

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 April 2026

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, 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 or communications by one or more persons aimed at coercing 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 or 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 evaluations 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 case management.

Expectations and advisement regarding PREA is provided to all clients upon their intake to Community Corrections. Accommodations will be made as necessary to ensure all clients understand rules and expectations regarding sexual abuse. Clients will sign that they have received an advisement, and to confirm their understanding of PREA expectations. This acknowledgment will be retained within the client's personal file.

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

USEFUL CONTACTS

Garfield County Community Corrections

0244 County Road 333A
Rifle, CO 81650
970 625-0334
FAX: 970 625-4059

PREA Reporting Line

1 877 362-8477 or 855 855-0611

PREA crisis hotline

800 809-2344

Garfield County Dispatch

970 625-8095

Pitkin County Dispatch

970 920-5310

Legal Services

9th Judicial District Attorney's Office

109 8th Street, Suite #308
Glenwood Springs, CO 81601
970 945-8635

Colorado Public Defender's Office

311 ½ 8th St.
Glenwood Springs, CO 81601
970 945-5828

Alpine Legal Services

110 8th Street
Glenwood Springs, CO 81601
970 945-8858

Garfield County Combined Courts

109 8th Street, Suite #104
Glenwood Springs, CO 81601
970 945-5075

Reporting

Parole Office

1417 Airport Road
Rifle, CO 81650
970 625-6156

Glenwood Springs Probation Department

109 8th Street, Suite 400
Glenwood Springs, CO 81601
970 928-2999

Rifle Probation Department

200 East 18th Street
Rifle, CO 81650
970 625-1591

CWISE

1-800-426-9143

Government Services

Department of Human Services

195 14th St Building B
Rifle, CO 81650
970 625-5282

DMV-Driver's License

51027 Hwy 6
Glenwood Springs, CO 81601
970 945-8229

Social Security Administration

120 Midland Ave UNIT 140
Glenwood Springs, CO 81601
866 220-7898

Garfield County Clerk & Recorder

195 14th St Building D Suite 100
Rifle, CO 81650
970 625-0882

Medical and Dental

Mountain Family Health

970 945-2840

Comfort Dental

970 947-1273

Medical Cont.

Health First Colorado (Medicaid)

970 241-8480

Connect for Health Colorado

855 PLANS-4-YOU

Grand River Health

501 Airport Road

Rifle, CO 81650

970 625-1510

Valley View Hospital

1906 Blake Avenue

Glenwood Springs, CO 81601

970 945-6535

Counseling Services/Treatment

Sagebrush Counseling

Stillwater Counseling

Slopeside Counseling

Health Solutions West

Summit View Treatment Center

Front Range Clinic

Denver Recovery Group

High Rockies Harm Reduction

Crisis Services/Support

United Way Resource Database

211 or 970 244-8400

Aspen Hope 24 Hour HopeLine

New Castle to Parachute

970 945-3728

Aspen to Glenwood Springs

970 925-5858

Alcoholics Anonymous

Glenwood Springs

970 245-9649

Colorado Crisis Services

Dial 988 or text TALK to 38255

Colorado Quitline

800-784-8669

Trevor Project LGBTQ Counseling

866-488-7386 or text START to 678-678

Veterans Crisis Line

988, then press 1 or text 838255

Discovery Café

719 650-5978

Employment

Glenwood Springs Workforce Center

970 945-8638

Mountain Temp Services

970 625-9321

Housing Resources

Sober living

719 650-5978

Oxford House

970 200-3261

Garfield County Housing Authority

970 625-3589

Transportation

In and Out Driving School

970 319-3525

MedRide

719 545-3333

Sunshine Rides

970 777-7777

High Mountain Taxi

970-925-2282

Clothing

ARC Thrift Store

970 973-1044

Check Cashing

Dinero Rapido

970 625-0255

Walmart Customer Service

970 625-5367

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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 should not refer to staff with the staff members first name. 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, violation of 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 addressed 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 case management. 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 case management. 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 any 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. Failure to report contact may result in disciplinary actions.

