



Resident Guidebook

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Larimer County Community Corrections

larimer.org/comcor



Contents

| | | | |
|---------------------------------------|----|--------------------------------------|----|
| Welcome | 3 | Visitation..... | 18 |
| Allowed Property | 4 | Case Managers..... | 19 |
| Announcements..... | 4 | Contracts..... | 19 |
| Chores | 5 | Federal Bop/Public Law Program | 19 |
| Comment Boxes | 5 | Financial/Budgeting..... | 20 |
| Contraband | 6 | In-House Programs | 20 |
| Dress Code And Personal Hygiene | 7 | Victim Services..... | 20 |
| Dropping Off Items..... | 7 | Matrix Level System..... | 21 |
| Escape | 7 | | |
| Food/Meals | 8 | | |
| Grievances..... | 8 | | |
| Health/Medical Care | 8 | | |
| Kiosk..... | 9 | | |
| Mail | 9 | | |
| Medication..... | 9 | | |
| Mentors..... | 10 | | |
| Movies..... | 10 | | |
| Outdoor Recreation | 10 | | |
| Phones..... | 10 | | |
| PREA..... | 11 | | |
| Restriction And Units | 11 | | |
| Room Rules | 11 | | |
| Safety/Security | 12 | | |
| Sanitary Expectations..... | 12 | | |
| Searches | 13 | | |
| Sign-Out | 14 | | |
| Employment/Job Search | 15 | | |
| Leisure Passes/Furloughs | 16 | | |
| Substance Monitoring..... | 17 | | |
| Tobacco | 17 | | |
| Transportation | 17 | | |

“Think of this not as a punishment but as a gift of a new beginning! A chance to make a better you and a better life for yourself! Stay positive and positive things will come.” - Resident

Welcome to Community Corrections

“Be honest, open, and willing to change; let life happen. Remember everything happens for a reason, and this too shall pass.” - Resident

Mission Statement

Larimer County Community Corrections is committed to community safety and client accountability. We provide a continuum of innovative services and treatment that is responsive to individual client risk, needs, and differences. We empower clients to take responsibility for their actions, and promote positive choices and internal change, resulting in reduced recidivism in our community.

Letter from the Director

Welcome to Larimer County Community Corrections. Our program is designed to enhance community safety while helping residents become successful in their communities. The programming originates from evidence-based practices proven to help residents become more productive, independent, and successful members of our community. This guidebook is provided to every resident to outline expectations and opportunities for you to be successful in completing this program. You must understand the contents of the guidebook to enhance compliance and make informed choices that will positively affect your program and future success.

Staff is here to protect the community, the facility, and residents. They can be great resources and support to help you succeed, as well as hold you accountable to your program and facility requirements. Understand that seeking out the most desirable answer by asking multiple staff is not permitted. It is reasonable to expect some individual differences between staff. Remember, staff, just like residents, are trying to do the best we can with the circumstances we are given. There are different programs and classifications of residents in the facility.

We hope you will take advantage of the opportunities provided to you here at Community Corrections. Please take full advantage of the information contained in this guidebook so you are prepared to make your stay a positive experience. Although life's journey can be challenging, this is an opportunity to redirect and focus on your personal goals and responsibilities. If you have any questions about the contents of this guidebook or your individual program, please get with your assigned case manager.

Good luck,



Tim Hand
Director

“Any accomplishment starts with a decision to try.” – LC, Resident

Facility Information

The basic premise of any Community Corrections program is that an individual in a correctional community is halfway between custody/supervision and the community; to gather the necessary knowledge, skills, and abilities to ease that person back as a productive member of society.

With that in mind, every citizen in a community has certain responsibilities and expectations in their life, personally, socially and professionally. You should be committed to change, show respect, be honest, compassionate, willing to serve, and open-minded; follow the rules in this guidebook and ask for help if you have questions.

For the next several months, this facility will be your community. Please remember, if you take care of it, it will take care of you.

At Larimer County Community Corrections, the safety and security of the facility, community, staff, and clients is our top priority. Everything listed in this section helps us ensure that Community Corrections is a safe and clean place for everyone who lives, works, and visits our building.

While the contents of this guidebook apply to everyone, there may be additional rules for different programs. In order to maintain safety, security, and sanitary standards, staff has the right to enact or change new rules, policies, procedures, or programming.

ALLOWED PROPERTY

- Non-aerosol hygiene items (shampoo, soap, toothbrush, toothpaste, razors)
- Clip-on reading lamp, alarm clock
- Surge protector (power strip)
- Shoes/shower shoes
- Books
- Music player and headphones (Cannot have camera, photo/video storage or internet access)
- Iron
- Solid color towels (optional)
- Solid color blanket (100% cotton or wool only)
- Hat/pair of sunglasses
- Bike/bike lock
- Food/Beverages – up to 18 single-serving cans or aluminum pouches. Individually wrapped coffee, tea, or microwave popcorn
- Clothing and hangers (shirts, pants, shorts, sweats, jacket, socks, undergarments)
- High-efficiency liquid laundry detergent

*“If you don’t know, ask.” – JK,
Resident*

ANNOUNCEMENTS

Emergency Procedures: In the event that an emergency occurs you will be given specific information over the central intercom system or directly by staff.

- **Fire Alarm:** Immediately exit the facility, following posted exit signs, and adhere to the Emergency Procedure and all verbal instruction from staff.
- **Lockdown:** Immediately return to or remain in your room until otherwise instructed. No sign-outs are permitted. Lockdown may be called at any time.
- **Stand-Down:** Immediately return to or remain in your room or dayroom. Residents are permitted to sign out for work, paid treatment, or attend case manager meetings. Stand-down procedure is followed at all medication times.

- **Shutdown:** Shutdown is from 10:30PM-4:00AM. Staff may announce shutdown; be sure to plan your schedule around these times.
 - ♦ Be in your room with the overhead lights off. Small clip-on reading lights are permitted if they don't disturb your roommates.
 - ♦ Pay phones will be turned off.
 - ♦ Residents returning from work after curfew (9:00PM) are permitted to stay up for two hours after their return time.
 - ♦ Residents who return from work later than 3:00AM four nights per week may be considered a night worker and be allowed to stay up on nights off. Ask the staff on duty if you meet the criteria.
 - ♦ Staff on duty has discretion to determine whether any resident can be up late on a nightly basis depending on circumstances in the facility and/or individual conduct.
 - ♦ Residents who wish to process SIRs or complete chores must check in with staff.
- You will need to have kitchen staff complete a time card (available at the front desk) for any hours that you work in the kitchen.
- You may be eligible to receive credit for any hours worked in the form of units for any disciplinary sanction you have received, credit towards your subsistence fees, or church passes.
- You may only receive credit up to your current subsistence fee balance.

