorizations shall be valid until the sentence to community corrections is discharged by the court.

Facility Phone Use

Clients will be allowed to use the GCCC business phones to contact potential employers between the hours of 0900 and 2100 hours. Clients will be allowed one personal phone call per day at the discretion of on-duty Staff, not to exceed 15 minutes in duration. Clients that have obtained a personal cell phone will only be allowed to make work related or emergency calls on the facility phones. Clients may also be asked to utilize the classroom phone to contact their Case Manager. These calls will be given priority status and may range in length as determined by case management personnel.

GCCC also has emergency use phones that are in the male and female dayrooms. These phones can be used to call the PREA reporting line and 911. These phones can be used in any emergency or to report a PREA related incident. Misuse of these phones will result in disciplinary actions.

Facility Computer Use

The computer located in the classroom may be utilized by clients for job search, resume development, or any other task or assignment pertaining to their case plan or program advancement. This computer will be available to clients at staff discretion, between the hours of 0900 and 2100 hours. If a client needs to print anything, they will need to borrow a flash drive from the facility. These flash drives will be retained by staff when not in use by the client. Clients will have to transfer the files they need printed onto these flash drives, and then provide them to staff to have items printed out. Only items pertaining to a client's work search, case plan, treatment, or legal documents will be printed. If on-duty staff determines that an item is not related to these listed subjects or will be printing unnecessary pages and therefor wasting resources, they may deny printing the documents or request the client to review the documents to limit the amount that will be printed.

GCCC will not use client provided USB storage devices. Clients are not allowed to retain personal USB storage devices unless approved by their case manager.

The computer provided for clients may not be used for any reason other than those listed. Clients may not listen to music or use any sort of streaming service that does not explicitly pertain to listed uses of the computer.

Any client that uses the provided computer must sign the computer usage sheet by signing their name, the date and time they start use of the computer and the time they complete usage of the computer. Failure to do so may result in loss of privileges.

Improper usage of the computer, including clearing the history or in any way attempting to circumvent recording of computer usage may result in loss of privileges and/or disciplinary actions.

Searches and Contraband

By agreeing to participate in any residential program, the client agrees to submit, at any time, to a search of their person, property, or vehicle (personal or work) by any staff member or any law enforcement agency.

Any item not specifically authorized by staff, deemed unsuitable by staff, or that is considered contraband can be confiscated and/or destroyed. Pat down searches will be conducted at minimum 5 times in a month. Gaps between pat down searches will not exceed 7 days. Shakedown searches will be conducted on the residential client's living areas a minimum of once per week.

Contraband is divided into three categories. The items that are listed below do not constitute the entirety of contraband items. Clients should always turn over any items they bring into the facility to be checked by staff and determined if the item is allowed into the facility. The Contraband levels are listed below:

Major: Items that pose a dangerous risk to clients, staff, or to the facility. This would include razors, knives, smart watches, weapons, solid or liquid flammables, toxic substances, controlled substances and narcotics, and medications including ones prescribed to the client.

Moderate: Items that pose a hazard, or that may cause a major disruption of facility operations. This would include pornography, sexual products or items, tobacco or nicotine products of any kind, electronic cigarettes, vapes, computers, cameras or audio recording devices, and cell phones.

Minor: Items that have been labelled as not allowed with the facility, items that are more than the permissible amount, and items that have not been approved by staff. This would include keys, glass items, electronic devices, reading materials that describe the creation or construction of an illegal/toxic substance or weapons, and performance enhancing supplements.

Any contraband that is found in the facility will be confiscated and only returned at the discretion of a Supervisor or Administration. This discretion extends to the item being disposed of or otherwise destroyed.

Possession of any item determined to belong to another client, staff member, or the facility will be considered possession of contraband. This possession will be considered theft, and the client in possession of the item or items will be subject to disciplinary action. Identified theft from any individual, business or otherwise in the community will additionally be reported to the appropriate law enforcement agency.

CDs and DVDs from any library are not allowed to be brought to the facility. Clients must purchase any CDs or DVDs if they want to bring them into the facility. It is the client's responsibility to return these items to their respective library if they bring these items to the facility and they are confiscated. This extends to any item rented or borrowed from a library.

Tobacco and Nicotine Use

Garfield County Community Corrections allows clients to use tobacco products while a client of the program. This is a privilege that can be revoked at any time, for any reason. Nicotine products such as pouches, patches and gums are allowed at the facility. These items are to be kept in the clients assigned lobby locker. Any tobacco or nicotine products are specifically banned inside the facility. The only exception will be a nicotine patch that is already applied.

Garfield County Community Corrections has established a specific, designated area for clients to use tobacco products on facility grounds. This area is clearly defined, and no tobacco use will be permitted in any other area on facility grounds. Tobacco products will be used only in or directly outside of the designated shack located at the rear of the parking area. Tobacco products will only be allowed to be used during the posted breaktimes. A map of the facility grounds will be posted in each dayroom outlining the smoking area.

The existence of this area is a privilege, and any client found to be damaging, misusing, littering, etc. the area will lose their privilege to use the area. Widespread disregard for the rules governing tobacco use will result in tobacco use being suspended for all clients, or permanently closed. Any Staff member, at any time, for any reason may revoke or deny a client's use of this area, or even their entire outside break.

Electronic cigarettes and vapes are not allowed to be used, stored, or charged at the facility. Any part of a refillable or reusable vape are not allowed at the facility, including vape juice. Clients are authorized to walk to and from the smoking area / recreation area and bike storage area only. They are not authorized to go to the side or back door or parking area behind the building without staff authorization.

Facility Outside Breaks

Times for outside breaks are posted within each day room. Clients will abide by the posted times and as such will be expected not to attempt to leave for breaks early nor return into the dayroom late. Failure to comply with this may result in disciplinary actions. The scheduled times and the number of breaks per day are subject to change.

Clients will be required to have appropriate clothing before they will be allowed outside. Pajamas, robes, or lack of clothing will not be allowed. On-duty staff may determine clothing to be unsuitable even if it complies with these requisites.

These outside breaks can be denied to clients due to disciplinary actions, behavioral issues, or at staff discretion. Clients are not to meet with any member of the community while they are visiting the facility. This includes members of family, friends, co-workers, or individuals dropping off property for clients. Meeting with individuals will result in the immediate suspension of the client's current break.

Showers

Showers are available to all clients in their respective dayrooms. GCCC recommends that clients wear shower shoes while in the facility bathrooms and shower area. Toiletries and hygiene items are not to be left in the showers. Any items found left in the showers and bathroom areas will be confiscated and disposed of.

Transgender and intersex clients can request access to an individualized shower. This request will be made to the on-duty staff at the facility. When staff receives this request, one shower area will be closed off to allow the client to shower in private. After the shower has been completed, the shower area can be used by any client.

Visitation (Suspended due to Covid-19)

Garfield County Community Corrections maintains a policy allowing clients to visit with family, attorneys, criminal justice officials and other appropriate visitors. The facility has limited space for visitation, and as such requires clients to communicate with Staff about the need for visitation.

Clients on lockdown status may only have visitations with the direct permission of their Case Manager. Clients and their visitors are expected to respect and comply with all GCCC rules and regulations which are detailed below:

- Visitation will take place on Saturdays, Sundays, and Federal Holidays. All visitors will be required to sign in and out on the visitor/contractor sign in sheet.
- Visitation hours will be from 12:00 Midday until 5:00 PM. Each client will be allowed a block of time between these hours that will not exceed 20 minutes.
- No visitors under the age of 18 will be allowed on facility grounds. Clients wanting to visit with their children or family will need to plan a visit off ground with their case manager.
- Any visitor causing any commotion or disturbance may be required to leave and may potentially be banned from visiting the facility.
- Visitations must be planned at least one day in advance. Clients and visitors may request visitation time the Thursday prior to the visitation date.