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

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 show 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.

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 excused by their case manager.

Clients must 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 schedule 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 must notify staff. Clients must also inform their employer following the 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, leave, 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 determined to be necessary by their case manager or as required by the Court. Clients are responsible for the cost of all such programs.

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.

State and Federal Statutes

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

Emergency

Clients must follow the instructions of staff members and any emergency responders in the event of any emergency. Failure to do so may result in disciplinary action. In case of a health emergency or mental crisis, clients should return to their assigned rooms and remain there unless otherwise directed. Clients may be directed to another area on the property for their safety. In the event of a fire, clients must evacuate the building and gather in the north-western parking lot. Failure to evacuate during a drill may result in disciplinary actions.

Medical

Clients may request reasonable accommodation related to disabilities or other circumstances. Requests will be reviewed by administration, and medical documentation may be required prior to the approval of any accommodation.

Pro-Social Incentive Program

Positive behaviors will be addressed using the incentive point program in place at Garfield County Community Corrections. Staff will reward points through positive 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 case management before getting a cell phone. This includes clients buying a new phone even if they have already received approval to have a cell phone. Clients are responsible for paying for the service of their personal cell phones. Clients may not enter a cell phone contract unless approved by case management. Clients may only possess one cell phone as a client of the Community Corrections Program. Cellular devices utilized by employers must be approved by case management.

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. Clients may face disciplinary action for failure to complete an OSM check-in.

Clients will be required to provide passwords, passcodes, or any other code for their cell phone and any application, file, or folder on their cell phone. Clients who refuse to provide these codes on request from staff may have their phones confiscated and may be subject to disciplinary action. All content on a client’s 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 to use 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, crypto/investment applications on their personal cell phones without prior case manager approval. Any gambling or similar application is not allowed to be used. Clients found using these applications on their personal phone may face disciplinary actions.

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 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, an order will be posted in client dayrooms noting the change in the cost.

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. If an item is not listed, it will be considered as contraband unless approved by staff or administration.

No items with Bluetooth capabilities will be allowed into the secure areas of the facility. Any approved Bluetooth item must be stored in the facility lobby area. Laptops, tablets, or any other sort of personal computer are not allowed 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.

No type of device which is designed to interfere with or manipulate wireless signals is allowed at Community Corrections.

Electric 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. Items that are intended to attach to or connect to a cell phone will be addressed on a case-by-case basis.

Dress Code and Clothing

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

1. Residents may not wear any clothing items deemed to be gang affiliated.
2. Shorts, dresses, skirts etc. must not be higher than one inch above the knees.
3. Pants, shorts, or 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 through regular wear or by design, will be allowed at the facility.
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.
11. No hats or head coverings of any kind (excluding religious wear) may be worn in the dayroom. This includes hoods on clothing.

Clients may not wear robes, shawls or coats without clothing underneath that abides by the dress code above.

Clients will not be allowed to have or wear any clothing items that represent any sports team, any weapon or weapon accessory manufacturer, or any item that references drugs, narcotics, or associated paraphernalia.

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 a program violation. No food or drink is allowed to be stored in the client's lobby locker or in their dorm rooms.

Milk from the facility is provided only during the breakfast hours. Clients with lactose intolerance should speak with a member of staff about milk alternatives.

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 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.

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 with their meal before they are expected to dispose of the meal. Meals may not be left in any part of the facility to be eaten later.

Certain food items may influence the results of a UA test. Clients should be mindful of any items they consume for the effect they 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.

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 meals ordered 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 meals ordered. 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 restrictions 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, including up to the remainder of a client's time in the residential program.

Facility Provided Meals

A sack breakfast is available between 5:00 AM and 7:30 AM Monday through Friday, and between 5:00 AM and 10:30 AM on weekends and federal holidays.

A sack lunch is available between 11:30 AM and 1:30 PM. Lunch may be requested by clients leaving on pass when they are leaving the facility.

