

West Central Community Correctional Facility

Male Resident Handbook

Formatted 07/01/2023

Handbook Index

<u>Subject</u>	<u>Page Number</u>
Welcome, Mission, Philosophy	3
Executive Director Statement	4
The Lighthouse	5
Program Description	6
Phase System	10
Discharge Policy	15
Stepping Stones	17
Weekly Incentive	19
Program Expectations/Definitions	20
Cardinal Rules	24
Count Time/Resident Movement	25
The Bench Rules	26
Phone Expectations	27
Mail/Email Rules	28
Visitation	29
Tablet Expectations	30
Sanctioning Grid	31
Dispute Process	37
Residents in “No Privileges”	37
Resident Grievance Procedure	40
Resident Rights	41
Medical/Dental Consultation	43
Grooming Standards	44
Clothing/Dress Code	45
Cleaning Standards	49
Bunk/Locker Standards	52
PREA	55
Emergency Plans	57

West Central Welcome

Welcome to West Central Community Correctional Facility. The resident handbook is provided to help you better understand our program. The content of this handbook is your responsibility to read and understand. The information included is vital for success in our program.

From the time of your admission and throughout your stay at West Central you will be referred to as a resident. Each new resident is assigned a big brother to assist in the transition. Your big brother will answer questions and assist you while learning the daily/weekly routine. Staff will facilitate daily orientation classes to help you understand the program, rules, structure, and the cognitive behavioral treatment (CBT) model that West Central utilizes.

There are several program activities that you will become involved in immediately upon admission. You will participate in assessments by the education and clinical departments. CBT is facilitated in both individual and group sessions. You and your assigned counselor will define your needs, set goals and objectives, and develop an individualized treatment plan that will guide you through the program. We will target criminal thoughts/attitudes, peer associates, healthy living environments, education, employment, finances, family relations, and substance use issues. We are here to assist you in your journey to make the changes necessary to live a productive, sober, prosocial life.

West Central Mission Statement

It is the mission of the West Central Community Correctional Facility to prepare offenders for re-entry into the community with program integrity by meeting established standards in a safe and secure treatment environment.

West Central Family Philosophy

We believe in order to live a sober, healthy, productive, prosocial life, we will no longer be trapped by our past; we choose to be driven by our spirit. We will establish ourselves as role models, holding ourselves accountable, giving positive feedback, showing care and concern to our community members. We value the power of individual change, by accepting community as method of change. We dedicate our work to being our “brother’s keeper” to maintain our healthy family membership. Through the power of honesty, awareness, respect, education and accountability. **I WILL SUCCEED!**

WELCOME FROM THE EXECUTIVE DIRECTOR

Welcome to West Central Community Correctional Facility. You are about to embark on probably the most challenging and exciting life-changing experience that you ever thought possible.

As a new member of the West Central Community, you no doubt bring a variety of life experiences that will have everything to do with your ability to successfully become immersed in our community. However, you will quickly learn that you need not be trapped by your past, that although you are feeling angry, depressed, guilty or sad, the community understands.

There are two things common to all residents admitted to West Central. There was a judge who believed you could benefit from treatment at West Central. The judge who recommended your admission believes that you can change the lifestyle and behavior which led to your felony conviction. That judge believes confinement in a state prison will not have the desired effect. Prison may cause more problems than it solves and by all means will not provide you opportunities to learn and practice prosocial skills necessary to succeed in life. The judges are aware of the difficulty and challenges you as a new resident will experience during your stay at West Central and strongly support your recovery.

The West Central staff is a group of trained professionals. I am particularly proud of each person who has dedicated his/her work to minister to the men in our community. Staff has many things in common with our residents. We each bring personal life experiences which affect the way we interact daily. These life experiences, in addition to our training, provide a program of integrity, professionalism and by all means a program that cares for each resident admitted. Residents interact with staff in various ways. Regardless of job titles, staff is trained to understand the values of the organization and how the program functions. Your interaction with each member of the staff provides an opportunity for you to practice the prosocial skills you are taught. Many residents have had little or no success interacting successfully with people in authority or people who are somehow affecting their lives. Interaction with staff provides residents with the opportunity to engage in positive relationships with authority and an opportunity to demonstrate progress in their program.

Cognitive Behavioral Therapy (CBT) is the treatment modality utilized by the West Central Community Correctional Facility. You will be engaged in groups that utilize CBT from your first week in the facility until your final day in the program. As a resident at West Central you will have many opportunities related to the development of skills that you will utilize upon your release and transition into society.

The staff and residents of West Central again welcome you and wish you well as you begin this life-changing adventure. Please take full advantage of every opportunity you will have to increase your understanding of the issues that caused your incarceration. We will do all we can to assist.

West Central Is a Paradigm – Shifting Experience

As the staff considered a fitting logo, we learned of the following story:

Several battleships had been at sea in heavy weather for several days. The visibility was poor, the fog thick, when the lookout reported, "Light bearing on the starboard bow."

"Is it steady or moving stern?" the captain called out.

The lookout replied, "Steady, Captain," which meant the ship was on a dangerous collision course with another ship.

The captain then called to the signalman, "Signal that ship: *We are on a collision course, advise you change your course 20 degrees.*"

"*I'm a seaman second class,*" came the reply, "*you better change your course 20 degrees.*"

"*I'm the Captain, change course 20 degrees,*" retorted the Captain, now furious.

"*I'm a lighthouse,*" the next reply simply said.

The ship changed course.

Reprinted with permission from Proceedings

©1987 U.S. Naval Institute

The Lighthouse serves as a reminder that we cannot miss opportunities to change what we can about our behavior or attitude, rather than waiting for others. It reminds us to consider taking *A NEW DIRECTION*.



West Central Program

West Central is a 6-month program for men who might otherwise spend their felony sentences in prison. West Central utilizes Cognitive Behavioral interventions to assist residents in replacing criminal thinking (negative) and behavior patterns with prosocial (positive) thinking and behavior patterns. Each resident will be assessed to determine areas of risk. Individualized treatment plans are then created based on those areas. Residents will receive treatment dosage (the amount of treatment hours) based upon risk level.

All residents will participate in orientation groups which will provide an overview of program expectations, rules, and philosophy. Orientation groups will also begin to introduce cognitive behavioral concepts to residents that will be utilized throughout the program.

Staff will utilize the Thinking for a Change curriculum which is an integrated cognitive behavioral change program. This is a problem-solving curriculum that has both cognitive restructuring and social skill interventions. This curriculum helps residents identify negative thought patterns and how to replace those thoughts with positive thinking which in turn will lead to positive behaviors. Residents will learn skills by introduction and staff modeling and then will practice the skill themselves during role plays. Residents will also complete homework assignments to continue practicing skills learned in group.

Residents will attend additional booster sessions of this group which will allow for practice in problem solving and will introduce new social skills for use. Additional groups will be offered in regard to substance use, family and healthy relationships, and trauma survival group. Residents with substance use issues involving opiates and/or alcohol will be given an opportunity to participate in our Medication Assisted Treatment program.

Additional programming will include educational classes for students to pursue their GED or their high school diploma. An Employability Skills group is facilitated by the employment department. Volunteers are regularly scheduled at the facility to facilitate AA meetings, NA meetings, and spiritual activities.

Residents will have an opportunity to participate as members of various crews where they can practice skills learned within the program and also demonstrate vocational skills. Vocational training is available as an Assistant Cook and as a Maintenance Tech. These positions offer residents the ability to learn new skills.

West Central is a structured environment with staff acting as the chain of command. This structure challenges behavior and thinking that is affiliated with the drug and criminal lifestyle and offers an opportunity to achieve satisfaction from accomplishment. As residents progress through the program, they earn increasing amounts of privileges. In this way, participants learn that they are responsible for their actions and take control of their lives in a prosocial manner.

Transition Assistance:

- When you enter Re-entry Phase (Phase III), you will be aided with your transition to the community, including referrals to assist you in locating suitable housing, employment, clothing, medical insurance, substance use treatment, and/or mental health treatment.
- Residents that earn the privilege of work release are charged five dollars a day or thirty-five dollars a week for facility services. Provisions are made for those who are unable to pay program costs. When a resident owes West Central money for services, West Central may deduct up to sixty-five percent from his resident account, not to exceed the amount owed.

Family and Community:

- Before successful discharge from the facility, you will have opportunities for involvement with family and community activities.
- Residents will be eligible for approved visitors after they advance to Treatment Phase (Phase II); of course, all visitor requests get reviewed and approved by staff as well as probation officers (that takes time), so it is important to send up your Visitor List as soon as possible. Visitors can be denied admission if there is substantial evidence that the visitor poses a threat to your safety or the security of the program.
- Provisions are made for special visits. See your Counselor for approval.
- West Central also offers family counseling, to assist in developing stronger family connections and better communication between families. If you are interested in these programs, please speak to your Counselor about a referral.
- Resident's responsibility will increase throughout the program through community service, furloughs and work release.

Recreation and Leisure Activities:

- Residents will have access to writing and seating space, and West Central maintains these in operable condition.
- Recreation and leisure activities are available during approved recreation times within the daily resident schedule.
- Residents have the opportunity to practice their religion as long as it does not interfere with regularly scheduled programming. There are also many community volunteers who come to the facility on a regular basis to offer chaplaincy services as well as offering transportation when residents are able and interested in attending outside church functions. West Central believes that spirituality is part of your recovery plan and will encourage you to pray, reflect and/or journal every day.
- There may be other volunteer facilitated activities such as guitar, crochet, yoga, fitness, etc.

Communication:

- West Central also offers telephones for your use. Your primary counselor and/or the Family Specialist are also available to answer questions from family members or friends and transmit messages that are program/treatment related.
- Residents have the opportunity to purchase envelopes in order to send mail. Indigent residents may receive envelopes each week to maintain community ties.
- Mail, both incoming and outgoing, may be opened and inspected for contraband when

based on legitimate facility interests of order and security. Mail may be read or rejected. You will be notified when incoming mail is returned or outgoing mail is withheld.

Education

The Education Department provides educational services and assessments to all residents. Residents who do not have a verified high school diploma or GED are given TABE academic skills test and placed in academic classes that meet on a regular basis. The focus of the academic classes can include basic skills improvement and GED preparation. The Education Department can also provide tutoring to improve literacy and provide assistance with information regarding higher learning and financial aid. In addition, the staff works with residents who have a desire to further their education by helping them make connections with local institutions of higher learning. The education department is partially funded with an ASPIRE grant. Residents have access to the resident computer lab and are encouraged to use the additional resources in the male library. West Central is currently a Pearson Vue testing site for the GED. Residents are able to obtain their GED while at West Central.

Clinical

The Clinical Department utilizes the Ohio Risk Assessment System to identify needs for each resident. Each resident is assigned a counselor who will assist residents in achieving objectives through exploration of needs, problems, strengths, feelings and decision-making options. The Primary Counselor and other staff members provide case management services which bring services, agencies, resources or people together with a planned framework of action toward the achievement of established goals. These staff members facilitate a host of cognitive behavioral groups. They also conduct individual sessions using a specific model.

Family Counselors

The goal of the Family Counselor is to help the residents and their families develop healthy relationships and have adequate communication. This department hosts visitor orientation, conducts individual meetings with residents, and hosts meetings with residents and their family members. This department also oversees volunteers at West Central. They recruit, educate, train, and schedule all of our volunteers.

Mental Health Services

The Mental Health Manager can meet with residents to assess for mental health needs. Ongoing treatment sessions can be held and offered in an individual or group setting. This department coordinates and communicates with the Clinical and Medical Departments to assist in meeting needs of residents. Outside community agencies may also be on site to provide services to residents.

Cognitive Behavioral Facilitator Department

Our trained CBT Facilitators will be responsible for facilitating six groups 5 days per week. Residents will receive treatment hours by participating in our structured teachbacks. West Central Facilitators will also be responsible for helping residents understand how class lessons relate to CBT tools, social skills, and emotional regulation. Our goal is to create a productive Community in and outside of the scheduled classes.