Clients will not be allowed to visit with any individual in the outdoors areas of the facility. Individuals dropping items off must come into the facility lobby and turn over any items for a client to Security Staff. Clients who attempt to meet with visitors will have the remainder of their current break suspended. No physical contact will be allowed on facility grounds.

Once a client is allowed to take personal passes, they will be encouraged to move any visitation off facility grounds during their personal pass hours.

Work Details and Chores

Clients will be assigned daily work details, also referred to as the chore list, which must be satisfactorily completed and inspected by on-duty staff. Clients who fail to complete and sign for their assigned chores may be subject to disciplinary action.

Morning work details will be completed by 7:00 AM on weekdays and 10:30 AM on weekends and Federal holidays or at the on-duty Officer's discretion. Evening chore assignments will be completed between the hours of 6:00 PM and 8:00 PM for female clients and between 8:00 PM and 10:00 PM for male clients.

The only allowed exceptions to this rule are work or treatment schedules that prevent a client from being physically present during chore times. This situation does not prevent any client from being placed on the chore list. Clients with schedules that conflict with the designated chore times will have to complete their chores at an approved time when they are in the facility. Any client, at any time, regardless of their program level or status, can expect to be placed on the chore list. The client shall be solely responsible for the completion of their assigned chore. Chore list requirements may change frequently as a result of sanctions, the calendar, census, etc. Therefore, all Clients are responsible for checking the chore list when it is posted, both AM & PM.

FACILITY TRANSPORTATION

The Facility Transportation section will address available transportation options available to the clients of the Garfield County Community Corrections Program. The sections will detail approved methods and their rules and expectations.

Walking

Due to the lack of off-the-roadway pathways or walking paths leading to and from the GCCC facility, no clients are allowed to walk to or from the GCCC facility until such a time that these paths are constructed.

Bicycle

At this time, travel to and from the facility by bicycle is allowed, so long as clients comply with the safety equipment requirements. Clients will be required to obtain and use the following items at any time they are riding their bicycle:

- An approved bicycle safety helmet. Hard hats or other such head covers will not be allowed for use.
- A front light and a rear light or taillight. The front light must be a white color, and the rear light must be red. Clients will be responsible for any batteries needed to power these devices.
- An approved fluorescent orange or fluorescent pink safety vest.

Any bicycle that is stored at the facility must be inspected for safety and approved for use by on duty staff. Staff will complete a Bicycle Registration Form for each client and scan this form into their placement. Each client will be allowed only one bicycle to be stored at the facility. Clients may not loan bicycles to other clients without the prior approval of staff. The storage location for bicycles will be shown to clients on their intake.

Clients are required to follow all traffic laws while operating a bicycle. Any client observed without the required equipment, failing to follow traffic law, or failing to observe a GCCC rule concerning bicycle use will have their privilege to store and utilize a bicycle at the GCCC facility revoked. Clients are responsible for the safe and secure storage of their bicycle. GCCC will not be responsible if a client's bicycle is stolen or damaged.

Facility Vehicle

GCCC will be operating a transportation vehicle on a schedule that will be posted in each dayroom. This transportation schedule is subject to change due to weather, staff availability, change in demand, or any other reason. Since there will be no exceptions made to the transportation schedule, it is in each client's best interest to arrange for approved transportation on their own. Schedule preference and vehicle capacity preference will be given to clients needing transportation to work and treatment.

Female clients utilizing facility transportation must sit at the forward most row and/or the front seat. Male clients will move further back as needed to accommodate for this. Clients will not be allowed to make or receive phone calls while in the transportation vehicle. Clients may not play music or utilize any flashlight or similar type of item while in the transportation vehicle. All clients will be required to always wear their seatbelt while in the transportation vehicle.

Facility Transportation Rules and Procedures

GCCC will provide transportation, staff availability and weather permitting, according to the following schedule. If this schedule is changed, clients will be notified by posted order in their respective dayrooms.

It will be the client's responsibility to notify GCCC of their need for this service, and to make any necessary adjustments to their schedule. This service is a privilege and is subject to revision at any time.

Transportation will leave the facility at 6:00 AM, 6:30 AM, 9:00 AM, and 12:30 noon. Transportation will again leave the facility at 4:00 PM, 5:00 PM, 6:00 PM, 7:00 PM, and 8:00 PM. Rides back to the facility may be obtained as the transportation vehicle returns from these trips. Any Client that needs transportation to Glenwood Springs will need to utilize the RFTA bus or find other means of transportation.

The transportation vehicle will stop only at the following locations:

1. CMC Encana Campus as needed
2. Rifle Walmart (East end of building)
3. RFTA Park and Ride (1st and Railroad)

If the capacity of the transportation vehicle is exceeded, preference will be given to those going to or from work and treatment passes. The transportation vehicle will not seat more clients than it has available safe seating. Safe seating is determined by the number of seatbelts, 1 per client.

In the event the transportation vehicle exceeds capacity and clients must wait for the next available transportation, the staff member operating the transportation vehicle will collect the names of the clients that are instructed to wait for the next available transportation. This list will be utilized in the event a client who was instructed to wait for the next available transportation returns later than the stipulated time on their pass.

Clients are expected to be at the listed pickup locations on time in order to utilize the transportation vehicle. The transportation vehicle will not make special stops for clients who attempt to wave it down while it is on its regular route.

Community and Personal Vehicles

Clients will not operate any motor vehicle without prior approval of the Case Manager and Administration. This includes operating a vehicle on private property, or any company vehicle. Clients who obtain the privilege to drive a motor vehicle may not provide rides for other clients without prior staff approval.

Clients may not ride in any vehicle unless the driver possesses a valid driver's license, vehicle registration, and appropriate vehicle insurance. This information is to be provided to GCCC staff prior to obtaining any ride from the driver and the client's transportation plan must reflect this for each driver. All clients must have each individual driver that provides transportation approved by their Case Manager. It is the client's responsibility to update the transportation plan for each driver that they are authorized to ride with.

Clients who are being picked up or dropped off at the facility are allowed to enter or exit the vehicle in the front parking area only. Clients may not meet the vehicle on Airport Rd. CR 352 or along CR 333A. Clients are also required to wait in the lobby for their ride to arrive and may not mill around in the parking lot or along the sidewalk while they wait.

Any residential client may, after notifying and receiving permission from a staff member, obtain a ride to or from the facility with any driver and in any vehicle that is already approved on any other current residential client's Transportation Plan so long as:

- A.** The entirety of the travel takes place within a five-mile radius of the Residential facility.
- B.** Rides with any driver under this exception to not become routine, regular events.

As an example, it is permissible for clients to obtain a ride with a driver that meets the above criteria from the RFTA bus stop at 1st and Railroad, or anywhere else within the five-mile radius, back to the facility, or from the facility to the bus stop, after notifying and obtaining approval from a staff member.

It is also expected that the pick-up and delivery of clients is to be a quick and efficient activity. Clients are not allowed to spend undue time visiting in the parking lot and no visitation is to take place in the parking lot or inside or next to any vehicles. GCCC staff members will enforce this rule by directing any clients to enter the building and by directing the drivers to leave the property. Continued abuse of this policy may result in a cancellation of the Transportation Policy approval for offending clients/drivers.

