Character is like a tree and reputation like a shadow. The shadow is what we think of it; the tree is the real thing.

Abraham Lincoln

MAILING ADDRESS:
Department 5018
PO BOX 20,000
Grand Junction, CO 81502-5001

PHONE:
Business hours: 970-244-3301
After hours: 970-244-3301

Website: www.cjsd.mesacounty.us

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MESA COUNTY COMMUNITY CORRECTIONS

CLIENT HANDBOOK
MEN’S PROGRAM

To All Clients of the Mesa County Community Corrections Program:

The Mesa County Community Corrections program is designed to address the needs of clients utilizing current practices proven to promote behavior that demonstrates positive, helpful, meaningful relationships within the community. We understand the importance of having a positive environment that is safe while promoting dignity and respect. Our program is designed to create and maximize resources in an effort to help clients become more productive, independent and pro-social citizens within our community.

You should read and understand the contents of this handbook. The handbook provides you with a summary of program rules and expectations. It also provides you with the knowledge and information necessary to make informed choices which can positively affect yourself, family, friends, and fellow community members.

You will be assigned a case manager who will help you with additional information, guidance, and direction to meet all program requirements and successfully complete your sentence. Program staff are on duty 24 hours a day, seven days a week to assure your accountability and provide you with assistance at any time. Our objective is to facilitate your success and to enable you to be a productive member of our community.

Sincerely,

Dennis L. Berry
Department Director

Matthew Sullivan
Deputy Director
FACTS TO CONSIDER

Generally, 40% of all residential community corrections clients participated in this program without any disciplinary action.

Research shows that 75% of clients that have completed this program have not re-offended in two years after release from the program.

You, as a client, are participating on a program that is considered to be one of the leading programs in the state of Colorado regarding successful completion.

REASONS CLIENTS ARE SUCCESSFUL ON THE PROGRAM

Clients build up confidence while working through this program. They do this in a variety of ways including, but not limited to: finding and maintaining employment, meeting financial responsibilities, and becoming more involved in healthy community activities.

Clients tend to set goals and work towards them on a day to day basis while learning to delay gratification. People who set daily goals tend to be more successful and consistent in their lives.

Clients who move forward on the program do not compare themselves to other clients. They stay focused on their case plan and individual growth. They approach each day with a mind set to persevere.

This includes:
Employment and stability
Re-establishing and building up of healthy relationships
Identifying the need for healthy boundaries and setting them
Respecting other client boundaries
Involvement in the community

Clients who demonstrate positive attitudes tend to be more successful. Examples of positive attitudes include: open-mindedness, caring, objectivity, honesty, humility, responsibility, and gratitude.

REASONS CLIENTS ARE TERMINATED FROM THE PROGRAM

Unhealthy associations
Resistance to change
Ongoing substance use
Failure to draw clear boundaries

This is a time to take a look at what you don’t want to see happen again. “Keep doing what you were doing and you will keep getting what you were getting.” We believe people can change. Let us help you change some things you would rather not repeat.
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The purpose of a client handbook is to equip the client with the knowledge needed to make informed decisions when working through the program. In any situation where a client has concerns about what they read or how it applies to them the client is encouraged to address their questions with staff.

**Agency and Social Contacts**
In order to have an effective program the following rules and processes are laid out in the client handbook. It is the goal of the program to maximize resources so that social, vocational, personal and life needs can be addressed.

Clients shall not associate with any person having a criminal record, unless for employment or education purposes, which must then be pre-approved by program supervision.

Clients shall not have contact with family or friends at the facility or at locations away from the facility without prior permission from the Criminal Justice Services Department (CJSD) Staff. For further clarification, please see the Relationship Section of the handbook.

Clients having any contact with a law enforcement agency or officer shall report the contact to CJSD staff immediately following contact. Clients who are under criminal justice supervision should inform law enforcement of their program status immediately upon contact.

Male and female clients are not to associate with each other except in activities sponsored by CJSD. Clients may not sign out to the same location as another client without prior approval from staff.

**Attendance Requirements**
An important part of completing the program successfully is to demonstrate timeliness and participation in required education and treatment.

Clients are required to appear as scheduled for all appointments; such as but not limited to: case manager meetings, community meetings, treatment, doctor appointments, education, court dates, and employment.

Any client too sick to attend treatment or educational classes must notify staff and the instructor of the treatment group or class prior to the beginning of the session. Professional courtesy would be a two hour notification to cancel an appointment. It is the client’s responsibility to reschedule or make up a missed appointment. Clients who are ill are required to stay in their rooms for the duration of the illness. Clients may only leave for doctors’ appointments, emergency medical care and meals. Clients who do not attend treatment groups are not allowed to participate in program outings.

Clients may be required to submit a doctor’s verification of illness or injury to CJSD staff.

"You can’t live a perfect day without doing something for someone who will never be able to repay you.”
~John Wooden
Behavior
Clients are required to model responsible behavior at all times. No fighting, arguing, horse playing, shouting, loud or boisterous conduct, nor any form of physical aggression with or against any other person is permitted.

Clients are encouraged to recognize their surroundings and use appropriate language. It is important that clients are respectful and courteous to those in their community. Clients are not to use vulgar, profane, or obscene language or actions/gestures.

Clients will not threaten any person with any form of physical behaviors or any act designed to be harmful to them. Clients will not create, participate in, or incite a riot or disruption of the program or encourage others to do so.

Clients are expected to treat CJSD staff, citizens, and fellow clients with respect and consideration at all times. Clients are required to be cooperative and respectful with all CJSD staff. Disruptive behavior during educational and treatment groups may result in disciplinary action.

Clients will not enter any other client’s dorm room without permission from staff. Client interaction is limited to the day room areas. For example clients will not loiter in hallways, stairwell, vending room during unauthorized times, client doorways, bathrooms or laundry rooms.

Federal law regarding the Prison Rape Elimination Act (PREA) prohibits sexual contact between clients and between clients and staff, consensual or otherwise, and all sexual contact will be reported and responded to according to the law. This includes but is not limited to any sort of sexual harassment, hand holding or kissing.

Clients must keep the doors to their dorm rooms closed at all times in order to comply with fire department codes.

Clients are expected to have their beds made, and personal areas put in order immediately after getting up each day. Clients will respect the property of others and of the Mesa County Criminal Justice Services Department. Deliberate damage to, theft of, or misuse of property is not allowed. If any CJSD property is lost or damaged, the client will pay any costs to CJSD for replacement or repair. Clients will not sit on tables, put feet on the chairs, couches, etc.

Covering or tampering with air vents, light fixtures, sprinkler heads, windows, window screens, door locks, or any security device including security seals on windows is prohibited.

All furniture in the rooms must remain in the approved location. Moving of furniture within the rooms or between rooms is not allowed.

Writing on, or attaching anything to the walls, furniture, doors, ceilings, window, or floors or displaying any nude or lewd pictures or posters in the rooms or in the facility is prohibited.

Clients shall make no changes in their assigned sleeping areas without prior approval of staff.

Clients will not make any false statements or conceal or conspire to conceal any activity that is contrary to the program’s policies or rules.
Clients will not own, use, possess, nor have control over any device, substance or creature which is readily capable of causing death or serious physical injury to any person.

Clients will adhere to all posted rules in any CJSD facility, including those listed in the general information and policies of this rule book.

Eating and/or drinking is permitted in the dining area only. No food or drink is permitted in rooms or outside designated areas. Clients may have up to one 20 ounce clear water bottle with water only in their rooms.

Clients are not allowed in unauthorized areas which include but are not limited to the following: staff office areas and unassigned dayrooms. Coaching desks should not be approached unless staff are present.

Clients will obey all state and federal laws, ordinances, program rules and rules of any referring agency and all directives of the CJSD staff at all times. Clients will not participate in any activity that is considered criminal in nature.

Clients will not interfere with any CJSD staff member, law enforcement officer, authorized agent of any agency, or any person in the performance of their duties.

Clients will perform any court ordered or program mandated directive such as community service and sanctions within the time frame stipulated by the court or by CJSD staff.

Behavioral Issues
CJSD Staff will document all behavioral issues that demonstrate an unwillingness to work the program and/or cause disruption to the community. This documentation may be done in a report format. An incident report will be written for all major violations and referred to a CJSD Manager. Depending on the severity of the violation, the Manager will initiate either informal or formal action.

Clients should refer to the Disciplinary Overview Handout for clarification of rule violations.