COMMENT BOXES

Comment boxes are located in the first floor halls of both the men's and women's residential areas. You are encouraged to use them as a way to provide constructive feedback, make facility requests, or to offer solutions. The Director has the only key to the box and reviews each entry monthly. Feedback is discussed at each monthly management meeting. Several resident suggestions have been implemented.

CHORES

- During your stay, staff may direct you to perform facility chores. It is your responsibility to:
 - ♦ Complete the chore to staff satisfaction
 - ♦ You must notify staff when you have completed the assigned chore
- In the event that workers are needed around the facility, staff may issue a staff directive requiring residents to assist.
- If you have units to complete, check in with staff for available chores.
- You may also complete an extra chore to earn a church pass at staff discretion.

KITCHEN CHORES

- You may volunteer or be asked to work in the kitchen to help prepare meals for the facility. Please be respectful and appropriate with kitchen staff.

"Make the most of the opportunity that you have here and now, because you never know when it will be your last one." – JL, Resident

CONTRABAND

DANGEROUS CONTRABAND

- Anything that could alter a drug or alcohol test
- Weapons of any type
- Mind-altering substances, inhalants, and/or paraphernalia (including legal/illegal drugs or alcohol)
- Fireworks or any type of incendiary device (except unmodified standard lighters)
- Tattooing devices and supplies
- Unauthorized controlled substances (including medications)
- Any item intended or capable of causing damage or injury to another person

MAJOR CONTRABAND

ELECTRONICS / GAMES

- Any electronic device with the ability to capture, record, or display photos/videos, TV, or internet
- Portable video games or gaming devices
- Any video/DVD rated R or greater, including: homemade movies, burned DVDs
- Cards of any type, dice, dominoes, lottery tickets or any item that could be used for gambling
- Unapproved cell phones, cell phones found in the common areas or rooms.

MONEY / IDs

- Counterfeit, false, or another person's documents or identification
- Unapproved credit cards, debit cards, financial transaction cards, personal checks
- Unapproved driver's license

MAJOR MISCELLANEOUS

- Electronic or vapor cigarettes and accessories, oils, loose tobacco, or rolling papers. Cigarettes or tobacco products outside of approved areas
- Pornographic, provocative, or adult-oriented materials or devices
- Non-prescription eye drops (allowable eye drops must have prescription number)
- Toxic glue, cutting tools or similar products not kept in your mailbox

MINOR CONTRABAND

LCCC PROPERTY

- LCCC property moved from designated location including cups, utensils, and dishes removed from the dining area

FOOD

- Coffee pots, extension cords, or heating devices
- Homemade food, food not in original containers and food outside dining or kitchen area
- Any food in excess of the items permitted in resident rooms
- Any supplement besides a brand name daily multi-vitamin pill-those must be kept in mailbox
- Fountain drinks, screw top bottles, two-liter bottled drinks

PERSONAL PRODUCTS

- Air fresheners, aerosols, incense, or candles
- Any oral hygiene product containing alcohol
- Deodorants or personal fragrances containing alcohol outside of mailbox
- Lighters outside of approved areas
- Over-the-counter medications in room

MINOR MISCELLANEOUS

- Electronics including radios with detachable speakers, DVDs outside of mailbox
- Laser pointers, noise-making devices/whistles
- Blankets and pillows not approved or issued
- Flowers, plants, stuffed animals, glass or ceramic
- Household items such as luggage, boxes, laundry baskets, extra furniture, rugs, lamps and fans (larger than individual size)
- Pictures or clothing depicting drug or alcohol paraphernalia
- Pictures of other residents
- Locks not provided by facility
- Work tools outside of work locker
- Non-prescription powders of any type, including food or medication
- Pets

DRESS CODE AND PERSONAL HYGIENE

The dress code applies to both residents and visitors. You may be asked to change any article of clothing deemed inappropriate by staff.

- Shoes and proper clothing will be required at all times. Clothing must be clean and cover cleavage, back, stomach, midriff, and underarms. Bottom garments must cover down to six inches above the knee.
- No controversial/objectionable, gang, obscene, profanity, drug or alcohol-related messages on clothing.
- Tank tops, spaghetti straps, or tube tops are not permitted anywhere on campus.
- Necklaces are to be hidden underneath shirt at all times.
- You are expected to be fully dressed and adhere to the dress code at all times outside of the bathroom. You must dress or change clothing in the bathroom.
- Hats, hoods, sunglasses or other head/face coverings are not allowed in the common areas of the facility, including the smoking patio and kitchen.
- You must get staff approval prior to changing your appearance in any way (piercing, tattoos, or hair color). You will be required to have your photo re-taken if approved to change your appearance.

You are expected to maintain personal hygiene, including but not limited to regular bathing, laundry, and personal grooming. Laundry rooms are available in each residential hall. The facility washing machines are high-efficiency and require special laundry detergent. If you are unable to purchase hygiene products, staff can provide you with a small hygiene kit.

DROPPING OFF ITEMS

- Except for money, visitors may drop off food or property between 7:00AM and 9:00PM at the

front desk. All items must be inspected by staff before you will receive them.

- Staff CANNOT take money for you for liability reasons. Visitors may hand money directly to you in front of staff during scheduled visits.
- You may not come down and visit with anyone dropping off items.
- Homemade food is not permitted. Store-bought food unopened in original packaging or restaurant food may be dropped off for you at the front desk. Only canned drinks can be dropped off.

ESCAPE

We want every resident to succeed and there are many resources available to help you get back on track. If you or someone you know is considering escape, please speak to a staff member you feel comfortable with and consider these facts before making a short-term decision that has long-term consequences.

- **Everyone Gets Caught:** Warrants are issued immediately. Most offenders are arrested very quickly after escaping.
- **New Charges:** LCCC pursues charges with the District Attorney's office on all escapes. Sentencing for escape conviction ranges from 2-24 years consecutive to your existing sentence, based on your current charge.
- **Extended DOC Sentences:** Escape can result in an extended sentence and additional mandatory parole supervision. Parole boards may consider you high-risk and reject community placement.
- **Financial and Property Consequences:** Any savings you accumulated during your stay at LCCC will be disbursed according to state statute rather than returned. Your property will be donated after 30 days.
- **Lost Earned Time:** You can lose 100% of earned time you accrued before escape.

