

COMMUNITY RESTORATION SERVICES OF STARK COUNTY – PROCEDURES AND PROTOCOL

NEW ARRIVALS/ORIENTATION

Your first few days at the Center will be busy ones. After your admission, you will be oriented about the program in depth. You will be given a tour of the residence and introduced to the staff and to other residents. Then you will be assigned a room and given your own key. Courtesy, honesty and respect for yourself and others as well as this facility will be expected. You will be assigned a Residence Advisor who will be responsible for working with you and overseeing your progress throughout your stay. You will work along with your Residence Advisor to create and review a personalized program plan. Any questions, comments or concerns should be directed to the Residence Advisor.

TRANSPORTATION

Our program is located on the SARTA Bus Route and you will be able to obtain bus schedules.

HEALTH AND SAFETY

You are required to give a full disclosure of your known medical condition and, if necessary, sign a release of information form to obtain your medical history. Failure to tell staff about your medical state could result in removal from the program.

All health care matters need to be addressed using a “Medical Request” form. Fill out all information completely and turn into staff. This includes any request for over-the-counter drugs such as aspirin and antacids, hospital visits, and doctor’s appointments. All injuries or illnesses should be reported to staff as soon as possible. This action will help to protect you. An emergency medical transportation unit (ambulance) will be contacted to transport you to the hospital. In an emergency situation, you will be able to go to the hospital of your choice at your own expense. Non-emergency medical conditions need to be discussed with staff immediately to schedule health care and dental appointments.

ALL MEDICAL CO-PAYS, IF ANY, ARE THE CLIENTS’ FINANCIAL RESPONSIBILITY. PLEASE KEEP A BALANCE ON YOUR ACCOUNT FOR THIS PURPOSE.

All medications must have your name on them. Residents are not allowed to trade medication or take each other’s medicine. Narcotics are not allowed in the building or program. First Aid kits are located in various places in the residence. Contact a staff member immediately if you are in need of first aid or if you are aware of someone else in need of first aid.

While a resident of CRCS, you may not participate in medical, pharmaceutical, or cosmetic experiments. This does not include individual treatment from your physician with a new medical procedure, with full explanation of the positive and negative features of the treatment. You may agree to have a new

medical procedure as long as the treatment is not part of a general program of medical experimentation involving payment to you. All medical documentation must be submitted to staff before beginning treatment.

LIVING QUARTERS

You are responsible for keeping your living area clean and safe. All residents in a room are held equally responsible for the condition of the room. All bedding, such as sheets and pillowcases, must be laundered once a week.

Residents are permitted to decorate their dorm rooms with approved personal possessions. Please note that the following items are not permitted: sexually explicit material, candles, incense, oil lamps or any other devices utilizing open flame or combustion, gang-related paraphernalia, or drug paraphernalia. Residents are permitted to have a radio/stereo that is not used as an alarm clock. If there are any questions about permitted possessions, discuss it with staff. You will also be held responsible for paying for any damage done to the residence or room you live in. All lights shall be shut off if they are not in use with the exception of the living room lamp.

Job Duties

Daily household and outside grounds duties are required and will be assigned on a rotating basis. You are required to complete these duties in the time allotted and in a satisfactory manner. Job duties will be monitored by the staff.

RELEASE PROCEDURES

Prior to release, you must obtain suitable housing that has been pre-approved by the agency and your APA officer. You are strongly encouraged to locate approvable housing as soon possible in preparing for your release. Your Residence Advisor can assist you if you have difficulty finding a place.

On the day of your release, please note the following:

1. All residents must be financially current
2. Residents must complete an evaluation form
3. All CRCS, Inc. property must be returned and accounted for (key, bedding, etc.)
4. All discharge documents must be completed and signed
5. Transportation to approved residence is not the responsibility of CRCS, Inc.
6. All clients must be approved to leave upon release by CRCS Staff

DISCIPLINE GUIDELINES

Penalties for rule violations range from Thinking Reports or loss of privileges to an automatic referral for termination. All rule violations shall be noted in writing. A copy of all discipline reports shall be maintained on file.