Case Management
Clients will be assigned a case manager the day of arrival on the program and will meet with the case manager within three business days of arrival. They will meet with their assigned case manager for individualized meetings on a regular basis, in addition to informal contacts that occur with staff. Individual meetings will be performed by the case manager for several purposes:
✓ to check the progress of the client in attaining the goals and objectives outlined in the individual case plans and/or behavior contracts;
✓ to discuss behavior and attitude problems or changes;
✓ to assist the client in resolving personal problems;
✓ to help clients succeed and act as a resource for client issues and challenges;
✓ to address issues concerning employment, academic, mental health, substance abuse therapies, community living and to make appropriate referrals to outside agencies that might assist the client;
✓ to identify payment options for treatment and/or required programs that may be incorporated into the case plan;
✓ to reward progression on the program.
Contraband & Searches
Clients will submit at any time to a search of their person, property, or vehicle by any staff member or any law enforcement agency. Clients DO NOT have to be present during any type of property search.

Clients must inform staff before any property is brought into the facility or taken out of the facility.

Any item not listed on the authorized room item list or deemed unsuitable by staff is considered an unauthorized item and can be confiscated or destroyed.

Clients will not own, use, possess nor have control over any devices for the purpose of tattooing or any type of body piercing.

Contraband can be confiscated or destroyed at the discretion of CJSD.

Dress code decisions are determined by safety and prosocial presentation. Jewelry may present safety issues and therefore has limitations which include: Only STUD earrings in the ear lobe or existing gauge earrings are permitted. Gauge earrings may only be allowed that are solid in flesh color and no inappropriate messaging will be allowed. Gauge earlobes are not allowed to increase in size. All piercings, including tongue and body, must be removed upon intake. Transdermal and micro-dermal implants are not allowed. Clients who have these will be directed to remove them.

Excessive jewelry and inappropriate attire is not allowed and is at the discretion of CJSD staff.

The term "properly dressed" shall include the wearing of underwear, shoes/boots, shirt, and pants to meet a reasonable standard as determined by CJSD. See “Dress Code” Section for further details.

Clients will not wear clothing which displays vulgar, profane, obscene actions, language or clothing displaying alcohol or drug advertising. Facility administration will limit clothing types that are deemed by staff to be considered gang or cult related. Examples include: trench coats, uniform colors, tee shirts referencing anti-social messages, large chains, etc.

In order to communicate a positive image and to comply with security concerns; clients will be asked to remove sunglasses and hats when inside any CJSD Building.
Clients are expected to maintain proper personal hygiene habits on a daily basis. This includes regularly taking showers, proper care of hair and nails, washing of hands and the use of appropriate hygiene items.

Hygiene items are available at the discretion of the assigned case manager. Items that may be available include: soap, shampoo, razor, shaving cream, toothbrush, toothpaste and deodorant.

Clients must keep their clothing laundered and in good repair. Staff may direct clients to have clothing washed if they determine it is out of compliance.

Clients will be expected to keep their rooms clean, neat and odor free at all times. Beds must be made, rooms vacuumed, laundry in a container and windows cleaned.

Clients will not be permitted to dye their hair or alter their appearance without prior approval from their case manager and Clients are only allowed to cut or trim another client’s hair with staff permission. Clients that cut hair are not allowed to charge fees or trade for services. When given permission to cut hair, it will be done only in a designated area and staff will inspect the designated area for cleanliness.

Clients must clean up after themselves in the common areas such as the group rooms, dining and day rooms, the showers and in the rest rooms. Failure to do so may result in corrective action. See posted lists for the House Duties.

Education
Clients may pursue a high school diploma or General Equivalency Degree (GED) with their case manager’s approval. Clients wanting to pursue educational goals beyond the 12th grade level may do so only with approval from CJSD Administration. This privilege may be earned as clients demonstrate ongoing compliance with their case plan and program requirements.

Escape
Clients participating in the program are required to remain at their assigned areas or authorized location at all times unless their absence is authorized by staff. Clients are required to follow established procedures for checking in and out of the facility.

Clients must return from all authorized activities and assignments within the prescribed time period. If released earlier than usual from an outside activity, clients are required to report directly to the facility.

Any client leaving the facility without proper authorization, or whose location is unknown will be considered an escape.

CJSD Staff will notify law enforcement of any client serving a correctional sentence who has not returned within their expected time of arrival or if they are not at their approved location.

Any client who plans, attempts or aids in an escape will have new criminal charges filed. All property of a client on escape status which is left at the Facility will be disbursed per policy after the client’s escape. All monies left by the client on escape status will be used to pay any outstanding Mesa County, CJSD or treatment debts owed and any remaining funds will be disbursed to the victim restitution fund per state statute 17-27-104 and 24-4.2-103. Such property or money will no longer be accessible to the client.
If a client is contemplating leaving the program, it is recommended they seek out the following problem solving process that may include:

- Meeting with CJO’s and/or a case manager to discuss difficulties.
- Contact key supportive individuals invested in client’s treatment such as supervising agency, family members, and/or treatment staff.

“We cannot solve our problems with the same thinking we used when we created them.”

~Albert Einstein

Finances
All monies received by clients while on the program must be turned into staff upon check in at the facility for deposit in a non-interest bearing account at a local bank in accordance with Colorado Statute CRS 18-1.3-106. Clients will be issued a receipt for all money turned in. Money for personal spending and other needs will be addressed in individual case manager meetings and monthly budgets.

Clients will be assessed a fee for room and board. Case managers will discuss payment options.

Generally, checks turned in by clients will not be available immediately. However direct deposit pay checks are generally available immediately.

Clients are required to complete monthly budgets that include program fees, costs of treatment, restitution, all disbursements, spending, living expenses and other miscellaneous costs. Disbursements or spending requests that are not included on budgets will not be allowed without prior approval from a case manager. All budgets must be approved by the assigned case manager. Clients must inform their case manager of any garnishments from their checks.

In general, clients work to be financially self sufficient and are required to pay all fees. It is expected that clients will personally pay their own restitution, fines and costs and program fees. Clients are not allowed to have family and or friends make payments on their behalf.

If program fees and/or court ordered restitution or fines and costs are not paid up to date, money for personal use will only be made available with special permission. Money for personal spending and other needs must be requested by the client on a written form (a disbursement) and must be approved by their case manager and then by administration. Disbursement funds are then issued in the form of a check.

Money received from disbursement requests must be used within five working days or returned to staff for deposit. Clients are not allowed to have more than $40.00 (including weekly spending) in their possession or in their personal property unless approved in writing by supervision.

Client obligations for room and board, restitution, treatment and prescription medication costs may be automatically deducted from the client’s account.

Clients will not enter into contracts of any sort, including, but not limited to, contracts such as: bank loans, car loans, marriages, mortgages, cell phones, etc. Clients also may not engage in business, or incur any indebtedness without the approval of their case manager and CJSD Administration.
Clients will not engage in gambling (to include lottery and scratch tickets), bartering, selling, or loaning any item without staff permission.

Clients are responsible for paying all medical expenses, dental and eye care expenses, and treatment costs.

**Fire Evacuation/Emergencies**

Criminal Justice Services Department has developed an emergency fire evacuation plan for all occupants of each building. Maps of the evacuation routes are posted throughout each facility, and clients are required to be familiar with these routes in case of fire. There are smoke and heat detectors throughout the buildings for early detection of fire and some buildings have fire sprinklers as well. The residential dorm room doors are designed as fire doors and MUST be kept closed except when entering or exiting, by order of the fire department.

Regular fire drills will be conducted as required by local, state and federal fire safety guidelines, and clients are required to cooperate during these times. If the fire alarm sounds, clients must immediately exit the building and follow staff instructions.

If an emergency situation arises at the Facility, clients should immediately advise the on-duty-staff of the situation. If the emergency involves the on-duty-staff, then clients may get outside assistance by calling 911 (9911 if using staff phone) on the telephone (the local emergency telephone number) and informing them of the emergency.

There is a Staff assist alarm located throughout the building for clients to use in the event of an emergency. Clients should make themselves familiar with the location of the Staff Assist Alarm locations. When pulled, staff will respond to the alarm location.

**House Duties**

Building cleanliness has a direct impact on the attitude of client’s and the way visitors view the program and the clients. Completion of house duties by each client reflects the development of positive program compliance and progress. Therefore, each client is responsible for completing house duties as directed by staff. These duties are to be completed every day. Failure to complete house duties may result in negative behavior notations, loss of privileges and/or disciplinary action.

House duties may be assigned by staff to address cleanliness and safety issues.

**Illness**

Routine medical services will be dealt with through the client’s personal physician at his/her cost. Emergency medical treatment is provided by the area hospitals, and the client assumes the total cost of such services.

