

River City Correctional Center Resident Handbook



Table of Contents

Welcome to River City Correctional Center (RCCC)	3
River City Correctional Center’s Ethical Framework	3
Admission Process	4
Financial Responsibility	4
Commissary	5
Visitation	6
River City Family Programming	8
Emergencies	9
Residents Rights	9
Prison Rape Elimination Act	10
Medical Informed Consent	11
Personal Items	11
Participation in Research	11
Special Diet	11
Law Library Access	11
Emergency Plans	12
Religious Freedom	12
Grievances and Complaints	12
Treatment Process and Phases	14
Community Service Requirements	16
The Core Behavior Management System	19
Managing Your Behaviors	20
Daily Reinforces	20
Caught Being Positive	20
Pod Expectations	21
Hygiene	22
Dress Code	22
Laundry	22
Use of Maintenance/Cleaning Products	23
Communication	24
Mail	24
Schedule	25
Behavior	25
Housekeeping	25
Dorm and Dayroom	25
Dining Room	26
Recreation Yard	26
Meals	27
Phones	27
Chirping	28
Medical	28
Medical Assistance Treatment (MAT)	29
Medical Shaves and Haircuts	29
Contraband/ searches	29
RCCC Resident Rules and Protocols	30
Unauthorized Areas	30
Off-Site Policies	31
Due Process Procedure	31
Use of Segregation	32
Sanctioning Grid	33

Welcome to River City Correctional Center (RCCC)

Welcome to River City. You are to be commended for your willingness to work toward a more productive life for you and your family. The staff at River City is committed to helping you make the transition from a criminal lifestyle to a pro-social or positive way of living. The next few months will be challenging, but we also hope rewarding. **River City is a 180-day program.**

At River City, we operate under the Cognitive-Behavioral Intervention method of treatment (CBI). This means that our thoughts and feelings lead to our actions. To change our behaviors, we must first change our thinking. Every staff person is considered a Treatment Specialist and therefore, has the authority to issue reinforcements (rewards for positive behavior) and/or sanctions (consequences for negative behavior). The Behavior Management System (BMS) is designed to help you develop new behaviors and begin to look at how your current values and beliefs affect your decisions.

Staff will work with you both individually and in groups to encourage your positive behaviors and to discourage your negative behaviors. You will have the opportunity to earn positive reinforcements through demonstrating pro-social behavior. Negative behavior will result in sanctions to help guide and shape your choices. We are here to help you learn how to make changes in your immediate, short-term, and long-term behaviors. With enough practice, you will be able to interact in ways that allow you to contribute your strengths and talents to your family, friends and workplace.

River City Correctional Center's Ethical Framework

As an institution, River City Correctional Center is reflective of our culture. RCCC's Facility Governing Board members, administrators, residents, staff, student interns and volunteers all represent different degrees of ethnicities and genders. Therefore, as members of this institution, we all share the responsibility of leadership, the courage to care, respect and tolerate one another's ethnic diversity, religious beliefs, ideas and culture.

River City Correctional Center emphasizes these ethics in our methods of communication with one another, within our treatment, employment, and education curricula, disciplinary procedures and living standards within the pods. Responsibility involves personal ownership for your behavior. Leadership entails standing up for the right thing during difficult times and courage involves exercising self-confidence to make a pro-social decision. Care is demonstrating concern or protection to another person whom experiences physical or emotional distress. These principles are the cornerstone in which our facility operates.

RCCC Handbook Revised 06/21/2024

From practicing leadership, courage, care, respect and tolerance in our daily interactions with one another, we all gain an understanding about the importance of exercising personal integrity (performing the right thing when others are not watching), temperance (exercising moderation), and fortitude (ability to exercise courage).

Admission Process

Piercings at River City Correctional Center are not allowed and will be confiscated during the intake process. Your jewelry is put with the items for your family or friends to pick up because jewelry is not worn in the facility. If you have specific questions about your property, contact your Case Manager. Any money you bring with you to the facility is counted and you are given a receipt. All of your money will be held in an account here. Any hygiene items ordered from the commissary will be deducted from your account. You are to shower, give a urine sample and be issued a white T-shirt and Green uniform and shoes. You will be examined by a nurse in the River City Correctional Center Medical Department, assigned to a Pod and given a lock for your locker that you will use during your stay. There will be other aspects during the intake process that are mandatory.

Financial Responsibility

RCCC provides you the opportunity to reevaluate your financial needs and responsibilities. If you are employed during your stay, you are required to pay \$25.00 per week for Resident Services Fee and 10% per month of your earnings toward court cost and fines. Regardless of employment you are required to pay back 25% per month toward your medical expenses. You are required to deposit your earnings this includes (paycheck, pay cards or tips) into your RCCC account. **You are responsible for any RCCC property issued to you. You will be charged for any property lost or damaged, i.e., badge, lock, etc. If you have no funds when you entered the facility, you will be placed on indigent status. If you subsequently receive funds from family, friends or employment, you will no longer be considered indigent. With indigent status, you are eligible to receive the following items weekly:**

- Two stamped envelopes
- Pen and paper
- Shampoo, deodorant, shaving cream, toothbrush and toothpaste
- Feminine hygiene products

Any items given to you as indigent you will be charged for once you have money.

RCCC Handbook Revised 06/21/2024

Any items supplied to you during your stay at RCCC must be returned in good condition upon release. If staff determines the items have been damaged, you will be expected to reimburse River City for said items.

You are financially responsible for medication, diagnostic testing and assistive devices administered by the RCCC Medical Department. If you attend an outside medical appointment that requires staff to attend there will be a \$100.00 charge to your account.

The Medical Department will submit a statement to the Business office monthly for any billable medical services you received. The Business office will withdraw the amount owed from your Resident Account 25% of your balance due up to \$50.00 monthly. When you leave the program, RCCC will withdraw 100% of any remaining medical charges from your Resident Account. If you owe more than is on your account at the time of separation, you will be responsible for repayment.

Resident will be charged \$20 for positive Drug screens after the intake screen and another \$20.00 if they request a confirmation and it is positive.

Commissary

All items shall be purchased from the third party commissary list. No packages are permitted into the facility from any other sources. Any packages received will be marked return to sender. River City will not be responsible for any packages incoming or outgoing and will not reimburse for any missing items.

- Commissary will now be handled through a third party provider. Combined Public Communication will provide all chirping, tablet, phone and commissary for River City Correctional Center. Residents may have money put on their books by following CPC guidelines. River City will not accept money either in person or by mail.
- Residents who are indigent may request indigent packages. **Indigent residents must not have funds in any account.**
- Maximum amount of purchases per week: \$50.00 for food and \$75.00 for clothing and all nonfood items.
- Commissary is to be locked up at all times, River City is not responsible for any lost items.
- Commissary is not to be bought, sold, traded, or gifted from one resident to another, **Violation of this is a level 4 sanction. ABSOLUTELY NO USE OF CASH APPS FOR ANY REASON OR ANY OTHER FINANCIAL TRANSACTIONS ARE**

PERMITTED.

- **Commissary is not permitted on day room floor before 4pm Monday through Friday.**
- **Any resident receiving a level 3 or 4 sanction will not be eligible for commissary while under the sanction.**

Visitation

In person visitation will occur for those in Reentry phase. Your Case Manager must approve the people listed on your Visitation Form. You are permitted one weekly visit for 45 minutes. Remind your visitor to bring an official driver's license or state ID. River City Correctional Center **must verify all visitors.** Visitors must abide by the visitor dress code. **Being under the influence and/or the use of drugs, alcohol or tobacco products is prohibited in the facility. Anyone in possession of a weapon/ drugs or any other contraband identified by River City will have criminal charges filed against them.** No food or beverages are allowed in the visitation area. You and your visitor may not pass any items between you. There is no touching permitted between adults . Any violation of the rules will result in immediate termination of visit and loss of future visit. Visit may have one adult and up to 3 minor biological children. Anyone over 18 is considered an adult.