Court Services

The Court Services Department is the liaison between West Central and the eight Common Pleas Courts and probation departments we serve. The department is responsible for the screening and admission of all residents. This requires staff to meet with all residents prior to their admission to determine if they are appropriate and to provide a complete explanation of the program. In addition, Court Services coordinates and schedules admission of all residents with the courts and probation departments. The Vocational Services Case Manager arranges community service for the residents. The Vocational Services Case Managers also assist in arranging job opportunities while residents are here and upon their successful discharge. The Reintegration Case Manager works to assist residents with a smooth transition to the community they are returning to by establishing continuation of care appointments with the courts and local providers. They may also assist in finding suitable housing options. They are responsible for community contacts in the counties West Central serves.

Human Resources

This department is responsible for staff recruitment and hiring. The department sets up and maintains employee personnel files and the training files. They provide initial staff orientation training to onboard new staff members.

Medical

The Medical Department provides medical care for all residents. Medication is given four times a day at med calls. Med calls are currently being held at 7:00-7:30 a.m., 12:00 pm, 4:30-5:00 p.m., and 8:00 pm. Sick call is offered to all residents sending up a Medical/Dental Complaint Form. Sick call is currently Monday through Friday. The Medical Department currently has a contract physician for 4 hours per week, two nurses on staff, and a medical assistant. We also have a Medical Department staff member on call 24 hours a day, 7 days a week. There is a continuum of medical care that all staff follows that ensures residents have emergency care available at all times. All of the above information is given to the resident during their intake physical and health assessment. The Medical Department oversees the medication assisted treatment program.

Clerical Department

The clerical staff is responsible for duties in almost all departments. The majority of their time is spent providing clerical support to the Clinical Department by setting up Master Charts, filing, sending out correspondence for residents. They assist Fiscal and Human Resources as well. They are responsible for both resident and staff mail. The Clerical Specialist handles any issues with resident phones and kiosk issues.

Facility Coordinator (MIS and Maintenance)

The MIS Department manages all computers, telephone & wireless networks/technologies. These systems are used to facilitate staff communication and support resident rehabilitation. It is the goal of the MIS department to develop and obtain the most up-to-date technologies, while making them as user friendly as possible. The Maintenance Department is responsible for maintaining the building standards and making general maintenance repairs on the building and the property. This department oversees the Maintenance Crew. These residents assist the Maintenance Department at West Central and can learn new job skills at the same time.

Food Service

The Food Service Department is responsible for planning, ordering, and preparing all meals served at West Central. The department trains residents to work in food service as part of a crew or as an assistant cook. These positions allow residents to learn skills to prepare them for the real world.

Resident Services

The Resident Services Department is responsible for the safety and security of the building and the individuals who live and work within it. The Resident Services staff members conduct security duties to include searches, pat downs, transports, and observation. This department monitors all floor activities and engages in effective use of reinforcement and disapproval.

Fiscal Department

The Fiscal Department is responsible for managing the operating budget for West Central and handling the resident accounts. This department also approves items needed by residents and the community.

Phase System

PHASE I: Orientation Phase

Approximate Length: 2-3 weeks

Phase Description:

All residents who enter the program will enter the Orientation Phase.

Resident goals during this phase include:

- Work with staff to develop the initial treatment plan
- Review the resident handbook
- Participate in 6 Orientation CBT groups
- Complete intake assessments, including pre-post testing
- Complete educational assessments
- Attend orientation groups as assigned

Staff goals during this phase include:

- Complete all assessment, pre-post and educational testing
- Completion of treatment/case plan
- Determine resident group placement based upon needs identified by assessments
- Address any issues regarding resident adaptation to the new program
- Target resident motivation to change (via orientation sessions, individual/case management sessions)
- Administration of the In-program Client assessment and other pre-post tests for baseline measures

The primary therapeutic goals are resident engagement in treatment and identification of need areas.

Furloughs:

Residents will only be permitted to leave the site for an approved medical or court appointment with staff or law enforcement.

Phase I privileges:

- 5 Pictures
- Ability to purchase hygiene items
- One initial phone call on intake day. After the completion of 7 days in the program, you may make seven phone calls per week. (No more than one per day). Phones are only used during quiet study and recreation times.

PHASE II: Treatment Phase

Approximate length: 7-15 weeks

Phase description:

All residents who meet the objectives in the orientation phase will enter the Intensive Treatment Phase.

Resident goals during this phase include:

- Attendance to core treatment groups which focus on antisocial attitudes, prosocial skill development and identified criminogenic need areas
- Attendance to GED/vocational education
- Participation in individual therapy and/or case management sessions
- Display progress in meeting objectives identified on the treatment plan
- Follow the facility rules with a limited number of write-ups and increased privileges relative to Phase I
- Successfully complete 30 days on a West Central Crew.

Staff goals during this phase include:

- Facilitation of core treatment groups
- Conduct individual and case management sessions
- Assist residents to identify antisocial attitudes and skill deficits
- Work on resident prosocial skill development
- Continue to work to engage family members/community supports in the program
- Monitor resident progress in meeting goals outlined in the treatment plan
- Engage in regular reinforcement of prosocial decisions.
- Reinforce resident self-appraisal of antisocial attitudes and skill deficits
- Administration of the In-program Client assessment to assess progress prior to phase advancement

The primary therapeutic goal is teaching resident core prosocial attitudes and skills.

Off Site activity:

Residents in Phase II will be eligible to leave the facility if it is related to community service or treatment. Residents must have been in the program for 30 days and not be on the denied access list to be eligible. Residents will only be permitted to leave the site for an approved furlough if the treatment team and probation department approves the pass. The Reentry Case Managers/Counselors will determine community service participation.

Phase II Privileges:

- 5 pictures
- Ability to purchase hygiene and/or snack items if money is in account
- Fourteen phone calls per week. 15-minute limit. Maximum two per day. Phones are only used during quiet study and recreation times.
- One video visitation per week from on-site kiosk. One video visitation per week from visitor's home computer/phone/tablet.
- Eligible for treatment/community service activities off site
- Participation in recreation activities
- Eligible to participate in outside recreation after 30 days.

PHASE III: Reentry Phase

Approximate length: 3-8 weeks

Phase description:

All residents who meet the objectives of the treatment phase will enter the Reentry Phase.

Resident goals during this phase include:

- Completion of core and need specific treatment sessions
- Attend treatment groups which focus on graduated practice of core skills and relapse prevention planning
- Attend booster/advanced practice sessions
- Attendance to education/work
- Participation in individual therapy/case management
- Continued progress in meeting objectives identified on the treatment plan
- Continued following of program rules with a limited number of write-ups and increased privileges relative to Phase II
- Development and approval of a comprehensive relapse prevention plan

Staff goals during this phase include:

- Facilitation of core treatment groups
- Conduct individual and case management sessions concentrating on reentry issues
- Assist in developing aftercare plan, including making referrals for ongoing services

- Reinforce resident's progress in the program and ability to lead a crime-free lifestyle
- Assist family members/community supports with transition of resident back to the community
- Determination of resident's readiness to complete the residential portion of the program via administration of post-testing including attitudinal assessments and In-program Client Assessment

The primary therapeutic goal is building resident self-efficacy so that the resident is confident in his ability to lead a crime-free life.

Off Site activity:

Residents in Phase III may be eligible for furloughs related to aftercare planning (attendance of AA/NA meetings, counseling appointments, mental health treatment, etc., or other reasons deemed necessary). Furloughs should not interfere with completion of treatment sessions. Treatment team and probation department approve all furloughs. Residents are eligible to participate in community service and employment opportunities as deemed appropriate by the court services department (residents must successfully complete 30 days on a crew before being approved for community service or employment). Residents who have lost privileges will not be permitted to attend work or participate in community service until their privileges have been restored.

Phase III privileges:

- 10 pictures
- Ability to purchase hygiene and/or snack items if money is in account
- Unlimited phone calls per week. 15-minute time limit. Phones are only used during quiet study and recreation times.
- Two video visits per week from on-site kiosk. Two video visits per week from visitor's home computer/phone/tablet.
- Eligible for treatment/community service/employment activities off site
- Participation in recreation activities
- Eligible to participate in outside recreation after 30 days

Phase Review Process

- Phase review from Orientation Phase to Phase II:
 - Successful review:
 - Earned at least 1 weekly incentive
 - Completion of Orientation sessions (unless overridden by assigned counselor—i.e., additional sessions assigned to assist with learning disability/motivation)
 - Demonstrate use of an orientation tool for the phase panel (e.g., behavior chain, thinking report) and passes the phase panel test.

- Any resident that does not enter Phase II by 4 weeks may be put on probation. Residents unable to make Phase II by 6 weeks should be reviewed for termination from the program.
- Phase review from Phase II to Phase III:
 - Successful Review:
 - Earned at least 6 weekly incentives (from the start of Phase II) for moderate risk residents.
 - Earned at least 8 weekly incentives (from the start of Phase II) for high risk and very high-risk residents
 - Completion of core treatment programming (unless overridden by Counselor)
 - Made progress according to In Program Behavior Assessment
 - No Level 3 sanctions or higher in a 7-day period
 - Demonstration of an identified skill in individual session (e.g. coping skill related to a high risk behavior)
 - Successful completion of 30 days on a crew
 - Any resident who does not enter Phase III by 18 weeks may be put on probation. Residents unable to make Phase III by 20 weeks should be reviewed for termination from the program.
- Phase review from Phase III to successful completion
 - Successful review:
 - Earned at least 3 weekly incentives (from the start of Phase III)
 - Completion of programming, according to the treatment plan
 - Presentation of Relapse Prevention Plan with demonstration of an identified coping skill listed on the plan.
 - Passed the Re-Entry Test
 - Made progress according to In Program Behavior Assessment
 - Any resident unable to complete the program by 24 weeks would be reviewed for unsuccessful termination.

Residents eligible for phase advancement will request movement by completing a phase application. The primary counselor will bring the application to treatment team for review. The Program Director (or designee) will be responsible for assuring all phase reviews are completed as outlined in this process.

West Central Discharge Policy

Residents must be discharged from the West Central Community Correctional Facility in accordance with established criteria, and, when possible, the resident must be informed of the reason for discharge. The Executive Director has the authority to remove or transfer a resident from the program. Types of discharge include the following:

Successful Discharge: The resident completed all phase requirements of the program. All residents completing the program will need to be picked up by an approved visitor who has a valid Driver's License.

Unsuccessful Discharge: The resident did not complete all of the phase requirements of the program for one of the following reasons:

1. **Voluntary:** A request by a resident who wishes to discontinue his involvement with the program after staff has attempted intervention.
2. **Medical:** Resident is discharged due to severe medical/psychological conditions.
3. **Disciplinary:** Resident is discharged as a result of a facility disciplinary hearing board's decision.
4. **Abscond/Escape:** Due to the resident escaping from the facility, absconding, or being away from approved location without authorization.
5. **Administrative:** The resident's behavior/attitude is such that they cannot meet the expectations and requirements of phase progression and program completion. Any other reason not addressed in voluntary, medical, disciplinary, or escape would be an administrative discharge.

How Does a Resident Request a Voluntary Unsuccessful Discharge?

A resident may request to voluntarily leave the program. Once a resident has completed all orientation classes, he may start this process. We have residents wait until the orientation classes are completed so they have enough time to truly evaluate the program and what it has to offer. However, if a resident elects to utilize this process, every attempt will be made to complete the following process in less than 24 hours. A refusal to follow these steps as written means that a voluntary discharge will not be granted.