Clients are responsible for the cost of all medications including prescription and nonprescription drugs. Any narcotic or highly addictive medication must be approved by a member of CJSB Administration. All narcotic medication will be in a blister packet. The Facility will maintain a supply of first aid material, the use of which will be supervised by staff.

CJSB will provide CPR and first-aid training to staff members. The Grand Junction Fire Department Rescue Squad will provide on-site emergency medical assistance.
All clients are required to have their physician complete a CJSD Medical Treatment form for any medical or dental appointment. Clients will provide a copy to CJSD staff once the form is completed to be kept in the client’s medical file by the CJSD Nurse.

Any treatment or educational class missed as a result of illness must be approved in advance. It is the client’s responsibility to make up any and all missed work.

Clients who have a serious enough condition to warrant a visit to the emergency room may not be allowed to leave the facility for work or pass purposes until released by an on duty case manager.

Job Search & Employment
Clients will actively pursue and maintain gainful employment in order to progress on the program, meet financial obligations and work their way up on the Incentive Levels. All clients must attend an Employment Orientation before going out to employment or on job search.

If a client is unemployed they may be required to attend a job search workshop daily prior to going on job search.

Clients will be given a job search form which is to be properly filled out and must include a time to return to the Facility by the approving staff member. All required documents must be turned into staff. Clients shall not conduct any other business, visitation or activity while on job search.

If a client is physically unable to work, the client must provide documentation of limitations to CJSD staff in order to remain on the program while unemployed.

In cases where clients may be unemployed or physically unable to obtain employment it is important that a client maintain a full time program of positive healthy activities. These activities may include vocational programs, treatment, educational programs, volunteer work, community service or a combination.

Clients must submit proof of employment or school to CJSD staff for verification. CJSD staff will then contact these employers to verify client’s work and or school officials to verify class schedules. Clients will notify CJSD staff if there are any changes in employment or school.

The CJSD Employment Specialist screens all employment and job changes for appropriateness and insure that regular job verifications and employer contacts are made. Additional assistance is available through the Work Force Center, Vocational Rehabilitation, or indirect employer contacts. Some employers contact CJSD for potential employees.

Clients must receive at least minimum wage for their work and be paid hourly. Employers are always advised of the client’s correctional circumstance. Any client who is unemployed shall accept any employment offer made available, including spot jobs.

Clients must report to staff and get permission to call in sick to work. Clients must obtain permission from administration to be employed by relatives and friends. Clients are not allowed to be self-employed. Clients may only work for employers who are willing to follow program guideline and expectations. If an employer will not cooperate with CJSD staff the client’s employment may be terminated. No out of county employment will be permitted without prior authorization from CJSD Administration.
Clients will be required to gain employment and meet their financial obligations while in the CJSD Program. This may require clients to work multiple jobs.

Any client, who is fired or laid off due to their own negligence, actions or poor performance on the job, is subject to an administrative review.

Generally, clients will not be permitted to work more than a 50 hour work week (five 10 hour days) without written permission from their case manager. Overtime may be permitted if the client’s employer makes prior arrangements with Criminal Justice Services Staff. Clients are not allowed out of the building more than 12 hours per day including transportation time without advanced administrative approval. Clients must have one full day off of work every seven calendar days. Any exceptions will be reviewed with CJSD Administration.

Clients who are unemployed are expected to be up and dressed appropriately for job search according to Job Search Guidelines. In general, clients are expected to be out of bed and dressed after receiving eight (8) hours of rest.

Clients who are required to furnish their own tools for employment purposes must store tools at the work site. If clients are unable to store them at the job site they may be permitted to store a limited amount of tools in the storage room with prior approval. All tools kept at the facility must be clearly labeled with the client’s name. It will not be staff’s responsibility to monitor tools.

Laundry
Laundry facilities are provided at the facility. Clients are responsible for doing their own laundry and access to the laundry room in the facility will be on designated days only. Refer to posted operational rules which include assigned days and times for laundry.

To assure client laundry is not damaged, clients may not use the facility laundry to wash greasy or especially dirty clothes and no dyeing of clothing is allowed. Only facility approved laundry soap will be allowed.

Clients are responsible for washing their bed linens once per week. If issued facility bed linen it must be laundered or exchanged according to posted rules.

Lights Out/Television Times
Clients MUST be in their rooms with the ceiling lights out in accordance with the posted times unless otherwise directed. Reading lamps must be turned off at posted times. The television will be viewed only during posted times with staff approval.

Mail and Messages
All non-legal mail may be opened by staff without the client present for inspection. Legal mail will not be opened by staff without the client present. Mail will only be handed out at posted times. Clients are required to check their mail daily. Clients will not be allowed to mail or receive mail from other offenders without prior approval from administration.

Clients should check the computer on a daily basis for any electronic messages.
Meals
Breakfast, lunch and dinner meals that are approved by a dietician will be provided. Meals will be served at the posted times and are subject to change.

Clients missing a meal due to scheduled work or counseling MUST sign up for a hold back meal per posted facility policy and must meet the posted time frames. Clients placed on facility restriction must request a facility holdback meal.

Clients requiring a special diet must submit the diet in advance to the CJSD Nurse who will review the diet request with a CJSD Manager. Special diet requests may require medical documentation supporting a diagnosis. If approved, the special diet request will be forwarded to food service dietician.

All medications, whether prescription or non-prescription (such as: cough medicine, cough drops, aspirin, vitamins, antacids, etc) are to be kept in accordance with CJSD Policy. Most medications will be kept in a locked and secured area and will be taken under supervision of the staff in strict accordance with the prescribing physician and package directions.

Some prescription and non-prescription medications may be allowed in limited quantities in a client’s room and only if approved. Any approval to have medication in a client’s room will be documented. Clients must speak with the CJSD Nurse to begin this process.

Clients’ use of prescribed medication shall be documented on individual medication logs. These logs are part of the client’s permanent record.

Medication shall be self-administered by the client and ingestion will be monitored by a staff member. Clients are not allowed to take any medication while away from the facility without prior approval.

Clients taking narcotic medications will not be allowed to leave the facility for work or pass purposes for 24 hours after taking the medication without manager approval.

It is the client’s responsibility to re-order medications or make arrangements for re-ordering prior to running out of medications. Clients shall be responsible for payment of the medical screening and all prescriptions including alcohol deterrent prescriptions.

The only approved non-prescription medications are those provided by the Facility. Dietary and/or sport drinks or supplements are not allowed. Clients should be aware that taking some of these

Special Diet requests may require medical documentation supporting a medical diagnosis and a need for a special diet.
substances may affect urinalysis test results and will not be an acceptable defense for positive test results.

Selling or giving away any medication, prescription medication or illegal drug or unauthorized substance is prohibited.

Passes and Activities
Clients may earn passes into the community based on their progress and compliance with case plan objectives. Passes are a PRIVILEGE that must be earned. Passes may be taken away for failure to follow the Criminal Justice Services Department rules and policy or at staff discretion.

Approved passes will generally be taken on the client's day(s) off from employment. The amount of pass time that can be earned each week is based on which particular level the client is on. Passes cannot be carried over from one incentive week to the next and all passes must end by 6:00 PM unless otherwise approved.

Passes must be approved by the client's case manager. Passes must be turned in to the case manager according to the time frame set by case managers. All pass forms must be filled out with required information. Clients must fill out pass forms in ink. Pass forms must be completed with accurate information and forms with missing information will not be approved. The pass form must match the approved computer entry or the pass will be denied. Any location which is not specifically listed on the pass form is an unauthorized location.

All locations must be specific in nature so that staff can readily locate clients. Pass checks are required by state standard and staff will conduct them by phone or in person on a regular basis. Therefore, clients must always be easily accessible while on pass. Failure to respond to staff phone calls or physical checks will be considered a violation and may result in disciplinary action. Clients must have approval from CJSD for any kind of caller ID or call forwarding.

Clients may be eligible for additional fitness and recreational passes as they progress on the incentive system.

Regular and recreation passes may not be taken on the same day. Clients are required to physically check in to the facility when going from any other location to a pass. Specials passes may be granted for holidays such as Christmas and Thanksgiving at staff discretion.

Passes are a privilege that must be earned and may be taken away for failure to follow program rules at staff discretion.

Permission Form
Clients will be required to complete a "Client Permission Form" when requesting permission to attend an outside activity other than employment or passes.

Phones
Clients may have access to pay phones at posted times. Phones may not be used during meal times or headcounts. Calls are limited to a MAXIMUM of 15 minutes each. Phone use may be restricted by staff at their discretion.

Incoming calls on the staff office phone will not be allowed except for employment purposes or in an emergency situation. Collect calls will not be accepted. No personal messages will be taken by staff.
Authorized incoming calls for clients may be transferred to the client phone in the day room area.