CASE PLAN AND MANAGEMENT OVERVIEW

This overview is intended to give clients a basic understanding of the requirements and expectations that will be placed upon them in relation to their case plan in the Community Corrections Program. The items detailed in this section provide clients with a basis to gauge their performance in the program, expectations of their case plans and meetings, and goals to work towards.

Client Budget

Clients will be required to develop a monthly budget as part of their placement in the Community Corrections program. This monthly budget and projection budgets will be due to the respective client's Case Manager by the 5th of each month. Failure to turn in these budgets may result in disciplinary actions.

Case Meetings and Counseling

Clients of the GCCC programs will meet with their Case Manager for individual case meetings on a regular basis, in addition to the informal contacts that occur with staff. Individual sessions will serve several purposes. Among them:

- To evaluate the progress of the client in attaining the goals and objectives outlined in the individual supervision plans and/or behavior contracts.
- To discuss behavioral and attitude problems or changes.
- To assist the client in resolving personal problems.
- To discuss and maintain a financial budget and restitution plan.
- To address issues concerning employment, academics, mental health, substance abuse therapies or vocational pursuits and to make appropriate referrals to outside agencies that may assist the client.

In-depth mental health and substance abuse therapies are available through various approved outside agencies. Participation in treatment and or self-help groups may be required, and clients are responsible for any costs associated with participation.

Level Program

Each client accepted into the Residential Program will begin on either maximum or regular supervision based on the Case Manager recommendations. Clients are progressed from one level to another or regressed back based on the Case Manager recommendations and disciplinary actions.

The Case Plan will consist of Levels 1, 2, 3, and 4. Upon entry into the program, each client will be placed in level 1. Advancement in levels in the program is based on the completion of Case Plan steps. Once a client has completed all the steps in their case plan, they will be eligible to progress to the next level. If the client does not complete the steps in their case plan, they will not move to higher levels. Clients should also make themselves familiar with all the possible factors that may prohibit them from leveling up in the program.

Clients must involve themselves in approved self-help groups throughout their time in the Program. Such groups as Alcoholics Anonymous, Narcotics Anonymous, Problem-Solving Techniques, and others are available. Clients may be directed to attend one or more of these groups by their Case Manager, parole officer or as a requirement of probation.

Clients will be required to participate in the level program to gain increased privileges while in the program. The level plan will enable clients to earn increased visitation with family and friends, pass time, and authorization for activities outside the facility. Clients will be required to meet a variety of different criteria and exhibit satisfactory program participation in order to advance in the program. These areas include progress on stabilization factors, behavioral factors, and progress on assessed criminogenic needs.

Level Program Stabilizations and Behavioral factors.

The following are factors that determine a client's eligibility to progress in the Community Corrections program.

Level 1 Stabilization Factors:

- Obtain valid Colorado Identification.
- Write an acceptable resume.
- Develop a budget that includes subsistence, fines and costs, treatment fees, transportation fees, medical fees, etc.
- Obtain full time employment (Temp work is not considered full time employment).
- Schedule intake appointment with Treatment Provider.
- Enroll in GED classes if applicable.

Level 1 Behavioral Factors:

- Strive for program compliance.
- No major rule violations for 2 weeks.
- No repeated minor violations for 2 weeks.
- All Sanctions completed.

Level 2 Stabilization Factors:

- Maintain full time employment for 5 weeks.
- Continue making payments on subsistence fees, court costs, etc.
- Continue Education program if applicable.
- Attend 4 treatment sessions.
- Attend educational classes if applicable.
- Identify a community support person.
- Develop a housing plan with Case Manager.

Level 2 behavioral Factors:

- Maintain Program Compliance.
- No Major Incidents for 30 days.
- No repeated minor violations for 30 days.
- All Sanctions completed.

Level 3 Stabilization Factors:

- Maintain employment for 15 weeks.
- Continue making payments on subsistence, fines and costs, etc.
- Maintain a minimum balance determined by your case plan in the savings account.
- Attend 8 treatment sessions.
- Continue education program if applicable.
- Attend pro-social activity (i.e. volunteer work, church, family, etc.)
- Solidify housing plan with Case Manager.

Level 3 Behavioral Factors:

- Attend pro-social activity (i.e. volunteer work, church, family, etc.)
- No Major incidents for 45 days.
- No repeated minor violations for 45 days.
- Complete all sanctions.

Level 4 Stabilization Factors:

- Maintain full time employment for 36 weeks.
- Keep all financial obligations current.
- Maintain a minimum balance determined by your case plan in the savings account.
- Continue educational program if applicable.
- Attend 16 treatment sessions.
- Submit for Non-Res or ISP approval.
- Engage in community support activity (i.e. volunteer work, church, family, etc.)

Level 4 Behavioral Factors:

- No Major incidents for 60 days.
- No repeated minor violations for 60 days.
- Complete all sanctions.

Pass Allowances and Restrictions by Level

The following is a breakdown of the times a client will be allowed total on their passes depending on their progression in the facility. These times are only a maximum and will only be approved at each client's Case Manager's discretion. The passes allowed by level are below.

Level 1 Pass Allowances

- No personal passes until employed full-time (Temp. services work is not considered full-time employment).
- Job search passes must be verifiable and prearranged.
- Verified job interviews may be granted in addition to the above.
- One 2-hour pass for hygiene/necessary items. (MUST use GCCC transportation until employed)
- Any verifiable legal obligations, obtaining ID, etc.
- Treatment passes as necessary.
- Education Passes as necessary.
- AA/NA or other approved support group passes as required by Case Plan.
- Total of 16 hours per week for personal passes (once the client is employed full time), travel time included.

Level 1 Pass Restrictions

- Personal passes are defined as those taken for shopping, gym/exercise, worship, personal business, movie/leisure, family time, and medical (non-emergency).
- Personal passes outside of Garfield County will be considered but are not an entitlement.
- No single pass may exceed 8 hours, travel time included.
- Any deviations need to be staffed for approval and documented.

Level 2 Pass Allowances

- Treatment passes as necessary.
- Education passes as necessary.
- AA/NA or other approved support group passes as required by Case Plan.
- Gym Passes
- Organized Pro-social activities in the community.
- Total of 24 hours per week for personal passes, travel time included.

Level 2 Pass Restrictions

- Personal passes outside of Garfield County will be considered but are not an entitlement.
- No single pass may exceed 8 hours, travel time included.
- Any deviations need to be staffed for and documented.

Level 3 Pass Allowances

- Treatment passes as necessary.
- Education passes as necessary.
- AA/NA or other approved support group passes as required by Case Plan.
- Gym passes
- Organized Pro-social activities in the community.
- Total of 32 hours per week for personal passes, travel time included.

Level 3 Pass Restrictions

- Personal passes outside of Garfield County will be considered but are not an entitlement.
- No single pass may exceed 10 hours, travel time included.
- Any deviations need to be staffed and documented.

Level 4 Pass Allowances

- Treatment passes as necessary.
- Education passes as necessary.
- Gym Passes.
- Organized pro-social activities in the community.
- AA/NA or other approved support group passes as required by Case Plan.
- Total of 40 hours per week for personal passes, travel time included.

Level 4 Pass Restrictions

- Personal passes outside of Garfield County will be considered but are not an entitlement.
- No single pass may exceed 12 hours, travel time included.
- Overnight passes will be considered for diversion clients and granted after approval at staffing.

GREIVANCE PROCESS

The purpose of this section is to provide individuals with an understanding of their rights as clients of the Community Corrections Program. The process of making a grievance will be addressed, along with matters that are applicable to be grieved.