Visitation days and times are as follows:

Time and hours are subject to change:

Video Visitation

- A. Each resident is permitted to have approved visits up to a 20-minute per session. All Off-Site Video Visitation sessions are paid for by the visitor at a cost of \$.20 cents per minute.
 1. Visitors are to take a picture of their face and picture of their driver's license during the scheduling process.
 2. Visitors are approved based on the visitor request form reviewed by the Case Manager Coordinator in each POD prior to any visits.
- B. Each resident is permitted to have a total of four (4) visitors at one time for up to a 20-minute visit. Visitors may include up to 2 adults and 2 children.
- C. If a visitor is younger than 18 years old, an adult, parent, or legal guardian must accompany him/her during the video visitation.
- D. Video Visitation days and times are as follows:
 1. Wednesday 6:30pm-8:30pm
 2. Friday 6:30pm-8:30pm
 3. Saturday 8:00am-- 9:00pm
 4. Sunday 8:00am- 8:30pm

- E. **Video Visitation days and times may be altered at the discretion of the Executive Director or Designee.**
- F. All visits must be scheduled by the visitor from their account at inmatesales.com and must be scheduled 24 hours prior or up to one week in advance of the visit.
- G. All Video Visits are video and audio recorded and can be terminated at any time.
- H. The Resident Supervisor has the responsibility and authority to conduct and control the regularly scheduled video visitation periods.
 - 1. The Resident Supervisor I's and Central Control are responsible for monitoring the video visit.
 - 2. Resident Supervisor are responsible for ensuring that other residents are not interfering with the visit.

Video Visitation Rules: Each resident is responsible for complying with the facility's video visitation rules and informing his/her visitors of the video visitation rules prior to video visitation. The video visitation rules are listed next to the Kiosk located on the living units/Pods and copies of the rules are available at the Resident Supervisor's desk.

- A. **Resident Rules:** Each resident is responsible for complying with the facility's visitation rules and informing his/her visitors of the visitation rules prior to visitation. **A visitor or resident violating a rule or a facility operation is grounds to end the visit immediately.**
 - a. No argumentative behavior.
 - b. No sexual gestures/behavior.
 - c. No profanity.
 - d. No Nudity.
 - e. No drugs/alcohol or visible paraphernalia.
 - f. No weapons (knives, guns etc.).
 - g. Residents who are phase suspended are not eligible to receive a video-visit.
 - h. Designated slots should only be used by the resident who has a reserved visit. Video visits may not be shared. Any resident who is near the kiosk outside of their designated time slot will be considered out of area and will receive a sanction and lose privileges to pending video visits.
 - i. No gang signs.
 - j. All residents must be in uniform (full length bottoms, treatment shirt) and must stay seated throughout the duration of the visit.
 - k. The view of the kiosk must be fully visible and may not be obstructed with **any items or any individual.**
- B. Video Visitation Dress Code for Visitors: The dress code includes, but is not limited to the following:

- a. Full clothing must be worn (tops, shirts, pants).
- b. No midriff baring shirts or blouses (i.e. belly shirts)
- c. No revealing necklines (i.e. cleavage).
- d. No see through shirts.
- e. No hat or caps with gang signs.
- f. No overly form fitting clothing top or bottom (including children).
- g. Any other issues deemed necessary by the supervisor on duty.
 1. Visitors and/or residents that do not follow the rules may face a suspension of visiting for a period of time, or permanent removal from visitation.
 2. Only one resident is permitted at the kiosk during a visit. Other residents must not interfere with the resident completing a video visit.
 3. Residents are expected to follow all CBCF rules during a video visit; any violations may result in the visit ending immediately.
 4. It is the resident's responsibility to check the Visitation Kiosk daily to see if you have a visit scheduled.
 5. Residents are responsible to notify friends and family that they are not to call the facility for issues with visitation.
 6. Residents are responsible to notify friends and family that if they need video visitation assistance, please go to inmatesales.com and click on Visitation Support for instructions or call [\(866\) 340-7879](tel:8663407879).

Other Visitors and Special Visits

Officials, attorneys, clergy, case workers from Job and Family Services and probation officers may request an appointment with you through your Case Manager to ensure you are available. These visits do not count as your weekly visit. You will be allowed to visit with your attorney in a private room. The Executive Director/designee can permit special visits but only in special circumstances. The request must be submitted in writing, listing specific persons you wish to visit and the reason for the special visit. Your Case Manager will submit your request to the Case Manager Coordinator, who reviews the request with the Clinical Supervisor and Program Director before submitting to the Executive Director.

River City Family Programming

River City offers Family Programming classes. The Family Programming classes can only be attended once a week. Every adult visitor on a resident's visitation list will need to attend one class in order for the resident to get a visit during the Re-entry phase of treatment. If a resident's visitor has not completed our Family Programming classes prior to the resident entering Re-entry the visitor will need to attend a class during the week of the visit in order for the resident to

receive a visit. To help strengthen the relationship between residents and visitors; the following topics will be covered during the Family Programming class:

- Relationships/Boundaries.
- Behavior Chains.
- Social Skills.
- Problem Solving Steps.
- Reinforcement.
- Effective Disapproval and use of Authority.

Emergencies

During regular hours (Monday-Friday 8:00 am-4:00pm), your family must call your Case Manager with any emergency messages. If the Case Manager is not available, please contact main number 513-946-6800. Your Case Manager is the first person you are to inform should a death occur in your family. Funeral visitation/attendance is only eligible to immediate family members (this does not include aunts, uncles, nieces, nephews or cousins) and occurs separate from the family visitation. Residents who are out of county will need to have approval through their specific county's Probation Department. Resident Supervisors may assist you in confirming information should your Case Manager not be available. Residents may be permitted to attend the funeral by Zoom Video Conferencing. This would also need to be approved by the Funeral Home.

Resident Rights

Qualified Rights (which may be suspended as a result of a rule violation are): The decision to suspend Qualified Rights rests with Rational Authority. All suspensions are reviewed weekly for reinstatement.

- Loss of visitation, except clergy or attorney.
- Loss of telephone privileges, except to attorney or clergy.
- Loss of leisure time.
- Loss of commissary

Fundamental Rights (which are not suspended for any reason are):

- Visits by attorney-of-record.
- Visits by clergy.
- Phone calls to attorney and clergy.
- Adequate food (nutritional diet).
- Adequate light, ventilation, temperature control and sanitation.

- Medical care.

You may, at any point in your stay, wish to see your case file. There are documents in your file that you **may not** see. These restricted reports include, but are not limited to, victims' impact statements and Pre-Sentence Investigation reports. You must put your request in writing to your Case Manager. You may give the written request to any Resident Supervisor who will pass it along to your Case Manager. If you have trouble writing you may ask for help from your peers. Please allow five (5) working days for the Case Manager to honor your request.

Prison Rape Elimination Act (PREA)

RCCC staff should protect residents from Sexual Harassment, Sexual Assault, and Sexual Misconduct by other residents or staff. River City Correctional Center has zero tolerance toward all forms of sexual abuse/misconduct and sexual harassment. Resident on Residents, Staff on Resident and Resident on Staff sexual assault, sexual abuse, sexual harassment and/or sexual relationships will not be tolerated. Residents will be free from fear of sexual assault and harassment. If a report of sexual assault or harassment is made, it will be investigated thoroughly and with respect to the Resident's safety, dignity, and privacy, without fear of retaliation.