Cell phones are not allowed in any CJSD residential building. Permission to use cell phones away from CJSD need to be approved in advance with the assigned case manager.

**Privileges**

Television may be viewed during the posted hours, and only after given permission for such by the on-duty staff. Television programs may be prohibited at staff discretion. Stereos of any kind are not permitted in the day room area.

Media players such as the DVD player may be used to play movies only with pre-approval from staff. All movies must be approved by staff and generally only PG or PG13 movies will be approved. No unrated movies will be allowed.

CJSD may offer clients the privilege to attend activities away from the facility. Clients who choose to participate do so at their own risk. Neither CJSD nor the staff will be responsible for any injury to a client while participating in any of these activities. Access to these programs is a privilege that may be withdrawn at the discretion of the staff for inappropriate client behavior.

**Property -- Provided by CJSD**

Criminal Justice Services may provide some or all of the following property:
- Linens & pillow
- Window coverings
- Mattress
- Dorm room furniture
- Trash can

Clients are issued identification (ID) cards and room keys and are responsible for the cost of replacing these items if they are lost or damaged.

Clients are responsible for ensuring that these items or any other CJSD property is not damaged and are kept clean. Any damage above and beyond the normal daily wear will be charged to the client. This may include repair or replacement costs of the damaged item.

Clients will also have access to a client handbook and will be responsible for ensuring the handbook is not damaged or lost.

**Property -- Personal**

Personal property, letters, money etc., should be dropped off at the facility for clients during posted times only. Staff may not accept property at other times. Exceptions may be made for new arrivals.

Clients shall be responsible for their own personal property. Neither CJSD nor its staff will be responsible for any loss incurred by theft, fire, vandalism, or any other cause. It is the responsibility of the clients to keep their room doors closed and locked to avoid theft from their rooms.

Any radio/stereo that can be heard outside of the client’s bedroom is TOO LOUD and is subject to confiscation. Clients must be able to hear the loud speaker at all times. Listening devices may only be used in their dorm rooms, not bathrooms or dayrooms. These items may be taken out of the building by the client.

Audio sources are limited to CD’s and MP3 Players. MP3 players can be no larger than 4GB and have internal storage only, no internet access is allowed. CD’s are allowed in limited numbers but must not have profane or derogatory language. No copied
or unlabeled CD’s or tapes are allowed in the facility or in client’s property. All CD’s and tapes must be commercially made and approved by staff.

None of the following electronic items are allowed: televisions, cell phones, scanners, cameras, DVDs, recording devices, electronic games or other electronic devices.

Excessive amounts of magazines, newspapers, books, or combustible items that may present a fire hazard will not be allowed.

Flammable items must be stored in a safe and secure place away from ignition sources.

The quantity of personal items, including clothing, will be limited for health, fire and safety reasons as determined by staff. Clients may not have more personal items than what will fit in their closet area and/or dressers. See Authorized Room Item section.

Trash cans are provided by the facility for each room and no other trash cans are allowed.

State & Federal Statutes
In addition to the rules of the Facility, all clients are required to abide by all local, state and federal laws.

Supervision
The CJSD residential facilities are staffed 24 hours a day, 7 days per week, by competent and trained staff. The staff will make frequent security checks, (including room checks of the facility) to insure compliance with rules and for the safety of the clients. Each facility utilizes an individual sign-in/sign-out procedure to maintain accountability of all clients at all times. Clients must check out with staff prior to leaving the facility and must check back in when they return.

Clients must have specific authorization prior to leaving or changing their designated sign-out destination. CJSD conducts routine and random client destination verifications by telephone and personal contacts. Staff conducts random client and property searches of clients as well as complete facility searches.

Technology: Information and Multimedia
Technology is continually being upgraded and in some cases affects the client, the community and public safety in general. As a result, clients participating in the Program are required to disclose upon request from CJSD Staff their social media sites and technology devices. For some clients program requirements may restrict or prohibit use of social media and technology devices.

When directed by staff, clients are required to provide full access to account credentials to include: passwords, screen names, email addresses, instant messaging identities, and chat-room identities upon request.

Any electronic property in a client’s control will be subject to search.

All accounts are subject to search whether or not they have been approved in advance. Any client with an account without CJSD knowledge, any client obtaining access to or participating in inappropriate sites and any client found to have content that is not deemed socially appropriate including any form of pornography is subject to disciplinary action.
Any time it is deemed necessary to conduct a search of computer hard-drives, will be done at the expense of the client. Peripheral computer equipment such as but not limited to copiers, scanners, web cameras are also subject to approval and searches.

**Transportation**
Transportation to and from the CJSD program is the responsibility of the client.

By virtue of the program’s location, many clients will be within walking or bike riding distance. There is a public transportation system that clients may use.

Clients will not operate a motor vehicle without prior written permission of the case manager and the CJSD Administration. Clients who obtain the privilege to drive a motor vehicle may not provide rides for other clients without prior staff approval.

All clients with their own bikes must register their bike with CJSD. Bikes that are not registered are subject to confiscation.

Clients will not provide transportation for other clients to and from pass locations, without prior approval from staff.

**Visitation**
Clients who have earned visits will be permitted visits during the posted visiting hours only. If a client has earned incentive passes, he/she will not be permitted visits. If a client has lost passes due to disciplinary action, visits will not be allowed. Clients shall not be permitted to have more than two persons at one time for a visit unless prior approval is given by CJSD staff.

Persons visiting a client must be over 18 years of age or must be accompanied by their parent or legal guardian. Minor children of clients may be allowed to visit on specified days and times with staff permission. All visitors must adhere to posted rules and staff directives regarding their conduct or dress. Any visitor may be denied access to the facility at the discretion of staff.

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**The Old Mule**

Once upon a time a farmer owned an old mule that tripped and fell into the farmer's well. The farmer heard the mule braying and was unable to figure out how to bring up the old animal. It grieved him that he could not pull the animal out. He'd been a good worker around the farm. Although the farmer sympathized with the mule, he called his neighbors together and told them what had happened. He had them help haul dirt to bury the old mule in the well and quietly put him out of his misery.

At first, the old mule was puzzled, but as the farmer and his neighbors continued shoveling and the dirt hit his back, he had a thought: he ought to shake off the dirt and step up. And he did just that.

"Shake it off and step up... shake it off and step up... shake it off and step up." Even though he took painful blows of dirt and fought panic, he just kept right on shaking it off and stepping up!

It wasn't long before the old mule stepped up and over the lip of that well. What could have buried him actually blessed him... all because of the manner in which he handled his adversity.

~author unknown

14
DRUGS, ALCOHOL AND TOBACCO

In order to be part of the community, restore healthy relationships, demonstrate prosocial behaviors and move forward on the program, clients must remain free of chemical substances. In cases where substances may be present on the CJSD campus, clients may tell a staff member, send an email to mesa county criminal justice services at CJSDTIPS@mesacounty.us, or call the criminal justice administration at 244-1728.

Drugs & Alcohol Usage Clients must remain free of chemical substances as a condition of all programs. Tobacco is not permitted on the CJSD Campus.

Clients shall not use alcohol, illegal drugs, marijuana in any form, or any unauthorized medication or substance, including herbal smoking products, which could cause them to display risky or dangerous behavior. Clients will not attempt to bring any of these substances onto the CJSD premises. Doing so will be considered as an introduction of contraband into a correctional facility which is a felony offense.

**NOTE:** Any client that would like to use tobacco cessation products MUST talk with their case manager and sign a Tobacco Cessation contract before obtaining any cessation products.

Although marijuana is legal under Colorado State Law, it is illegal under the Federal Controlled Substances Act.

All clients will have drug screening performed within two (2) hours of arrival onto the program and at termination from the program. Random drug screening will be completed on all clients throughout their stay.

Clients will not possess, consume, nor use any alcoholic beverage, drug, narcotic, or any other controlled substance, which is not prescribed for their use by a licensed physician. Clients will not abuse any forms of “over the counter” medication, dietary supplements, vitamins, or other substances. The only approved non-prescription medications are those provided by the facility.

Clients are cautioned not to eat any items with poppy seeds since it could appear in the drug screening and suggest the use of opiates. Use of any disallowed non-prescription medication or ingestion of any poppy seed will not be an acceptable defense for a positive drug screening. Use of alcohol cleaning or alcohol based products will not be an acceptable defense for a positive alcohol drug screening.

Upon notification clients will give a urine sample within two hours (or as directed by staff) or they will be subject to disciplinary action. Clients with drug or alcohol abuse histories or those who have used alcohol or abused drugs while on the program will be subject to urine screening on a more frequent basis or may be terminated from the program. Use or possession of substances including tobacco compromises the recovery of the treatment community as a whole and will not be tolerated.