Grievances

Garfield County Community Corrections will provide all clients with a system to seek redress for legitimate complaints. Grievances must be individual in nature and are not intended for group complaints. No retaliation or harassment of any kind will be taken against a client for submission of a grievance nor will attempts be made by staff to prevent or interfere with the filing of a grievance.

It is the policy of GCCC to resolve grievances as simply and swiftly as possible and therefore, every effort will be made to solve grievances at the informal level.

Elements of a Grievance

A Grievance must adhere to the following guidelines:

- A. Disciplinary actions, incentive program actions, room assignments, classification actions, program rules and procedures, and the Department of Corrections rules and procedures are not considered grievable matters.
- B. Grievances are restricted to incidents which occur while the client is in the custody of the Garfield County Community Corrections Department.
- C. Clients who knowingly make false or misleading claims in a grievance may be subject to disciplinary action.
- D. A grievance may be withdrawn at any stage of the procedure with a written statement from the client.
- E. The grievance process ranges from informal staff-client interaction to formal administrative reviews.

Grievances Regarding Sexual Abuse

Any client can turn in a grievance at any time regarding an allegation of sexual abuse. Any client that turns in a grievance regarding sexual abuse is not required to use any informal grievance process and does not need to attempt to resolve with a staff member an alleged incident of sexual abuse.

GCCC will ensure that:

1. A client who alleges sexual abuse can submit the grievance form to any Security Staff member, Case Manager, or supervisor in the department.
2. The grievance is not referred to a staff member who is the subject of the complaint.
3. GCCC will issue a final written decision on the merits of any portion of a grievance alleging sexual abuse within 90 days of the initial filing of the grievance.
4. Computation of the 90-day time shall not include time used by the client in preparing any administrative appeal.
5. GCCC may claim an extension of time to respond, of up to 70 days, if the normal time for response is insufficient to make an appropriate decision. If this occurs, GCCC will inform the client of the extension and provide a date by which a decision will be made.
6. At any level of the administrative process, including the final level, if the client does not receive a response within the time allotted for replay, including any properly noticed extensions, the client may consider the absence of a response to be a denial at that level.
7. Third parties, including fellow clients, staff members, family members, attorneys, and outside advocates shall be permitted to assist residents in filing request for administrative remedies relating to allegations of sexual abuse, and shall be permitted to file such request on behalf of clients.
 - 7.1. If a third-party files such a request on behalf of a client, GCCC may require as a condition of processing the request that the alleged victim agree to have the request filed on their behalf and may also require the alleged victim to personally pursue any subsequent steps in the administrative remedy process.
8. If the client declines to have the request processed on their behalf, GCCC will document the client's decision.
9. Any client may file an emergency grievance alleging that a client is at substantial risk of imminent sexual abuse.
 - 9.1. After receiving an emergency grievance alleging a client is at imminent risk of sexual abuse the staff member will immediately forward the grievance (or any portion thereof that alleges the substantial risk of imminent sexual abuse) to administrative personnel (i.e., Director, Residential Services Manager, Security Supervisor) so that immediate corrective action may be taken. Administrative personnel will provide an initial response within 48 hours and issue a final response within 5 calendar days. The initial response and the final decision will document GCCC's determination whether the resident is at substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance.
 - 9.2. GCCC may discipline a client for filing a grievance related to alleged sexual abuse only where it is found that the client filed the grievance in bad faith.

Informal Resolution

Most grievances can be resolved quickly with the client discussing the problem with the staff member involved, or with the staff who are viewed as responsible for the area of the problem.

Client Responsibilities: A client must make every effort to resolve the problem informally by discussing the problem with the following people:

- a. The staff member directly involved.
- b. The client's assigned Case Manager.
- c. Other program staff.
- d. The supervisor of involved staff member.

If the grievance cannot be resolved through the informal process, then the client will continue to the formal process.

Formal Resolution

Clients must file a formal grievance promptly after the problem occurs and after the informal resolution attempt. Formal grievances must be filed within 14 days from the date the client knew or should have known of the facts of the incident or situation. Clients file a formal grievance through a written statement on a Grievance Form. Only one issue/complaint should be addressed at a time. Information on the grievance form must include:

1. The client's name, the date, and time.
2. All facts related to the incident and circumstances involved, including time, date, name(s) of staff member(s) and any witnesses.
3. The client must substantiate that all informal remedies have been exhausted.
4. The grievance must also specify what the client expects to resolve the grievance.

Group problems or questions that clients have may be dealt with during staff/client meetings and not on a formal grievance.

The client will place the written statement in a sealed envelope addressed to "Administration". The envelope will be given to a staff member who will deliver it promptly and without interference to Administration.

Review of a Formal Grievance

Upon receipt of the grievance, the Program Director will review it and the seriousness of the complaint will be evaluated. The Program Director will then do one of the following:

1. Designate an impartial Manager to act as a mediator to try to resolve the problem. The mediator will review the grievance material, investigate as needed, and will provide a written response to the grievance within (14) days to the client. The mediator may use all resources available to settle the grievance. The mediator will report the findings to Administration in writing. If the client is not satisfied with the mediator's response, then the client may file the grievance with the Administration within 7 days for a grievance review conference.

2. Conducting a grievance review conference. In this case the Program Director will address the grievance directly by review of the grievance material and investigate as necessary and may allow the client to present their grievance at a conference. The Administration will provide a written response to the client within 30 days. If the client is not satisfied with the disposition of the grievance by Administration, the client may submit an appeal to the Program Director in writing, within 7 days of receipt of the Administration's response. The Community Corrections Program Director will provide the client with a written response regarding their decision within 10 working days. The decision of the Program Director is final.

Grievance Disposition

Grievance responses by staff will include what action, if any, will be taken and will list reasons for denial, if any. If the mediator addressed the grievance the response will also follow these guidelines.

Department of Correction's clients who are not satisfied with the formal grievance disposition may continue their grievance on through the DOC grievance process by completing the appropriate DOC form and turning it into the DOC liaison officer within 14 days after receipt of the formal grievance disposition.

DISCIPLINARY PROCESS

The process of this section is to provide clients with an understanding of the disciplinary process while a resident of Garfield County Community Corrections. Both conditions clients should abide by, and violations of those conditions will be addressed. The applied sanctions associated with each different level of violation will be defined.

Disciplinary Process

Failure to comply with GCCC conditions of placement, or failure to comply with any specific requirement, may result in program modifications, a change in supervision level, placement in jail or referral back to the sentencing court or the referring agency for disposition.

An incident report will be written for all disciplinary violations. The incident report will list the rule violations. The client will have 24 hours from the time they are notified of the report electronically to enter a plea of guilty or not guilty. All pleas of not guilty will require a hearing. Hearings will be held on Mondays, Wednesdays, and Fridays starting at 1500. More details on hearings will be given in the following sections.

If a plea of guilty is entered within the 24 hours of being notified of an incident report the client will receive sanctions at a 50% reduction for the violation(s) that are listed in the sanctioning grid. If no plea is entered within 24 hours of being electronically served with an incident report a plea of guilty will be entered on behalf of the client and they will be sanctioned according to the sanctioning grid with no reductions.

The Garfield County Community Corrections Department follows a structured format for due process disciplinary hearings to ensure a fair and impartial process. The Program has established rules to govern resident behavior which are defined in writing and communicated to all clients and staff. Clients are subject to discipline for any violation of the conditions of placement specified in the resident handbook, those posted throughout the facility, those established by the referring agency and those prescribed by law. Where a conflict exists between the referring agency rule and facility rules, the referring agency guidelines will prevail.

