

Community Correctional Center (CCC) is a tobacco free residential community based correctional facility located in Lebanon, Ohio. The maximum length of stay is six months (180 days). In this program, the resident will have the chance to examine and change the thinking that led to his choices and involvement in the criminal justice system. We strive to be a safe, positive place for him to work hard and learn about himself.

### **RESIDENT ELIGIBILITY**

- Males age 18 and over
- Must be eligible for community control sanctions
- Convicted for probationable offense or sentenced through the Common Pleas Court on a felony offense
- Cannot have medical problems which would prevent integration into the program.
- Cannot have mental health problems or issues which would prevent appropriate interaction
- Must show a personal desire to enter CCC and agree to participate in the programming
- Must be referred by the sentencing county
- Cannot be charged with Escape or Arson charges as the instant offense- all others will be evaluated separately
- Cannot have detainers or active warrants pending, or be out of jail on an appeal bond
- Judicial release, Intervention In Lieu of Conviction, and probation/parole violation referrals must meet the above criteria

### **PROGRAM OBJECTIVES**

- Pro-social behavior
- Respect for people and property
- Practice sobriety and learn relapse prevention skills

By choosing to follow these objectives he will be doing his part to help maintain CCC as a safe place to change his thinking and behavior.

### **PROGRAM EXPECTATIONS**

- Attendance and punctuality for all program activities
- Compliance with program rules
- Completion of all required assignments/tasks
- Demonstrated effort in all areas
- Pro-social choices reflected in all areas of the program
- Respectful attitude and behavior

Consistently meeting these expectations will require commitment from the resident. Real change takes time and effort, trial and error. Our staff is here to assist and support residents through this intense process.

Each resident will be assigned a case manager and a group facilitator. Various assessments will be completed to determine his individual needs. His needs will determine what components of the program he participates in. The program will provide education and treatment groups to assist the residents in replacing their negative/criminal thinking with positive/pro-social thinking. Some residents will attend more groups than others based on their individual risk for reoffending and overall needs. The specialized treatment groups are as follows:

#### Treatment Groups

- Corrective Thinking
- Substance Use
- Child Support
- Anger Management
- Domestic Violence
- Sex Offender

### EDUCATION

Our education department serves students with needs ranging from non-readers to college readiness skills. These classes are split into three levels.

- The ABE class focuses on skills from non-reader up through the 6th grade level.
- The Pre-G.E.D. class focuses on skills that are equivalent to the 7th-9th Grade Levels.
- The G.E.D. class focuses on high school level areas and preparing students for the G.E.D. Test.

### EMPLOYMENT

Employment is a priority at CCC. Each resident will receive education in the areas of job search, job search tools, resumes/references, cover letters, sample applications, interviewing and role play. At the end of the program, residents with the assistance of a case manager will job seek in their home community (Butler, Clermont, Greene, Montgomery, Preble, Warren). They are able to start work upon successful completion of the program. CCC is not a work release program.

### FINANCIAL RESPONSIBILITIES

There is a \$125 reception fee to assist in covering educational and programming expenses. If a resident is unable to pay the reception fee, he will not be allowed to receive packages or have a home pass while in the program. This status can change at any time once the fee is paid. The fee is non-refundable.

Residents will receive an initial medical exam as part of the intake process. Medical staff will be available on-site during scheduled times which are posted near the medical room. After the initial intake screening, all future visits to the medical staff will require a \$10 co-pay and any medications will require a \$10 co-pay for each occurrence. All medical charges will be billed to the person (payer) designated by the resident on their fee agreement. The fee is non-refundable.

All fees are due in full prior to successful discharge. Money orders or exact cash only will be accepted, only during regular business hours: Monday through Friday, 8:00 AM to 5:00 PM.

All medical expenses incurred outside of CCC are the resident's responsibility. All invoices for outside medical services will be billed to the resident's home address.

### MAIL

Residents may receive mail daily. Incoming mail will be processed by staff and distributed to the residents at designated times. Mail is checked for contraband. Mail will not be withheld as a sanction, but all contraband found in mail will be confiscated and/or destroyed. When based on legitimate facility policy, mail may be read and/or rejected before the resident receives it. Sexually explicit photographs or those reflecting or promoting anti-social values and/or drugs and alcohol will not be permitted. Residents are not allowed to receive mail from other inmates in correctional facilities. Cash, money orders and/or personal checks may not be sent to residents. There are commissary and phone kiosk machines in the lobby.

### VISITATION

Family interaction is encouraged at CCC. After a resident has been in the program for thirty (30) days, he is eligible for a one-hour visit each week. A resident may visit with one adult and two children per visit, maximum. Children must be the resident's biological children, legally adopted, or step children through marriage. No siblings or other children will be permitted into the facility. All visitors must be on the approved visitation list. Residents who are sex offenders will not be allowed visits with any person under the age of 18. There are no exceptions.

Before the first visit, family members must attend a mandatory orientation. Orientations are held every Monday at 6:00 pm. Children ages 14 and older are required to attend orientation in order to visit. Family members will not be placed on the approved resident visitation list until they have attended orientation and all paperwork has been submitted. Paperwork must be submitted at least one week prior to the date of visitation to allow for documentation verification and scheduling.