It is the client’s responsibility to report any substance that could cause a positive drug screening.
Clients who display symptoms of mood or mind altering substances such as alcohol, illegal drugs, marijuana, unauthorized medication or any other substance may be required to provide a urine specimen or submit to a drug screen immediately. Tests for determination of alcohol consumption may be done in the form of an “intoxilyzer test” administered by staff.

Refusal to provide a urine sample within the time specified, or failure to cooperate with an intoxilyzer test will be presumed a positive test and could result in an administrative review and/or the client’s removal from the program.

In addition clients suspected to be under the influence may be placed in the CJSD Problem Solving Techniques (PST) room, be placed in a detoxification program (at the client’s expense) or be placed in a facility as directed by the supervising criminal justice agency for their safety and for community safety.

A record of all collected and tested urine specimens and alcohol tests will be kept in the client’s file as part of the permanent record.

Clients may be required to pay for urine testing under some circumstances such as, but not limited to: positive urinalysis tests, additional drug screens taken due to drug usage on the program, additional confirmation tests of a sample.

Any attempts to falsify or alter urinalysis samples will result in administrative action and/or new criminal charges, per Colorado Revised Statute 18-8-610 Tampering with Physical Evidence which is a Class 6 Felony.

When a person is under the influence of substances, that person may demonstrate behaviors that are extreme and dangerous. Others may show less obvious symptoms. On their own, symptoms and behaviors do not mean a person is high. However when a person displays several signs and behaviors there is a greater chance that those signs are due to substances.

In cases where a client demonstrates the symptoms of drug or alcohol use, staff may take appropriate action regardless of drug screen results. Clients who display symptoms or behaviors of mood or mind altering substances may held accountable to substance use.

These behaviors may include one or more of the following but are not limited to:
- Inability to stay focused during conversations
- Inappropriate laughter
- Changes in speech patterns
- Change in normal energy levels, including hyperactivity or being drowsy
- Mood swings
- Changes in appetite
- Paranoia
- Red or bloodshot eyes
- Respiratory symptoms
- Rapid Heart rate
- Hot flashes
- Dilated pupils

Clients shall not use alcohol, illegal drugs, marijuana (in any form) or any unauthorized medication or substance, including herbal smoking products.
**DRESS CODE**

Standards for the CJSD Client Dress Code apply to when a client is out in the community and on the CJSD Campus. These standards exist in order to help the client maintain focus on their program and not become distracted from presenting themselves in the best possible manner. This regulation defines standards of dress to be complied with by all clients for the purposes of health, sanitation, welfare and prosocial reintegration.

Clients are to wear appropriate attire in or out of their assigned room at all times. The term "fully dressed" shall include appropriate underwear, shoes/boots, shirt and pants/shorts.

Clients are not allowed to wear hats, sunglasses, wallet chains, or spikes. The hem-lines of shorts must reach past fingertip length. Clients whose dress is deemed inappropriate or disruptive by staff will be asked to change.

All shirts must be buttoned or closed to within 3" of the neck and extend below the waistline. Shorts must be NO SHORTER THAN 3" ABOVE THE KNEE, reach past the fingertips or of an appropriate length, as determined by the staff. Pants and shorts may not be worn below the hips, but must sit above the hips and be the appropriate size.

Clothing made from fish net or sheer type materials are not allowed to be worn in the facility or away from the facility. No shirts, pants, or any clothing may be torn, worn, or altered to expose skin. T-shirts/tops must have at least a 3" sleeve.

Any inappropriate attire will be considered unauthorized at staff discretion. All clothing is to be presentable at all times, in accordance with the standards of the staff. Clients are required to wear appropriate night clothing for sleeping. Clients must be appropriately clothed or wear a robe when going between their rooms and the shower/toilet areas. Bare feet are prohibited outside of the dormitory areas.

Only STUD earrings in the ear lobe or existing gauge earrings are permitted. Gauge earrings may only be allowed that are solid in flesh colored and no inappropriate messaging will be allowed. Gauge earlobes are not allowed to increase in size. All piercings, including tongue and body, must be removed upon intake. Transdermal and micro-dermal implants are not allowed. Clients who have these will be directed to remove them.

The following items may NOT be worn in the day room area:  
- Cut-offs
- Tank tops
- Unbuttoned shirts

The following items may NOT be worn in the facility at any time:  
- Hats
- Hair coverings
- Sun/dark glasses
- Tight fitting clothing

Apparel promoting drugs, alcohol, violence, or sexual behavior is not permitted; nor is clothing that is vulgar, provocative, extreme, or deemed gang related. Clothing bearing obscene words or symbols or advertising illegal substance or alcoholic beverages are also prohibited. Examples of inappropriate shirts include drugs symbols such as
marijuana plant, anti-authority slogans or music.

Clients will dress appropriately and professionally while in job class and on job search. Clients are required to dress according to the standards and requirements of their job(s).

Facility administration will limit clothing types that are deemed by staff to be considered gang related. Clothing that appears gang or cult related will be addressed and/or confiscated at staff's discretion. Examples include; trench coats, uniform colors, t-shirts that promote anti-social messages, large chains etc. Just like in any CJSD building, clients are expected to be fully dressed in a pro-social manner when outside of the facility.

Further limitations on dress may be imposed by staff for security reasons.

Appearances matter in real and fundamental ways that affect a person's daily life. This includes how a person is perceived by the community at large such as; potential employers, store clerks, and service providers.

Reasons to dress well:
- Clothing is the primary instrument in creating a positive first impression;
- Clothing can demonstrate your desire to progress;
- Dressing well helps with confidence;
- Meeting the requirements of a dress code demonstrates responsibility;
- Dressing well shows you can step into any situation and look respectable and that is an advantage in the working world;
- Dressing well improves your overall mood;
- Dressing well draws positive attention;
- Dressing well shows maturity; and Dressing well shows self-respect.
AUTHORIZED ROOM ITEMS

PERSONAL CLOTHING - Pants, jeans, shirts, belts, coats, sweaters, shoes, work clothing, sandals or shower shoes, robes and pajamas. Clients will limit the amount of clothing to an amount which can be neatly stored in the drawers or closets provided. A general rule would be enough clothing to last one week. Staff has the discretion to have the client remove shoes or clothing which they feel is excessive from their rooms. See current Property Matrix for specific items and amounts.

HYGIENE ITEMS - A plastic cup or water bottle, comb, hair brush, razor (electric is okay), soap, shampoo, deodorant, after shave lotion, toothbrush, toothpaste, fingernail clippers (three inches or less), wash cloths and towels (no white), emery board nail files (no metal files), mouthwash, cologne, hair dryer, hand lotion, and tweezers. Hair coloring for hair is not allowed. No items with an alcohol base will be allowed. No aerosol cans are allowed. Sunscreen and insect repellent may be allowed.

PERSONAL ITEMS - Personal bed linen (no white) to include; pillowcase, sheets and a blanket and a bedspread is allowed. No rugs are allowed. The following items are allowed; pencils, pens, writing tablets, or a package of notebook paper, stamps, envelopes, hand calculator and a dictionary. Personal papers are authorized provided they are neatly kept and stored in the drawers. A free standing or hanging room deodorizer is allowed. No stick on or plug in deodorizer is allowed.

JEWELRY - 2 rings, 1 watch, 1 pair of stud/gauge earrings, 1 necklace are allowed. Jewelry valued at over $50.00 should not be kept at the facility.

ELECTRICAL ITEMS - Electrical items of any type MUST be Underwriters Laboratory (UL) approved. Any alteration or damage to an item voids the UL approval and it is no longer allowed in the facility. A clip on lamp and one extension cord is permitted. Surge protectors are not allowed.

Facility provided radios/stereos may be played in the client rooms only and are not permitted to be used in any other area of the facility. Any radio that can be heard outside of the client's bedroom is too loud and will be confiscated. These items cannot be taken with the client to work or any function outside of the facility other than on incentive passes. Examples of items not allowed include: TV's, laptops, recorders, electronic games, devices that store videos/pictures, cell phones, items that are capable of internet access or chargers for re-chargeable batteries.

Overhead lights, lamps, and radios/stereos, must be turned off when clients are not in their rooms.

MUSIC - CD's and MP3 players are permitted. No music is allowed that is anti-social, profane or provocative. “Burnt” or homemade CD's are not allowed.
READING MATERIALS - Books or magazines, a Bible and a newspaper may be kept in the rooms. Quantities are limited for fire safety. CJSD reserves the right to restrict any reading material due to inappropriate content. No pornographic or provocative materials of any kind are permitted. In addition clients may have required treatment books, journals and materials.