1. Notify staff of his intention to request a voluntary discharge in writing.
2. Staff that receives the written request will make contact with the resident and notify him when to begin the process. Once the process has started the resident should take the “bench” for one hour. This allows the resident a quiet time to think through his decision.
3. After the time on the “bench,” the resident will complete a two-page paper on why he is choosing to leave the program instead of completing treatment at West Central. Paper will be submitted to staff.
4. The resident’s primary counselor or clinical staff designee will meet with the resident individually to discuss the decision. Clinical staff may call other staff or residents to meet with the individual to discuss his decision.
5. The resident’s primary counselor or clinical staff designee may facilitate a phone call between the resident and the Probation Officer assigned to supervise the resident to discuss his decision to leave the program.
6. During this process, the resident may be segregated from the other residents.
7. The resident may withdraw the voluntary discharge request at any time prior to the time transportation arrangements have been made.
8. A decision will be made at the director level to contact the sentencing court or the probation officer. Once transportation arrangements have been completed, a withdrawal will not be accepted.

“The Stepping Stone Way”
The West Central positive reinforcement/reward system

Stepping Stones

A stepping stone may be provided to a resident at any time for engaging in **prosocial** behaviors. Stepping stones will be awarded to the resident based on observing the resident doing something prosocial. Examples include:

- A resident who typically struggles with participating in group may be given a stepping stone for doing an exceptional job
- A resident who participates in helpful behaviors
- Staff may give a resident a stepping stone for volunteering for a community service activity
- A resident who disengages from an argument could be given a stepping stone

The following can be used as guidelines as to when to give a resident a stepping stone—evidence of trustworthiness, respect, responsibility, fairness, caring, and citizenship.

Following is the procedure for issuing “stepping stone” slips:

- Staff member will observe the pro social behavior
- Staff will then follow the verbal praise format
- Staff will inform the resident that they will be recommending a stepping stone for the behavior
- Staff will fill out the stepping stone slip in its entirety making sure to be very specific; this will be done by the end of the issuing staff’s shift
- Staff will then place the slip into one of the stepping stone cans
- Evening RM shifts will pull out the slips from the can and complete date entry; they will be maintained for core team review
- Core team will review the slips each day; if changes are made, they will also make the changes electronically
- Slips are then forwarded to the resident receiving the slip following the lunch announcements

A resident can earn 1 stone per behavior. Staff can give the same resident more than 1 stone as long as each stone is for a different behavior. There are not a maximum number of stepping stones a staff member can issue.

What can you earn with your stones?

10 Stones can be used for one of the following:

- Eat with the Kitchen Crew (Lunch or Dinner)
- One slice of Banana Bread with meal (Lunch or Dinner)
- 1 day of quiet study on the couch
- 1 extra dessert
- Permitted to wear hair down all day for 1 day
- One hour of Tablet Time during approved time

20 stones can be used for one of the following:

- Choice of seating during all meals for 1 day.
- Bag of popcorn for 1 movie
- 1 extra visit (at cost to the resident and/or visitor)
- Permitted to wear shower shoes for 1 day
- Permitted to wash, vacuum, and wax West Central vehicles
- Permitted to participate in recreational activities during study time
- Permitted to have extra time to work out for 1 day (30 minutes)
- 1 can of soda
- Permitted to take 1 extra shower during Quiet Study. 15-minute shower
- A second pillow (3 days)

30 stones can be used for one of the following:

- No cleaning duties for 3 days
- 1 grill slip (choice of breakfast or lunch)
- Take a walk around the outside off the building for 3 rec periods or quiet study
- Additional TV privileges for 3 rec periods or quiet study
- Play video game Wii or Xbox for 3 rec periods (total of 3 hours)
- 1 free phone call (10 minute maximum)
- Permitted to wear hair down for 5 days
- Obtain a new resident ID badge with a new photo

40 stones can be used for one of the following

- Play video game “Wii” or “Xbox” for 7 rec or 7 quiet study periods (total of 7 hours)
- 5 extra envelopes

50 stones can be used for the following

- Special movie with microwave popcorn and a can of pop
- Lunch with the Executive Director

How and when will residents cash in their “stepping stones?”

Residents will complete a request form and place it in the “Resident Stepping Stone Box.” The box will be retrieved on Monday at the core team meeting. Requests will be reviewed by the staff core team. Requests will be secured stating the date/time that incentive is to be received. All requests will be returned to residents following lunch on Mondays. When redeeming the reward, residents will make the shift supervisor/RMIC aware by showing the approved request form. If for any reason accommodation is not able to be made on date/time specified, documentation will be provided to the resident of when they can utilize reward.

Can resident cash in “stepping stones” while on no privileges?

NO. Residents must have their privileges. Once privileges or phase are reinstated, then the resident can utilize the stepping stones.

Weekly Incentive

Weekly incentives will help to reinforce those residents that are choosing to follow the program expectations and engage in appropriate behavior. Providing incentives will increase the likelihood that residents continue to engage in appropriate behavior.

Purpose:

To promote residents meeting the program expectations.

Guidelines and Responsibilities:

- Eligibility for the weekly incentive is based upon the absence of program violations.
- Residents that have no more than two level 1 violations and NO level 2 or higher violations for the week will be eligible for the weekly incentive.
- The computer system tracks the data and will be responsible for determining whether residents are eligible for the weekly incentive. A review of the previous week will be conducted to determine eligibility.
- Eligibility for the next week will begin at midnight as Wednesday begins.
- Each week the weekly incentive list will be posted for all residents and staff to see. These may include the ability to watch movies, view sporting events, utilize a gaming system, etc., and will vary week to week.
- Staff will track the residents that qualify for each weekly incentive. A list will be posted by the evening RM shift of those residents eligible for the weekly incentive and those that are not eligible.
- Residents who are eligible to participate in weekly incentives can choose to participate in as many incentives activities as they would like.
- Those residents who are not eligible for the weekly incentives must be working on something constructive during incentive time (treatment plan, homework, reading a book, or writing a letter) and will be in a designated area.
- Residents who are not eligible for the weekly incentive may not schedule a video visit or work on a crew during non-incentive time.

Achievement Recognition

It is important to recognize when residents achieve important milestones in the program. These milestones might include completion of a treatment curriculum, obtaining employment, or obtaining a GED. The emphasis should be on achievements that will assist the offender to maintain a prosocial lifestyle once he leaves the program.

Purpose:

The purpose of this reinforcer is to recognize prosocial achievements of the residents, thereby building intrinsic motivation for continued engagement in prosocial behaviors.

Guidelines and responsibilities:

- Certificates will be developed for each of the treatment groups. Residents completing the treatment group, will be awarded certificates of completion.
- Any resident who earns his GED may be invited to participate in a graduation celebration at West Central.
- When residents earn a promotion into the next phase of the program, it will be announced at lunch.
- Any resident earning the opportunity to participate in outside employment or outside community service work will be posted on the announcement board.
- Residents completing the program successfully will be presented with a certificate of completion.
- Residents who complete vocational training as a Kitchen Cook's Assistant or as a Maintenance Tech will receive certificates.
- Prosocial achievements are tracked each day in the Lotus Notes System.
- A resident must earn eight incentives in a row to achieve Role Model status. Each role model list is created at the first of each month. The resident must have earned their eighth incentive prior to the creation of the list. Positive Reinforcement will be provided to residents who achieve this status.

Program Expectations

Before the sanctions that accompany program rule violations can be laid out, the program expectations should be identified. The following represents the behavior that is expected of residents that participate in the program. These behaviors are defined in more detail under *Program Expectation Definitions*.

Engage in respectful and healthy interactions with peers

- Use appropriate language and respectful peer interaction
- Be respectful of cultural/racial differences
- Use appropriate physical boundaries
- Respect peer property
- Refrain from co-ed communication
- Refrain from communicating with individuals who have been discharged from the facility within the past 6 months (includes phone, writing, emails, and visits).
- Refrain from communicating with those who are currently incarcerated.

Engage in respectful and healthy interactions with staff

- Use respectful language
- Follow staff requests
- Speak honestly
- Practice appropriate boundaries (e.g., with physical space, staff time, staff personal life)
- Send appropriate and respectful messages from the kiosk

Follow program expectations related to self-care and prosocial skill building

- Respect for personal safety
- Appropriate use of own property

- Maintain appropriate hygiene
- Follow the daily schedule
- Refrain from gang-related activities or gestures
- Attend all scheduled treatment assessments and programming
- Attend all scheduled educational assessments and programming
- Meet employment expectations related to attendance and job duties

Follow program expectations related to building and resident safety/security and program structure

- Be respectful of the physical property of the building
- Sign on and off of the floor and in and out of the building
- Follow furlough expectations/contract
- Keep the environment free from disallowed minor contraband
- Move appropriately throughout the building
- Follow the program's dress code
- Refrain from gambling

Communication with Staff

Residents have the ability to communicate requests or concerns to staff members via the kiosk system.

- Residents can communicate directly with their assigned Counselor.
- Residents can submit concerns or requests related to a specific topic via the kiosk and the staff responsible for that area of the facility will receive it.
- Residents can submit grievances (resident rights violations) via the kiosk.
- All communications must be appropriate and prosocial.

Program Expectation Definitions

Engage in respectful and healthy interactions with peers:

Respectful language and interaction: Residents are expected to use appropriate (non-cursing/aggressive) language/communication. This includes both inappropriate but non-threatening and threatening language or gestures.

- *Inappropriate language* - cursing/profanity, raising one's voice (non-directive), sexually explicit comments.
- *Non-threatening interaction* - cursing or raising one's voice at another person (without threatening violence), inappropriate gestures toward another person
- *Threatening interaction* - verbal threats, non-verbal intimidation/physical gestures, provoking another resident, intimidating another resident, racial/culturally offensive slurs (see below)

Respect cultural/racial differences: Residents are expected to respect residents or staff of a different race or culture. This includes respecting the observance of religious behavior or refraining from making racial, sexist, homophobic or other slurs.

Physical boundaries: Residents are expected to refrain from any inappropriate physical interaction. This includes the following:

- Non-aggressive: invasion of personal space, exposure of genitals or masturbation
- Aggressive physical: any form of horseplay, fighting, physical assault
- Sexual: any consensual or non-consensual sexual activity with another person

Horseplay is defined as: rough or boisterous play or prank. Horseplay can be activities such as joking that includes physical contact, playing around, racing, grabbing, and social pressure to participate in unsafe acts.

Respect peer property: Residents are expected to maintain respect for others' property. This includes stealing, damaging, or destroying the property of peers. Residents are not permitted to utilize another residents PIN for any reason. This will be considered theft. The Executive Director must approve any financial transactions between residents.

Trading/Bartering/Gifting: Residents are not permitted to give away, trade, or barter any of their personal items or items that have been assigned to them. A resident or their family/friends/others are not permitted to place money on another resident's account.

Engage in respectful and healthy interactions with staff:

Respectful language and interaction: See above--same but applicable to staff

Follow staff requests: Each resident has an expectation to follow staff requests. A staff request is any reasonable request that a staff person makes directly to the resident.

Appropriate staff boundaries: Residents are expected to have appropriate boundaries/use appropriate social skills when interacting with staff. This includes physical boundaries (observe appropriate personal space), boundaries around staff time (making unreasonable demands on staff and failing to attend appointments with staff), and staff personal issues (inquiring with staff or others about staff's personal lives).

Appropriate phase communication: Residents are expected to socialize with peers in the appropriate phase, while allowing orientees to gain an understanding of the program structure/CBT modality. Orientees are permitted to socialize with Big Brothers and Phase 3 residents.

Appropriate time and place to approach staff: Residents are expected to use Social Skills and not approach staff in restricted areas. Restricted areas are Family Room 2, Dining Room, and Program Wing Hallways. This does not apply to Emergency Situations.

Follow program expectations related to self-care and prosocial skill building:

Respect for personal safety: Residents are expected to follow all personal safety plans. This includes any behavior that is likely to lead to a resident being hurt. This may include, but not limited to, tattooing, piercing (keeping piercings open) and self-injurious behavior.