For each violation, a number of points will be given. The number will depend on the severity of the violation (see grid below).

When you violate a rule, you will receive a Violation Notification. You must sign acknowledging receipt of the violation (or have it read to you) and sign/date. If you deny the violation as written, you must still sign it and then immediately complete an Offender/Witness statement and turn it into staff. Supervising staff will then conduct an investigation of the incident. **Note – if you deny the violation you may be restricted from activities until the investigation is complete.** If you accept the violation, or if investigation shows you to be at fault, you will be issued a Sanction Receipt and a number of points.

When 50-75 points are obtained, you will meet with the Behavioral Review Committee (BRC). A Behavioral Accountability Contract will be developed by the committee and the offender. This contract will assess requirements necessary to lower your points and remain in the program.

When 100 points are obtained, the BRC will convene to discuss an offender’s continued status in the program.

Consequences and Violation Points for Program Rule Violations

| Severity | Violation | Possible Sanctions |
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| Automatic Referral to Behavioral Review Committee | <ul style="list-style-type: none"> ○ Causing, or attempting to cause, the death of another ○ Hostage taking, including any physical restraining of another ○ Non-consensual sexual conduct or contact with another ○ AWOL ○ Leaving the state of Ohio ○ New Criminal Charge (Felony) | <ul style="list-style-type: none"> a) Status review by Behavioral Review Committee (Termination probable in most cases) |
| High 51-100 Points | <ul style="list-style-type: none"> ○ Causing, or attempting to cause, any physical harm to another ○ Threatening bodily harm to another ○ Throwing, expelling, or otherwise causing a bodily fluid to come in contact with another ○ Severe disruption with the security or orderly running of the facility [MH-] ○ Establishing or attempting to establish a personal relationship with an employee, staff, contractor, or volunteer including (but not limited to) personal mail, personal telephone calls, any form of business, or engaging/soliciting in sexual conduct/contact[MH-H] ○ Out of place/off itinerary under four hours [LM-H] | <ul style="list-style-type: none"> a) Loss of privileges for 30 or more days (phone, visits, passes, vehicle, smoking, television, recreation, outings, late nights) b) Change of quarters c) Removal from program/group activities for 30 or more days d) Confiscate contraband e) Extra duty hours or additional household chores f) Cognitive Behavioral Intervention (i.e. Thinking Reports) g) Monetary Restitution/ Community Service hours h) APA/Parole Board intervention/hearing (parole only) (Possible Termination) |

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| | <ul style="list-style-type: none"> ○ Possession, manufacture, or introduction of a weapon or knife, hazardous tools, dangerous chemicals, explosives or ammunition ○ Setting a fire or any unauthorized burning ○ New Criminal Charge (Misdemeanor)[M-H] ○ Violation of the Transitional Control Rules of Participation [L-H] ○ Unauthorized possession, manufacture, or consumption of drugs or any intoxicating substance not prescribed by medical staff or without additional violations [M-H] | <ul style="list-style-type: none"> i) Status review by Behavioral Review Committee (Possible Termination) |
| Moderate/High 36-50 Points | <ul style="list-style-type: none"> ○ Threatening harm to the property of another ○ Extortion by threat of violence or other means ○ Severe interference with staff in performing duties [M-MH] ○ Physical resistance to an order from supervising staff ○ Attempting or planning an escape ○ Procuring, or attempting to procure, a weapon ○ Refusal to submit urine sample or breathalyzer, or otherwise to cooperate with drug testing or mandatory substance abuse sanctions [M-MH] ○ Destruction, altercation, or misuse of property [M-MH] ○ Tampering with fire alarms, sprinklers, or other fire suppression equipment ○ Consensual physical contact for the purpose of sexually arousing or gratifying either person ○ Seductive or obscene acts, including indecent exposure or masturbation, any word, action, or gesture, or other behavior that is sexual in nature and would be offensive to a reasonable person | <ul style="list-style-type: none"> a) Loss of privileges for 21-30 days (phone, visits, vehicle, smoking, television, recreation, outings, late nights) b) Change of quarters c) Removal from program/group activities for 21- 30 days d) Confiscate contraband e) Extra duty hours or additional household chores f) Cognitive Behavioral Intervention (i.e. Thinking Reports) g) Monetary Restitution/ Community Service hours h) APA/Parole Board intervention/summons (parole only) i) Status review by Behavioral Review Committee (Behavior Accountability Contract) |
| Moderate 16-35 Points | <ul style="list-style-type: none"> ○ Disrespect of any employee, contractor, volunteer, visitor or offender ○ Giving false information or lying to supervising authority [LM-M] ○ Forging, possessing or presenting forged/counterfeit documents ○ Possession of any unauthorized locking device, lock pick, or tampering with locks or keys ○ Failure to adhere to Transitional Control home pass and electronic monitoring rules ○ Utilizing unauthorized methods of transportation ○ Procuring or attempting to procure, unauthorized drugs, aiding, soliciting, or collaborating with another to procure | <ul style="list-style-type: none"> a) Loss of privileges for 14-21 days (phone, visits, vehicle, smoking, television, recreation, outings, late nights) b) Change of quarters c) Removal from program/group activities for 14- 21 days d) Confiscate contraband e) Extra duty hours or additional household chores f) Cognitive Behavioral Intervention (i.e. Thinking Reports) g) Monetary Restitution/ Community Service hours |