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, intimidation, inappropriate touching, or other actions and/or communications by one or more persons aimed at coercing and/or pressuring another to engage in a sexual act.

Sexual harassment can be defined as repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature.

In order to ensure your safety, all Residents are encouraged to report instances of sexual assault/abuse and harassment by calling toll-free hotline numbers at (513) 946-6885 (River City), (614) 728-3399 (Ohio Division of Parole and Community Services) or by calling the 24 Hour Rape Crisis Hotline number at (513) 381-5610. Reports of sexual assault/abuse can be made through the grievance process or by contacting the agency PREA Coordinator. Finally, a third-person report can be made on behalf of a resident by a family member, attorney, staff member or another resident. All allegations will be taken seriously and thoroughly investigated. Staff shall take the necessary steps to separate the victim from the accused. If a sexual assault/abuse occurs to a resident, staff will make assistance available for the resident to receive proper medical care at the University of Cincinnati Hospital. Mental Health support will be offered by Women Helping Women located on 219 E. 9th Street Cincinnati, OH. Appropriate steps will be made to protect the resident including but not limited to: moving to

another dorm, moving to another pod or increased contact by Security and Clinical Staff to provide ongoing support, etc.

Medical Informed Consent

During your Initial Health Screening, the medical staff will discuss the process of informed consent and you will receive an *Informed Consent for Medical Treatment* form. After discussing the document, you and the medical staff will sign and date the form. You are encouraged to ask about any treatment or medications prescribed and fully participate in your medical care while in treatment at River City.

Personal Items

The following will be provided to you during the intake process: underwear, bra, socks T shirts, uniform, shower shoes, toothpaste, toothbrush, shampoo-conditioner, deodorant, shower shoes, comb and soap. You may also purchase these and other items from the commissary. Your personal items upon arrival will be inventoried and stored for your family to pick up. ***River City Correctional Center will not reimburse for any item that is lost or stolen.***

Participation in Research

From time to time, River City allows research to be conducted as long as it complies with specific state and federal guidelines. Your participation is always voluntary and will require a signed consent form and release of information. **River City does not allow research that is medical, pharmaceutical or cosmetic in nature.**

Special Diet

Anyone requiring a special diet due to a medical reason will be accommodated upon arrival by filling out a Meal Declaration Form. Only after a food allergy has been verified by a doctor, the Medical Department will submit a special diet request form to the kitchen. If the allergy cannot be verified, no substitutions will be made. Anyone requiring a special diet due to religious reasons will be accommodated during the intake process. All possible accommodations will be made to meet your dietary needs. RCCC employs a registered dietician to assist the kitchen staff and culinary arts class in creating healthy, nourishing food.

Law Library Access

If you find you need access to a law library, see your Case Manager to arrange a time when he or she can supervise your use of the Internet law resources. This can be accomplished by submitting a request slip to your Case Manager. The schedule will be at the discretion of the Case Manager.

Emergency Plans

Fire and other emergency plans are posted in all pods. Regular fire and disaster drills will be held during your stay. The plan will show you where you are and where you should go in case of an emergency. Staff will ensure that your safety is priority. In the event you have a medical emergency and the medical staff is not available, you will be transported to the hospital by staff or emergency services.

Religious Freedom

It is the policy of River City Correctional Center to allow all residents freedom to practice their religion. In addition, weekly religious services are offered on all pods each Sunday. Attendance is strictly voluntary. For food accommodations due to religious reasons, see the "Special Diet" section.

Grievances

If you believe your **fundamental rights** have been violated, i.e., medical care, access to food, access to an attorney, etc.—you may file a grievance. The grievance forms are available in each pod's cubby organizer. Where you are unable to locate grievance forms in the cubby organizer, please notify your Pod's Clinical Supervisor—who will replenish the supply of such forms. Fill the grievance form out completely, tear off and retain the yellow carbon copy, and place the white grievance slip into your Pod's secure grievance box. Please be specific when filling out your grievance and do not attach additional paperwork unless you have thoroughly completed the grievance form itself. The Resident Rights officer or designee checks the grievance boxes 2 x per week and will meet with you to discuss your grievance further. You will not be met with by the Resident Rights Officer if your report is determined to be a complaint (see below). During this meeting, you will be informed of the steps that will be taken to ensure that your fundamental rights are not violated. If your grievance concerns a matter of urgency (i.e. sexual abuse and/or a medical emergency) you are advised to speak with your Pod's Clinical Supervisor or the Security Supervisor on Duty (RSIII) as soon as possible.

Grievances will be investigated by the Resident Rights Officer and/or designee. Grievances take time to investigate thoroughly and objectively, and will not be resolved immediately following your meeting with the Resident Rights Officer. Where longer investigations take place concerning your grievance, the Residents Rights Officer or designee will periodically check-in with you concerning your safety and well-being. Grievance investigations will result in one of three outcomes: Substantiated (founded), Unsubstantiated (insufficient evidence), and Unfounded.

If your grievance does not cover the fundamental rights listed in the Resident Handbook, it will be marked as a complaint, and it will be given either to your pod's Clinical Supervisor and/or the appropriate supervising authority to resolve. If a resident wants to appeal the grievance decision,

they may do so by appealing to the Executive Director. The Executive Director and/or designee will then meet with you concerning the outcome of your grievance. The Executive Director will not meet with any residents for issues that are determined to be complaints. River City takes grievance forms and grievance issues very seriously. Abuse of the grievance procedures will result in a level 4 sanction for interfering with staff in the performance of official duties.

Grievances Defined

Protection from Harm– RCCC staff protects residents from abuse, neglect, undue seclusion or undue restraint. RCCC staff should protect residents from physical injury, corporal punishment, sexual assault, extortion, harassment, threats of harm, personal abuse, among other harms.

Discrimination– Staff should not discriminate based on race, gender, sexual orientation, gender identity, religion, language, national origin, citizenship, age, physical or mental disability, and criminal history.

Access to Food– RCCC staff should not withhold food or water from any resident. Dietary and portion concerns will be addressed as complaints (see below).

Access to Health Care/ Hygiene– RCCC residents shall have unrestricted access to appropriate levels of health care. Residents are provided necessary health care, including: preventive, routine, urgent, and emergency care. RCCC residents may have access to personal hygiene items such as shampoo, soap, toothbrush, toothpaste, etc.

Access to Legal Mail– Staff adheres to the procedures governing collection, distribution, and inspection of mail, as well as the sending and receiving of resident mail. Incoming attorney mail shall be opened only by the resident addressee in the presence of staff in order to examine the contents for contraband. Staff members shall not read the attorney mail without the prior consent of the resident.

Access to Court/Clergy– RCCC staff adhere to policies which allow for a resident’s confidential contact and communication with their counsel through letters or other documents. RCCC also allows confidential contact between counsel and residents via private sessions and telephonic contact. RCCC staff should permit residents to pursue lawful religious practices consistent with their orderly confinement and the security of the facility.

PREA – See the Prison Rape Elimination Section of the Resident Handbook (page 10).

Sanitation/Ventilation– RCCC shall provide a sanitary, well ventilated environment, conducive to the health and well-being of its residents and staff.

Complaints

If your fundamental rights have not been violated, but you still wish to express dissatisfaction with some aspect of the RCCC program, you may file a complaint. Complaints may be filed using the same grievance forms discussed above. However, instead of filling out the “Grievance” portion at the top of the form, you will need to fill out the “Complaint” portion at the bottom of the form. This form should also be placed in your Pod’s secure grievance box. As noted above, the Resident Rights Officer will not meet with you concerning issues determined to be complaints. You will be met with by either your Pod’s Clinical Supervisor, or the appropriate supervising authority.