Appropriate use of own property: Residents are expected to maintain their own property. Residents should keep their property in "working order" and refrain from lending it to others or destroying it.

Maintaining appropriate hygiene: Residents are expected to maintain appropriate hygiene on a daily basis and meet hygiene needs when directed to do so by staff.

Gang related activities (non-violence): Residents are expected to not participate in any gang related activities. Non-violent gang activities include any display of gang paraphernalia, gang writing, or gang signs.

Participation in treatment/education: Residents are expected to participate in assessments, structured programming, and educational activities according to their treatment plans. The participation level will be based on resident's phase and will be established with staff's support.

Employment expectation: Residents are expected to meet the expectations of their employer (whether in-house or in the community). This includes attendance and job duties. Residents are expected to follow terms of employment/community service contract.

Follow program expectations related to building and resident safety/security and program structure:

Respect physical property of the program: Residents are expected to maintain respect for the program's property. This includes stealing, damaging, or destroying the property of program. This includes tampering or stopping any security equipment, false fire alarm, intercoms, sensitive treatment documents, or disrupting attempts of staff to create a safe and secure environment.

Follow Bunk and Locker Standard: Residents are expected to follow/meet the Bunk and Locker expectations daily.

Sign in and out: Residents are expected to follow the policy on signing on or off of the floor or in and out of the building.

Follow furlough expectations: Residents are expected to follow their furlough rules. This includes refraining from going to places not listed on the itinerary and following all other further expectations (furlough contract has all rules/expectations listed).

Remain substance free: Residents are expected to remain alcohol, drug, nicotine, and caffeine free. This facility does not permit residents to use nicotine or caffeine. These standards apply both on site and off site.

Minor contraband: Residents are only to have items that are on the approved items policy. Minor Contraband includes pornographic photographs and/or literature, inventory excess (hoarding), gum, gang or hate group paraphernalia, condoms, non-issued items, and any items not approved by staff.

Major contraband: Cardinal Contraband:

- Cigarettes/Tobacco/paraphernalia
- Drugs/Alcohol/paraphernalia

- Flammable materials (fuel, gas, lighters, matches, flint rock)
- Scissors, needles, pins (unauthorized possession)
- Sharp items (glass, nails, screws, metal fragments)
- Tools (unauthorized possession)
- Toxic or caustic material (unauthorized possession)
- Keys and/or lock picking devices
- Unauthorized Medication
- Unauthorized money, credit cards, or money orders
- Executive Director must approve any financial transactions between residents, residents and staff, residents and volunteers, and residents, and family members.
- Unauthorized razors

Appropriate Movement: Residents are expected to move from one location of the building to another appropriately. This includes any movement from one location to another. Expectations include appropriate boundaries, following staff directions, and following facility expectations regarding movement.

Dress code: Residents are expected to maintain appropriate clothing and to follow the Bedtime Dress Code according to the program policy.

Gambling: Residents are expected to refrain from participating in any form of gambling activities.

Cardinal Rules

Cardinal rules are the most serious facility rules as they relate to resident and staff physical safety as well as criminal behavior. Alleged violation of a Cardinal Rule will result in a completed conduct report, staff investigation, and, if necessary, a facility disciplinary hearing.

Cardinal Rules (Major Rule Violations) are rules designed to protect the West Central Community from behaviors that threaten the viability and integrity of the community and ensure physical safety of the community members.

Violation of Cardinal Rules will result in disciplinary action in accordance with the Department of Rehabilitation and Correction standards. All alleged Cardinal Rule violations are recorded on a Conduct Report. All alleged violations are investigated, and the investigation will determine if a Facility Disciplinary Hearing is required. A resident charged with a Cardinal Rule Violation will receive a written statement of the alleged violation including a description of the incident and specific rules violated. Facility Disciplinary Hearings may assign traditional disciplinary sanctions up to disciplinary discharge.

Cardinal Rule (Major Rule) violations are as follows:

Cardinal Rule #1 Residents will refrain from physical violence

Cardinal Rule #2 Remain drug/alcohol/tobacco/substance free

Cardinal Rule #3 Keep the environment free from cardinal contraband

Cardinal Rule #4 Residents will refrain from sexual contact

Cardinal Rule #5 Residents may not leave the premises, work site, community service site, or go to unapproved locations while on furlough (No escape)

Cardinal Rule #6 Residents will refrain from tampering with facility life safety devices

Cardinal Rule #7 Residents will follow all laws

Cardinal Rule #8 Residents will refrain from misconduct that results in hurting self or others

Count Time Expectations

(The following expectations are in place during counts when residents are awake)

Residents will stand pulled up rest.

Residents will keep their head and eyes forward.

Residents will be on silence.

Residents will follow verbal instructions provided.

Resident Movement Expectations

Whenever residents are leaving the floor and moving to the kitchen, courtyards, program wings, or the intake area, they need to report to the Community Awareness Crew where they are going, why they are going, and who they will be with.

Whenever residents will be outside of the secured area, they will enter intake and sign themselves out of the building. They will complete resident time cards in their entirety, have cards signed by staff, and turn in their resident badges. (Instructions for resident time cards are on the resident time card box).

When returning to the building, residents will sign back in on the resident time cards. They will then wait on silence in holding cell until staff meets with them for further instruction (strip search, pat down, breathalyzer, urine sample, etc.). Once staff informs them to return to the floor, residents must obtain their badges prior to return.

When residents enter the program wing, they will walk pulled up rest, head and eyes forward, on silence, and will follow verbal instructions provided.

When residents return back to the floor after any movement off of it, they must report to the Community Awareness Crew to notify them that they are now back on the floor. They should stay at the desk until they recognize that the Community Awareness Crew member has signed them back onto the floor.

Dorm Rules: Residents may only be in their dorms during posted approved dorm times. At any other time, they must ask for and be granted permission to go in and out of the dorm.

The Bench

The Bench is a place of safety. It is utilized if you are feeling “unsafe” or overwhelmed by your feelings. It is also a place to “think” BEFORE acting out inappropriately. When taking the bench, you will have an opportunity to think about the situation at hand, have some quiet time to you, and decide the appropriate action to take when getting off of the bench. You may take the bench yourself, or a staff member may ask you to take the bench. A staff member may ask you to take the bench if he or she believes that it is in your best interest to have some time to calm down or to de-escalate a situation. While taking the bench is an excellent tool, we must understand the appropriate usage for time and place. Taking the bench during a class or activity may be in your best interest; however, it does not mean that you won’t be held accountable for leaving that activity.

If a staff member asks you to take the bench, you will do so immediately.

BENCH RULES:

- You must remain on the bench for at least 20 minutes. You may remain longer if you need additional time to manage your feelings.
- You will sit with feet flat on the floor.
- You will face the structure board on the wall next to the bench.
- You will sit silently. You will not speak with other residents or staff. This will allow you an opportunity to avoid distractions and gather your thoughts.
- If there are already residents on the bench, staff can give you permission to place a chair in a specified area of the family room. If you utilize this option, you will still sit with feet flat on floor and face a wall. You will sit silently and will not speak to other residents. This will allow you an opportunity to calm down.

Phone Expectations

1. State Full Name

You will need to state your full name when setting up your phone account during intake.

2. Have Appropriate Phone Conversations

You are to have only appropriate and pro-social conversations at all time.

3. Refrain from Making Calls for Other Residents

You are not to make phone calls for any other resident, and no resident can make phone calls for you.

4. Refrain from Using Other Resident's Phone Accounts

You may only use your phone account to make phone calls. Using another resident's account will result in a sanction for stealing or for trading/bartering/gifting.

6. Only Make the Number of Allowed Phone Calls

Number of phone calls permitted is based on phase (see phase privileges) and if you have privileges.

7. Refrain from making 3-way calls

You may only speak to those who are physically with the phone you have called. They can't connect 3-way to others or hold up a cell phone and talk to another phone.

8. Only Make Phone Calls When You Have Phone Privileges

You may only use the phone if you have all of your privileges, or if you have your phone privileges. You may only use the phone if you not used all of your calls for the day/week.

9. Must use the phone during appropriate times

May only make calls during the approved times listed on the master schedule.

10. You may not call individuals if a no contact order or restraining order exists

West Central Mail Rules

- 1. West Central residents are unable to send/receive mail with former residents who exited the program in the last six months (unless special permission has been granted).**
- 2. West Central residents may not send/receive mail that would contain content that is considered contraband at West Central.**
- 3. West Central residents may not send/receive mail with someone who the court or probation/parole has identified as an individual they are not permitted to communicate with.**
- 4. West Central residents are not permitted to send/receive mail that has stickers, blank envelopes, blank note cards, writing paper or stamps.**
- 5. West Central residents are not permitted to receive items that have glue or tape on them.**
- 6. West Central residents are not permitted to send/receive mail which contains inappropriate photos/drawings or language which is not considered prosocial at West Central.**
- 7. No incoming or outgoing mail is permitted from jails, prisons, CBCFs or other correctional facilities (unless special permission has been granted).**
- 8. All legal mail will need to be opened by the resident it is addressed to in the presence of a West Central staff member.**

West Central Secure Mail (Email)

Email for residents is initiated from family and friends. They will set up an account at www.gettingout.com and either buy credits or get set up on a plan and click "shared credits." Once they have done so, they can send you an email. Each email is \$0.25 (sending and receiving) regardless if it is text or picture.

Residents cannot initiate an email. It must be set up from family or friends. All mail rules will apply to email.

*****ALL PHONE CALLS, MAIL AND SECURE MAIL MAY BE MONITORED FOR SAFETY AND SECURITY PURPOSES.**

West Central Visitation Information and Rules

Visitation is a privilege earned after the resident has completed Phase I, usually after about 14-18 days of residency. A resident's visitation privileges may be suspended by staff and/or the Probation Officer due to behavior or treatment issues. Friends and family members 18 years and older wishing to conduct a video visit with you will need to go to the following website to create an account and register for visitation: www.icsolutions.com

Visitation

- Residents must submit a visitor request form identifying those they are requesting to visit. Relationship, address, and telephone number should be provided. West Central staff and Probation must approve all requests prior to any visitor being approved. This process can take 10-14 days. Residents are not permitted to communicate (visits, phone calls, written communication) with individuals who were residents at West Central in past 6 months unless special permission has been granted.
- Residents are permitted to have no more than 3 visitors at one time (unless they have an approved special accommodation permitting additional visitors).
- Phase II residents are permitted to (1) on-site video visitation per week, (1) off-site video visitation per week
- Phase III residents are permitted to have (2) on-site video visitations per week, (2) off-site video visitations per week
- Visitation week is Monday – Sunday.

Visitation Rules

- All Visitors must be on the approved visitation list and be scheduled to participate in the video visit. If a person is not approved or is not scheduled for the visit, he or she may not participate in the visit with you.
- All personal visits are subject to monitoring and recording.
- All visits must be scheduled at least 12 hours prior and can be up to 2 weeks in advance.
- Any cancellation of visits needs to be done by the person who is scheduled to visit with the residents.
- All visits are 30 minutes long.
- Visits cost \$7.50, which is paid for by the visitor at the time the visit is scheduled.
- The number of visits a resident is allowed is dependent upon the Phase the resident is assigned.
- Visits can include up to 3 visitors total (2 additional adults or 2 children or a combination thereof).
- Video visitation is for face-to-face visitation with approved visitors only. It is not permitted to participate in three-way phone calls, other video communication systems, social media during the visit, looking up items online, displaying photographs, etc. The video visit is for the purpose of communication with your approved visitor.
- Residents must be on time for their visits.
- It is the resident's responsibility to check the Visitation Kiosk daily to see if a visit is scheduled.