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| | <p>unauthorized drugs or to introduce unauthorized drugs into state-contracted facility</p> <ul style="list-style-type: none"> ○ Unauthorized possession, manufacture or consumption of drugs or any intoxicating substance not prescribed by medical staff with or without additional violations [M-H] ○ Unauthorized possession of drug paraphernalia ○ Misuse of authorized medication ○ Participating in any transaction involving an offender, staff member, or another for which payment is made/expected ○ Entering into any business operations/legal contracts without prior permission of supervising authority ○ Stealing or embezzlement of property ○ Smoking where prohibited [LM-M] ○ Possession of Contraband [L-M] ○ Use of telephone/mail to harass another ○ Failure to submit earnings [LM-M] ○ Deliberate failure to secure employment, or maintain employment as directed [LM-M] ○ Failure to follow directives from the supervising authority [L-M] ○ New Criminal Charge (Misdemeanor) [M-H] | <p>h) Possible status review by Behavioral Review Committee</p> |
| <p>Low Moderate 6-15 points</p> | <ul style="list-style-type: none"> ○ Violation of visiting rules as set forth by supervising authority ○ Self-mutilation, including tattooing; possession of devices or material used for tattooing ○ Possession of unauthorized funds ○ Failure to job search ○ Out of place/off itinerary under four hours [LM-H] | <ul style="list-style-type: none"> a) Loss of privileges for 7 days (phone, visits, vehicle, smoking, television, recreation, outings, late nights) b) Change of quarters c) Removal from program/group activities for 7 days d) Confiscate contraband e) Extra duty hours or additional household chores f) Cognitive Behavioral Intervention (i.e. Thinking Reports) g) Monetary Restitution/ Community Service hours |
| <p>Low 0-5 points</p> | <ul style="list-style-type: none"> ○ Failure to follow safety or sanitation regulations ○ Disrupting class while in programming ○ Gambling or possession of gambling paraphernalia [L-LM] ○ Possession of contraband [L-M] ○ Violation of house rules [L-M] | <ul style="list-style-type: none"> a) Loss of privileges for 2 days (phone, visits, vehicle, smoking, television, recreation, outings, late nights) b) Change of quarters c) Removal from program/group activities for 2 days d) Confiscate contraband e) Extra Duty Hours |

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| | <ul style="list-style-type: none"> ○ Unauthorized use or possession of telephone (including cellular phones and accessories) without permission [L-LM] ○ Failure to provide receipts for purchased goods and services [L-LM] ○ Failure to attend/tardiness to required programming [L-M] ○ Violation of the Transitional Control Rules of Participation [L-H] ○ Failure to follow directives from the supervising authority [L-M] | <ul style="list-style-type: none"> f) Cognitive Behavioral Intervention (i.e. Thinking Report) g) Monetary Restitution/ Community Service hours |
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*The above is not an exhaustive list of violations. Please Refer to Transitional Control Behavioral Guidelines for a thorough listing of all guidelines.