Though you are welcome to file complaints, you are encouraged to first discuss your concerns with your Case Manager, or your Pod’s Clinical Supervisor before filing an official complaint. Most issues can be resolved by discussing your problem(s) with one of these two parties.

Complaints Defined

Staff Behavior– RCCC staff should exhibit behavior that promotes a culture which helps maintain a safe and secure facility and is conducive to humane and respectful treatment of residents, supports professional standards, and encourages ethical conduct. RCCC staff should treat residents in a manner that respects their human dignity, and should not subject them to harassment, bullying, and disparaging language.

Food- RCCC staff should provide each resident an adequate amount of nutritious food. RCCC staff adheres to accommodations for residents with special dietary needs. RCCC’s menu is approved monthly by a licensed dietician.

Mail- RCCC staff should not hold mail from a resident as a form of punishment.

Discipline- RCCC staff shall impose discipline that is appropriate to the offense committed, and shall not misrepresent the facts concerning a resident’s conduct in a disciplinary report. Though you are permitted to file complaints concerning discipline, filing such a complaint is by no means a guarantee that your sanction will be dropped or overturned. Remember that discipline is an essential component of RCCC’s behavior management system.

Treatment Process and Phases

RCCC is a 180-day program. You will be involved in your treatment planning process. An initial treatment plan will be completed within three days of admission. A master treatment plan will be completed and signed by you and your Case Manager using all available referral assessment and interview data no later than 10 days after entering the Treatment Phase. Each part of the plan will have specific goals and objectives that are current, specific, observable, measurable and realistic.

Each part of the plan must be time specific and updated every 30 days and new treatment areas are identified.

Any change in your treatment plan will be reviewed and discussed with you as your treatment plan is updated. This review is dated and documented with your signature. You will have the opportunity to advance through three phases of Cognitive-Behavioral Treatment (CBT). You are expected to reach certain milestones as you progress. The following explains the general requirements to progress through treatment. Your Case Manager will provide more specific criteria.

Orientation Phase up to 30 days

- Get initial treatment plan.
- Participate in floor groups.
- Accomplish all assignments related to the Initial Treatment Plan.
- Complete all initial assessments.
- Pass the Orientation test, a score of 80% or higher is considered passing.
- A resident can't receive more than (2) Level 2, 3, or 4 sanctions.
- A resident in no privileges as a result of sanction on phase up day will have to wait until the following week to phase up.

Treatment Phase (Moderate at least 80 dosage hours High requires 134 dosage hours.)

What you should expect in Treatment Phases:

- It may take up to 2 weeks for a cohort to begin.
- Completion of your treatment plan specifically designed for you.

Re-entry phase

- It may take up to 2 weeks to join a cohort after you have transitioned to reentry phase.
- You must accumulate all required dosage and structured hours as well as have completed your Master Treatment plan and must meet behavior expectations to phase to the Re-entry phase.

After qualifications have been met:

Residents **must apply** to be placed in the Re-entry phase. Residents have to phase up and test just like what they did in treatment phase to re-entry phase. Residents are required to go in front of the board to determine if they have met criteria to enter this phase to be able to enter the employment phase to seek jobs and go on/off site to work.

The clinical supervisors will be emailing the employment team the list of names of the residents that have met the full criteria. The list cannot be deviated.

Residents will be required to complete 100 hours of community service and enter employment programming. No resident should be allowed to participate in offsite or in house employment if they have not gone in front of the board to determine if they have met the entire qualifications to work.

Prior to working off site:

- Offsite agreement must be signed, dated and placed in file.
- Work place verification must be in the file, signed, and dated.
- Background completed and approved for offsite work.

Graduation Phase Up

- **Made application to graduate**
- All dosage hour requirements met.
- CAP or MAP and community service hours completed.
- No level 4 sanctions past 120 days.
- No anti-social behaviors displayed.
- Has entered the employment phase/ has a job or legal income for 3 weeks.
- Made progress in treatment.
- Approved by Board and date may be set.

Community Service Requirements

100 hours of Community Service is required and may be in MAP, CAP or community involvement. Community Service must be completed prior to starting employment of any kind.

Maintenance Assistance Program (MAP)

The purpose of the program is to teach basic maintenance and operation skills that will serve the following: Residents in seeking outside employment, of use in their everyday lives, and to provide assistance to the maintenance department in the daily upkeep of the facility.

Map members will:

- Report to work at the scheduled time and sign in and out of pod.
- Work on scheduled days.
- Assist in the repairs and replacements involving maintenance.
- Exhibit role model behavior.

- Perform all jobs and duties specific to the maintenance department and follow all facility rules.

The program will address and focus on the following areas:

- Landscaping, gardening and maintenance of grounds.
- Stripping, waxing and upkeep of the tile flooring.
- Carpet maintenance.
- Painting and drywall repair.
- HVAC maintenance and repair.
- General building maintenance including plumbing & electrical.
- Industrial Laundry operations.
- General Facility Custodial Care.

The following MAP guidelines must be followed. Failure to follow may result in dismissal from MAP:

- Facility dress code must be followed at all times, including additional safety equipment and dress as provided.
- MAP residents are subject to a search at all times.
- Misuse of MAP equipment may result in a sanction with possible dismissal from the MAP program.
- Communication with residents of the opposite sex is strictly prohibited.
- MAP residents may be contacted outside of regularly scheduled hours to perform MAP duties.
- Gloves and glasses must be worn when using chemicals.
- Gloves must be worn when working with trash.

The program will be a minimum of 100 hours. Work will be done both on and off the pod and will require evening work. Some weekend work may also be required. Upon successful completion of the program residents will receive a certificate. Residents will submit time records to document time worked by logging their hours in the Resident “Off Pod Sign Out Sheet”. Residents in the Re-Entry phase may job seek when not scheduled to work and excused from MAP to go off site to work if hired by an employer. Once a resident begins working a full time job they will still have the option of working the MAP program on their scheduled off days with approval from their Case Manager.

Residents must be in the Reentry Phase in order to participate. Application must be completed and turned into the case manager. Residents must be physically capable of performing the work requirements. Residents in the program must keep up to date on all assignments, classes and job duties on the pod. Residents are responsible for notifying the Maintenance Department staff

of any schedule conflicts. Case Managers will determine if an application will be forwarded to the Maintenance Department for final review. The MAP schedule will be posted prior to the upcoming work week.

All pods will be involved in the MAP program. Pods will provide MAP residents for Industrial Laundry (IDL) operations on a rotating basis. The IDL crew will consist of; One crew leader, one primary member and one alternate member. Rotation will begin on Monday morning and end on Sunday evening. On the occasion when the work would require staying up beyond a determined time at night, sleep-in privileges may be arranged. This should be the exception, not the rule. Residents who receive a sanction and loss of privileges will still be able to work in the MAP program on a case by case basis.

Upon completing MAP, residents will receive a certificate.

Culinary Arts Program (CAP)

The following CAP guidelines must be followed. Failure to follow may result in dismissal from CAP:

- Facility dress code must be followed at all times, including additional guidelines provided by the Department of Health.
- Misuse of CAP equipment may result in a sanction with possible dismissal from CAP.
- Communication with residents of the opposite sex is strictly prohibited. If communication with a resident of the opposite sex is necessary for meal purposes, please see a staff member.