GAMES - Playing cards are available in the dayrooms for group use and may be allowed for individual use. The facility may provide approved board games which will be kept in client dayroom areas. The games may be played in the dayroom area of the facility only.

PERSONAL PHOTOS – A photo album and a plastic picture frame are allowed. No posters or pictures are to be put on the walls, doors, windows or beds. No lewd photos of any type are permitted in the facility.

KEYS - personal keys will be allowed but they should be limited to only essential keys which are needed on pass or for work purposes.

Client ID’s and room keys are the responsibility of the client and should be kept with the client at all times. Lost ID’s will result in the client being charged a replacement fee.

MISCELLANEOUS - Prescription eyeglasses and sunglasses are authorized. A bicycle safety helmet is allowed. Sunglasses are not to be worn in the facility at any time. Needles, pins and thread for sewing clothing may be kept in a limited amount. Tools of any kind, including bike repair items, are not permitted in the client dorm rooms. Suitcases and duffle bags will not be permitted in the facility.

GENERAL – Specific quantities of authorized room items are listed in the Property Matrix. All authorized items may only be stored in limited quantities due to the size of the rooms. Any item not listed above is considered contraband, and any client found to have such items on their person or in their living area, or under their control is subject to disciplinary and/or criminal charges. Authorization for any special item to be allowed in a room or in a client’s possession must be approved in writing by a manager.

Contraband items confiscated will be disposed of at the discretion of the staff. Staff accepts no liability for any client’s property lost, stolen, or damaged. Any item on the authorized list deemed inappropriate or unsafe may be removed from the room at the discretion of any staff member.

CJSD is not responsible for any item lost or stolen.

Any item which is not allowed in the facility may be confiscated. When told to remove items from the room, the client must do so within 72 hours.

Client rooms may be inspected at any time and will be inspected for contraband and cleanliness daily.
MEN’S RESIDENTIAL PROGRAM

Personal and Community Expectations

A basic outline of personal responsibilities for all clients is listed below. Clients need to understand that their individual behavior has a direct effect on other individuals in the community.

Work Ethic
✓ I will apply myself towards personal change and growth.
✓ I will conduct myself in an ethical manner, which is to establish credibility within the community.
✓ I will demonstrate integrity by holding myself personally responsible even when the community is not watching.
✓ I will be open to changing my thinking and actions. Together with my case manager I will develop goals and objectives that I will strive to accomplish.

Motivation
✓ I will demonstrate effective self-motivation, planning, and time management skills.
✓ I will display a dedication and commitment to my individual responsibilities as well as the needs of the community.
✓ I will work to maintain a positive attitude.

Community Involvement
✓ I will complete my assigned chores.
✓ I will assist others in keeping the common areas clean.
✓ I will share my knowledge of community resources and will help any peer with life skills I may possess.

Upon intake clients will have assessments completed that will identify their Criminogenic Risk Factors. Criminogenic Risk Factors are what cause a client to be involved in a criminal life style. Clients should understand that the program will focus on those factors and clients will complete work targeting criminogenic risk factors in order to make lasting behavior changes. Clients who work on and make change regarding Criminogenic Risk Factors have been shown to improve the likelihood of client long term success.
MEN’S RESIDENTIAL PROGRAM
< Relationships - Community >

Each client needs to recognize that they are a member of a community within this program. Each member of the community has an opportunity to provide support, positive messages and mentoring to their peers. Examples would include being:

- Helpful
- Considerate of each other
- Thoughtful
- Mindful of hurtful words
- Respecting each other’s personal space

It is natural for small groups to form within any community. It is important that even these small groups be helpful to the community members. Here are some tips for avoiding aggression or other harmful behaviors:

- Remove yourself from spreading rumors and gossiping
- Never participate in or make false statements about others
- Refer to others with respectful words and avoid labeling others
- Include others in the community to avoid isolating individual peers
- Remove yourself from engaging or participating in controlling behavior
- Set and respect physical boundaries with others.

Clients should recognize that other clients are dealing with many different issues. How clients treat each other does make a difference.

Clients will be required to attend community meetings whenever possible. Community Meetings have multiple purposes which include but are not limited to:

- An opportunity for CJSD Administration to provide information to clients about a variety of issues, in addition to postings
- An opportunity for clients to ask question and/or give information to CJSD Administration about building concerns
- An opportunity for CJSD Administration to address attitudes and behaviors of dayrooms and possible incentives for dayrooms that meet expectations

To put the world right in order, we must first put the nation in order; to put the nation in order, we must first put the family in order; to put the family in order, we must first cultivate our personal life; we must first set our hearts right.

~Confucius
MEN'S RESIDENTIAL PROGRAM

< Personal Relationships >

CJSD supports and places value on individual work and growth through treatment, education, and developing stability. It is recommended clients wait a period of time and demonstrate progress before returning to or developing new intimate relationships.

Clients will work towards developing positive healthy relationships, which include friendships and support systems that are essential to their program and their recovery. The appropriateness of individual relationships will be assessed by CJSD Staff and the level of contact and association will be determined by staff.

CJSD’s goal is to encourage clients to be open and honest regarding their personal relationships. This includes relationships maintained in social networking sites. CJSD recognizes that social contacts can be maintained through technology and therefore clients will discuss specific needs with their case manager in order to obtain permission if appropriate. Case managers may request significant relationships to be involved in the clients program through counseling, meetings with staff and pro-social activities. Relationships that appear be unhealthy may be restricted.

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**From What Was to What Is**

There is a remarkable unattractive insect whose gills force it to live in water for one to five years. Twelve or more times it sheds its skin, each time it remains water-bound.

Eventually it crawls from the muddy water to the top of a reed or up on a rock. At last, after the final shedding, what it is to be has come forth. Emerging with a long slender body and gauze-like, iridescent wings, it is the beautiful dragonfly. A whole new life style is now possible. It breathes air, feels the sun's warmth and it flies! This graceful flyer comes from the ugliest of bugs. Repeatedly it shuffles off the outer that is no longer appropriate. It then needs to pull itself out of the mud and water to new life. Unless it does, it cannot use the power within. Had it tried to cling to the old limitations, if it refused growth and change, if it had waited for someone else to free it, it would never have emerged to fulfill the promise of its birth.

Unless we remove ourselves from inappropriate past programming that keep us mud-bound and waterlogged, unless we lay claim to the creative life from within - we cannot fly free.

~Unknown
MEN’S RESIDENTIAL PROGRAM

<Prison Rape Elimination Act (PREA) >

Federal law regarding the Prison Rape Elimination Act (PREA) prohibits sexual contact, consensual or otherwise, between clients and/or staff. All inappropriate contact will be reported and responded to according to the law. It is important to ensure the safety of all parties involved in any behavior that can result in trauma.

CJSD has a zero-tolerance policy regarding sexual assault/rape and sexual misconduct of any type including sexual harassment. Participation in sexual activity on grounds is strictly PROHIBITED and is subject to disciplinary action. CJSD has designated a PREA Coordinator to oversee, coordinate and monitor compliance with PREA Community Confinement standards.

CJSD clients have the right to be safe from sexual abuse, sexual assault, sexual harassment, or sexual misconduct regardless of whether the client is heterosexual, homosexual, bisexual or transgender. Clients have the right to be safe from unwanted sexual advances and acts. Clients also have the right to say “NO” to pressure to engage in any type of sexual activity. In addition, clients have the right to report any sexual attempt and/or sexual assault immediately.

All reports of sexual behavior will be initially investigated by CJSD staff. Any incident involving potentially criminal behavior will be immediately forwarded to the Grand Junction Police Department for criminal investigation and possible prosecution.

Reporting Procedures for Sexual Assault/Rape and Sexual Misconduct

To make a confidential report: All staff members are required to keep the reported information confidential, except to report the information to CJSD Administration.

In cases where a client may need to make a confidential report regarding being a victim, witnessing or has knowledge of any incident concerning sexual misconduct, harassment or assault; the client may report the information in writing or verbally in any one of the following ways:

- Speak in person with a staff member or mailing a note or letter in a sealed envelope to a staff member;
- Send an email to Mesa County Criminal Justice Services at CJSDTIPS@mesacounty.us;
- Call the Criminal Justice Administration at 244-1728;
- DOC clients may call the Department of Corrections Tip Line at 1-877-362-8477;
- Call the PREA Crisis Hotline at 800-809-2344;
- Notify the Grand Junction Police Department or;
- Log a complaint with the 21st Judicial District Attorney.