FOOD/MEALS

- Residents will be offered three meals per day during posted meal times. Vending machines are available if residents wish to purchase additional food. Vending and change machines are owned by a private company and must be used at your own risk.
- Sack breakfasts (coffee included), sack lunches, and hot dinners are served daily. Hot lunches are offered Monday-Friday. All residents in the building during lunch will be expected to eat hot lunch when available. Residents who will be at work during dinner can sign up for a late hot meal and eat when they return.
- Meals must be ordered via the kiosk by 9:00AM two days before your meal is to be eaten (for example, you will sign up on Monday for Wednesday meals).
- Homemade food is not permitted at any time. All food must be purchased from a store or restaurant and in the original container. All food must be eaten in the dining room.
- Only canned drinks are permitted in the facility, unless purchased from the vending machines inside the facility. No open beverages may be brought into the facility at any time: this includes food delivery, fountain drinks, and screw top lids. Reusable beverage containers must be emptied before entering the facility.
- On Saturday and Sunday until 9:00PM restaurant ordering/delivery is permitted at your own expense. You must wait downstairs until your food arrives. Be courteous to delivery workers and tip appropriately. This privilege can be cancelled at staff discretion. Cash or approved pay cards are the only form of payment allowed. You may not sign a credit or debit card receipt for a food delivery.

GRIEVANCES

LCCC provides all residents access to a system to remedy legitimate complaints. Every effort should

be made to resolve a problem informally before utilizing the grievance process. Residents may submit a grievance without fear of retaliation or negative consequence. False information submitted in bad faith may result in disciplinary action.

Grievances should be submitted in writing within 14 days of the incident, using a grievance form that can be obtained from any staff member. Grievances must be submitted by an individual. No group or anonymous grievances will be accepted. Grievances will be given by staff directly to the Correctional Services Assistant Director. The Correctional Services Assistant Director will review the grievance and designate an impartial management person to respond within 10 business days of receipt of the grievance. Grievance responses will include what action, if any, will be taken and will list any reasons for denial. Residents will be given a copy of the findings. If a resident is not satisfied with the outcome of the grievance they may appeal it to the next level of management within two days. If not resolved at a lower level of command, the decision of the Director is final.

Department of Corrections residents who are not satisfied with the LCCC grievance outcome may continue the process by completing a DOC grievance form.

Federal Grievances are processed through the chain of command as posted in the facility or you may ask for a copy of the process through your assigned case manager.

HEALTH/MEDICAL CARE

- You have the right to seek medical care at your own expense. Please make appointments whenever possible and notify your case manager ahead of time.
- In a medical emergency, staff will call a facility lockdown; you must immediately report to your room and follow all instructions. When the

facility is clear of medical personnel, lockdown will be called off. If you are experiencing a medical emergency or situation, please notify the nearest staff.

- If you are too sick to attend work, treatment, or job search, you must stay in your room and may only come out to eat or take medication. You are not permitted to take pass, smoke, be in the dayrooms, or work in the kitchen.

KIOSK

- You will be issued a Resident ID card during orientation for use at sign in/out and to check the resident kiosk. If you lose or damage that card, you will be charged a replacement fee.
- The kiosk is used for you to check important information and messages, sign up for meals, and notification of SIRs. Kiosks are located on both men's and women's residential sides.
- You will be required to check the resident kiosk at least once each day.

LIBRARY

The facility has a collection of books for resident use on the first floor. These books have been purchased or donated to LCCC. After asking permission from staff, feel free to borrow a book to take back to your room. Books must be returned to the library when finished. Any books left in common areas will be donated to the library.

MAIL

You can receive mail or packages while in LCCC. Please have all mail sent to:

(Your first and last name)
2255 Midpoint Drive
Fort Collins, CO 80525

Any mail not clearly labeled with your first and last name will be returned to sender. All mail may be searched and packages must be opened in front of staff. Mail is delivered to the facility Monday

through Friday, except on holidays. All mail delivered will be distributed to resident mailboxes after shutdown. You may not have a PO Box. Outgoing mail is collected and sent out at 8:00AM Monday through Friday, except on holidays. You are responsible for changing your mailing address with the post office when you exit the facility. Mail sent to the facility after your exit may be returned to sender.

MEDICATION

You are required to follow staff directives on all medication procedures.

Prescription Medications:

- All prescription medications must be turned into staff immediately upon entering the facility.
- The prescription must be in the original packaging and sealed from the pharmacy with the receipt and instructions.
- You may NOT take a dose until the prescription has been counted by staff.
- All prescription medications must be taken during the medication times posted in the front desk area. This includes "as needed" meds.
- The facility will operate under stand-down procedures during medication times.
- Any meds requested by a resident and given outside of posted med times and procedures may result in disciplinary action.
- Prescriptions must be taken exactly as written on the bottle. Changes to medication instructions must be provided in writing by a doctor.
- All schedule II, III, and IV controlled medications (including narcotics) must be taken in the facility. They may not be packed and taken outside of the facility.
- If you take an extended release or controlled medication that cannot be crushed, you must wait 10 minutes under staff supervision.

- You may take the medications that could not be packed out after you arrive to the facility from work or treatment ONLY. If you arrive within one hour of a scheduled medication time, you must wait until the scheduled time even if you are approved for “anytime meds.”

Over-the-Counter Medications:

- Prescription creams or inhalers may be stored in your locker after checking them in with staff.
- All other over-the-counter medications or vitamins must be stored in your mailbox.
- You may not take medications that contain: Ephedrine, Dextromethorphan (DM) (DXM), or alcohol. Please see staff for an updated list of unapproved ingredients.
- You may not ingest sleep aids (including melatonin, Benadryl (diphenhydramine), PM medications), poppy seeds, diet pills, or protein supplements while in the program.

MENTORS

The mentor program is designed to assist you in your transition into LCCC and you will be assigned a mentor upon your entry. Mentors are there to offer advice for success in the program and will act as a resource for residents on an as-needed basis. Mentors assist residents by giving facility tours and meeting one-on-one with a small case load. Mentors are expected to uphold personal program compliance by role modeling positive, responsible, and appropriate behavior.