Culinary Arts Program (CAP)

The Culinary Arts Program (CAP) is a vocational program (approximately 100 hours). Residents will receive a certificate upon completion of CAP and job leads at numerous food establishments utilizing RCCC. In addition to working in the kitchen CAP workers may be assigned as part of the Kitchen Steward crew. If assigned in this role your duties will include the maintenance and cleanliness of both the kitchen and dining areas.

Residents must be in Treatment (after 90 days or when treatment classes are complete) or Re-Entry phase in order to participate. An application must be completed and approved by Case Manager. Kitchen Staff will interview for final acceptance.

CAP members will:

- Report to work at the scheduled time and sign in and out of pod.
- Work on scheduled days.
- Set up and breakdown kitchen.

- Assist in the preparation of all resident and staff meals.
- Exhibit role model behavior.
- Perform all jobs and duties specific to the kitchen and follow all facility rules.

The program will address and focus on the following areas:

- Safety.
- Sanitation and Hygiene.
- Equipment use and handling (stationary, hand and other tools).
- Food Preparation, Processing, and Production.
- Understanding the importance of urgency and timing.
- Side work.
- Receiving product.
- Storage of product and rotation of stock.
- Management operations.
- Communication and Guest Relations.
- Employability skills.
- Job Ethics.
- Frisch’s Procedures and preparation.
- Gaining employment

The Core Behavior Management System

The Behavior Management System begins with addressing your immediate behavior. If you choose to engage in positive/pro-social behavior, you will receive a reinforcement, such as praise, food or special privileges. If on the other hand, you choose to engage in inappropriate behavior, staff will impose a sanction in which a privilege, such as television or telephone use, will be taken away.

Your behavior throughout the week is examined and if you meet the minimum weekly behavioral expectations, you will have an opportunity to participate in the weekly incentive and will in turn be supported in your phase advancement. The following chart shows how your immediate behavior will be addressed through the use of reinforcements and sanctions:

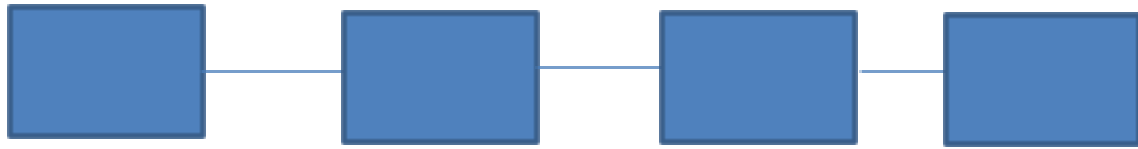
Pro-Social Behavior

(Immediate Behavior)

(Caught Being Positive Slip)

(Weekly Pod Incentive)

(Phase Advancement)



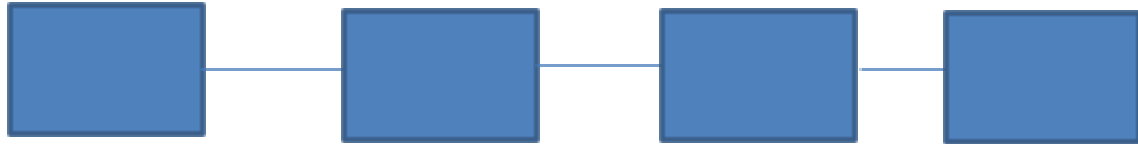
Anti-Social Behavior

(Immediate Behavior)

(Re-Direction)

(Loss of Privileges)

(Phase Denial)



Managing Your Behaviors

Cognitive-Behavioral Treatment (CBT) is based on the idea that our *thoughts* cause our feelings and behaviors, not external things, such as people, situations and events. The benefit of this fact is that we can change the way we think to act better even if the situation does not change. In CBT, *reinforces* are used to increase pro-social behaviors. The different types of reinforces are explained below.

Daily Reinforces

Staff members at River City Correctional Center (RCCC) are responsible for acknowledging pro-social behavior on a daily basis. Examples of daily reinforces are verbal praise and "Caught Being Positive" slips, which are explained next. Please note: Caught Being Positive slips are not to be given to residents upon request. It is an internal reward system that allows staff to acknowledge pro-social behavior.

"Caught Being Positive"

The "Caught Being Positive" Form is a paper slip (see figure below) that identifies the resident who is being positive, his or her positive action and the name of the staff person writing the slip. Examples would include using the skills learned in treatment classes or going above and beyond what is expected of you throughout the day. When staff members notice positive behavior, they may give you a "Caught Being Positive" slip. The benefits to receiving this will be explained later in the handbook.

Caught Being Positive Slip

Date: _____

Time: _____

Behavior: _____

Staff: _____

Resident: _____

The Friday Drawing

Another reinforcer is the "Friday Drawing". All "Caught Being Positive" slips are placed in a box as they are received. Every Friday, ten residents earn additional reinforcers. Staff chooses one resident of the week and then selects nine random "Caught Being Positive" slips from the box. Those chosen may select an additional reinforcer from a list of special reinforcers. After the Friday drawing, all the "Caught Being Positive" slips are returned to each resident. You can then save your slips over time in order to exchange them for more valuable items from the *Reinforcement Tree* (see next section).

The Reinforcement Tree

The purpose of the Reinforcement Tree is to give you additional incentive to make pro-social decisions. You may save your "Caught Being Positive" slips, as you might save or budget money, at home. The more slips you save, the greater the reinforcers you can "buy" with them. Reinforcers vary in value based on the number of slips used. Reinforcers range from candy and snacks, to extra phone cards and food from an outside restaurant. A list of reinforcers can be found in the itemized charts that are available on your pod. These lists will change on a regular basis as new items become available. You may make **one exchange** for **one item** per week. All requests must be made by the designated date and time to ensure delivery that week.

Pod Expectations

Along with privileges, come expectations and rules. Pod expectations have to do with day-to-day living. Residents are expected to be responsible and respectful to staff and peers. Failure to abide by these expectations will result in sanctions. Repeatedly not meeting expectations can lead to a higher Level sanction, up to an unsuccessful discharge from the program. (Examples include but not limited to dorm area clean and free of debris, beds made correctly every day, dress code followed, being prepared and on time for groups and classes.)

Hygiene

- Maintain daily hygiene. Practicing good personal hygiene and appearance is an important part of basic self-care and it also shows respect for yourself and others.
- Shower daily and brush teeth.
- Wash hands before meals and after using the restroom.

- Hair and nails must be clean and neatly trimmed at all times. No unusual or faddish haircuts are permitted, including but not limited to initials, symbols, multiple parts or geometric cuts.

Dress Code

- No hats, picks, combs, hair brushes, curlers, plastic caps, scarves or non-religious headdress outside dorm.
- Uniforms are required 7 days per week while on the floor.
- Phase colored shirt must be worn on the outside at all times.
- Shower shoes may be worn **only** in dorm and shower
- Footwear must be worn at all times. Tennis shoes may be worn during treatment and re- entry phases.
- Pants must be worn pulled up to the waist with shirts neatly tucked inside pants.
- Shorts may not be worn under pants.
- Everyone must wear undergarments. (i.e. white t-shirts, long johns, underwear, socks).
- River City badge and chain must be worn at all times with the picture visible.
- Badges must not be damaged or chewed. The cost for the first replacement badge and plastic holder is \$5.00 and will increase by \$5.00 for each additional badge and holder. Your I.D. badge must be displayed at all times. Nothing is allowed to cover your I.D. badge.
- Ink pens, pencils, etc. must stay on the pod.

Uniforms by Phase

Uniforms must be worn 7 days a week when on the day room floor.