Clients do not have the right to be represented by legal counsel for any program disciplinary proceeding. If the violation committed also constitutes a criminal offense, then appropriate criminal charges may be filed in addition to “in-house” disciplinary charges.

Classification actions, such as advancing in program levels, supervision levels, earned time credits, and program removal are dealt with in separate proceedings from the disciplinary process described here. Such proceedings are not subject to the same guidelines as those described here.

Rule Violation Levels

Rule violations are divided into three categories: Class 100, Class 200, and Class 300 offences depending on the seriousness of the disciplinary offense in accordance with the following descriptions:

Class 3 – These violations consist of acts that affect the stability of the program, but there is little or no risk to the community.

Class 2 – These violations consist of serious acts which have potential harm to the community, the program, or the client.

Class 1 – These violations are major in nature, and may pose a threat to the community, the program, or the client.

These classifications serve to determine the sanctions that will be associated with each violation. More specific entries for each individual violation type will be detailed in the following section. They will describe the expected behavior of Community Corrections Clients, and what behavior may constitute a violation of each condition.

Not every expectation or potential action resulting in a violation can be listed. Clients should always speak with Security Staff or their Case Manager if they have a question about these conditions and violations.

Conditions of Placement and Violations

Class 1 Conditions and Violations

#100 Non-Violent Behavior

Condition: Individuals placed in community corrections shall behave in a manner that is respectful to the safety and security of all other persons.

Violation; Violent Behavior: Individuals commit a violation of this condition of placement when, through negligence or recklessness, they cause injury to another person or apply any physical force against any person regardless of whether any injury occurs. This includes engaging in a physical altercation, not limited to the exchange of punches, shoves, kicks, or any offensive physical contact.

#101 Law Abiding Behavior

Condition: Individuals placed in community corrections must comply with local, state, and federal law and shall always demonstrate pro-social and non-criminal behavior.

Violation; Law Violation: Individuals commit a violation of this condition of placement when they violate any state or federal law (felony or misdemeanor) which could result in jail time.

#102 Possession of Safe and Secure Property

Condition: Individuals placed in community corrections shall possess only physical property that is deemed safe and secure by GCCC.

Violation; Possession of Contraband (Dangerous): Individuals commit a violation of this condition of placement when they introduce illegal or dangerous contraband into the facility or when they physically possess dangerous contraband on one's person, in one's room, immediate sleeping area, locker, place of work or other program assignment. A client is also in violation if they actively refuse to submit to a person or property search. Dangerous contraband is defined in client handbook.

#103 Accountable Whereabouts

Condition: Individuals placed in community corrections shall always be accountable for their whereabouts in the community and shall only be at locations in the community that are approved by the community corrections program.

Violation; Unauthorized Absence Greater Than 70 Minutes (Major): Individuals commit a violation of this condition of placement when one fails to return to the facility by the required return time, departs from the approved sign-out location without permission, or is unavailable for phone monitors when staff attempts a verification call. This includes clients found to be away from their approved location for a duration greater than 70 minutes.

#104 Compliance with Appropriate Sexual Behavior

Condition: Individuals placed in community corrections shall demonstrate sexual behavior that conforms to the requirements of the Program. If discovered, clients will report any instances of inappropriate sexual behavior to the appropriate authorities.

Violation; Engaging in Sexual Acts or Harassment: Individuals commit a violation of this condition of placement when one subjects another person to sexual contact, through physical action and/or verbal or written statements with or without consent; engaging in sexual acts in the facility or on facility grounds; indecent exposure; inappropriate sexual advances or comments directed to staff, clients, or visitors. This includes any behavior of a sexual or romantic nature whether verbal, nonverbal, or physical.

#105 Completion of Program Assignment

Condition: Individuals placed in community corrections shall complete their assigned sentence or period of placement as determined by their respective referral and/or regulatory agency.

Violation; Escape: Individuals commit a violation of this condition of placement when one leaves the confines of the facility and fails to return or fails to return to the facility from a sign-out location according to the current community corrections standard timeframe.

#200 Sobriety

Condition: Individuals placed in community corrections shall remain substance free.

Violation; Substance Use: Individuals commit a violation of this condition of placement when they submit a positive breathalyzer test or a urine sample that contains any quantity of unauthorized substances to include alcohol, illicit drugs (to include synthetic substances), inhalants, or prescription medications to which the individual is not prescribed to by a physician. This condition violation also includes urine sample testing that detects a non-typical result, is determined untestable, deemed dilute or tampered with, and includes a client's admittance to new use.

#201 Prosocial Driving Behavior

Condition: Individuals placed in community corrections are expected to have a valid driver's license and insurance and permission from appropriate staff to obtain driving privileges. Client's will only operate a motor vehicle for the express purpose of which it was approved, IE using a work truck to travel to work sites, operating heavy machinery, or traveling to certain locations on a pass.

Violation; Unauthorized Driving: Clients commit a violation of this condition when they are found to be operating any motor vehicle without prior approval by Community Corrections staff and any regulatory agency staff as required or found to be operating a motor vehicle in an inappropriate or unsafe manner.

#202 Possession of Safe and Secure Property

Condition: Individuals placed in community corrections shall possess only physical property that is deemed safe and secure by the community corrections program.

Violation; Possession of Contraband (Moderate): Individuals commit a violation of this condition of placement when they introduce major contraband into the facility or when they physically possess major contraband on one's person, in one's room, immediate sleeping area, locker, and place of work or other program assignment. Moderate contraband is defined within the residential handbook.

#203 Accountable Whereabouts

Condition: Individuals placed in community corrections shall always be accountable for their whereabouts in the community and shall only be at locations in the community that are approved by the community corrections program.

Violation; Unauthorized Absence greater than 45 less than 70 minutes (Moderate): Individuals commit a violation of this condition of placement when one fails to return to the facility by the required return time, departs from the approved sign-out location without permission, or is unavailable for phone monitors when staff attempts a verification call. This includes clients found to be away from their approved location for a duration greater than 45 minutes but less than 70 minutes.

#204 Pro-Social Financial Behavior

Condition: Individuals placed in community corrections shall meet their required financial obligations as defined by program requirements.

Violation; Financial Misconduct: Individuals commit a violation of this condition of placement when one actively refuses to meet financial obligations and demonstrates anti-social financial behavior. This includes refusing to meet their individualized financial obligations such as: restitution payment/subsistence/fees, refusing to turn in a paycheck, or being in possession of a credit or debit card without case manager approval. The improper or unauthorized use of any financial instrument will be considered under this violation.

#205 Safe, Secure, and Pro-Social Communications and Behavior

Condition: Individuals placed in community corrections shall communicate with others in a manner that is respectful to the safety and security of all other persons. Both verbal and non-verbal communication shall be respectful to the safety and security of all other persons.

Violation; Abusing or Threatening Behavior: Individuals commit a violation of this condition of placement when their verbal or non-verbal behavior towards another person(s), or aggressive behavior towards property causes fear of injury, intimidation, or compromises the general safety and security of staff, residents, or members of the community.

#206 Respect of Others Property

Condition: Individuals placed in community corrections shall respect the physical property of all persons and refrain from damaging the property of others

Violation; Property Damage (Major): Individuals commit a violation of this condition of placement when their behavior, either intentionally or through recklessness, results in the damage of any property of another. This includes damaging the property of the facility that compromises the safety or security of others.