“It’s never too late to start being the person you want to be.”- PE, Resident

MOVIES

You may bring in DVD movies (rated PG-13 or below) to be played on the weekend. Anytime the DVD is not being played, it is your responsibility to store it in your mailbox. Staff is not responsible for storing DVDs or returning rentals. When it has finished you

must come down immediately to retrieve it. Unclaimed DVDs will be donated to the library.

OUTDOOR RECREATION

- LCCC provides multiple areas on campus for outdoor recreation during specific time slots posted at the front desk. In the summer, we have a large garden and residents can volunteer to assist with planting and maintenance.
- Recreation areas do not include parking lots.
- Smoking is not permitted during outdoor recreation time.
- All dress code requirements apply.
- Residents must remain on LCCC property at all times and may not have contact with any non-resident including cars in the parking lot or visitors to the facility.

PHONES

You may make work and treatment-related calls on the phones in and around the front office, with staff permission. Personal calls must be conducted on the pay phones. You can get your assigned dayroom phone numbers from the front desk and provide them to friends and family. In case of a legitimate emergency, family or friends may call the front desk.

Residents may be granted cell phone privileges by their case manager. To request privileges, you must be:

- On level 2 or higher and overall program compliant
- Current on subsistence fees and able to afford it in your budget

If approved for a cell phone, you it must be in your mailbox any time you are in the facility and charged outside of the facility. If you are caught with an unapproved cell phone or have your phone in an unapproved area, it will be confiscated and released only when you exit the program. You will also no longer be eligible to have a cell phone during your stay.

PRISON RAPE ELIMINATION ACT (PREA) AND PERSONAL SAFETY

The Larimer County Criminal Justice Services Division is committed to a safe and secure environment for all of its residents and staff. There is ZERO TOLERANCE for any form of neglect, abuse, harassment, assault, bullying and sexual abuse. All reports will be taken seriously and thoroughly investigated.

The Prison Rape Elimination Act (PREA) of 2003 establishes zero tolerance for sexual behavior between offenders, or offenders and staff/volunteers/visitors regardless of whether such conduct was consensual. Any type of consensual sexual conduct, sexual assault, sexual misconduct or sexual harassment are considered prohibited sexual behavior and will be subject to disciplinary action and possible criminal action.

You have the right to be safe from sexual assault and unwanted sexual advances. If you have been a victim of prohibited sexual behavior, have witnessed, or have knowledge of an incident of prohibited sexual behavior, you may report it verbally or in writing in one of the following ways:

- Verbally tell a staff member of any incident
- Contact the LCCC Victim Services Coordinator at 970-498-7503
- Contact Sexual Assault Victims Advocate Center (SAVA) at 970-472-4204

All reports will be kept confidential and reviewed by the PREA Manager.

“I’m not yet where I want to be but I thank God I’m not where I used to be.” – DG, Resident

RESTRICTION AND UNITS

Please see the Resident Disciplinary Manual for information on violations, the disciplinary process and timelines, consequences, and appeals.

If you are assigned units as a disciplinary sanction, they can be worked off by completing chores in the facility. You will receive 1 unit per 15 minutes of work. Units can be worked off at any time during the day if work is available. Most units are worked off when the nightly chore list is put out. If you are working off units, check in with staff before and after you complete the chore so you can be credited for the work. You must finish all units before restriction is lifted and level change is granted, even if your restriction days have been completed. Failure to complete units can result in treatment and program extensions. While you are on restriction, you may only go to work, church and paid treatment and cannot take leisure or recreational pass time. You may not go to off-campus support groups while on restriction.

ROOM RULES

BEDDING

LCCC will provide you with a complete set of linens/bedding. Each resident will be given a single mattress, pillow and tote. Extra bedding is only given to residents with specific verified medical needs. You are allowed to bring your own solid-colored blanket, but fire code dictates that it must be 100% cotton or 100% wool. “Tenting” is not allowed.

COMMON AREAS

- You are only permitted to enter your assigned room or dayroom. You may not cross the threshold of any other room or dayroom.
- Radios and stereos are permitted in resident rooms if they are a single unit with attached speakers, played at a low volume and are not

heard in the hallway or another room, and kept inside the room at all times.

- Eating is not permitted in rooms or dayrooms.
- All common areas of your room must remain clean, free of clutter, and organized. Desk and window sill areas must remain completely clear unless in use. This is the responsibility of ALL the residents assigned to the room.
- Fire code and facility safety prohibits tampering with light fixtures, propping open doors, makeshift window coverings, or altering facility property in any way.

LOCKERS/TOTES

- Tote must be labeled with your name. All property must fit neatly inside your assigned locker and tote.
- Personal items may be displayed on the inside of your locker. Walls and outside of lockers must be clean and undecorated.
- Lockers must be neatly organized and easy to search, with no more than the allowable amount of property.
- Locker doors are not to be propped open to block out the light. Your locker must remain closed and locked with the facility-issued combination lock when you are not in your room. Items of value should not be brought into the facility as LCCC is not responsible for personal property.
- Prescription topical creams or inhalers may be stored in your locker after checking them in.
- To help prevent rodents and insect issues in the facility, residents are only permitted to have the following food in their rooms:
 - ◆ 18 individual canned food/drink
 - ◆ Individually wrapped coffee/tea/microwave popcorn
- Only authorized food items may be stored in your locker and/or tote. All other food found in resident rooms will be confiscated and destroyed. Any food that cannot be stored in

rooms must be immediately consumed in the dining room.

WORK LOCKERS

If you need storage space for work tools, get permission from your case manager and then security staff can assign you a work locker. These lockers are for work tools ONLY and may not be shared with other residents. Personal items, cell phones, and food are not permitted inside work lockers.

SAFETY/SECURITY

Every person in the building is responsible for maintaining the safety and security of the facility and its occupants. Any behavior that is deemed by staff as unsafe for residents, visitors, staff, and/or community members may be subject to disciplinary action. This includes, but is not limited to:

- Any action that is deemed to be demonstrating allegiance towards a gang
- Blocking or impeding access to any stairwell or fire exit
- Any type of horseplay, rough housing or “play fighting”
- Taking pictures or video of the LCCC building, grounds or staff is strictly prohibited
- Smoking inside the facility
- Banging on windows
- Giving or receiving tattoos

SANITARY EXPECTATIONS

LCCC is committed to having a clean and sanitary facility. Because you live in a dorm-style setting with several other people, it is imperative that you keep both personal and common areas clean at all times. It is every roommate’s responsibility to take part in completing chores and make sure rooms are clean and sanitary.