Dinner is made available at approximately 4:30 PM and remains available until 7:30 PM. Clients who return to the facility after 7:30 PM 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 hourly after 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 with a Weekly Resident Meal Request Sheet on Thursday at 12:00 noon every week. Clients are expected to fill out the meal request sheet 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 other specialty diets. Documentation must be provided of religious affiliations, or a doctor's note provided for medical reasons. Clients requiring vegetarian, vegan or other specialty diets must speak with staff 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 substances. Substances that are considered untested, unapproved, or experimental may not be used or consumed without administrative approval.

Clients will be required on their return to the Community Corrections facility to comply with an intoxilyzer test. This test will be completed when a client returns from any pass, no matter the times 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 to as "UA," sample within a two-hour time limit 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 informed of the need to provide a UA sample will be at staff's discretion.

Clients of any Community Corrections program will provide at least one UA sample per week at minimum. 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. This amount may be lowered as the client progresses through the program matrix.

The following substances have been known to interfere with the UA process or return positive results during the testing procedure. Due to these reasons, it is recommended that clients do not consume or use these products while a client of the Community Corrections program. These substances will not be accepted as evidence against a positive UA result.

- Melatonin
- Benadryl
- Cold and Sinus medications
- Poppy seeds
- OTC Weight loss supplements
- Hemp products
- Exercise supplements
- Energy supplements

UA tests will not be completed at a client's request. UA tests 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, or failure to provide within the given time frame will result in disciplinary action and 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 placed on facility hold 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 certain 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. Due to the potential of interfering with the UA process, it is recommended that clients do not consume these products. These items will not be accepted as evidence against a positive UA result. Protein powders may be brought into the facility so long as they are single serve packets.

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 medications, bandages, and other such items. Clients on restriction, facility hold or who are otherwise unable to leave the facility may be provided with 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 must request access to these medications from on-duty staff.

Clients should be aware of the potential of certain over-the-counter medications resulting in positive UA test results. Clients should be mindful of 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 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 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 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 drugs, or controlled substances.

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 or taking more medication other than what is prescribed will be subject to disciplinary action.

All clients are responsible for maintaining an adequate supply of their 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 over to Security Staff for processing prior to taking the first dose. Clients will not attempt to stockpile medications while in the program.

Medication Request Times

A client may request medication at any time of the day, 24 hours a day. However, the following times will be restricted to ensure smooth facility operation:

- 12:00 Midnight – 2:00 AM
- 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.

Pocketing Medications

Clients may request to prepare certain prescription medications to take with them on pass outside of the facility. Certain medications will not be allowed to be taken outside of the facility, such as opiate pain killers or certain ADHD medications. Clients may only prepare medications that would be scheduled to be taken while they are out on a personal or work pass, and only the minimum amount required within those time frames.

Clients must speak with Security Staff to prepare medications. This may be done only one day in advance of the pass. Once a medication has been removed from the computer system to be pocketed, it will not be returned to the original container and must either be consumed by the client or disposed of. Pocketed medications that are left at the facility will be disposed of.

Pocketing medications is a privilege which may be revoked at any time.

Curfew and Escape

Curfew for all clients is 9:00 PM on their personal pass. Failure to return by the curfew may result in disciplinary actions. Clients may work later than curfew with the approval of case management.

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, or their sentencing court.

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. If GCCC staff has been unable to contact a client for over two hours, the client may be aired as an escape. However, clients may be placed on escape status immediately following administrative decision.

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 money will be dispersed in accordance with Community Corrections policy. Personal property confiscated will become the property of GCCC.

Finances

Clients will not enter contracts, engage in business, or incur any debt without the approval of their case manager 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.

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. Additional or greater payments may be required by case management.

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 in possession of excessive amounts of money may have it confiscated and deposited into their client account. Clients are responsible for securing any money in their possession. Community Corrections and its staff are not responsible for any money clients bring into the facility.