- You or your visitor will not be able to log into your visit if you are more than 10 minutes late; the visit will have to be rescheduled.
- To connect to a visit, press Video on the Visitation Kiosk and log in using the same PIN used to place telephone calls.
- To view a list of your scheduled visits, press Portal on the Visitation Kiosk and log in using the same PIN used to place telephone calls.
- To cancel the visit, press Cancel next to the visit after you have logged into the Portal.
- Violation of Visitation Rules could result in sanction, Conduct Report, suspension of visitation, and/or loss of visitation with that visitor(s).

**** Please inform your friends and family they are not to call the facility for issues with visitation.

**** If your friends and family need visitation assistance, please tell them to go to ICSolutions.com and click on Visitation Support for instructions or call (888) 646-9437.

West Central Tablet Rules

Residents shall be provided access to tablets for programming and non-programming needs. Programming needs include, but are not limited to, treatment work, educational programs, and access to the law library. Residents shall have restricted access to tablets for non-programming needs. Use of tablets for non-programming needs is a privilege.

- Tablets are the property of West Central Community Correctional Facility.
- Tablets must be signed out and returned in good condition.
- No resident is permitted to use, possess, or share another resident's tablet.
- Residents shall log in the tablet with their Personal Identification Number (PIN).
- No resident is permitted to use, possess, or share another resident's PIN.
- Headphones are required to use the tablets. Headphones are property of the resident. Residents are responsible for their own headphones. No resident is permitted to use, possess, or share another resident's headphones.
- Residents shall be required to accept West Central Terms and Conditions of Resident Tablet Use prior to each use of a tablet.
- West Central Mail Rules apply to all communication on the tablet.
- West Central Phone Rules apply to all phone calls made on the tablet.
- Misuse of tablets shall be considered failure to respect facility property and result in a level 4 sanction.
- Unauthorized use of a tablet shall be considered theft and result in a Conduct Report.
- In the event of damages to or loss of a tablet, the resident shall pay West Central the amount of all resulting expenses.
- All tablet use may be monitored and recorded by West Central Community Correctional Facility.

Sanctioning Grid

The following represents the sanctions that are to be applied to residents that fail to follow program expectations. The sanctions are graduated so that a more problematic rule violation is accompanied by a higher-level sanction.

Guidelines:

- Sanctions are delivered at the level of the infraction.
- Staff must apply a sanction that falls within the level of infraction.
- Level 1, 2, 3, and 4 behaviors will receive a sanction requested by staff and examined by core team.
- For minor violations (Level 1 or 2), staff may provide residents with a *warning* before issuing a sanction.
- Level 5 behaviors result in a Conduct Report. This report is forwarded to the facility disciplinary process
- Sanctions begin at 12:30 P.M. on the date it is processed unless stated otherwise.
- All cleaning assignments are due in 3 days (12:30 P.M. on the 3rd day)

Responsibilities:

Residents are expected to serve their sanction as assigned.

Those residents who assist others in violating rules by being the lookout, handling of items, hiding information or items, or attempting to interfere with staff will be given the same sanction as those involved in the behavior violation.

West Central Behavior Management System

Level 1 Behaviors	Sanctions For Level 1 Behaviors (choose 1)
<p>Inappropriate peer interactions</p> <p>Violation of bed time dress code</p> <p>Failure to maintain daily hygiene</p> <p>Inappropriate phase communication</p> <p>Failure to sign on and off floor or in and out of building</p> <p>Use of profanity</p> <p>Dress Code violation</p> <p>Failure to follow security procedures by approaching staff in restricted areas (Family Room 2), talking during count, tite line, food service line, after lights out, or when has staff asked for house on silence.</p> <p>Leaving personal belongings unattended</p> <p>Violation of Bunk and Locker Standard</p> <p>Violation of Mezzanine expectations</p> <p>Violation of Computer Lab expectations</p> <p>Violation of Dining Room expectations</p> <p>Violation of Bathroom Standards</p> <p>Failure to complete phone paperwork correctly</p>	<ul style="list-style-type: none"> • Cleaning assignment that will be anywhere from 5 minutes to an hour • Phone privileges suspension - 2 days • Mezzanine suspension - 2 days • Workout privileges suspension -2 days • Loss of Food Commissary/Vending – 2 days • Last in ALL lines – 2 days • No outside time (seasonal) – 2 days • No musical equipment usage – 2 days • No Weekend Rec Nap-Saturday Only • No PM shower shoes-1 night • No playing cards-1 day • Loss of Rec-1 day • Must sit in back row for TV/Movies-1 day • Must sit in front row for all teachbacks-1 day

West Central Behavior Management System

Level 2 Behaviors	Sanctions For Level 2 Behaviors (choose 1)
<p>Demonstrate lack of honesty</p> <p>Taking items out of the building to community service, work, or off site, etc.</p> <p>Possession of Minor Contraband</p> <p>Violation of Phone Rules</p> <p>Lack of participation in treatment/education and employment groups</p> <p>Inappropriate interaction “non-threatening” toward peers or staff</p> <p>Inappropriate movement practices</p> <p>Failure to follow assigned schedule or appointments</p> <p>Not following staff requests</p> <p>Misuse of Computers or Printers</p> <p>Repeated Level 1 Behaviors</p> <ul style="list-style-type: none"> • If a resident has 3 Level 1 violations within a 7 day period, it will automatically progress into a Level 2 Behavior. 	<ul style="list-style-type: none"> • Cleaning assignment that will be anywhere from 1 to 2 hours • Mezz Privileges suspension - 4 days • Phone privileges suspension - 4 days • Loss of Food Commissary – 4 days • Last in ALL lines – 4 days • No outside time (seasonal) – 4 days • No musical equipment usage – 4 days • Workout privileges suspension – 4 days • No Weekend Rec Nap-Saturday and Sunday • Must sit in front row for all teachbacks-2 days • Must sit in back row for TV/Movies-2 days • No PM shower shoes-2 nights • No playing cards-2 days • Loss of Rec-2 days

West Central Behavior Management System

Level 3 Behaviors	Sanctions For Level 3 Behaviors (choose 1)
<p>Fails to practice appropriate boundaries with staff</p> <p>Does not meet employment expectations related to attendance, job duties</p> <p>Trading, bartering, or gifting of items</p> <p>Violation of Visitation/Video Visit Rules</p> <p>Disrespect to a staff member</p> <p>Providing backtalk to a staff member</p> <p>Inappropriate use of own property</p> <p>Failure to follow the silverware guidelines in the dining room</p> <p>Gang related activities or gestures</p> <p>Co-ed communication</p> <p>Failure to follow mail/email rules</p> <p>Failure to follow vending rules</p> <p>Repeated Level 2 Behaviors</p> <ul style="list-style-type: none"> • If a resident has 3 Level 2 violations within a 7 day period, it will automatically progress into a Level 3 Sanction and a Behavior Contract may be issued. 	<ul style="list-style-type: none"> • Staff can recommend to the Voc. Svs. Case Manager that the resident(s) be pulled from work/community service. Final decision will be determined by the Voc. Svs. Case Manager, Program Director, or Clinical Coordinator. • All privileges suspended for 1 to 5 days • 2 to 3 hour cleaning assignment to complete during free time • Loss of Food Commissary/Vending – 7 days • Last in ALL lines – 7 days • No outside time (seasonal) – 7 days • No musical equipment usage – 7 days • Workout privileges suspension – 7 days • Loss of Video Visit-7 days • No Night Tites- 7 days • Loss of Rec-3 to 5 days

West Central Behavior Management System

Level 4 Behaviors	Sanctions For Level 4 Behaviors (choose 1)
<p>Failure to respect peer or facility property</p> <p>Not respectful of cultural/racial differences</p> <p>Horseplay</p> <p>Gambling</p> <p>Non-aggressive physical boundary violation</p> <p>Sexual harassment</p> <p>Inappropriate interaction “threatening” with peers or staff</p> <p>Violation of furlough or community/work service contracts</p> <p>Cheating (using crib notes, copying another’s work, copying or distributing copies of a test, or doing others work for them).</p> <p>Repeated Level 3 Behaviors</p> <ul style="list-style-type: none"> If a resident has 3 Level 3 violations within a 7 day period, it will automatically progress into a Level 4 Sanction and a Behavior Contract will be issued. 	<ul style="list-style-type: none"> Staff can recommend to the Voc. Svs. Case Manager that the resident(s) be pulled from work/community service. Final decision will be determined by the Voc. Svs. Case Manager, Program Director, or Clinical Coordinator. 3-4 hour cleaning assignment to be completed during free time All privileges suspended for 3 to 14 days Loss of Food Commissary/Vending – 8-14 days Last in ALL lines – 8-14 days No outside time (seasonal) – 8-14 days No musical equipment usage – 8-14 days Workout privileges suspension – 8-14 days Loss of Video Visit - 14 days Loss of Rec- 7 to 14 days If a resident has 3 Level 4 violations within a 7 day period, he will automatically be recommended for an Unsuccessful Discharge review. All staff will use their Chain of Command to request an Unsuccessful Discharge.

West Central Behavior Management System

Level 5 Behaviors / Cardinal Rule (Major Rule)	Sanctions For Level 5 Behaviors.
<p>Cardinal Rule #1 Residents will refrain from physical violence</p> <p>Cardinal Rule #2 Remain drug/alcohol/tobacco/substance abuse free</p> <p>Cardinal Rule #3 Keep the environment free from cardinal contraband</p> <p>Cardinal Rule #4 Residents will refrain from sexual contact</p> <p>Cardinal Rule #5 Residents may not leave the premises, work site, community service site, or go to unapproved locations while on furlough (No escape)</p> <p>Cardinal Rule #6 Residents will refrain from tampering with facility life safety devices</p> <p>Cardinal Rule #7 Residents will follow all laws</p> <p>Cardinal Rule #8 Residents will refrain from misconduct that results in hurting self or others</p>	<p>Violation of Cardinal Rules will result in disciplinary action in accordance with the Department of Rehabilitation and Correction standards.</p> <p>All Cardinal Rule violations are recorded on a Conduct Report All alleged violations are investigated, and the investigation will determine if a Facility Disciplinary Hearing is required.</p> <p>A resident charged with an alleged Cardinal Rule Violation will receive a written statement of the alleged violation, including a description of the incident and specific rules allegedly violated. Facility Disciplinary Hearings may assign traditional disciplinary sanctions to include loss of privileges for 3-14 days or up to a disciplinary discharge.</p>

Dispute Process

If residents believe that they were held accountable inappropriately for a level 1-4 behavior, they have the option to utilize the dispute process. They will fill out the dispute form and drop it in the dispute box on the floor. Form must be submitted by 9:00 pm on the day the corrective action was received. One of the Lead Counselors or designees will be responsible collect the dispute forms for review and investigation. Residents will be permitted to file up to 3 disputes during their stay at West Central.

One of three options will happen with your dispute form:

1. The investigation will not be conclusive and the corrective action will stand.
2. The investigation will prove that you did the behavior you are disputing. If this is found to be the case, the sanction will stand and you will be held accountable for lying.
3. The investigation will show that the Corrective Action was written at the wrong level, and will be re-written at the appropriate level.
4. The investigation will show you did not do what you were accused of, and the corrective action will be overturned.

Residents must complete their sanction even while dispute is being investigated. However, if the dispute is overturned, your weekly incentive will be returned, and the corrective action will be removed from your file. The staff have ten business days (not to include weekends or holidays) to resolve your dispute.

Standard Operating Procedures for

What a Resident with No Privileges May and May Not Do

Purpose: The intent of this S.O.P is to give the West Central staff and residents unified stipulations and procedures for residents whom have lost their privileges due to a sanction and/or intervention.

Loss of privileges includes the following:

1. Communication
Residents with no privileges may not communicate with other residents who have lost privileges. Residents in Phase III who have lost privileges may not communicate with residents in the orientation phase.
2. Recreation
Residents with no privileges are not permitted to participate in approved house recreational activities. During this time, these residents should be working on constructive tasks such as treatment assignments, class/group work, reading, writing letters to family, etc.)
3. Classes and Groups Outside

Groups/Classes that have residents in “no privileges” are only permitted to have class outside if the Counselor takes a radio and assumes RM duties while outside.