- ORIENTATION: Green (male) or Orange (female) uniform, White T-Shirt, Tennis Shoes
- TREATMENT: Yellow T-shirt, Green/Orange uniform pants, Tennis Shoes
- RE-ENTRY: Blue T-Shirt, Green/Orange uniform pants, Tennis Shoes
- 60-90 – Tan T shirt. Green or Orange uniform pants
- JOB SEEKING: Personal clothing, dress shoes or work boots (if approved). A belt must be worn with pants; clothing must be free of advertising or large logos. Clothing must be clean and free of holes or tears. No red clothing may be worn.

Laundry

Clean bed linens will be distributed every seven days. Towels and wash cloths will be made available daily. Laundry machines are available on the PODS for personal use as well.

Laundry Procedure on the Pod for Industrial Laundry:

- 1) Every Resident will need to write their ID number on all of their belongings and bags with a permanent marker.

- 2) Everyone is to cinch up their bags by folding the bags over two times at the top. Then place the zip tie through the folds of the bag. Then, cinch tight the bags. Each Resident will get two zip ties. Nothing should fall out if this procedure is followed.
 - Small bag: for whites such as t-shirts, socks, underwear, bras
 - Large bag: pants, shorts, work shirts
 - Uniforms, towels and wash cloths do not go in your bags those items are washed separately
- 3) Both bags and all uniforms are brought downstairs on specific days.
- 4) Uniforms and towels/ washcloths are placed in large red bin while personal bags are placed in the smaller red barrels.

In Industrial Laundry the following rules apply (Two to Three Residents medically approved by medical will be responsible for washing bags, towels/washcloths and uniforms).

- Collect all red cans from pod
- Collect garbage and mop heads
- Towels should be started first
- Put towels in dryers then start sheets and mop heads
- Never put sheets in second dryer (they get tangled up)
- Next: clothes and uniforms are done washed and dried
- At the end of the day, vacuum under all three dryers and clean the drain trap (behind the 1st washer)
- Lastly: sweep and mop the floor and empty any trash (floor must be disinfected)
- Maintenance, Security Supervisor or above must approve and clear IDL

Pod washers and dryers are available for use.

Use of Maintenance/Cleaning Products and Equipment

River City requires residents to routinely use cleaning products in the performance of pod and facility housekeeping. These products are non-caustic. The cleaners are a neutral floor cleaner, a glass cleaner, a general disinfectant and a disinfectant sanitizer for cleaning sinks and toilets. Residents working in the Maintenance Assistance Program (MAP), Culinary Arts Program (CAP), or in Industrial Laundry (IDL), may come in contact with other products in those working areas. Staff will train residents on the hazards associated with a particular product. The appropriate PPE will be issued. Residents who work with lawn mowers, leaf blowers, etc. must wear sight and hearing protection. River City will not subject a resident to any working conditions that are deemed to be unsafe or unhealthy. Immediately tell an RCCC staff member of an exposure or accident that causes an adverse reaction.

Communication

- Be truthful to staff and peers.
- Any requests will begin with your Case Manager or Resident Supervisor
- Any discussion regarding your programming and completion of programming must go through the clinical team.

Mail

Your mail may be reviewed only if it is determined to be detrimental to the security and order of RCCC, or other valid reasons such as contraband. At no time will mail be withheld or unduly delayed as punishment. Once you are released from the program, all mail received is returned to the post office and documented on the "Return to Mail Log".

Incoming mail: Security will inspect all incoming mail before it is distributed. Each pod staff will distribute mail daily (except on Weekends and holidays), according to their schedule. Staff opens and inspects all mail and/or packages, except legal mail, for contraband. If contraband and/or inappropriate mail are found, the Resident Supervisor (RS) will forward it to the Supervisor On Duty. The Supervisor On Duty will inspect and if he or she verifies the mail is contraband and/or inappropriate, the mail will remain in the security office until you are contacted. At that point, you may decide whether the mail is returned to the sender or destroyed. This will be documented on the "Rejected Mail Log" or the "Contraband Disposal Log". Mail is not typically read, but **may** be read and rejected for legitimate facility concern only. Any correspondence received from the courts, attorney of record and/or public official, shall be opened by the resident in front of a staff member.

Outgoing mail:

- Place outgoing mail in the mailbox located on your Pod before 7:00 a.m. each morning.
- Outgoing mail must have your name, Pod ID # and RCCC return address.
- No other writing or pictures are allowed on outside of envelope such as artwork, writing or symbols. If staff finds an envelope to be inappropriate, it will be returned to you to re-address in an appropriate manner.
- Inappropriate mail may include, but is not limited to: Nude pictures and/or pornographic material, escape plans or threats to staff or other residents, illegal drugs and/or weapons, property suspected of being stolen, gang related material, any gambling material, tattooing materials, pictures that include alcohol or cigarettes, Polaroid pictures and/or oversized cards.
- Written correspondence to another correctional facility must be pre-approved by the Case Manager, Probation and/or Parole Officer and Executive Director.
- Use the pre-stamped envelopes with the RCCC name and address in the left hand corner of the envelope. All envelopes must be addressed appropriately, with full names and addresses of the receiving party.

- No letters may be sent to other residents in RCCC.
- Resident's letters may not be sent or relayed to other facilities via someone outside of River City.

Schedule

- Follow the facility and program schedule and attend all activities.
- Wake up at required time.
- Participate and be on time for all required Pod activities.
- The goal is to have 40 hours per week of structured activity. You will be responsible to track this time.

Behavior

- Respect others' privacy.
- Place hands behind back, stay to the right and maintain silence when walking in hallways.
- Pick up after yourself.
- Put things back where they belong.
- Possession of safety pins or paper clips is prohibited.
- Do not sit or congregate at the Resident Supervisor's desk.
- Removing anything from any staff's desk or office is prohibited.

Saturday Wake Up Times

It is your responsibility to sign the early wake-up list if needed. Saturday mornings consist of the following:

Housekeeping

- Maintain pod order and cleanliness.
- The top of lockers must be dusted every day.
- The dorm areas are closed during the day.
- Perform daily chores and assigned duties.
- Every Resident is assigned a chore to complete

Dorm

- Sleep only in YOUR bed in the dorm room you are assigned to. You may not sit or lie on anyone else's bed.
- You may only enter your dorm. If you do not sleep there, you should not enter.
- Neatly make bed every day. Per instruction
- Remain silent in bed once lights are out.
- One book is allowed in dorm (excluding one religious book and an AA or NA book).
- Follow posted shower rules.
- LOCKERS: shall be inspected and should be neat and clean in order of prescribed chart.

Dayroom

- Keep pens, pencils and money inside the pod area.
- Keep shoes on feet and feet off furniture at all times.
- Use of profanity is prohibited

- Sign in and out when leaving and returning to pod.
- Sleeping is not permitted on dayroom floor.
- Don't lean back on pod chairs.
- Dress code must be followed.

Dining Room

- Place hands behind back and stay right.
- Remain silent until seated with your food.
- Stay in your place in line. Do not skip seats. Remain in alphabetical order.
- Don't ask kitchen staff or servers for seconds.
- Keep food in the dining room.
- Go through the line ONCE. You may not return through a second time.
- Do not give food to another resident.
- After eating, place your plates, bowls, cups and utensils on the metal counter.
- Put all trash in the garbage then return to your seat.
- If residents of the opposite sex are in the dining or kitchen area, you may not have any verbal, written or physical communication.
- It is the responsibility of the resident to make sure they have all items before leaving the serving line area. If there is an issue let the Resident Supervisor know the problem and they will communicate with staff.
- There are assigned residents that are responsible for sweeping the floor, wiping tables with disinfectant rags and collecting salt and pepper shakers.