Clients are expected to honor their financial obligations. These obligations may include any medical, dental, or eyecare expenses, and treatment or therapy costs. Financial support for any dependents of the client, such as parents, children or partners, will be discussed with case management.

Clients may not barter with one another, or make other types of trades of goods, money, services or otherwise while a client of Community Corrections. Clients found engaging in this behavior may be subject to disciplinary actions.

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 client’s case manager.

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 or routing number of any GCCC account will face severe disciplinary action, and 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. If a check is lost or stolen, the client should immediately inform staff so the check may be cancelled. If a lost or stolen check is spent or deposited, GCCC will not refund any part of the check to the client.

Clients will deposit all funds into the Community Corrections Client account. This includes paychecks, tax refunds or other reimbursements, gifts, tips and money transfers, cash included. 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. Checking or savings accounts, credit cards, debit cards, or gift cards must be authorized and approved by case management.

Job Search and Employment

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

Each client will develop an Individualized Employment Plan with their case manager before they are allowed to go out on job search passes. Part of the individualized employment plan will be a job readiness assessment. Based on the assessment score, clients may be required to attend a job search instruction or readiness prior to beginning a job search. No job search passes will be approved until job readiness 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.

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 case management for verification. GCCC staff will then contact these employers to verify the client's work information. Clients 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 by staff.

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. If any client's employer chooses not to cooperate with GCCC policy or staff this may result in the client being unable to continue their employment at that job.

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 work ender Program.

No out-of-county employment will be allowed 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. Working outside of Garfield County may also require approval from other supervisory or related agencies. Clients must contact and inform staff when traveling outside of the county for work.

Clients are allowed to work a maximum of six days consecutively. Workdays, including travel time to and from the facility, are limited to a maximum of twelve hours. If a client needs a work pass exceeding 12 hours, they may be required to purchase a portable BAC device.

Lockers and Bunks

Clients will be assigned the following property during their placement at Community Corrections. These items are the property of Garfield County Community Corrections.

- One locker space within their assigned room.
 - Lockers must be kept closed when not in use.
- One lobby locker and one combination lock to be used only on the lobby locker.
 - Lockers must be closed and locked when not in use.
- One bunk within their assigned room.
 - Client's bunks must be made when the client is not in the unit.
 - The facility provided blanket must always be on the top when made.
- One blanket, one fitted sheet, one flat sheet, one mattress cover and one pillowcase.
- One pillow, one mattress set consisting of one firm and one soft mattress.
 - No items are permitted to be stored under or in between mattresses.

Clients may not share space, trade assigned items or assigned areas and are expected to return items assigned to them as per their intake lease agreement. All areas and items within the Community Corrections facility are subject to search by staff at any time.

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 any part of the room or attached to furniture 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 are to be stored neatly under bunks. Bunks and lockers are not to be moved except for cleaning purposes, and they must be returned to their original position 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.

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

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 use any sort of string, cord or otherwise to hang items from furniture or wall fixtures. Clients may not use Velcro, tape, glue, or any other adhering product within the facility.

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 Friday and Saturday.

After 10:00 PM, there is to be NO “visiting” at the doorways opening into the dorm rooms. Any visit at the doorway opening to the dorm rooms prior to 10:00 PM will be kept to a minimum and the visiting client may not enter the room for any reason. Any visit 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.

Room Inspections

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 complete additional 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 are 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).
- All windows cleaned with window cleaner.
- 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. Clients 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 washers 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 who are unable to provide their own laundry detergents will be provided with 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.

Clients are allowed to transport their clothing outside of the facility to clean at their own or a community members residence, or at a laundromat.

Due to the limited capacity of the laundry services available, clients should limit the number of machines they are using at one time. Staff may direct clients to limit their laundry usage during busy times to ensure all clients have fair access to the laundry.

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.

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, are 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 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.

Garfield County Community Corrections and its staff are not responsible for the receipt, return or delivery of any private mail to a client from family or friends, or from online retailers.