4. Outside Relaxation

Residents who have lost all privileges are not permitted to go outside without staff. This includes short breaks for walking, playing basketball, or sitting at courtyard tables during quiet study.

5. Visitation and Phones

Residents who have lost all privileges are not permitted to have in-person or video visits. They are not permitted to make phone calls.

6. Crew Privileges

Earned crew privileges such as movies, etc., are suspended for residents who have lost all privileges.

7. Tites

Residents who have lost all privileges may not go off of the floor for tites. This includes intake and staff office areas.

8. Commissary

The use and or possession of Commissary is suspended while in a no privileges shirt. Commissary not turned in will be considered minor contraband and will not be returned. Commissary that was turned in will be returned once privileges are restored.

9. Crew Participation

Working on a crew is not permitted in a no privileges shirt.

10. Grill Slips/Stepping Stones/Incentive Slips

The ability to use earned grill or incentive slips or to cash in Stepping Stones is suspended while in a no privileges shirt. This includes, but is not limited to, phone calls, extra visits, grill slips, hour visit, additional rec time, and any other incentive slip not listed.

11. Educational Games

Residents without privileges may not participate in educational games.

12. Furloughs

Residents with no privileges may not leave West Central grounds for furlough unless it is deemed a medical necessity or with specific orders from the facility Directors. Residents leaving during no privileges would need supervised by WC staff or law enforcement.

13. Library

Residents in no privileges may not be in the mezzanine.

14. Exercise

Residents in no privileges may not exercise/work out for recreation in the evening or day time.

15. TV and Movies

Residents in no privileges may not watch TV or movies. The only exception is during evening med call time and during earned incentive activity. This is the same for residents who have lost TV privileges and consequences from a sanction.

Failure to comply with the above items could lead to a recommendation for a level II sanction for failure to follow the assigned schedule.

Residents who have lost privileges will be permitted to:

1. Weekly Incentive

Participate in weekly scheduled house incentive activities (if resident earned the weekly incentive).

2. Structured Activity Exercise Routines

Participate in a scheduled activity exercise workout.

3. Groups

Attend and participate in any scheduled classes/groups or additional groups in permitted by the facilitator.

4. GED Graduation

Participate in GED celebrations.

5. Role Model

Retain and use earned role model rewards if the reward was earned prior to the loss of all privileges.

6. CBT Tools

Utilize any CBT tools and skills.

7. Treatment Work

Complete all treatment/class homework, write letters to family/friends/loved ones, read treatment materials/personal books/library books as long as resident is reading them on the floor.

West Central Resident Grievance Procedure

The grievance procedure exists for residents in the case that one of their clinical, fundamental, or disciplinary rights has been violated (those rights have been listed below). If one of these rights has not been violated, then the grievance form is not the appropriate tool. If the resident disagrees with a sanction, he would use the dispute process. If the resident has some other type of concern, he would utilize a care and concern slip which can be created in the kiosk system.

Any concern other than a resident rights violation is still a concern that we would like to know about. In these situations, residents should file a care and concern utilizing the resident kiosk system. These slips are reviewed and addressed by the coordinators of the department where the concern is located.

The West Central Community Correctional Facility maintains open lines of communication from the residential population to the Directors. While we hope that resident-staff disagreements can be resolved with honest conversation, we know that is not always practical or possible. Each individual resident is permitted to effectively express his grievance to the Directors without fear of reprisal by submitting a Resident Grievance Form. A grievance can be submitted through the resident kiosk system. Grievance Forms go to the Directors for resolution, allowing at least one level of appeal. Resident grievance forms should be filed when a resident right has been allegedly violated.

All residents are assured that their complaints/concerns do matter, and that they have an opportunity to be heard. Therefore, the grievance procedure provides at least this one level of appeal for the resident. A copy of the following procedure has been given to you through this Resident Handbook.

The Grievance Procedure has the following provisions:

- The grievance must be in writing using the Resident Grievance Form made available to all residents or submitted via the resident kiosk.
- The Grievance Form must be dated and signed by the resident.
- The grievance includes the date, time, description and names of individuals involved in the incident/situation being grieved.
- The Grievance Form must be written and submitted within five (5) days of the incident.
- A resident may request staff members' assistance in completing the Grievance Form.
- Residents must identify what resident right has been violated.
- After completion of the form, the resident hands it to their Primary Counselor or any Program Department Staff member. That staff member then gives it directly to the

Program Director for review. If a resident utilizes the kiosk system it will go directly from the resident to the Program Director for review.

An example of a cause for a grievance:

West Central ensures that shower temperatures are controlled with temperatures ranging from 100° to 120° Fahrenheit to ensure resident safety and promote good hygienic practices. Residents may utilize grievance procedures regarding inappropriate water temperatures.

NOTE: This particular incident has been grieved in the past, and West Central assures the water temperatures are maintained between these temperatures by having the Maintenance Department check the temperature on a regular basis.

Resident Fundamental, Clinical, and Disciplinary Rights

All residents are entitled to the following fundamental rights:

- Visits by attorneys (attorneys can contact the facility to establish visit);
- Visits by clergy (clergy can contact the facility to establish visit);
- Phone calls to attorneys and clergy (make your request in writing to your counselor);
- Adequate food (nutritional diet);
- Adequate light, ventilation, temperature control, and sanitation;
- Medical care.

All residents are entitled to the following clinical rights:

- To be treated with consideration and respect for personal dignity, autonomy and privacy;
- To receive services in the least restrictive, feasible environment;
- To be informed of one's own condition;
- To be informed of proposed services, treatments, therapies and alternatives;
- To give consent or to refuse any service, treatment or therapy;
- To receive a copy of one's own individualized treatment plan;
- To participate in the development, review, and revision of one's own individualized treatment plan;
- To be free from unnecessary or excessive medication;
- To be free from unnecessary physical restraint or seclusion;
- To participate in any appropriate and available service, regardless of refusal of one or more other services, unless there is a valid and specific necessity which precludes and/or requires the resident's participation in other services;
- To be informed and the right to refuse any unusual or hazardous treatment procedures;
- To be advised of and the right to refuse observation by others and by techniques such as one-way vision mirrors, tape recorders, video recorders, television, movies or photographs;
- To consult with an independent treatment specialist or legal counsel at one's own expense;
- To confidentiality of communications and personal identifying information within the limitations and requirements for disclosure of resident information under State and Federal laws and regulations;

- To have access to one's own chart in accordance with program procedures;
- To be informed of the reason(s) for discontinuing a service; denial of a service; to know the cost of services;
- To not be discriminated against for receiving services on the basis of race, religion, national origin, gender, disability, political views, ethnicity, age, sexual orientation, HIV infection, or AIDS-related complex;
- To be informed of all resident rights;
- To exercise one's own rights without reprisal;
- To file a grievance in accordance with program procedures and to have oral and written instructions concerning the procedure for filing a grievance.
- Residents are not subjected to corporal or unusual punishment, humiliation, mental abuse or punitive interference with the daily functions of living, such as eating or sleeping.

All residents are entitled to the following Disciplinary Rights:
(this relates to Conduct Reports)

- To have a written copy of the charge(s) against you within forty-eight (48) hours of isolation;
- If misconduct constituted a crime, anything you say may be used against you in a court of law;
- To have a member of the staff who is reasonably available and assigned by the Hearing Officer to represent you before the Center Disciplinary Committee;
- To call witnesses and present documentary evidence on your behalf, provided facility safety would not be jeopardized;
- To be present throughout the Center Disciplinary Committee hearing except during committee deliberations and except where facility safety would be jeopardized;
- To be advised of the Center Disciplinary Committee's decision;
- To appeal the decision of the Center Disciplinary Committee to the Executive Director by filing a "Resident Appeal Form."

Resident Religious Affiliations

At the time of intake, all residents are asked their religious affiliations. They are given the opportunity to fill out the West Central Resident Religious Accommodation Form. This form gives each resident the opportunity to identify specific religions affiliation and any accommodations required to practice their religious beliefs. Each form is reviewed by the Program Director and may be granted as long as it is not in conflict with operational and security concerns of West Central. Any religion identified by the resident at intake will be honored, no request to change religion or religious accommodations be granted after the fact.

West Central Resident Medical/Dental Consultation

Residents are responsible for paying for their own medical care while at West Central Community Correctional Facility.

- Nurse visit - called in after-hours \$10.00
- Physicians visit - \$10.00, called in after-hours \$15.00
- Over-the-counter medications - \$.50 (per dose)
- Testing procedures - \$10
- Transport for medical/dental purposes - \$10
- Residents are responsible for paying full price for prescriptions.

Residents have unimpeded access to health care and can utilize the Resident Grievance Procedure to process complaints in regard to the care provided. West Central provides 24-hour emergency medical, dental and mental health care to residents, which includes the following:

- On-Site emergency first-aid and crisis intervention
- Use of an emergency medical vehicle
- Use of one or more appropriate health facilities
- In the event these usual health services are not available, an emergency on-call Physician, Dentist, or Mental Health Professional could be contacted.

Medical examinations are conducted on any staff member or resident suspected of having a communicable disease. Examination results will be made available quickly to ensure prompt and proper treatment.

West Central has a policy and procedure that directs actions to be taken by employees concerning residents who have been diagnosed with HIV, including the following:

- When and where residents are to be tested
- Appropriate safeguards for staff and residents
- Who shall conduct the tests
- When and under what conditions residents are to be separated
- Staff and resident training procedures
- Issues of confidentiality
- Counseling and support services

Access to emergency dental care is made available to all residents.

As a resident at West Central, you will not participate in any medical, pharmaceutical or cosmetic experiments.

If West Central provides medical treatment, residents will make decisions with informed consent. If a resident chooses not to follow medical recommendations/directions he understands that West Central reserves the opportunity to discharge a resident if refusal of services would increase costs, create an unsafe situation, or lead to further medical complications.

Residents having medical concerns will complete a Medical/Dental Complaint Form and submit it directly to box provided by medical services staff. Residents may also submit requests via the kiosk. Once the Medical Department receives the request, it will be triaged for the appropriate path of care.

West Central Grooming Standards

Personal Hygiene

West Central Community Correctional Facility enforces residential grooming standards that promote hygiene and structure and increase employability. All residents are required to keep their persons and residential area clean and in proper order. Residents are not permitted to manicure each other's nails or eyebrows, style or cut another resident's hair, or perform any other cosmetic procedure on one another unless approved as a facility activity. The facility may require residents to have hair, fingernails, and toenails cut at any time to conform to facility standards. All residents must present a clean, neat appearance in accordance with the following standards:

Men

Hair must be one of the following:

Hair will be pulled directly/straight back and up in a single pony tail if possible. Residents are not permitted to have bangs. Residents are not permitted to have hangings and/or stray hairs. There will be no hair in the face. Residents will not cut their own hair or the hair of another resident (with razor or scissors). During intake, no braids or plaits may be worn. Connecting Braids/French Braids are permitted but must be from front to back. Individual plats/braids are permitted as long as they are worn within the hair standard.

From 6pm-Morning Count Residents are permitted to let hair down. It doesn't matter how long the hair may be, all residents are permitted to let hair down during this time. If a resident is leaving the floor for any reason (visitation, class, group) during this time he will put his hair into the regular daytime standard. Residents will only use pony tail holders (elastic) for hair and/or may be required by staff to use elastic holders. All other devices are not permitted. Hair will be one color, the natural color. If a resident's hair is more than one color or any color other than the natural color upon intake, he will not be permitted to dye or color hair allowing the natural color to grow out.