Knowledge of any sexual activity or misconduct can also be reported by a third party.
MEN’S RESIDENTIAL PROGRAM
< CLIENT INCENTIVE PHASE SYSTEM >

The Men’s Program has an Incentive Phase System which encourages and rewards positive behavior. Privileges are obtained by meeting specific pre-determined objectives that are established in conjunction with the client and the case manager. As the client progresses and meets specific criteria he will gain additional privileges in the form of fewer constraints and more freedoms. All clients must comply with their case plan and must make regular advancement on the Incentive Program.

Clients shall be required to perform household duties in the shared program areas in order to progress on the Incentive Phase System. A key component for clients to progress within the Incentive Program is to establish community involvement. As clients progress they are encouraged to participate in a variety of pro-social activities including the completion of volunteer hours in the community.

Refer to dayroom posting for the most current information and process for advancing on the Client Incentive Phase System

Today You Can

Today, life begins all over again. Today you have the opportunity to free yourself from limitations that may have previously held you back.

Today you can move beyond the disappointments and shortcomings that once hounded you. Today is ready to be created, to be lived, to be experienced and put to use.

Today, you can choose what to carry with you and what to leave behind. Today you have the chance to live life the way you know it can best be lived.

Today is the culmination of every day you’ve ever lived. You bring to this day more experience, more reasons to move forward, more of life’s energy than any day yet.

It could be just another day, like many that have come before. Yet it can be whatever you decide to make it.

Today is golden, for today is here and you are here to fill it with your own unique value. Today you can, if you will.

~Ralph Marston – Motivational Speaker
GRIEVANCES

The Mesa County Criminal Justice Services Department (CJSD) will provide all clients access to a system to remedy legitimate complaints. Grievances must be individual in nature and are not intended for group complaints. No retaliation or harassment of any kind will be taken against a client for submission of a grievance nor will attempts be made by staff to prevent or interfere with the filing of a grievance.

It is the policy of CJSD to resolve grievances as simply and swiftly as possible and therefore every effort will be made to handle grievances at the informal level.

Definition
Grievance: A formal individual complaint from a client concerning an incident or condition which is supported by factual information.

Elements of a Grievance
Grievances must adhere to the following guidelines:
1) Disciplinary actions, incentive program actions, room assignments, classification actions, program rules and procedures and Department of Correction's rules and procedures are not considered grievable matters.
2) Grievances are restricted to incidents which occur while the client is in the custody of CJSD.
3) Clients who knowingly make false or misleading claims in a grievance may be subject to disciplinary action.
4) A grievance may be withdrawn at any stage of the procedure with a written statement from the client.
5) The grievance process ranges from informal staff-client interaction to formal administrative reviews.

1) Client Responsibilities: A client must make every effort to resolve the problem informally by discussing the problem with the following people:
a) The staff member directly involved.
b) The client's assigned case manager.
c) Other program staff.
d) The manager of the involved staff.
2) If the grievance cannot be resolved through the informal process, then the client will proceed to the formal process.

Informal Resolution
Most grievances can be resolved quickly by the client discussing the problem with the particular staff member involved or with the administrative staff who are responsible for the particular area of the problem.

Formal Resolution
Clients must file a formal grievance promptly after the problem occurs and ONLY after the informal resolution attempt. Formal grievances must be filed within 14 days from the date the client knew or should have known of the facts of the incident or situation. Clients file a formal grievance through a written statement on a Grievance Form. Only one issue/complaint should be addressed at a time. Information on the grievance form MUST include:
1) The client's name, the date and time.
2) All facts related to the incident and circumstances involved, including time, date, name(s) of staff member(s) and any witnesses.
3) The client must substantiate that all informal remedies have been exhausted.
4) The grievance must also specify what the client expects in order to resolve the grievance.
Group problems or questions that clients have may be dealt with during staff/client meetings and not on a formal grievance.

The client will place the written statement in a sealed envelope addressed to "Administration." The envelope will be given to a staff member who will deliver it promptly and without interference to the Administration.

**Review of a Formal Grievance**
Upon receipt of the grievance, CJSD Administration will review it and the seriousness of the complaint will be evaluated. The Administration will then do one of the following:

1) Designate an impartial manager to act as a mediator to try to resolve the problem. The mediator will review the grievance material, investigate as needed, and will provide a written response to the grievance within (14) days to the client. The mediator may use all resources available to settle the grievance. The mediator will report the findings to the administration in writing. If the client is not satisfied with the mediator's response then the client may file the grievance with the administration within 7 days for a grievance review conference.

2) Conduct a grievance review conference. In this case the Administration will address the grievance directly by review of the grievance material, and investigate as necessary and may allow the client to present his/her grievance at a conference. The administration will provide a written response to the client within 30 days.

If the client is not satisfied with the disposition of the grievance by the Administration, the client may submit an appeal to the Criminal Justice Services Department Director in writing, within 7 days of receipt of the Administration's response.

The Criminal Justice Service Department Director will provide the client with a written response regarding his/her decision within 10 work days. The decision of the Criminal Justice Services Department Director is final.

**Grievance Disposition**
Grievance responses will include what action, if any, will be taken and will list reasons for denial, if any.

Department of Corrections clients who are not satisfied with the formal grievance disposition may continue their grievance on through the DOC grievance process by completing the appropriate DOC form and turning it into the DOC liaison officer within 14 days after receipt of the formal grievance disposition.

“*The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy.*”

Dr. Martin Luther King, Jr.
Jean L. Pelegrino is the author of this little story with a powerful message.

Long ago, when the world was very new, there was a certain lobster who was determined that the Creator had made a mistake. So he set up an appointment to discuss the matter.

"With all due respect," said the lobster, "I wish to complain about the way you designed my shell. You see, just as I got used to one outer casing then I have to shed it for another; very inconvenient and rather a waste of time."

To which the Creator replied, "I see. But do you realize that it is the giving up of one shell that allows you to grow into another?" "But I like myself just the way I am," the lobster said. "Your mind's made up?" the Creator asked. "Indeed!" the lobster stated firmly. "Very well," smiled the Creator. "From now on, your shell will not change and you may go about your business just as you do right now."

"That's very kind of you," said the lobster and left.

At first, the lobster was very content wearing the same old shell. But as time passed, he found that his once light and comfortable shell was becoming quite heavy and tight. After a while, in fact, the shell became so cumbersome that the lobster couldn't feel anything at all outside himself. As a result, he was constantly bumping into others. Finally, it got to the point where he could hardly even breathe. So with great effort, he went back to see the Creator.

"With all due respect," the lobster sighed, "contrary to what you promised, my shell has not remained the same it keeps shrinking!" "Not at all," smiled the Creator, "your shell may have gotten a little thicker with age, but it has remained the same size. What happened is that you changed; inside, within your shell."

The Creator continued, "You see, everything changes continuously. No one remains the same. That's the way I've made things." "That's very sensible," said lobster. "If you like," offered the Creator, "I'll tell you something more." "Please do," encourage the lobster.

"When you let go of your shell and choose to grow," said the Creator, "you build new strength within yourself. And in that strength you'll find new capacity to love yourself; to love those around you; to love life itself. This is my plan for each one."
DISCIPLINARY OVERVIEW

The Criminal Justice Services Department follows a structured format for due process disciplinary hearings to ensure a fair and impartial process. CJSR has established rules to govern resident behavior which are defined in writing and communicated to all clients and staff. Clients are subject to discipline for any violation of the rules specified in the client handbook, those posted throughout the facility, those established by the referring agency and those prescribed by law. Generally, where a conflict exists between the referring agency rule and facility rules, the referring agency guidelines will prevail.

Staff will determine what violations are charged, whether an offense is a minor or major offense and if the hearing will be held through the informal or the formal process. This will be done as determined by Administration and in accordance with this policy.

Rule violations are divided into three categories; Class I, Class II, or Class III depending on the seriousness of the disciplinary offense in accordance with the following description.

Class III- These violations consist of acts which are minor in nature, do not present a threat to the safety and/or security of the facility.

Class II- These violations consist of acts which are more serious in nature than minor violations but are not a serious threat to the safety and/or security of the facility.

Class I- These violations consist of serious acts which are major in nature, and which may pose a threat to the safety and security of the facility.

Minor in-house rule infractions may go through the informal Behavior Response Process. The Behavior Response Process allows for the client to receive written notice of sanctions or responses. The client has no right to appeal the sanctions or responses imposed through this process.

Serious rule infractions or repeated minor violations will be dealt with through the formal disciplinary process. These rule infractions may also be referred to the referring agency such as the Probation Department, the Parole Department, the Division of Youth Corrections, the Federal Bureau of Prisons or the Court.