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 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. 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 without case manager approval. 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 emergencies, 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

The following rules concerning passes must be observed by all clients:

- Clients will be required to request permission to sign out of the facility and be approved by staff prior to departure.
- Clients must remain within the lobby area prior to their departure from the facility.
- Clients are required to sign in to the facility immediately upon their return.
- Clients are not allowed to travel to locations other than what is listed on their pass.
- Clients may enter the lobby ten minutes prior to their sign out time so that they may prepare to leave the facility.
- Clients are expected to travel directly to their destination and may not make unscheduled stops along the way.
- Clients are required to return to the facility at the time stipulated on their pass.
- Clients may not loiter in the lobby area or outside area upon their return to the facility.
- Clients may not make or answer phone calls while waiting to leave or upon return to the facility.

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.

Out of County, District or State 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 for personal reasons. Clients should speak with case management concerning any out-of-country travel.

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.

In addition to out of county travel, clients may not travel outside of the 9th judicial district or the state of Colorado without all the same restrictions as out of county travel.

Personal Property and Inventory

Property Allowances

The following items are allowed on to the facility grounds. Sets will be defined as one upper and one lower garment, or one single piece garment. All items must be kept stored in either the clients assigned locker or storage tub. The amounts listed are the maximum allowed.

- 4 pairs of shower/work/sandals/tennis shoes.
 - All shoes, when not being worn, are to be stored neatly under their owner's bunk.
- 10 pairs of work or dress pants, or shorts.
- 10 pairs of socks.
- 10 sets of under garments.
- 2 sets of pajamas, joggers, or sweats.
- 10 t-shirts, any color.
- 10 dresses or work shirts.
- 2 pairs of gloves.
- 2 winter caps.
- 2 hats or caps.
- 1 backpack, personal bag, or purse.
 - Must be stored in the lobby locker.
- 1 DVD player.
- 1 CD player or 1 MP3 player.
- 10 books or magazines in combination.
 - 1 religious book over these 10 will be allowed.
- 24 CDs or DVDs in combination.
 - No "burned" or rewritable CD's or DVDs are allowed.
 - Clients are not allowed to rent DVDs from libraries or other sources.
- 1 cellular phone.
- A reasonable number of over-the-counter medications and vitamins.
- An amount of writing utensils not exceeding what can be kept within a quart sized bag.
- 1 Clear plastic water bottle
- An amount of makeup not exceeding what can be kept within a gallon sized bag.
- 1 small alarm clock is allowed in the unit.
- A reasonable number of family photos.
 - No photos may be hung or taped up on walls or furniture.
- 1 small box of band aids
- 1 small package of earplugs
- 1 non-glass flexible mirror.
- 1 plastic bowl and 1 plastic cup
- An amount of hygiene items not exceeding what can be kept within a gallon sized bag.
- No more than three coats or jackets, including work coats and hoodies.
- Two belts. Buckles 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.
- Any other item(s) deemed necessary and approved by staff.
- 1 reasonably sized shower caddy which must fit inside the client's assigned locker.
- Total of 5 plastic 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).
- Non-facility issued pillows, linens, or mattresses.
- Extension cords (including surge protectors with cords).
- Pointed scissors.
- Pornographic materials.
- Weapons of any kind.
- Hand tools.
- Lights.
- Noise makers.
- Fans.
- Televisions.
- 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.

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 proper ownership of the item is confirmed. Trading or gifting between genders is prohibited and any item found to have been gifted or traded will be confiscated and participating clients may 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 of 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. Any items left out in any part of the facility will be confiscated and returned at the discretion of on-duty staff. Failure to follow these rules may result in disciplinary actions.

Wire or metal type hangers are not allowed at the Community Corrections facility. Hangers must be kept on the 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. 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. Community members are not to be at the facility during client break times.

Confiscated Property

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 plan 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.

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 as 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.

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.

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 exceptions allowed 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 chores. Chore list requirements may change frequently because of sanctions, the calendar, census, etc. Therefore, all Clients are responsible for checking the chore list when it is posted, both AM & PM.

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. 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.