Residents may be allowed to have facial hair including beards, mustaches and goatees. These items must be clean and neatly trimmed, not exceeding ½" in length. Sideburns are permitted, and all sideburns may not exceed 1 ½" in length. Those who wish to be clean shaven may choose to do so.

Electric razors are available for those that have a medical condition deemed serious enough by the Medical Services Coordinator. Residents issued electric razors are expected to shave on a daily basis. Abuse of this privilege by not following the procedure or allowing another resident to borrow your electric razor will result in the Medical Services Department revoking your privilege for its use. Residents will not have more than one razor in their possession. If approved to have an electric razor, it is the resident's responsibility to turn in the additional razor. Electric razors count as one razor.

Jewelry

The only authorized jewelry is a wedding band (with no stones), a watch (with no stones) and a required Medical Alert Bracelet. Ear, nose, eyebrow rings, or other body jewelry are prohibited. Engagement rings are not permitted and wedding bands with gems are not permitted. If a resident has a dermal implant the jewel/stone will be removed.

Fingernail Standards

Fingernails and toenails do not exceed beyond the tips of the fingers and toes. Acrylic, gel, or any other manufactured nails are not permitted within the facility. Finger and toenail polish and polish remover are not permitted.

Residents Complete the Following Tasks Daily

- Brush their teeth.
- Comb their hair to standard.
- Take a shower and thoroughly clean themselves with soap and shampoo.
- Apply deodorant, unless waived for medical reasons

Residents' Approved Clothing List

Purpose:

To help the residents understand how the program dress code relates to treatment and to promote employment transferable skills.

Procedure:

Resident(s) will be notified of the West Central dress code and approved clothing by way of community posting and an informative orientation document which will be sent to resident family/friends by the WC Clerical Specialist.

***Clothing, including tennis shoes, is not permitted to be modified in any way by resident or staff once it has been accepted into the facility. This ensures standards are followed and eliminates liability of personal belongings. This includes, but is not limited to, cutting of Velcro on shoes, sewing on of button-down collars, removal of hems, removing sleeves, etc.**

West Central Residential Dress Code Standards

- Pants will not touch ground, nor will they be cuffed or tucked under. Pants will cover tongue of shoe.
- Pants will not be higher than the top of ankle.
- Shirts will be tucked in around the whole torso. Shirts may be bloused but may not cover up more than half the belt.
- There will only be five visible buttons, counting the top button.
- The belt will be worn on the middle to top of the hipbone, through all belt loops, and all the way around the torso.
- There will not be any holes or tears in shirts, shoes, socks, underwear, undershirt or pants.
- The size of all shirts and pants regardless of phase will fit appropriately. Button shirts will be buttoned except for the top button.

- All T-shirts must be crew neck.
- Thermal shirts are permitted to be worn under short sleeve shirts, long sleeve shirts, community service shirts, and orientation smocks. Thermals must be worn under the white undershirt and shirt sleeves are to be extended at all times. Thermals are not permitted under recreation clothing.
- All recreation sweatpants will be worn to the middle of the hipbone or higher.
- Drawstrings on sweat pants must be tucked at all times.
- All hats must be worn from front to back and centered. Residents are not to wear hats to the right, left, or backwards at any time. Hats are not permitted to be worn inside the facility.

Property Procedure

Upon intake, West Central Clothing Property will be issued to new residents. If a resident would prefer to have their family purchase and send in clothing, family members must follow the following procedure:

Family members of residents have two ways of providing clothing for residents:

1. West Central CBCF Package Program

Family can visit www.ohcountiespackages.com

Create a new account and order pre-approved clothing and have it sent directly to the resident.

OR

2. Keefe Commissary

Residents may purchase their clothing directly from the facility commissary kiosk.

West Central CBCF
Effective August 2021



**Spread the word - family & friends
can send care packages to you!**

They can spend up to \$100 per week
on one package choosing from a wide
variety of clothing and shoes!

**Shoppers can place orders at:
ohcountiespackages.com
OR 1.800.546.6283**

Customer Service Hours:

Mon-Fri., 8:30 a.m.-11:59 p.m. EST, & Sat., 11 am.-5 p.m. EST

Clothing Limits:

Jeans-5 pairs
Underwear-10 pairs
T-shirts-10
Socks-10 pairs
Tennis shoes-1 pair
Work Boots-1 pair

Recreation Clothing:

T-shirts-2
Shorts-2 pairs
Sweatshirt-2
Sweatpants-2 pairs
Thermal tops-2
Thermal bottoms-2 pairs

Outerwear:

Toboggan, gloves, coat/jacket- 1 each

Additional Items:

One pair of eyeglasses and/or contacts (up to a six-month supply)
One wedding band (only if legally married)
Five photographs (must be mailed, approved by staff, and not to exceed 5" x 7")
One wristwatch
One medical alert bracelet (if applicable)
Necessary and approved medical equipment/supplies/medication(s)
Birth certificate
Social Security card
Driver's license (if available)
State identification card (if available)

Phase III (In addition to the items for Phase II)**Additional Items:**

Five additional photos to total ten photos (must be mailed, approved by staff, and not to exceed 5" x 7")

Bedtime Dress Code and Expectations

When sleeping, residents must wear, and are only permitted to wear, the following:

- Rec Shorts
- Sweat pants
- West Central PJ bottoms.
- West Central PJ top
- T-shirt (rec or undershirt)
- Thermal bottom and/or top
- Sweat Shirt
- Socks
- Barefoot if desired

Night Time Standards

Residents are not permitted to wear anything on head or eyes while sleeping.

Residents are not permitted to sleep in just their underwear, naked, or without t-shirts on.

Residents do not have to sleep under covers or sheets. Bedding is not to be purposely placed on the floor, due to creating an unsafe environment. When leaving the dorm at night, resident must do the following:

- Have on a West Central PJ top, West Central PJ bottom, and shoes (flip flops or gym shoes).
- Residents should place PJ's where they can be easily accessed at night. Leaving the dorm out of standard is violation of "Bedtime Dress Code."
- Resident will always approach the voice box when leaving the dorm. Failure to approach voice box is "Inappropriate Movement Practice."
- Residents are permitted to wear additional layers of clothing.

Approved Transition Clothing and Approved Transition Grooming Pants, Belt, Shirt, Shoes, Socks, Underwear

- A resident will transition from the Family Room in the approved clothing he currently has on or has in his locker. This does not include, nor does it refer to, clothes he may have in his "personals." Once the resident transitions, he will go into the visitation restroom and change into his personal clothes (must be prosocial clothing). As the resident leaves the building, he will turn in all West Central clothing to the security staff (this also refers to clothes they are currently wearing). All other West Central property will be turned in before transition.

If the resident does not have personal clothes to change into, he can do one of the following:

Hair, nails, and hygiene

- Residents will follow the West Central grooming standard on the day of transition.

*** Final decisions on all clothing standards will be determined by proper West Central staff.**

West Central Cleaning Standards

The West Central Community Correctional Facility provides a clean, healthy living area to promote right living, teach responsibility and individual work ethic, and to maintain order. All toilets, urinals, sinks, drinking fountains, and bathing facilities in areas occupied by residents, or used by staff, are cleaned daily. Residents clean the facility daily as they conduct their “Tites” to the standards listed below:

Dorm Areas:

- Each resident is responsible for the cleanliness and organization of their assigned sleeping area.
- Wastebaskets are emptied into proper trash receptacles on a daily basis.
- Beds are to be made to standard: Blankets and linen tight and tucked; pillows straight with no wrinkles.
- Nothing should be on the bed except blanket, linen and a pillow.
- Shoes are to be placed neatly under the bed.
- Lockers are to be arranged neatly and uniformly to facility standards.
- Towels and washcloths are folded and placed on the bed rail at the foot of the bed.
- All personal items remain in the locker at all times unless being used.
- Lockers are never left unsecured.
- Room is free of dust.
- Floors are cleaned, mopped, and waxed.
- Walls and windows are cleaned.
- Dorm and Wall Locker Standards are posted in the Dorms.

All Showers/Restroom Areas:

- Toilets, sinks, mirrors, urinals, bathing facilities, etc. in the areas throughout the building are cleaned daily; free from hair, stains, debris, and dust.
- Inside of toilets and urinals will be cleaned.
- Floors are swept and mopped once daily at a minimum.
- Walls and door jams are wiped down once daily.
- Shower drains cleaned and unclogged daily; shower stalls are free from soap scum, mildew, debris, hair, and dust.
- Scrub floor tiles to remove all stains. Cracks of all tiles in shower and floors will be white.
- Pipes under sinks and fountains will be cleansed daily removing all corrosion.
- Walls will be cleaned and free of all bodily particles and/or human waste.
- Vents will be cleaned and free of all dust.
- Wastebaskets emptied into their proper trash receptacles daily.

Residential Family Area:

- Chairs and tables are wiped down and organized daily.
- Games and books are stored in their proper places.
- Floors are clean and free of obstacles.

- Carpet is swept daily or more if needed; carpet is steam cleaned if needed.
- Exercise/Recreational equipment is cleaned after use and positioned to title standard.
- Walls and door jams wiped down; dust free.
- Overhead light fixtures dusted at least monthly.
- All windows are cleaned and free of streaks.
- Drinking facilities, phones, door handles, and call boxes are cleaned.
- All closet and storage areas are cleaned daily.

Mezzanine:

- Carpet is swept daily or more if needed; carpet is steam cleaned if needed.
- All windows are cleaned and free of streaks.
- All tables, chairs, and bookcases are wiped down and organized daily.
- Stairways are clean and free of obstacles; railings are wiped down daily.
- Pictures dusted daily.
- Bookcases are organized and cleaned.

Laundry Rooms:

- Countertops and appliances wiped down.
- Floors are swept, mopped, and waxed as needed.
- Interior of appliances including dryer vents are cleaned.
- Dust off window ledges.
- All windows cleaned and free of streaks.
- Sinks cleaned.
- Empty trash as needed.

Court Yards/Walkways/Parking Lots:

- Picnic tables and benches are wiped down and organized per area standard.
- The walkways, courtyards, and parking lots are clear of debris; during the winter they are clear of snow and ice; salted as needed.

Intake Area, Segregation Cells and Sally Port:

- Countertops, tables, and chairs are wiped down daily.
- Floors are swept and mopped daily, waxed as needed.
- Trash is emptied daily.
- Lockers are wiped down daily.
- Shower, sinks, and urinals cleaned daily.
- Medical area cleaned as needed under direct supervision of staff.
- Segregation Cells are cleaned and mattresses are sanitized daily.

Classrooms/Small Group Rooms/Visitation:

- Tables and chairs wiped down and organized daily.
- Windows and window ledges cleaned.
- Floors are swept and mopped daily, waxed as needed.

- Dry-erase boards cleaned if information on them is no longer needed; dry-erase board cleaner is properly secured after use.
- Water fountains and restrooms in Visitation cleaned daily.
- All carpeted areas are swept; steam cleaned if needed.
- Cabinets, countertops and TV/VCR equipment are wiped down and free of dust.
- Pictures are dusted daily.

Program Wing Hallways:

- Floor is swept and mopped daily.
- Walls, doors and pictures are wiped down as needed.
- Fire extinguishers wiped down as needed.

Computer Lab:

- Counter, tables, and chairs wiped down.
- Computer equipment is kept free of dust.
- All windows cleaned and free of streaks.
- Floor is swept and mopped daily.
- All furniture and computer equipment is organized.

Lobby:

- All windows cleaned and free of streaks.
- Walls, pictures, furniture and exit signs are wiped down.
- Water fountain is cleaned.
- Lockers are sanitized daily inside and outside.
- Floor is swept and mopped daily.

Reception Area/Administration Hallways:

- Floors are swept; steam cleaned if needed.
- All windows cleaned and free of streaks.
- Furniture, pictures, lamps, blinds, office equipment, and Receptionist desk wiped down.
- Old newspapers/magazines organized and removed as needed.
- Empty trash.