Recreation Yard

The recreation yard is a privilege; failure to follow these rules may result in a sanction and loss of this privilege:

- Chairs may not be taken outside.
- No food may be taken outside.
- Radio must stay inside.
- No lying down.
- No sunbathing.
- **Do not attempt to climb the fence or alter fence in anyway; failure to comply will result in a serious violation of RCCC policies and will result in a level 4 sanction.**
- Do not sit on the picnic table-top.
- All clothing items (shirts, shoes, etc.) must be worn; dress code must be followed.
- The **only** approved basketball games are: HORSE & Knockout; other games may result in a sanction and loss of ball.
- Do not touch the basketball hoop/pole.
- No excessive jumping or slam-dunks.
- During warmer months, residents can use sunscreen provided by the Pod Resident Supervisor.

- Per the Medical Department, shoes must be worn when playing basketball; shower shoes are not permitted.

Meals

The following are guidelines for all meals:

- Prior to meals, residents are to line up **alphabetically** in the pod on silence. Those serving sanctions are at the end of each line in alphabetical order. The walk to the dining hall is completed on silence with hands behind the back on the right side of hallway.
- Residents must be on silence while entering dining hall until seated with their tray.
- Residents may not lean on dining hall wall.
- Sharing of food, utensils, napkins, condiment packets, etc. is never permitted.
- All meal items must be obtained while in meal line. No resident may reenter the line for missing/forgotten items.
- Sound must be kept at a minimum Level during meal time.
- Residents may only speak with residents at their table.
- Residents may not speak with CAP residents in kitchen or to residents in another POD across the dish window.
- Residents must be on silence when the dish window opens at the end of each meal. This includes MAP & CAP residents.
- Residents must return to their seat and sit on silence after returning their tray and meal items to the kitchen.
- Silence will last through return to pod dayroom floor.

Phones

During the admission process, you are allowed one phone call to notify your family that you are here. All telephone calls are made on the residents' phones located in your pod. A computerized listing is made by the telephone company to include date, time, duration and number called. All calls are recorded and will be monitored at staff's discretion. See phone instructions posted on each pod. You may call your clergy or attorney of record after making arrangements with your Case Manager. If you need privacy, your Case Manager *may* allow you to make the call from his/her phone. Telecommunications Device for the Deaf (TDD) is available to any resident who has a hearing problem by submitting a request slip to their Case Manager.

Additional phone rules include:

- Each dorm will have designated time and days to use the phone.
- You are allowed 15 minutes per call only on free time.
- You are not permitted to make a call for another resident.
- No three-way or third party calls.
- You must wait 10 minutes between calls.
- Re-dial only twice; do not stay on the phone trying to get through while someone is waiting.

- Follow proper sanitation procedures when using the phone. (Use disinfectant wipes after using the phones)
- *Phone calls are a privilege. Please be aware you may lose this privilege, if found violating a rule.*

Chirping

This chirping device allows residents to send chirps (texts) to friends and family members. CPC will procure, install, support, and maintain all the required equipment at each facility where chirping will be deployed. Each chirping is assigned to an individual resident. The device must be unassigned before it can be assigned to a different resident. Residents cannot chirp other resident.

- All chirping devices are available upon request for new residents.
- After the request is made, residents are assigned a chirping device after they have processed through intake and taken to their perspective housing pods.
- All chirping device are turned into the charger on the dayroom floor by 9 p.m. Sunday through Thursday. Friday and Saturday, all chirp devices are to be turned in by 10:30 p.m.
- Any alterations to scheduled times will be posted on the housing pods.

Medical

The following are guidelines for trips to and from the medical department.

- Trips to and from medical are to be done on silence with hands behind the back.
- Residents must continue to be silent upon arrival to medical unless speaking with staff. Argumentative and defiant behavior shall result in a sanction. The nurse may advise a sick-call be placed for further medical advice.
- If instructed by medical, medication regiments are to be strictly followed.
- Residents who wish to see medical for injury or sickness must provide a medical sick-call slip unless otherwise directed.
- Nurse will check to make sure you are taking your medication.
- If you have any questions about a medical charge, place a request slip in the sick-call box on the pod; write “Attention: Nurse Supervisor or Designee.”
- Residents who feel their medical rights are violated may file a grievance. Please see resident handbook for further details.
- Twice a day, Med Pass will take place on the pod. When so, line up in alphabetical order. The pod is expected to be on silence.

Medication Assistance Treatment (MAT)

If a resident is an Opiate or Alcohol user, now have the option to receive Suboxone during their stay and a Vivitrol injection prior to being released from River City Correctional Center. Vivitrol is

an injection that lasts for thirty days and acts as a blocking agent against Opiates and Alcohol. Taking part in Medication Assistance Treatment is not a requirement to complete treatment but is another added tool to help fight addiction and assist in the recovery process. Once given the injection your Case Manager will help you sign up for Medicaid (if eligible) and will make an appointment for you once you leave River City to continue getting the injection.

Shaves and Haircuts

The following are guidelines for Medical Shaves and Haircuts. Note that if policies are not followed, both the barber and resident receiving haircut may be subject to a sanction.

- Though residents have the potential to request a barber permitting availability, staff will have final say.
- The shave and haircut schedules are subject to change.
- Talking must be kept to a minimum.
- Job-seeking and working reentry residents may receive a conservative fade.
- Clippers must be sanitized following each use of an electric razor or trimmer

Searches

Contraband

The Resident Supervisor III and/or other designated staff thoroughly inspect all areas of the facility accessible to residents on a weekly basis to ensure that there is no degradation of the physical security of the facility. The Resident Supervisor I and/or other designated staff conducts isolated security spot-checks on a daily basis. If illegal contraband or property damage is discovered, an Incident Report Form is completed and forwarded to the Chain of Command and the search and its findings are recorded in the Central Control Logbook. If the contraband is minor in nature, such as food in a locker, pornography, etc. a written pull up or Conduct Report may be issued. When major contraband is disposed of, it is listed on the Contraband Disposal Log. Security procedures are reviewed in the attempt to discover how the contraband was brought to the facility.

Resident Supervisors conduct random locker and facility searches. They also conduct random pat down searches of Residents. All workers will receive a pat down upon return to the facility and are subject to random strip searches. If a staff member suspects a Resident is attempting to conceal contraband, then the policy for conducting a strip search is initiated.

River City Correctional Center provides residents with a list of allowable items. Items not on the list are considered contraband. The list is also available in the Resident Handbook.

Residents moving in the facility are searched for contraband items. Any contraband items found during this search are confiscated major contraband is recorded on a Contraband Disposal Log. If the contraband is illegal, an Incident Report Form is completed and forwarded to the Security Chief or designee via the Chain of Command. The search and its findings are entered into the Central Control Logbook. This search is a pat down/risk type search. Strip searches are conducted on a random basis or if a staff member has reasonable suspicion a resident is attempting to conceal contraband. The policies and procedures to authorize a strip search are then activated.

The following items are not allowed at River City and will be confiscated:

- Batteries
- Nails and screws
- Cologne
- Oversized belt buckles
- Drugs, including alcohol & tobacco products
- paperclips and rubber bands
- Metal fingernail files
- Permanent markers
- Glass items
- Pornographic photos and/or literature
- Gum
- Hairpins
- Scissors
- Needles
- Pins
- Unauthorized jewelry
- Wire notebooks
- Unauthorized keys
- Spray cans or aerosols
- Letter openers
- Money
- Wallets, watches, or purses (except when approved for re-entry)

This list is not comprehensive and other items may be considered contraband, if any contraband is found, it should be turned into staff.

RCCC Resident Rules and Protocols

Unauthorized Areas

The following areas are unauthorized **unless approved by staff**:

- Less than three feet radius from Resident Supervisor desk.