LCCC provides weekly linen service. Each week, you will turn in your linens (2 flat sheets and 1 pillow case) at the front desk and pick up clean linens.

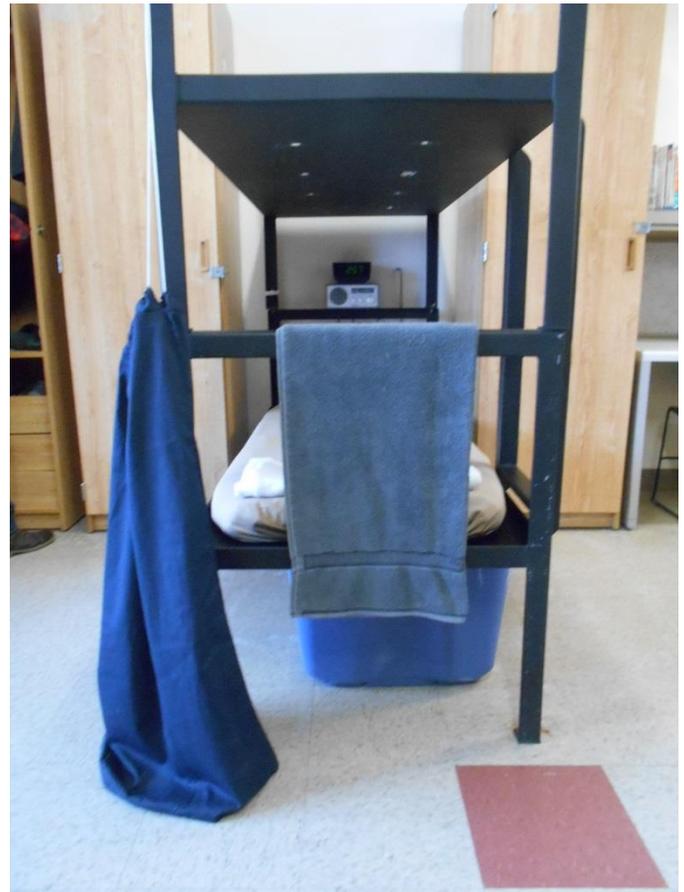
Every Tuesday by 9:00AM, each room must place their cleaning supply caddy in the hallway to be restocked by the custodial team. Security staff is unable to provide these supplies.

Staff will complete General Inspection regularly and each resident's area will be checked for:

- Bed is neatly made. Sheets and/or blanket are tucked under mattress. No items on bed.
- All personal belongings are in locker or tote. Locker door is closed and locked with nothing hanging on the outside.
- Bed frame: 1 laundry bag, 1 towel, 1 washcloth hanging on end of bed.
- Your tote must be closed, labeled with your name, and fully stored under your bed and cannot be used as a nightstand.
- Under bunk: Up to 3 pairs of footwear neatly lined up. Floor is swept and mopped (top and bottom bunkmates responsible).
- Top of locker is bare except for: alarm clock, lamp, and reading material.



“The first couple of weeks can be tough. Just remember: it’s only temporary.” – DM, Resident



The following will be checked for the room and all roommates will be accountable for:

- Trash cans are empty and outside is clean.
- Floor is swept and mopped.
- All surfaces are dusted (including window, window sills, walls, vent, light switch plates and blinds).
- Common areas are free of personal belongings.
- Bathroom is clean: toilets, sinks, showers, floors, counters, and mirrors.

SEARCHES

Staff can conduct searches of person and property at any time to ensure the safety and security of the facility. This includes, but is not limited to: pat searches, room searches, vehicle searches, personal property searches, and visitor searches. Every time you enter the facility you are required to give any backpack, sack, briefcase, or other carrying case to staff to be searched.

SIGN-OUT

As you move through the program, you will be granted increasing amounts of time outside of the facility. This is done strategically to help you develop positive, healthy support systems in the community. While you are under LCCC supervision, you will be subject to specific requirements and expectations. ***Staff may, at any time, require you to return to the facility if they cannot verify your location or activities and require you to submit a substance test.***

SIGN-OUT EXPECTATIONS

- In every 24 hour period, you must spend at least 8 hours in the facility. All personal, work, and treatment passes must be arranged to meet this requirement.
- You may sign out for up to 12 hours for work purposes. More than 12 hours (maximum 15 hours) must be approved by your case manager.
- Provide staff with your location information when signing out or changing locations (including name, address, and phone number).
- Notify your case manager of upcoming appointments in advance when possible.
- Arrive at your sign out location within specified travel times and take the most direct route between locations.
- Remain at the location you are signed out to. Call the facility before and after you go outdoors or will be temporarily away from the phone (i.e. yard work).
- Call in each time you are changing location, using a landline phone with the following restrictions:
 - ◆ 3 hour pass: 1 initial location and 1 change
 - ◆ 6 hour pass: 1 initial locations and 2 changes
 - ◆ 12 hour pass: 1 initial location and 4 changes
- Do a physical check in to the facility every 3 hours if you do not have a pass location..
- Provide appropriate verification of whereabouts while in the community.
- After leaving an approved establishment that serves alcohol, return immediately to the facility to provide a receipt and complete a breath test.

- Plan travel in order to avoid arriving early and loitering before or afterward.
- Immediately report any police contact to staff. On return to the facility, submit a BA and UA and provide staff with the officer's business card.
- If you need to be able to change pass type without returning to the facility (for example: going from paid treatment directly to work), you must get case manager approval beforehand.

LOCATION ACCOUNTABILITY

- Facility curfew is 9:00pm every night. You must return to the facility no later than 9:00pm unless you are working or attending paid treatment.
- Between Labor Day and Memorial Day, you must leave parks, Old Town area, and all trails by 6:00PM. These areas may be restricted due to local events.
- You may only travel through designated streets, sidewalks, and trails. You may not cut across any private property or fields.
- You are not permitted in the following locations without case manager approval:
 - ◆ Schools, including CSU and Front Range campuses
 - ◆ Bars, lounges, liquor stores, or restaurants that are primarily a bar
 - ◆ Tattoo parlors, pawn shops, or adult stores
 - ◆ Any residence not approved as a pass location
 - ◆ Out of county or state
- You may not loiter at any community locations frequented by known gang members or deemed inappropriate by staff.