The appropriate agency may conduct further proceedings to evaluate the clients’ appropriateness for continued placement in a CJSR program.

Clients do not have the right to be represented by legal counsel for any program disciplinary proceeding. If the violation committed also constitutes a criminal offense, then appropriate criminal charges may be filed in addition to "in house" disciplinary charges.

Classification actions such as advancing in incentive phases, earned time credits, program progression and program removal are dealt with in separate proceedings from the disciplinary process described here. Such proceedings are not subject to the same guidelines as those described here.

Responsibility is a choice....
Choices are your responsibility.
INFORMAL BEHAVIOR RESPONSE PROCESS

The Criminal Justice Services Department (CJSD) will deal with minor client rule violations and/or inappropriate behavior according to an established procedure and to ensure all clients are treated fairly. Rule infractions of a minor nature - Class II and III violations - may be dealt with through the informal behavior response process and at the discretion of CJSD Administration. Transition clients from the Department of Corrections will have minor infractions dealt with in accordance with this process.

Behavior Response Process
The behavior response process will be conducted generally by one staff member. The staff who initiated the report or that were in any way involved in the incident or the investigation will not be assigned to be part of this process. The behavior response process will be conducted as soon as practicable and generally no later than two (2) working days from the date of discovery of the violation, unless delayed for good cause. The client will be given a copy of the report. The client may request a formal disciplinary hearing prior to the beginning of this process but once the client makes that choice it cannot be recanted.

The staff assigned to conduct an Informal Behavior Response meeting will have a conference with the client and the client will be allowed to speak in his/her behalf.

The incident report will be presented as evidence supporting the charge(s). After reviewing the report and other evidence including the client's statement, staff will impose responses appropriate to the behavior and rule violation.

This is a collaborative process that includes the client regarding how best to address the problem behavior and move forward.

Behavior Response Matrix
Staff assigned to complete the Informal Behavior Response meeting will determine what response(s) will be imposed, including any time frames to such and will list all conditions of any restriction imposed. All responses imposed will be administered within the guidelines of the disciplinary process.

The informal behavior response process is a separate process from the classification process which includes loss of incentive phases, placement in additional treatment or education groups, electronic monitoring or review for removal from the program. The informal behavior response process may lead to a client's classification being reviewed.

At the conclusion of the behavior response process the client will be informed of staff responses to the prohibited behavior. Any restriction periods imposed must have a starting and ending date, as well as a listing of all conditions of the restriction and other responses. The client will have access to this documentation

There is NO APPEAL of Informal Behavior Response Proceedings.
FORMAL DISCIPLINARY HEARINGS

The Criminal Justice Services Department (CJSD) will deal with major client rule violations and/or inappropriate behavior according to an established procedure to ensure all clients are treated fairly. Serious rule infractions or numerous minor rule infractions will be dealt with through a formal hearing process. The formal hearing process is detailed below.

Formal Hearing Board
The formal hearing board will consist of a one to three member board. In cases of a one member board, that member must be at the level of case manager or higher or by special appointment by CJSD Administration. Board members must be impartial and must not be a witness to the alleged offense.

Client Rights
The client will receive a copy of the Notice of Charge form within six (6) working days of the incident unless delayed for further investigation or good cause but at least twenty-four hours prior to the disciplinary hearing. The time frame begins when the next on duty Supervisor or Manager signs the Notice of Charge form. The client will sign the form as having received a copy. If the client refuses to sign, the staff member serving the copy will note such on the form and give a copy to the client. The disciplinary hearing will be held within five (5) working days from the date of the Notice of Charge form was served unless delayed for further investigation or good cause. The client will have the following rights:

1) The right to be given a written notice of charge which lists the charge(s) and the evidence used to determine the charge or charges.

2) The right to have an impartial hearing before a board whose member or members did not witness the incident leading to the charge(s).

3) The conditional right to be present during the hearing and to testify or rebut the charges as long as the client does not become disruptive at the hearing and the client’s presence does not pose a threat to the security of the facility.

4) The right to receive written findings of the hearing decision including the reason(s) for such decision.

5) The right to appeal the decision of the hearing board to the CJSD administration within five working days of the hearings.

6) The client has the right to request:
   a) assistance in presenting the client’s case at the hearing if the board determines one or both of the following criteria are met: the client is illiterate to the English language or the client cannot comprehend the basic disciplinary procedures or the issues of the case. The board may appoint either a staff member or another client to assist.
   b) to call witness(s) in their behalf if the testimony to be given is relative and the presence of the witness(s) would not pose a threat to the security of the facility.
   c) a continuance of the hearing may be ordered by the hearing board if they determine there is good cause to continue the hearing.
7) The client does not have the right to cross-examine witnesses. The hearing board may limit the number of witnesses if security is threatened or to ensure and to prevent unduly repetitive information. If the board denies a client's request to present a witness, the reasons will be documented and explained. The client may be excluded during the testimony of any witness whose testimony must be given in confidence. The board will document the reasons for any exclusion and give the client the general basis of the testimony.

8) Both the officer presenting the case and the client may make a statement, (oral or written), present documentation as evidence and review documents introduced as evidence unless such review will jeopardize security or the safety of persons.

9) If a client makes no statement, that silence may be used as one element of the case in determining guilt or innocence by the board.

10) The client DOES NOT have the right to have professional legal assistance at the facility hearing.

Clients do not have the right to be represented by legal counsel for any program disciplinary proceeding.

Formal Hearing Process
The hearing board will review all reports and other evidence presented, including the client’s evidence. They will excuse the client and other witnesses and recess the hearing to deliberate. During this time the board will determine guilt or innocence on the charge or charges. If there is a finding of guilty, the board will then determine what sanctions will be imposed, including time frames to such.

1) The determination of guilt or innocence will be based on the standard of “Preponderance of the Evidence.” The disciplinary board may find the client “guilty” or “not guilty” of the charges or may find the client “guilty of a lesser charge.”

a. The standard “Preponderance of the Evidence” means there is a finding of guilt when it is determined by the hearing officer(s) that 51% or more of the evidence supports a guilty finding. In house disciplinary proceedings are NOT based on finding the client guilty by the standard of “Beyond a Reasonable Doubt.”

b. If the board finds the evidence does not support a finding of guilty all references to the charge will be removed from the client’s record.

c. If the client is found guilty, the disciplinary board will decide sanctions to be imposed and the specific length of the time the client is to remain on sanctions in accordance with guidelines outlined in the sanctions schedule procedure.

d. With a guilty finding, the board may place the client on probation and/or suspend any or all of the sanctions as long as the probationary period is no longer than 120 days.

e. The primary purpose of sanctions is to control client behavior, insure staff and client safety and to protect public property by motivating the client to comply with CJSD rules. In deciding sanctions the following criteria will be considered: seriousness of the offense; client’s program progress; past disciplinary violations; previous sanctions; the client’s mental state.
2) The client will then be called back into the hearing for the decision and sanctions, if any. Any restriction periods imposed as a condition of a sanction must have a starting and ending date, as well as a listing of all condition of the restrictions. If the client is found guilty he/she will be advised of the appeal process.

3) The board will document the hearing results on the Disposition of Charge form, the hearing chairman will document the results of the disciplinary hearing in the disciplinary log. The chairman will also distribute copies of this form to the client and to the assigned case manager.

All sanctions imposed will be administered within the guidelines of the disciplinary sanctions.

The formal hearing process is a separate process from the classification process which includes loss of incentive phases, placement in additional treatment or education groups, electronic monitoring or review for removal from the program.

The client will receive a copy of the disposition form following the hearing. Any restriction period imposed must have a starting and ending date as well as a listing of all conditions of the restriction and other sanctions.

Clients may appeal formal disciplinary findings and sanctions in accordance with the process explained in the “Disciplinary Appeal Process” section.

Sanctions
If there is a finding of guilty, the board will determine what sanctions will be imposed, including any time frames for such and will list all condition of any restriction imposed.

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**In the “Test Kitchen” of Life**

A young woman was complaining to her father about how difficult her life had become. He said nothing, but took her to the kitchen and set three pans of water to boiling. To the first pan, he added carrots; to the second, eggs; and to the third, ground coffee. After all three had cooked, he put their contents into separate bowls and asked his daughter to cut into the eggs and carrots and smell the coffee.

“What does all this mean?” she asked impatiently.

“Each food,” he said, “teaches us something about facing adversity, as represented by the boiling water. The carrot went in hard but came out soft and weak. The eggs went in fragile but came out hardened. The coffee, however, change the water to something better.”

“Which will you be like as you face life?” he asked. “Will you give up, become hard or transform adversity into triumph? As the architect of your own life, what will you bring to the table?”