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 and potentially new charges if emergency services are involved.

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 9:00 AM and 9:00 PM. The computer may be used for a limit of 30 minutes. Additional time may be granted if the client has reasonable need to do so.

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. If staff determines that a print item is frivolous or will be printing unnecessary pages and 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 listed above. 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 using 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 attempting to circumvent recording of computer usage may result in loss of privileges or disciplinary actions.

Facility Property

The following items should be free of tampering, alterations, or modifications:

- Doors and Windows.
- All ceiling fixtures.
- All furniture and decorations.
- All electronics.
- Any other fixture or device that is part of the building or its construction.

Searches and Contraband

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

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.

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 so they may determine if the item is allowed into the facility. Digital media on a client's personal electronics or storage devices in their possession are subject to all the same rules as physical items. The Contraband levels are listed below.

Minor Contraband

Minor contraband will include any item brought into the facility that is not expressly permitted by the handbook or facility staff. It will also include glass items not including their contents, electronic devices not listed under moderate or major contraband, power banks, or battery packs, handwarmers of any type, keys, non-pornographic material, any physical or digital media describing or depicting the creation of illegal or toxic substance, or that describe the creation of weapons.

Major Contraband

Major contraband will be considered as any item which may cause disruption of facility operation, or which may pose a risk to a client. It will also include tobacco or nicotine products outside of the permitted areas, vapes and electronic cigarettes, sexual products or items, pornography, computers, laptops or tablets, audio or video recording devices, cell phones outside of the permitted areas, penetration testers, super glue, smart watches, any Bluetooth capable item outside of the permitted areas, wireless devices outside of the permitted areas, or any item that may interfere with electronic signals.

Dangerous Contraband

Major contraband will be considered as any item that poses a dangerous risk to a client, staff or to the facility. This will include razors, knives, weapons, solid or liquid flammables excluding those permitted under personal property, lighters outside of the permitted areas, explosives, fireworks, toxic substances, controlled substances or narcotics, and any prescription medication including those prescribed to the client.

Any item may be considered as contraband of any level at the determination of Administration. 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.

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

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, or littering in 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 revoked. Any staff member, at any time, 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 is 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.

Visitation

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

Clients and their visitors are expected to respect and comply with all GCCC rules and regulations which are detailed below:

- All visitors will be required to sign in and out on the visitor sign in sheet.
- No visitors under the age of 18 will be allowed on facility grounds. Clients wanting to visit with their children or family under the age of 18 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.
- All visits will be on a first-come first-served basis. Due to this, clients should inform their case manager as soon as they are aware of their need for visitation.

Clients will not be allowed to visit 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. No physical contact will be allowed on facility grounds.

Visitation with family or other community members will be restricted to video and telephone calls only. This visit must be scheduled with case management. Visitation for professional reasons will be prioritized when necessary.

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.

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 visitors outdoors will result in the immediate suspension of the client's current break.

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. Clients must observe all pedestrian laws while in the community.

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 hi-visibility safety vest.

Any bicycle that is stored at the facility must be inspected for safety and approved for use by 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 riding a bicycle. Any client observed without the required equipment, failing to follow traffic law, or failing to observe a GCCC rule concerning bicycle use may 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 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 leave the facility again 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 (West 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 when returning to the facility, clients must wait for the next available transportation. An additional van run may be completed at the discretion of staff. Clients may be provided an extension to the return time of their pass in this event.

Clients are expected to be at the listed pickup locations on time to utilize the transportation vehicle. Staff will not make special stops to pick up or drop off a client at any location.

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, heavy equipment, 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 vehicle. 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.

Clients will be helped with budgeting and basic responsible spending habits. This assistance may range from basic advice to making reasonable purchases, to assistance in drawing out a monthly budget of income and expenses.

Case Meetings, Counseling and Treatment

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 multiple purposes. Among them:

- To evaluate the progress of the client in attaining the goals and objectives outlined in the individual supervision plans 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 or other counseling may be required by case management or administration as part of the client's placement in Garfield County Community Corrections.