#207 Pro-Social Employment Behavior

Condition: Individuals placed in community corrections shall demonstrate pro-social, compliant, and productive behavior to obtain and maintain employment.

Violation; Employment Misconduct: Individuals commit a violation of this condition of placement when one is terminated, demoted, or suspended from employment due to anti-social or disruptive behavior or due to behavior that violates the policies of their employer. This violation includes a pattern or refusal to abide by job search requirements.

#208 Pro-Social Behavior in Treatment

Condition: If determined applicable through standardized assessment, individuals are expected to enroll in and attend treatment and remain engaged by cooperating fully with the treatment provider until successful program completion is achieved. Individuals placed in community corrections shall demonstrate pro-social, compliant, and productive behavior during treatment of any kind.

Violation; Treatment Misconduct: Individuals commit a violation of this condition of placement when one is terminated or suspended from treatment due to anti-social or disruptive behavior or due to behavior that violates the policies of the treatment agency, fails to schedule an intake appointment, or misses a scheduled treatment appointment.

#209 Pro-Social Influences upon Others

Condition: Individuals placed in community corrections shall demonstrate pro-social influence upon others behavior.

Violation; Bribery or Solicitation: Individuals commit a violation of this condition of placement when their behavior actively influences another person to commit an unlawful or prohibited act in the facility or in the community. This includes offering anything of value to any staff member or other residents with the intent to influence that person's discretion or actions in any way. This includes a resident who attempts or participates in an act(s) where the goal is to persuade, intimidate or influence, or to elicit any staff into an unlawful act and/or violation of policy for any reason.

#210 Pro-Social Influences upon Self

Condition: Individuals placed in community corrections shall, with staff permission, associate only with persons that have a positive or pro-social influence upon themselves.

Violation; Anti-Social Associations: Individuals commit a violation of this condition of placement when they voluntarily engage in an anti-social interaction(s) with an anti-social peer (gang affiliation, co-defendants, victims, etc.) This includes any purposeful deception or false statements made by the client about situations that may pose a moderate risk to the community, GCCC staff or its facility, or the client themselves.

#300 Respecting Operational Rules and Procedures

Condition: Individuals placed in community corrections are expected to always follow all facility operational rules. It is also expected that the client's behavior is supportive of the orderly operations of the facility and programs. Clients are expected to respect staff duties and in no way obstruct or interfere with staff when conducting daily job duties and requirements.

Violation; Violation of an Operational Rule: A client commits a violation of this condition when they violate any facility rule or regulation of which they have, or through the exercise of reasonable diligence, should have knowledge of the rule.

#301 Following Staff Directive

Condition: Individuals placed in community corrections are expected to follow any order or instruction given by a staff member that is reasonable in nature and gives reasonable notice of conduct expected.

Violation; Failing to Follow a Staff Directive: A client commits a violation of this condition when they refuse to obey a verbal or written order or instruction given by a staff member, which is reasonable in nature, and which gives reasonable notice of the conduct expected or they violate any special condition(s) of their placement to include their program plan/level's review.

#302 Proper Use of Allowable Items

Condition: Individuals placed in community corrections are expected to possess only physical property that is deemed allowable by GCCC on their person or in their room. Food and drinks are only to be kept and consumed in the designated food areas. Inappropriate items could include (but are not limited to) clothing, over the counter medications, magazines/books/or pictures that are deemed inappropriate due to the nature and content of said item. Minor contraband is further defined on the contraband list.

Violation; Possession of Contraband (Minor): A client commits this offense when they are found to have in their possession and/or in their room anything that is deemed to be Minor contraband, to include but not limited to, food, drinks, and/or any non-pornographic magazines or pictures that are deemed inappropriate by staff.

#303 Job Search Accountability

Condition: Individuals placed in community corrections are expected to complete job search requirements as deemed necessary by program; this includes turning in completed job search forms and related documents to facility staff to ensure it is completed accurately and appropriately.

Violation; Violation of a Job Search: A client commits a violation of this condition when they fail to complete job search requirements, fails to turn in completed job search forms, fails to turn in daily job search logs, or fails to turn in any related job search document.

#304 Respectful Attire

Condition: Individuals placed in community corrections are expected to dress with respect to self and others. Residents are to be fully clothed when outside of their room and are to always wear appropriate clothing. Inappropriate clothing includes wearing a hat or sunglasses in the facility, wearing head gear, revealing clothing, and/or any clothing that promotes drugs, alcohol or slogans that are deemed inappropriate or disrespectful by staff.

Violation; Failure to Comply With Dress Code: A client commits a violation of this condition when they are in any common area and not fully clothed, wears any clothing that violates the dress code, wears a hat in the dayroom, wears any clothing that promotes drugs or alcohol, inappropriate slogans, that depicts firearms or any clothing that is deemed to be gang related or otherwise determined inappropriate by staff.

#305 Use of Only Authorized Areas

Condition: Individuals placed in community corrections are expected to respect facility rules regarding restricted areas, curfew times and fire/emergency drills.

Violation; Unauthorized Area: A client commits a violation of this condition when they are found to be in another client's room, in room during fire drill, and/or any staff office/program room without staff approval.

#306 Appropriate Use of Prescribed Medications

Condition: Individuals placed in community corrections are expected to take all medication as prescribed. Medication must be turned over to staff prior to ingesting any of it. If a resident is no longer required to take a prescribed medication a doctor's note discontinuing the medication must be provided to the resident's Case Manager.

Violation; Medication Misconduct: A client commits a violation of this condition when they, in any way, stores, saves, gives away, possesses, or removes prescription medications or non-prescription medication without authorization or fails to take medication as prescribed or ordered. This includes failing to inform staff that prescription medication has been prescribed.

#307 Respect to Others

Condition: Individuals placed in community corrections are expected to act pro-socially and demonstrate respect to others in the facility. This includes but is not limited to respecting others needs for a quiet and calm environment as well as prosocial verbal communications with other residents and staff.

Violation; Noise and Language Violation: A client commits a violation of this condition when they play music too loud, is yelling, pounding, or creating unnecessarily loud noises to include using vulgar language. This includes any purposeful deception or false statements made by the client that pose little to no risk to the community, GCCC staff or its facility, or the client themselves.

#308 Facility and Service Cleanliness

Condition: Individuals placed in community corrections are expected to respect others needs for cleanliness and sanitary living conditions. It is the expectation for all residents to keep the place in which they live clean and organized. Daily tasks are to be completed to ensure the facility is kept in proper condition. Residents are expected to wash their linens at least once per week.

Violation; Sanitary Violation: A client commits a violation of this condition when they fail to keep their room and/or immediate sleeping area clean, odor free, fails to exchange their linens weekly, fails to keep their body, hair and clothes in as clean, sanitary and tidy a condition as possible and/or fails to keep their fingernails trimmed as deemed appropriate by staff.

#309 Respecting Financial Management and Avoiding Financial Risk

Condition: Individuals placed in community corrections are expected to abide to financial awareness. This includes submitting weekly budgets sheets with documented proof of income and expenses.

Violation; Bartering or Gambling: A client commits this offense when they bet in any way on the outcome of an event, or is in possession of lottery tickets, betting pools, betting slips or records, any other similar gambling item or device, purchasing items without staff permission, or failing to turn in budget sheets as directed by staff. Individuals may also violate this by bartering, selling, or buying any item without the prior knowledge and permission of a staff member.

#310 Accountable Whereabouts

Condition: Individuals placed in community corrections shall always be accountable for their whereabouts in the community and shall only be at locations in the community that are approved by the community corrections program.