Board Room:

- Conference table, including legs wiped down.
- All windows cleaned and free of streaks. Blinds and furniture wiped down.
- Floor is swept; steam cleaned if needed.
- Board Room chairs organized.
- Light fixtures wiped down.
- Dry erase board cleaned to standard and markers organized.

Administration Wing Kitchenette:

- Trash emptied daily.
- Countertops and sink wiped down.

- Microwave and coffee machine cleaned.
- The refrigerator is kept clean.
- Floor is swept and mopped.

Wooden Cubbies:

- All items will be removed each day by 10:00 PM.
- Residents can put belongings in these cubbies except for food or razors.

West Central Bunk and Locker Standards

Bunk Standards

To be considered tite, a bed must be made with 18 inches of the white showing. The blanket and top sheet are to be folded down from the top, so that only the three inches are showing. The other fifteen inches should be the bottom sheet. The pillow is to be centered at the top of the bed with the open end of the pillowcase on the left side and folded under. The bottom sheet as well as the top sheet and blanket should be tucked in a manner so that no ends or edges are showing. The bottom two corners of the bed are to be folded under so that a 45-degree angle fold is made on both sides. The bed is to have no wrinkles or humps in it. The towel is to be folded evenly on the left side over the bar at the foot of the bed. The wash cloth is to be folded evenly and placed on top of the towel. The laundry bag is hung on the right corner post of the bed. All shoes are lined up neatly under the bed with the heel of each pair touching. They are lined up so that they form a straight line, parallel to the edge of the bed. **Do not tie sheets or hook sheets onto bed frame. This could lead to damage of West Central property.** If you have been issued a second blanket it is to be folded neatly and centered at the foot of the bed. At no time will you sleep on top of a made bed and cover up with the extra blanket, as this is a violation of bunk standards.

Locker Standards

HANGING CLOTHES:

- All hangers are 2 inches apart (robe 3" from right side)
- The following items will be hung in order from right to left
- Bath robes – tied with belt
- Pajamas (top and bottom on 1 hanger)
- Shirts
- Pants (folded over hanger in same direction)
- Personal clothing
- Any unused hangers are hung on bar. (Limit of 10 hangers total)

TOP SHELF LEFT SIDE:

- May have up to 2 Personal books and 1 Bible

TOP SHELF RIGHT SIDE:

- Black binder (residents are allowed to have unlimited treatment books in binder), class books (All books are flush with edge of shelf)
- Water bottle in far-right corner of top shelf. (Name is on the water bottle)

UPPER DRAWER:

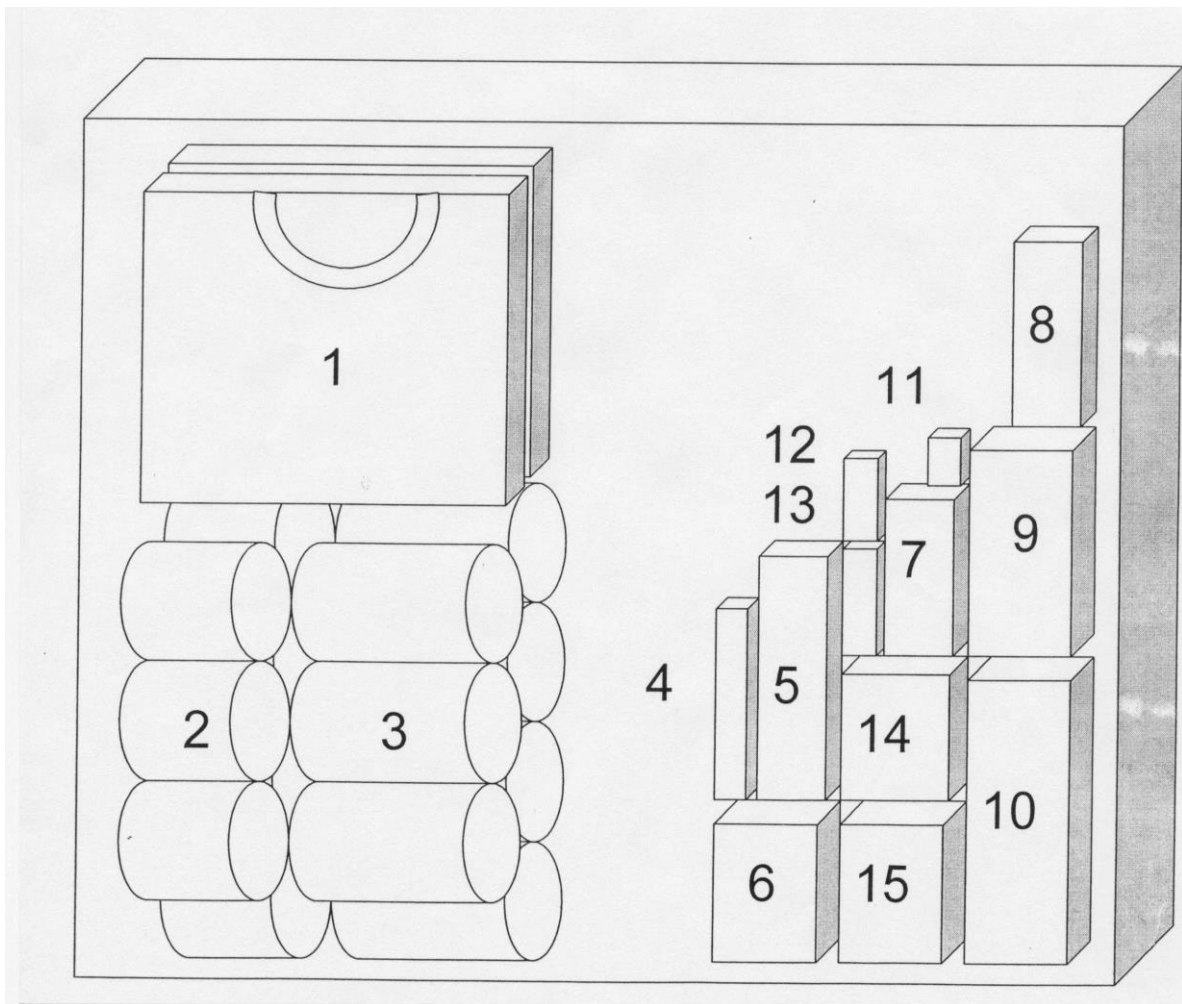
- T-shirts neatly folded in back left corner with the socks individually rolled and placed in front left corner to make a straight line down the center of the drawer.
- Undergarments neatly rolled and lined up on the left side of the socks forming a rectangle with the t-shirts.
- All hygiene items are to be in a neat, orderly fashion per diagram on the right side of the drawer.

BOTTOM DRAWER:

- Bottom drawer is for extra towel, wash cloth, extra paper (i.e., mail, classroom assignments, etc.) and winter clothing.
- Everything in this drawer needs to be stored in an orderly fashion.

Locker Drawer (1) Arrangement

- | | | |
|--|------------------------------|--------------------|
| 1. Tee Shirts: Stacked collars up | 4. Tooth Brush | 10. Shampoo |
| 2. Underwear: Rolled with band tucked under all the same direction. | 5. Tooth Paste | 11. Floss |
| 3. Socks: Rolled up in pairs and all pointing same direction. | 6. Deodorant | 12. Razor |
| | 7. Shave Cream | 13. Comb |
| | 8. Styling Gel | 14. Q-Tips |
| | 9. Lotion/Foot Powder | 15. Soap |



*Residents are permitted to decorate their living and sleeping quarters with personal possessions in accordance with West Central guidelines. (Residents may hang pictures, cards, graduation tassels, and projects in their lockers). Residents may get approval to hang drawings/paintings, projects, quotes on the walls of the building.

PREA
PRISON RAPE ELIMINATION ACT

It is the policy of West Central Community Correctional Facility to provide a safe, humane, and appropriately secure environment, free from the threat of sexual misconduct for all residents by maintaining a program of prevention, detection, response, investigation, and tracking.

You have a right to be free from sexual misconduct from staff, other residents, volunteers and vendors. West Central has zero tolerance against sexual abuse and sexual harassment.

All allegations of sexual abuse or sexual harassment will be administratively and/or criminally investigated.



**YOU HAVE THE RIGHT NOT
TO BE SEXUALLY ABUSED OR HARASSED.**

Incidents or suspicion of sexual abuse, sexual harassment and retaliation can be reported to ANY STAFF member:

- Verbally to ANY STAFF MEMBER
- In writing to ANY STAFF MEMBER
- PREA Coordinator, (937) 555-1234
- Outside Agency Hot Line 1 (614) 728-3399
(No cost to call from resident phone)
- Send message to PREA on Resident Kiosk System

Residents shall be given the opportunity to remain anonymous upon request to the outside agency.

There will be **NO** retaliation for reporting incidents of sexual abuse or sexual harassment in good faith.

Family and friends can report allegations of sexual abuse, sexual harassment and retaliation on your behalf:

- By calling (937) 644-2838 ext. 404
- By e-mailing prea@wcccf.org

All residents will subsequently receive additional training and education within your orientation period.

PREVENTION

All residents are screened during the initial intake process within 72 hours of intake to assess for risk of sexual victimization or abusiveness. No sooner than 15 days, but no later than 30 days from arrival at West Central, the resident will be reassessed regarding his/her risk of victimization or abusiveness based upon any additional relevant information received since intake.

RESPONSE

Upon the report of an allegation of resident sexual abuse, staff shall:

- Separate the alleged victim and abuser.
- Take appropriate steps to preserve, protect and collect any evidence.

West Central will provide the services of a qualified internal victim support person or, if available, a rape crisis center victim advocate for the victim.

TREATMENT

West Central will follow appropriate protocol, document as required, transport to the local emergency room, and assure an examination is conducted by qualified medical personnel. Counseling, follow-up, and referral for mental health evaluations will be available. Treatment will be provided to the victim at no charge.

INVESTIGATIONS

All reports of sexual harassment, sexual abuse, and retaliation will be investigated and the findings documented.

All allegations of sexual abuse will be reported to local law enforcement.

Emergency Plans

West Central has developed emergency plans for several situations in the facility. Two major emergency procedures are listed below and you will be required to familiarize yourself with these procedures. These procedures are practiced using drills on a regular basis.

IN CASE OF A FIRE/EMERGENCY/DRILL YOU WILL DO THE FOLLOWING:

- No talking. Listen for staff directives.
- Follow staff directives.
- Calmly exit the building following the fire emergency evacuation plan. Use the most direct route to exit the building if possible.
- After exiting the building from the men's facility, you will assemble on the north side of the building on the driveway furthest from the building. After exiting the building from the women's facility, you will assemble on the southeast driveway furthest from the building (outside the recreation yard).
- You will form into your dorm count lines.
- Immediately inform staff if you are injured or need assistance.
- Wait for further directives.

IN CASE OF TORNADO/EMERGENCY/DRILL YOU WILL DO THE FOLLOWING:

- No talking. Listen for staff directives.
- Follow staff directives.
- In the event of a tornado/emergency or drill, you will hear an audible siren/horn.
- You will immediately return to the assigned dorm, bunk, or restroom.
- You will remove the mattresses from your bunks and place them on top of the lower bunk.
- You will lie under the lower bunk.
- If in restroom, line the walls while sitting.
- If injured, immediately inform staff.
- Wait for further directives.

Commotion Protocol:

If there is a reason where staff needs the resident community to immediately stop what they are doing and move to a specific area, they will call a commotion protocol. This could be in order to respond to a medical need, an escalated resident, a resident refusing to follow directives, physical or verbal altercation between residents, etc. If a commotion protocol is announced residents will:

- Immediately stop what they are doing
- No talking. Listen for staff directives
- Follow staff directives
- Quickly move to the area of the building staff directed you to go to and wait for further directives

Evacuation Plan