Level Program

Each client accepted into the Residential Program will begin on either maximum or regular supervision based on the case manager recommendations.

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 to advance in the program. These areas include progress on stabilization factors, behavioral factors, and progress on assessed criminogenic needs.

Clients may be regressed in levels based on case management recommendations and through administrative decision. A regression in level may be based on recent disciplinary actions or recent incidents involving the client. A client may be regressed from any level to any lower level based on their unique circumstances.

Level Program Stabilizations and Behavioral factors.

The following are factors that determine a client's eligibility to progress in the Community Corrections program. Certain stabilization factors may be omitted, and other factors as determined by case management or administration may be applied.

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 at minimum.
- Continue making payments on subsistence fees, court costs, etc.
- Continue Education program if applicable.
- Attend treatment sessions as directed.
- 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 at minimum.
- Continue making payments on subsistence, fines, and costs, etc.
- Maintain a minimum balance determined by your case plan in the savings account.
- Attend treatment sessions as directed.
- 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 at minimum.
- Keep all financial obligations current.
- Maintain a minimum balance determined by your case plan in the savings account.
- Continue educational program if applicable.
- Attend treatment sessions as directed.
- 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

The following is a breakdown of the times a client will be allowed total on their passes depending on their progression in the facility. The duration and locations of any pass will be approved, denied, or limited at the discretion of case management. Personal passes are defined as those taken for shopping, gym or exercise, worship, personal business, leisure, family time, and medical (non-emergency). The passes allowed by level are below.

Level 1 Pass Allowances

- No personal passes unless 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 or necessary items with case manager approval.
- 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 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 approval 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 for approval 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.

Administration or case management may determine any location in the community to be an off-limits area. These areas may be determined on a client-by-client basis. Current off-limits areas include:

- Liquor stores.
- Marijuana dispensaries.
- Liquor bars.
- Any residence or workplace of protected parties.

GRIEVANCE 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.

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.

Grievance Retaliation

No retaliation or harassment of any kind will be taken against a client for submission of any grievance nor will attempts be made by staff to prevent or interfere with the filing of a grievance. This extends to any individual who is filing a grievance on behalf of a client, or who is assisting a client with filing of a grievance.

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 period shall not include time used by the client in preparing any administrative appeal.
5. GCCC may claim an extension of time to respond 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 a 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 reviewing the grievance material and investigate it 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. Clients will be provided with a copy of the incident report electronically. The client will have 24 hours from the time they are notified of the report 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.

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 people.

Violation; Violent Behavior: Individuals commit a violation of this condition of placement when they purposefully, or through negligence or recklessness, 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 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 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 or regulatory agency.

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

Class 2 Conditions and Violations

#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 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. Clients 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 (Major): 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. This may also include photos, documents or other items on a client's phone or other digital storage. 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. The improper or unauthorized use of any financial instrument will be considered under this violation. Any violation of a rule set forth under the finances section of this handbook may constitute a violation of this condition.

#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 people. Both verbal and non-verbal communication shall be respectful to the safety and security of all other people.

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 people 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 damage of any property of another. This includes damaging any property of the Community Corrections program.

#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 refuses to attend treatment or is terminated or suspended 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 or acts where the goal is to persuade, intimidate or influence, or to elicit any staff into an unlawful act 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 people 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.

Class 3 Conditions and Violations

#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 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 of their placement to include their program plan or level 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. Minor contraband is defined within the property and contraband section of this handbook.

Violation; Possession of Contraband (Minor): A client commits this offense when they are found to have in their possession or in their room anything that is deemed to be Minor contraband, to include but not limited to, food, drinks, 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, 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, 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.

#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 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 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. 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 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 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. Hearings will be conducted 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 or charges. The following is a list of evidence that may 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 list 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 provided 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. The hearing officer may grant a continuance of the hearing 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.

Assignment of facility hold must be determined by 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.

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.

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 work enders 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 to have 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 enforced 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.

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.