EMPLOYMENT/JOB SEARCH

You are expected to actively seek and maintain full-time employment while in the program. LCCC has full-time employment specialists to guide and assist residents in finding gainful employment. You will learn job searching skills including resume preparation, interview skills and practice, computer skills, and life skills.

Job Search Expectations:

- You must attend the initial Employment Success class before you will be allowed to job search.
- Complete the Employment Success checklist. This checklist must be returned to the Employment Specialists.
- Turn in a job search location form by noon the day before you plan to go to those locations. Turn in forms on Friday for Monday's job search.
- Bring completed job search forms to every weekly meeting with your case manager
- Follow the posted job search schedule
- Provide verification of all job search locations upon return to the facility.
- Use job search passes only for seeking employment. You may not deviate from approved search locations without staff permission.
- Time extensions are not granted for job search.

If you are unemployed (or employed part-time) and choose not to job search during scheduled opportunities, you will be expected to do extra chores around the facility. You may not have visits, outdoor recreation, or hang out in the day room during job search hours.

Staff may issue you a GPS phone to carry while job searching outside the facility. Staff may call to monitor your whereabouts at any time. Answer the phone any time it rings, and follow staff directives. If the device is lost or broken you will be charged a replacement fee.

Employment Expectations

- You may sign out for up to 12 hours for work purposes. More than 12 hours (maximum 15 hours) must be approved by your case manager. You may not extend work hours to the 16 hour sign-out limit.
- If you work evenings or overnight and are due back between the hours of 9:00PM and 6:00AM, you must call in every location change, including when you are returning to the facility.
- You cannot work for any company that provides service in occupied private residences.
- You may not work for yourself, family members, or other residents. Residents may supervise each other, but cannot perform employment verification.
- You must have taxes taken out of paychecks and receive a printed paystub.
- You must have approval to work out of county.
- You must provide proof of tips if applicable.
- You must get approval to work in establishments deemed primarily a bar.
- Once employment is obtained, have your direct supervisors or hiring authority complete and sign an employment data form, then turn in to the employment specialist.
- You must get case manager approval to seek a second job.

“Find gratitude for the smallest of freedoms that we all know can be so easily snatched away. Accept that the time we lost we can never get back, but new meaningful memories and moments can be created. Remind yourself that you’re not the person you were; you can change, but only if you want it.” – MM, Resident

LEISURE PASSES/FURLOUGHS

These requirements apply to all leisure passes and furloughs in addition to the general requirements.

- Refer to the Matrix Level System for pass privileges for each level. Your pass privileges will be suspended if you are placed on restriction or total house freeze, or have not completed all imposed sanctions.
- The Community Corrections week runs from Sunday to Saturday. All recurring passes will reset at 12:01AM Sunday.
- You cannot receive time extensions for leisure passes or furloughs. All pass lengths include travel time.
- Because we must be able to monitor your whereabouts in the community, passes must be taken where you can be monitored by staff.
- Fort Collins: No locations are allowed that do not have a landline and a specific building address.
 - ◆ Exceptions within **Fort Collins city limits only**:
 - Any outdoor locations must have a SPECIFIC and DEFINED location (i.e. City Park Playground)
 - A SPECIFIC store at the mall.
- If you are taking a pass outside Fort Collins, you must be at a pass location with a landline. Location changes must be pre-approved by staff and do not include parks or malls.

CURFEW

- Passes may be taken between 7:00AM and 9:00PM curfew.
- You must be back at the facility or your approved furlough location by curfew. If you are going to be late, notify residential staff as soon as possible and your situation will be reviewed upon your return.

PAY DAY PASSES

- Pay day passes are used to cash a check, purchase money orders, or get hygiene items.

- You may go to one bank and one store only.
- Pay day passes are granted by your case manager, they are not automatically received.
- You will have 3 hours for a pay day pass, which includes travel time.

RECREATION PASSES

- When you reach level 2, you will be given THREE 3-hour recreation passes per week.
- These must be taken at an approved recreation facility or library.
- You may only take 1 recreation pass per day.

RESIDENCES/PASS LOCATIONS

- Any residence you go to while on pass/furlough must be pre-approved by your case manager. You may have up to three approved residences at a time. If you wish to add another, you must remove one.
- No alcohol, drugs, or firearms are allowed at any pass/furlough location.
- In order to take a pass longer than 3 hours, approved pass locations must have a landline phone that:
 - ◆ is in working order (phone is plugged in, ringer is turned on)
 - ◆ is NOT internet based (VOIP, MagicJack)
 - ◆ does not have forwarding or 3-way calling
- Cell phones are not considered a landline. You may not make location changes from a cell phone while on pass.
- You are allowed to be out in the community for a maximum of 3 hours before checking in to the facility or an approved pass location

FURLOUGHS/OVERNIGHT PASSES

- Furlough passes are a level-based privilege for Diversion and Federal BOP Inmates.
- Furloughs will not exceed 24 hours.
- You must be at your furlough location by 9:00PM.
- Furloughs must be taken on your day off; you may not call in to the facility and go to work.

- Your furlough location must be an approved pass location with a landline phone. If you wish to go to a hotel/motel, you must obtain case manager approval.

FEDERAL PASS RULES

- Pass locations are not approved until a home visit is conducted. You must provide a landline phone bill for this location on a monthly basis.
- Social and overnight pass requests must be approved by your assigned case manager or designated substitute before they can be taken.
- You cannot go to community locations on any type of pass. You may only go to your approved release residence.
- You cannot go to libraries on recreation passes.

SUBSTANCE MONITORING

You will be randomly tested for substance use during your stay. Any substance monitoring request is a Direct Order.

- You must check in with staff daily to see if you have a test, even if you do not leave the building.
- After you are notified of a test, remain at the check-in window or seated in the UA row chairs until you have completed your test. You must submit the test within 2 hours of notification.
- If you are required to submit daily BAs (breathalyzers), you must report to the check-in window to complete your BA each day.
- UA samples must be testable by the testing lab. Samples deemed not testable by the lab shall result in disciplinary action.
- After leaving an approved establishment that serves alcohol, return immediately to the facility to provide a receipt and complete a BA.
- Complete a BA and UA after any police contact.