*A violation enhancement may be given when an offender is issued three or more of the same or similar violations. (Points may be issued one level above the violations noted point value)

*The Behavioral Review Committee (BRC) will convene when halfway house feels that it is necessary, an offender reaches the Moderate/High consequence level, and/or the offender reaches 100 violation points.

*The above violations and consequences are subject to review by program management.

Positive Incentives

You may reduce the number of points accrued by completing any of the following:

- (A) Program – Group attendance/participation or completion with no unexcused absences for 30 days [including any in-house and outside programming such as AA/NA, Turning Point, D.A.D., GED, etc.]
- (B) Program – Completion of treatment/group above and beyond program expectations with no unexcused absences for 30 days
- (C) Program – Maintaining Mental Health treatment plans and expectations for 30 days
- (D) Behavioral – Remains free of discipline points for 30 days
- (E) Employment – Maintains employment requirements for 30 days

PERSONAL POSSESSIONS

All personal possessions must be logged. All permitted items will be given back to you. Other items will be bagged and stored for 7 days so that each client can arrange to have the items sent home or picked up. You are responsible for your own possessions, so please keep your door locked whenever you leave

your room. The staff has the right to confiscate any of your personal items that are being misused or that have not been properly logged on your personal possession sheet. All items are subject to search and seizure at any time.

Any of your personal belongings that are left at the residence due to your successful completion, or arrest, will be held for only seven (7) days before being destroyed or given away. If you abscond or are terminated from the program, you are not permitted to reenter the residence to retrieve personal items. If you attempt reentry after termination from the program, the police will be called and you could face trespassing charges.

Permitted Personal Possession List

Clients are allowed to have the following possessions with the stated limits:

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| 7 | Hygiene Items (soap, deodorant, etc.) | 1 | Notebook |
| 7 | Grooming Items (comb, lotion, etc.) | 1 | Blanket |
| 10 | Bottoms (pants, shorts, jeans, etc.) | 1 | Set Single Sheets |
| 10 | Tops | 1 | Pillow |
| 4 | Pairs of shoes/boots | 1 | Portable CD Player/MP3 Player |
| 4 | Pieces of jewelry | 7 | CDs/Books/Games/DVDs |
| 7 | Paris of socks | 10 | Letters/Pictures |
| 7 | Pairs of underwear | 1 | Carton(s) of Cigarettes |
| 2 | Pairs of pajamas | 2 | Lighters |
| 7 | Undershirts | 1 | Hat |
| 3 | Washcloths | 1 | Pair of Gloves |
| 3 | Towels | 2 | Coats/Jackets |
| 1 | Clock/radio | 10 | Plastic Hangers |
| 1 | Small TV | | |

CONTRABAND

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| <ol style="list-style-type: none"> 1. Any substance or items considered unlawful by way of the Ohio Revised Code(s). 3. Alcoholic beverages of all kinds. 5. Candles, incense, oil lamps or any other devices utilizing open flame or combustion, except cigarette lighters or matches. 7. Food substances and beverages of any kind other than in the kitchen and dining room. 9. Sexually explicit material 11. Pets or animals 13. Tattoo paraphernalia | <ol style="list-style-type: none"> 2. Cameras 4. Gang related paraphernalia 6. Clothing with alcohol or drug logos 8. Straight edge razors 10. Female attire 12. Aerosol sprays 14. Liquid bleach |
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15. Drug paraphernalia
16. Any other items deemed inappropriate by CRCS, Inc. staff
17. Weapons of any kind – commercially produced or homemade
18. Black and Mild's
19. Any unlawful drug or substance (including plastic glue). In addition, all prescription medications and vitamins must be labeled with your name.
20. Narcotics