- Staff bathroom hallway on pod.
- Underneath pod stairs unless approved for exercise or cleaning.
- Next to door leading from dayroom floor to recreation yard.
- Laundry room unless accompanied by laundry crew or staff.
- Classrooms unless supervised by staff.
- Dorms unless during nap, hygiene or lights-off.
- Upper-tier of dayroom floor (you may only be seated or en-route to/from dorm or restroom); no socializing.
- Behind Resident Supervisor desk; both upper and lower.
- Sitting on stairs.
- Restrooms; Residents must ask permission from Resident Supervisor, or from facilitator if during a group.
- Dorm restrooms unless during nap, lights-off, hygiene or 30 minutes after eating. Note that dorm restrooms may not be used by residents serving a sanction during free-time.
- Recreation yard unless supervised;
- Sitting or socializing within 5 feet of any fire door.
- Sitting in an order that is not-alphabetical during meal time unless in MAP, CAP or serving a sanction. If serving a sanction, residents must fill seats with no gaps, beginning at end-cap of no-privilege table.
- **Do not approach staff or visitors who enter the POD, there are request forms to see staff if you have questions. Your case manager is always your first point of contact.**

Residents Serving a Sanction with Loss of Privileges

The following activities are not approved for residents serving a sanction

- Phone use.
- Residents with no privileges may not order commissary
- Any use of areas designed as rewards or benefits to residents.

Off-Site Policies

The following guidelines apply to all residents who leave off-site:

- Residents must sign out on the sign-out sheet in Intake Department (then sign-back in upon return). Failure to do so will result in a sanction.
- Pod ID's must be left in the facility.
- Medically permitting, all residents must wear shackles and cuffs.
- Contraband brought on-site will result in a sanction with possible criminal charges.

- If job-seeking, working or community service, failure to follow your itinerary will result in a Level 4 sanction.
- All returning residents are subject to a strip search, blood-alcohol Level test and drug test.

Due Process Procedure

If a resident receives a Level 4 sanction they may request a Due Process Hearing, the resident will receive written notice of when the Due Process will take place. He or she will be given a copy of the Notice of Due Process Hearing form. The Due Process Hearing Notice is given to the resident at the same time it is filed with the Due Process Committee. The Operations Director, or designee, determines the time and place for the hearing. It is the responsibility of the Case Manager to notify the resident of the approximate time of the hearing.

RCCC can provide for postponement or continuance of the disciplinary hearing for a reasonable period of time, if necessary, and all parties will be notified. RCCC will provide a disciplinary decision based solely on information obtained in the hearing process, including staff reports, resident statements and evidence derived from witnesses and documents.

The hearing process begins with the resident's opportunity to respond to the allegations. During the hearing the resident may make statements and present documentary evidence and witnesses. The Due Process Committee considers the case and forward their recommendations to RCCC's Executive Director for consideration. The resident will then be informed of the findings in writing by their Case Manager.

Use of Segregation

A resident may be put in administrative isolation/segregation if the resident's behavior becomes a threat to himself/ herself or others. Ak resident may also be put in segregation for medical reasons.

Sanctioning Grid Orientation and Treatment

The purpose of sanctions is to stop negative behavior. The following represents sanctions that may be applied if you fail to follow program expectation.

Level 1	Consequence
<ul style="list-style-type: none"> *Using Profanity *Not following staff request *Not following dress code *Not meeting a unit expectation 	<ul style="list-style-type: none"> Redirection Immediate 1-hour chore (may be removed from group losing dosage hours.) Continuation or refusal will result in level 2
Level 2	Consequence
<ul style="list-style-type: none"> *Lying to staff *Not fulfilling treatment or job expectations *Sharing personal items *Continued Level 1 behaviors 	<ul style="list-style-type: none"> White shirt for 48-hour restriction of privileges Loss of Chirp, tablet, phone, video visitation. Additional 1- hour evening chore per day Optional: Behavior Contract Optional: Internal Sanction Hearing for continued negative behaviors
Level 3	Consequence
<ul style="list-style-type: none"> *Verbal aggression toward peers *Engaging in financial transactions *Possessing money *Unauthorized contact between residents *Gambling *Repeated non-compliance with staff instructions <i>(Level 1 or 2 must have already been issued for behavior)</i> *Slurs based on race, ethnicity, gender, sexual orientation 	<ul style="list-style-type: none"> 3-day suspension of privileges White shirt 1-week phase suspension Loss of chirp, tablet, phone, video visitation and commissary 1-hour additional evening chore per day. Behavior Contract Optional: Internal Sanction Hearing for continued negative behaviors

<ul style="list-style-type: none"> *Located in unauthorized area *Continued Level 2 behaviors (3 in 14 days) 	
<p>Level 4- Written Conduct Report (will be approved by Director or designee)</p>	<p>Consequence</p>
<ul style="list-style-type: none"> * Verbal aggression toward staff * Abuse of property <ul style="list-style-type: none"> ● NO USE OF CASH APPS FOR ANY REASON OR ANY OTHER FINANCIAL TRANSACTIONS ARE PERMITTED. * Violating behavioral contract * Possession or use of alcohol or other drugs, tobacco or smoking paraphernalia * Possession of a weapon * Physical horseplay or physical violence * Immediate threat of violence *Sexual behavior *Illegal Behavior *Continued Level 3 behaviors (3 in 14 days) *Substantiated PREA allegation <ul style="list-style-type: none"> ● Interfering with the safety and security procedures 	<p>7 day suspension of privileges with phase suspension</p> <p>White shirt 1-week phase suspension Loss of chirp, tablet, phone, video visitation, commissary 1-hour additional evening chore per day</p> <p>Behavior Contract Optional: Internal Sanction Hearing for continued negative behaviors</p>

<p><i>Sanctioning Grid: Re-Entry</i> The purpose of sanctions is to stop negative behavior. The following represents sanctions that may be applied if you fail to follow program expectation.</p>	
<p>Level 1</p>	<p>Consequence</p>
<ul style="list-style-type: none"> *Using Profanity *Not following dress code 	<p>Redirection</p>

<ul style="list-style-type: none"> *Unauthorized contact between residents & correctional mail *Gambling *Repeated non-compliance with staff instructions (<i>Level 1 or 2 must have already been issued for behavior</i>) *Slurs based on race, ethnicity, gender, sexual orientation *Located in unauthorized area *Continued Level 2 behaviors (3 in 14 days) 	<p>Optional: Internal Sanction Hearing for continued negative behaviors</p>
<p>Level 4- Written Conduct Report (will be approved by Director or designee)</p>	<p>Consequence</p>
<ul style="list-style-type: none"> * Verbal aggression toward staff * Fired from MAP/CAP/Community Service * Violating offsite agreement or Behavior Contract * Possession or use of alcohol or other drugs, tobacco or smoking paraphernalia * Physical horseplay or physical violence * Immediate threat of violence *Sexual behavior *Illegal Behavior 	<p>7-day suspension of privileges White shirt Return to level two treatment phase for one week No off grounds activity 1-week additional time added Loss of chirp, tablet, phone, video visitation Loss of in person visitation 1-hour additional evening chore per day. Removed from Honor dorm</p> <p>Optional: Behavior Contract</p> <p>Optional: Internal Sanction Hearing for continued negative behaviors</p>

*Continued Level 3 behaviors (3 in 14 days)

*Failure to follow medical procedures while on work release

*Substantiated PREA allegation

*Interfering with Safety and Security
Procedures

Believe in yourself and your ability to do anything you choose to do.....

Welcome change as it is an opportunity to grow & learn.....