Violation; Unauthorized Absence under 45 minutes: A client commits a violation of this condition when they fail to return to the facility by their stipulated return time, departs from their approved sign-out location without proper authority or is not available for phone monitors, to include the phone being busy when staff attempts to call. The time frame for this violation is greater than 0 minutes but less than 45 minutes. This also includes being at an unauthorized location in the community while signed out and failing to make arrival and/or departure calls within the stipulated timeframes of their scheduled pass.

Disciplinary Hearing Process

The Garfield County Community Corrections Department will resolve client rule violations and/or inappropriate behavior according to an established procedure to ensure all clients are treated fairly and consistently. All rule infractions will be handled in a similar fashion.

If a client pleads not guilty to the charges a hearing is required. The staff member(s) assigned to the hearing will conduct the hearings on Mondays, Wednesdays, and Fridays between 1500 and 1900. Any client that enters a not guilty plea will be required to present evidence that would prove they are not guilty of the alleged charge(s). The following is a list of evidence that will be accepted in a hearing:

- Time Sheets from employer.
- A document from an official, certifiable source that includes the client's name, date, arrival time, and departure time.
- Testimony from Staff members.
- Notes from approved Supervisors or Treatment Providers (may need to be verified by hearing officer).
- Video Surveillance Footage (must be requested prior to the date of the hearing).

Any testimony from other clients or client's family members will not be used as credible testimony. If the client does not bring any evidence to the hearing, they will be found guilty at that hearing and full sanctions will be given according to the sanction grid.

The client will be allowed to speak on their behalf and may be allowed to call witnesses or present other evidence as determined by the Hearing Officer. The incident report will be presented as evidence supporting the charge(s). After reviewing the report and other evidence including the client's evidence, the hearing officer may excuse the client so that the hearing officer may deliberate. The hearing officer will determine guilt or innocence on the charge or charges based upon the preponderance of evidence standard.

If there is a finding of guilty, the hearing officer will impose full sanctions according to the sanctioning grid. The client will then receive a copy of the imposed sanctions.

The program Director has the right to override any decision made by the hearing officer and remove any client from the program if it is determined that the client is a risk to the community, staff, other clients, or to themselves. Clients will have 5 working days to appeal any decision that is made by the hearing officer after the informal or formal disciplinary hearing.

If a client fails to be present for their scheduled hearing, the Hearing Officer will use the evidence they have gathered during any investigation to determine guilt or innocence. If a client misses their scheduled hearing due to circumstances outside their control, they must provide acceptable evidence of such situation to justify rescheduling their hearing.

If a client is found to have engaged in client-on-client sexual abuse at an administrative hearing, they will be subject to disciplinary sanctions in accordance with the following disciplinary process.

- A. Sanctions shall be imposed commensurate with the nature and circumstances of the abuse committed, the client's disciplinary history, and the sanctions imposed for comparable offenses by other clients with similar histories.
- B. During this evaluation, GCCC will consider whether a client's mental disabilities or mental illness contributed to their behavior when determining what type of sanction, if any, should be imposed.
- C. GCCC will discipline a client for unwanted sexual contact with a staff member.
- D. A report of sexual abuse made in good faith based on a reasonable belief that the alleged conduct occurred shall not constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate an allegation.

Client Rights

The client will be electronically notified of the Incident report that lists the charges against him or her within one (1) working days from the date of discovery of the violation unless delayed for further investigation or good cause. The client will have the following rights:

1. The right to be given a written Incident Report that lists the charge(s) and the evidence used to determine the charge or charges.
2. The right to have an impartial hearing before a Hearing officer who did not witness the incident leading to the charge(s).
3. The conditional right to be present during the hearing and to testify or rebut the charges, so long as the client does not become disruptive at the hearing, and the client's presence does not pose a threat to the security of the facility.
4. The right to receive written findings of the hearing decision, including the reason(s) for such decision.
5. The right to appeal the decision of the Hearing Officer to GCCC Administration within five days of the hearing.

6. The client also has the right to request the following:
 - 6.1. Assistance in presenting the client's case at the hearing if the hearing officer determines one or both of the following criteria are met: the client is illiterate to the English language or the client cannot comprehend the basic disciplinary procedures or the issues of the case. The hearing officer may, at their discretion, appoint either a staff member or another client to assist.
 - 6.2. To call witness(es) on their behalf if the testimony to be given is relative and the presence of the witness(es) would not pose a threat to the security of the facility. Witness testimony will only be accepted in person or by verified written statement. The hearing officer will be required to verify any written statements from witness(es).
 - 6.3. A continuance of the hearing may be granted by the hearing officer if they determine there is good cause to continue the hearing.
7. The client does not have the right to cross-examine witnesses. The Hearing Officer may limit the number of witnesses if security is threatened, or to prevent unduly repetitive information. If the Hearing Officer denies a client's request to present a witness, the reasons will be documented and explained. The client may be excluded during the testimony of any witness whose testimony must be given in confidence. The hearing officer will document the reasons for any exclusion and give the client the general basis of the testimony.
8. Both the officer presenting the case and the client may make a statement, (oral or written), present documentation as evidence, and review documents introduced as evidence, unless such review will jeopardize security or the safety of persons. Any client that enters a plea of not guilty will be required to present evidence at the hearing. If no evidence is presented at the hearing the client will be found guilty and full sanctions will be imposed according to the sanction grid.
9. If a client makes no statement, that silence may be used as one element of the case in determining guilt or innocence by the hearing officer.
10. The client DOES NOT have the right to have professional legal assistance at any facility hearing.

Clients may appeal disciplinary decisions, findings and sanctions in accordance with the process explained in the Disciplinary Appeals section of this handbook.

Disciplinary Sanctions

The Disciplinary Sanctions grid was developed to be more consistent, predictable and fair with consequences. It is a guideline, but Community Corrections staff and administration may make exceptions for a number of reasons, including program termination for the first offense. Any violation that indicates similar behavior as prior criminal behavior which involved a victim will be treated as a Class 100 violation with its associated consequences.

A Facility Hold must be determined by an administrative staff or the on-call supervisor if the incident occurs after hours. A client may be placed on Facility Hold for any reason as determined necessary by Administration or the on-call supervisor.

A Facility Hold will be placed on any client who returns a positive BAC or UA result for the safety of that client and the community. A client on Facility Hold for a positive BAC or UA result will be required to provide a clean result before being removed from Facility Hold.

Level 100 Incident Sanctions

1st Incident:

- 12 Hours Extra Duty
- 12 Days Disciplinary Restriction
- Assignment of a Behavioral Intervention
- Assignment of an investigative Facility Hold
- Assignment of Community Support Contact - Call
- Administrative Review for Program Termination

2nd Incident

- 24 Hours Extra Duty
- 24 Days Disciplinary Restriction
- Assignment of a Behavioral Intervention
- Assignment of an Investigative Facility Hold
- Assignment of Community Support Contact - Meeting
- Administrative Review for Program Termination

3rd Incident and Beyond

- Assignment of an Investigative Facility Hold
- Administrative Review for Program Termination
- Additional incident sanctions will be determined on a case-by-case basis.

Clean Slate

- Level 100 incidents have no clean slate process.