TOBACCO

- Smoking or use of any tobacco product is permitted ONLY on smoking patios during designated times. Smoking times are subject to

change; see smoking times posted on or near the patio doors. Smoking privileges may be revoked for failing to follow expectations.

- All tobacco products and lighters/matches must be stored in mailboxes when not in use on the smoking patio. If found in any other location on campus it is considered contraband.
- Electronic vapor cigarettes, accessories, oils, loose tobacco, or rolling papers are prohibited.

TRANSPORTATION

- During your stay, you will arrange your own transportation. LCCC is close to bus routes and bike-friendly roads.
- You are permitted to keep a bike on LCCC property during your stay. You will need to provide your own bike and lock/chain. The facility provides a bike repair station, located in front of the men's residential entrance.
- All bikes on LCCC property must be registered. To register a bike, pick up a form at the check in desk. Staff will issue a sticker that must be placed on a visible area of the bike. Periodically, the bike racks will be checked and all unregistered bikes will be donated to charity.
- You can purchase a monthly bus pass at the front desk with a money order. At staff discretion, a limited number of free single-ride passes may be available.
- Residents may ride together in a private vehicle ONLY with prior staff approval.
- You may not hitchhike.

TRUSTEE PROGRAM

Residents can apply to participate in the Trustee Program. Residents chosen for this program are given a specific set of facility and grounds responsibilities. Residents gain additional job skills and earn \$3 per hour towards subsistence fees.

VISITATION

- You may have visitors during designated hours, as long as the visit doesn't interfere with your work schedule, program meetings, job search, or counseling appointments.
- Visitors must register online and be approved before scheduling.
- Visitors will be denied if:
 - ◆ Under criminal justice supervision or completed within the last 6 months (misdemeanor) or 12 months (felony).
 - ◆ Under pretrial supervision or has an active criminal or DUI case.
 - ◆ Required to register as a sex offender.
 - ◆ There is an active protection order with the resident.
- Visiting hours are subject to change to accommodate facility needs.
- You can get information about visiting hours and registration from the front desk.

Note: Staff reserves the right to refuse, revoke or terminate any visit or visitor at any time.

Program Information

Keep an open mind. You will get out of this program exactly what you put into it. All of the seemingly silly rules have a purpose and are designed to help you be successful. Staff is here to help and support you. If you put your all into working this program it will help you change your life for the better.” - Resident

CASE MANAGERS

Upon your arrival, you will be assigned a case manager, who is here to guide you through the program and hold you accountable. Case manager meetings have several purposes:

- To check your progress in attaining goals and objectives outlined in your individual supervision plan.
- To discuss behavioral and attitude problems or changes.
- To assist you in finding resources to address issues concerning employment, academic, mental health, substance abuse therapies, community living, and to make appropriate referrals to outside agencies for assistance.
- To identify payment options for treatment and/or required programs.
- To help prepare you for community success and hold you accountable for:
 - ◆ Court-ordered requirements
 - ◆ Department of Corrections requirements
 - ◆ Federal requirements and
 - ◆ In-house requirements
- You will be required to check your assigned case manager’s posted schedule to sign-up weekly for a meeting.
- Days between meetings may not exceed 10 calendar days.

CONTRACTS

Residents may not marry or enter into any contract while in this program.

EARNED TIME

DIVERSION PLACEMENTS

- Diversion residents are eligible to earn up to 10 days per month earned time.
- Earned time will be calculated monthly by your case manager and is based upon your consistent progress in 5 categories as outlined per statute: Employment, Positive and Domestic Relations, Rules and Regulations, Program Plan and Financial Responsibility.
- If granted earned time for the month it will be credited off the end of your sentence.
- Your case manager will document any reason you did not receive any amount of earned time.
- You are not eligible for up to 5 days per month for any month you are unemployed.
- You may view your earned time on the kiosk.

DOC PLACEMENTS

- DOC residents earned time will be calculated by the DOC Time Comp Unit and your DOC liaison.

FEDERAL BOP/PUBLIC LAW PROGRAM

- Federal Bureau of Prisons and Public Law (Federal Probation) placement residents are governed by both the Statement of Work and the Larimer County Community Corrections Program Manual.
- Pre-Release residents may move through our program and progress to Home Detention.
- Public Law Placements can progress to level 2 and be released at their Federal Probation Officer's discretion.

- Community Corrections Component residents may progress to level 2. Transfer to Pre-Release status is staffed with the Bureau of Prisons Central Office.

FINANCIAL/BUDGETING

- You will be required to account for the net amount of your paycheck or gifted income while you are in the program.
- You will be required to pay towards your restitution fees and fines while in the program.
- You will be required to complete a spending and deposit form as outlined with your case manager.
- Any check issued by LCCC that is not cashed within 60 days of issue will be voided and will not be re-issued.
- You will need to purchase a money order for all deposits that are turned into the facility.
- You will receive a receipt for any monies that you turn in and a weekly bill statement will be issued outlining where the money was distributed.
- You will be required to pay subsistence fees of \$17.00 a day for each day you are here.
- Deposits must be completed by 11:00 P.M. on Mondays.
- You may not lend or borrow money from other residents.
- You may not enter into any financial contracts without case management approval.
- You may not receive any pay advances on your paycheck, unless previously discussed with your case manager.
- You may not possess any credit/debit cards or have an outside checking or savings account without prior approval from your case manager.

Federal Financial Requirements:

- Residents turn in 25% of their GROSS paycheck not the NET.

- Residents need to have separate money orders for their subsistence and savings.
- Residents must provide case manager with copies of all pay stubs, LCCC receipts, and money orders for subsistence.

“If you are required to attend classes, don’t just get through them; get something out of them.” – PE, Resident

IN-HOUSE PROGRAMS

Community Corrections offers a variety of optional programs in addition to specific treatment that may be required by your case manager. Many of these programs are located on the Criminal Justice Services Campus (LCCC and ASD). Upcoming opportunities will be announced on a monthly basis. Current offerings include: AA/NA meetings, Bible study, GED, higher education, and health-related topics.

Community Corrections offers many in-house substance abuse and mental health (SAMH) treatment programs staffed by highly-trained, licensed mental health and substance abuse professionals that use evidence-based cognitive restructuring programs.

VICTIM SERVICES

The victim services program identifies and assists in meeting the needs of LCCC residents with past or current victimization issues, as well as coordinating services for victims of LCCC resident offenses. Victim Services provides counseling, support, advocacy and referral for services. Support groups are provided as needed.