Level 200 Incident Sanctions

1st Incident

- 10 Hours Extra Duty
- 10 Days Disciplinary Restriction
- Assignment of a Behavioral Intervention

2nd Incident

- 12 Hours Extra Duty
- 12 Days Disciplinary Restriction
- Assignment of a Behavioral Intervention
- Assignment of an Investigative Facility Hold

3rd Incident

- 14 Hours Extra Duty
- 14 Days Disciplinary Restriction
- Assignment of a Behavioral Intervention
- Assignment of an Investigative Facility Hold
- Assignment of Community Support Contact – Call
- Administrative Review for Program Termination

4th Incident

- 16 Hours Extra Duty
- 16 Days Disciplinary Restriction
- Assignment of a Behavioral Intervention
- Assignment of an Investigative Facility Hold
- Assignment of Community Support Contact – Meeting
- Administrative Review for Program Termination

5th Incident and Beyond

- Assignment of an Investigate Facility Hold
- Administrative Review for Program Termination
- Additional sanctions determined on a case-by-case basis

Clean Slate

- 60 Days with no new level 200 incidents

Level 300 Incident Sanctions

1st Incident

- Formal Verbal Warning

2nd Incident

- 2 Hours Extra Duty

3rd Incident

- 4 Hours Extra Duty
- 4 Days Disciplinary Restriction

4th Incident

- 6 Hours Extra Duty
- 6 Days Disciplinary Restriction
- Assignment of a Security Intervention

5th Incident

- 8 Hours Extra Duty
- 8 Days Disciplinary Restriction
- Assignment of a Security Intervention

6th Incident

- 10 Hours Extra Duty
- 10 Days Disciplinary Restriction
- Assignment of a Security Intervention

7th Incident and Beyond

- 10 Hours Extra Duty
- 10 Days Disciplinary Restriction
- Assignment of a Security Intervention
- Additional Sanctions as determined on a case-by-case basis.

Clean Slate

- 15 Days with no new level 300 incidents

Disciplinary Terms and Definitions

Guilty Plea: Clients will receive a 50% reduction in Extra Duty and Disciplinary Restriction on a plea of guilty to an incident report.

Guilty With Explanation: Clients will receive a 50% reduction in Extra Duty and Disciplinary Restriction on a plea of guilty to an incident report. Clients will have a meeting with their Case Manager to discuss the Incident Report

Not Guilty Plea: The Incident will progress to a hearing. Details to the Hearing Process can be found in the Disciplinary Hearing Process section of this handbook.

Extra Duty Hours: The amount of Extra Duty the client must complete. Extra Duty consists of chores, tasks or assignments from staff. Extra Duty may also be completed through the WorkEnders program at the discretion of Staff.

Extra Duty Restriction: Clients who accumulate 14 hours Extra Duty or greater will be placed on Extra Duty Restriction. Clients on Extra Duty Restriction will only be allowed passes to work and to treatment. This will be in effect until the client reaches 0 hours Extra Duty. Clients who accumulate 28 hours Extra Duty or greater will be additionally denied outside privileges. If a client does not leave the facility for the day, they will be allowed one five-minute break not to be taken before 0600 hours and not after 2100 hours and not during regular break times. This additional restriction will last until a client is below 14 Extra Duty Hours.

Disciplinary Restriction: Clients placed on Disciplinary Restriction will only be allowed work and treatment passes. Clients will not be allowed regular outside privileges. If a client does not leave the facility for the day, they will be allowed one five-minute break.

Behavioral Intervention: The client will be required to discuss the Incident Report with their Case Manager.

Security Intervention: The client will be required to discuss the incident with a member of Security Staff.

Investigative Facility Hold: The client will be denied any leave of the facility. This hold will be placed any time a client returns a positive BAC or UA result. This hold can be placed on any client for any reason as determined by Administration or the on-call Supervisor.

Clean Slate: The Clean Slate process allows clients to “reset” the number of incidents in relation to the sanctioning grid. The days listed are how long a client must not get a new Incident Report of the same level before the incident count is reset.

Administrative Review for Program Termination: An administrative team meeting to determine whether the current violation, in context to the client's overall history, behavior and progress, warrants program termination. Administrative reviews will be conducted within 1 week after the client pleads guilty or is found guilty at a hearing.

The following privileges MAY NOT be denied as imposed sanctions:

- Visits by attorneys.
- Visits by clergy approved to come into the facility.
- Visits by mental health workers.
- Phone calls to attorneys and clergy.
- Adequate food and nutritional diet.
- Adequate light ventilation, temperature control and sanitation.
- Medical care.
- Proper clothing, bed and bedding, use of toilets, lavatory, and showers.

Disciplinary Appeal Process

The Garfield County Community Corrections Department permits clients who have been found guilty of disciplinary violations in a hearing to appeal the decision of the hearing officer. Such appeals by clients will not result in any type of retribution against that client. This appeal process cannot be used for appeal of administrative decisions related to classification, incentive phase level changes or program rejection.

Appeal Process

If a client wants to appeal the formal Disciplinary Hearing Officer's decision, the appeal must be written on a "Disciplinary Appeal Form" within 5 working days from the date of the hearing. The staff member to whom the appeal is given will deliver it to the Program Director without delay.

Administrative Review

The Program Director will review the disciplinary hearing documentation including all incident reports and the "Notice of Disposition Form." The Administration may also elect to interview the client who has appealed and do additional investigation if deemed necessary. The grounds for the appeal must be based on one or more of the following:

1. Staff failed to comply with policy and procedure on client discipline.
2. The preponderance of the evidence does not support the hearing officer's decision.
3. Newly discovered evidence has become known which might have a significant impact on the findings of the Hearing Officer.

Administrative Action

The client will be notified in writing of the decision within 15 days from the date of the appeal. The facility Administration can take the following action:

1. Either affirm or reverse the Hearing Officer's decision. If the Hearing Officer's decision is reversed, then all references to the disciplinary charge(s) will be removed from the client's file.
2. Reduce or modify the sanctions imposed.
3. Remand the decision back to the Hearing Officer for further deliberation.
4. Order new proceedings to be conducted.

Appeal of an Administrative Decision

The client may appeal the Administration's decision to the Community Corrections Department Director (or a designee) by writing a letter to the Director within 5 working days of the date the administrative decision was received. The letter will be forwarded to the Department Director without any unnecessary delay. The Director will use the same criteria as above to determine the validity of an appeal and will provide a written decision within 15 working days. The decision of the Department Director is final.

Offender Advisement

Pursuant to Colorado Community Corrections Standards:

4-010: Within 12 hours of admission each offender shall be advised of the following:

1. Program rules and regulations
2. Disciplinary actions
3. Grievance procedures
4. Program orientation
5. Facility emergency equipment and exits
6. Locations of community legal services
7. Services provided by the program
8. Personal responsibility for medical and dental services and expenses
9. Location of emergency medical and other health care services

The offender shall sign, date and time the notification, and a copy shall be maintained in the offender's case record.

As a resident of Garfield County Community Corrections, and by signing the Acknowledgement of the Residential Handbook; you are hereby advised of the following:

1. Program rules and regulations are included in the Residential Handbook
2. Disciplinary actions are included in the Residential Handbook
3. Grievance procedures are included in the Residential Handbook
4. Program orientation is provided by Security Staff upon entering the program within the first 4 hours and acknowledged when the offender signs the "Letter of Consent and Residential Client Agreement Form"
5. Facility emergency equipment is clearly marked in the unit
6. Location of community legal services can be obtained through your case manager
7. A description of services provided by the program is available by contacting your case manager or any Community Corrections Staff.
8. Offenders are responsible for their own medical and dental services and expenses
9. The location of emergency medical and other health care services are available to offenders through contacting any staff while inside the unit and by calling "911" on any phone while inside the unit.