MATRIX LEVEL SYSTEM

The requirements for each phase must be completed and signed off by your assigned case manager before advancement to the next phase. Federal residents must have their case staffed and approved by the program review team before phase advancement.

| | LEVEL REQUIREMENTS | LEVEL PRIVILEGES |
|---------|---|--|
| Level 1 | <p>Stability Factors</p> <ul style="list-style-type: none"> • Complete the following: <ul style="list-style-type: none"> ◆ Employment class ◆ Client checklist for success ◆ Intake Self-Assessment ◆ Obtain acceptable employment and work a minimum of 5 shifts or establish an approved alternative • Make payment towards budget from paycheck from an acceptable employer and identify financial obligations and legal requirements • Enroll in treatment and attend intake • Make appointment with appropriate provider if medical or medication needs are identified • Provide proof of Education or identify need • Complete case plan (matrix) <p>Behavioral Factors</p> <p>All sanctions must be completed and no pending SIRs. For a major SIR, Residents must have all sanctions completed and off restriction one week prior to requesting level change</p> | <ul style="list-style-type: none"> • ONE earned church pass per week– up to 3 hours including travel time • ONE Pay Day Pass per week (CM approval) – 3 hours including travel time |
| Level 2 | <p>Stability Factors</p> <ul style="list-style-type: none"> • Maintain acceptable full-time employment (32+ hours per week) or approved alternative • Comply with financial obligations and make consistent payments • Follow treatment program and attendance requirements • Comply with court orders • Comply with child support orders, if applicable • Make and attend needed medical appointments and follow medical orders • May attend GED, College placement test, or other approved educational programming • Housing plan list of possible locations or with whom • Identify support person or persons and sign a release of information as needed • Complete case plan (matrix) <p>Behavioral Factors</p> <p>All sanctions must be completed and no pending SIRs. For a major SIR, Residents must have all sanctions completed and off restriction one week prior to requesting level change</p> | <ul style="list-style-type: none"> • ONE earned church pass per week– up to 3 hours including travel time • ONE Pay Day Pass per week (CM approval) – 3 hours including travel time. • TWO 3-hour passes or ONE 6-hour pass per week • THREE recreational passes per week to gym or library only - 3 hours including travel time |

LEVEL REQUIREMENTS

LEVEL PRIVILEGES

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| <p>Level 3</p> | <p><i>Stability Factors</i></p> <ul style="list-style-type: none">• Maintain acceptable full-time employment (32+ hours per week) or approved alternative• Comply with financial obligations and make consistent payments. You should have the following:<ul style="list-style-type: none">◆ \$300 in savings◆ All back fees are paid off• Follow treatment requirements and attend treatment<ul style="list-style-type: none">◆ Receive positive reports from treatment providers◆ No negative reports◆ Attending treatment regularly and participating consistently• Comply with court orders• Comply with child support orders, if applicable• Continue to attend any needed medical appointments and follow the medical orders• Continue to attend GED, College placement test, or other approved educational programming<ul style="list-style-type: none">◆ May attend College if back fees are paid off• Solidify housing plan<ul style="list-style-type: none">◆ If finding a place, list area, prices and actions steps needed to move out◆ Make sure landlord will rent to someone with a felony.◆ Speak with potential residence owner if moving in with someone.◆ Verify utilities can be in their name.• Engage in pro-social community support.<ul style="list-style-type: none">◆ Complete assignments on ways to engage in pro-social activities within pass time.• Complete case plan (matrix) <p><i>Behavioral Factors</i></p> <p>All sanctions must be completed and no pending SIRs. For a major SIR, Residents must have all sanctions completed and off restriction three weeks prior to requesting level change.</p> <p>Demonstrate pro-social attitude/behaviors.</p> | <ul style="list-style-type: none">• ONE church pass per week– up to 3 hours including travel time (only granted if you earned church passes on Levels 1 and 2)• ONE Pay Day Pass per week (CM approval) – 3 hours including travel time.• TWO 3-hour passes or ONE 6-hour pass per week –THREE recreational passes per week to gym or library only – 3 hours including travel time• ONE 12-hour pass – |
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LEVEL REQUIREMENTS

LEVEL PRIVILEGES

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| <p>Level 4</p> | <p><i>Stability Factors</i></p> <ul style="list-style-type: none">• Maintain acceptable full-time employment (32+ hours per week) or approved alternative• Comply with financial obligations and make consistent payments. You should have the following:<ul style="list-style-type: none">◆ \$1,200 in savings if getting your own place◆ \$600 if going to established residence and deposit not necessary• Follow treatment requirements and attend treatment<ul style="list-style-type: none">◆ Receive positive reports from treatment providers◆ No negative reports◆ Attending treatment regularly and participating consistently• Comply with court orders• Comply with child support orders, if applicable• Continue to attend any needed medical appointments and follow the medical orders• Continue to attend GED, College placement test, or other approved educational programming<ul style="list-style-type: none">◆ Must maintain zero in back fees to continue in school• Solidify housing plan<ul style="list-style-type: none">◆ If finding a place, list area, prices and actions steps needed to move out◆ Make sure landlord will rent to someone with a felony◆ Speak with potential residence owner if moving in with someone◆ Verify utilities can be in their name• Engage in pro-social community support<ul style="list-style-type: none">◆ Complete assignments on ways to engage in pro-social activities within pass time• Complete case plan (matrix)• Submit for ISP or Non-residential for approval<ul style="list-style-type: none">◆ Complete Relapse Plan – proposed release residence or needing to find a location to live◆ Complete budget plan◆ Complete all other transition paperwork as requested by your case manager <p><i>Behavioral Factors</i></p> <p>All sanctions must be completed and no pending SIRs. For a major SIR, Residents must have all sanctions completed and off restriction three weeks prior to requesting level change. Demonstrate pro-social attitude/behaviors.</p> | <ul style="list-style-type: none">• ONE church pass per week– up to 3 hours including travel time (only granted if you earned church passes on Levels 1 and 2)• ONE Pay Day Pass per week (CM approval) – 3 hours including travel time• TWO 3-hour passes or ONE 6-hour pass per week –• THREE recreational passes per week to gym or library only - 3 hours including travel time.• TWO 12-hour passes –• (Direct and Federal Pre-Release may choose ONE 24-hour furlough instead) |
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