Visits are scheduled by the resident, in advance, on a weekly basis. Visitation times are as follows:

**Tuesday:** 6:00-7:00 PM

**Wednesday:** 5:30-6:30 PM or 7:00-8:00 PM

**Saturday:** 9:30-10:30 AM, 12:00-1:00 PM, 1:30-2:30 PM, 3:00-4:00 PM

Families must bring a photo ID in order to visit. If you do not have a photo ID, you will not be permitted to visit. The facility doors are opened fifteen (15) minutes prior to visitation and locked at the time visits begin. We apologize for any inconvenience but, if late, you will not be permitted into the facility. Once you enter visitation you will not be permitted to leave. If you leave for any reason, you will not be permitted back into the building.

Visitors are not permitted to bring in any items to the facility for the residents during visitation hours. Please leave all personal property locked in your vehicle. Families will be required to place all items such as keys, etc. into lockers that will be provided. Lockers will cost a quarter and change will not be available. If you wish to purchase phone cards you must do so prior to entering visitation; you will not be permitted to do so after visitation is over. Families cannot reenter the facility once the visit has ended.

CCC has a clear policy about personal behavior, dress, and physical contact during any visit to this facility. Guidelines are as follows:

#### Personal Behavior

- Anyone under the influence of drugs or alcohol will not be permitted into CCC.
- Use of inappropriate language will result in visitors being asked to leave.
- Inappropriate behavior deemed disruptive will result in the visitor being asked to leave the premises and will restrict the ability of the visitor to return in the future. Control over children is the responsibility of the visiting parents and, if deemed disruptive, you may be asked to leave.
- No jackets, coats, purses, cell phones, cameras, car seats/baby carriers or diaper bags may be brought into the visitation room. One diaper and a bottle will be permitted.
- No physical touching during visitation between adults. Families must sit diagonally from the resident. Residents will be permitted to hug only their children under the age of 12 and hold them during visitation.
- Anyone bringing contraband into the facility will be prosecuted to the fullest extent of the law.
- There are no public restrooms available.
- When it is announced that visitation is over visitors will be required to leave at that time. If you have to be told twice the resident will not be permitted to have visitation the following week.

#### Appropriate Dress

- Slacks or jeans with holes in them are not permitted.
- Children must be dressed appropriately. Children 8 yrs old and younger are permitted to wear shorts.
- Shorts are not permitted for adults or children 9 years and older.
- Skirts and dresses must be mid-calf length or longer.
- Shirts must be modestly cut at the neckline.
- No midriffs, tube tops, spaghetti strap tops or tank tops may be worn.
- Shoes or sandal must be worn at all times by visitors.
- No clothing permitted that displays advertising related to the following: drugs, alcohol, tobacco, sexual content, racial content, profanity, or gang related material.

CCC staff retain the right to define inappropriate language, behavior, and dress, and deny visitation due to any of these circumstances. Violation of any aspect of this policy will result in you being asked to leave the facility and being barred from any future visits. Family behavior may jeopardize the resident's visitation privileges in the future.

If the facility is on lockdown due to security issues, all visits will be cancelled. This may happen without notice.

If there are questions regarding visitation, please contact the administrative office between the hours of 9:00 AM and 5:00 PM Monday through Friday at (513) 933-9304.

## ALLOWABLE ITEMS

Upon arrival your personal effects will be logged. Any items that are brought with the client from the county jail that are not permitted in the facility can be picked up by designated persons on Saturdays from 10:00 AM to Noon.

Property Drop Off: There are **two** designated days/times families can drop off items to their loved one:

- Mondays 6:30 PM - 8:00 PM
- Saturdays 10:00 AM to Noon

Initial Drop Off: You will be permitted ONE initial drop off of property. ***All items must be dropped off on the Initial Drop. There are no other drop offs allowed until Re-entry Status Drop Off.***

- **Undergarments must be new and unopened**
- **No Hoods on Coats or sweatshirts**
- **No clothing can be Red**
- **No Jean**

The only items accepted at this time will be:

### **Clothing:**

- Shorts (2)
- Pajamas (2)
- Underwear (7)
- Tennis Shoes (1)
- Socks (7)
- Thermal tops & bottoms (2)
- T-Shirts **must have sleeves white only** (7)
- Du Rag (1)
- Seasonal coat or sweatshirt **no hoods allowed** (1)
- Seasonal Hat (1)
- Winter Gloves (1) if in season

### **Supplies:**

- Religious book (1)
- Pair of ear buds **no microphone** (1)
- Support book AA/NA (1)
- Dryer sheets (1 box)
- Hangers plastic (9)
- Pair of sunglasses – must be worn outside only (1)
- **2 inch 3 ring binder white** (1)

Re-Entry Status Drop Off: ***When you transfer up to the Re-entry stage of the program*** you will be permitted to have a second drop off of clothing. Items brought in should be appropriate for job search attire. No red clothing, clothing with logos or hooded items will be accepted. Your case manager will inform you when you are eligible to have these items dropped off. Drop off days/times will be the same as your initial drop off options. ***At that time*** you will be permitted to have the following items dropped off:

### **Clothing and Supplies:**

- Dress pants (2)
- Polo/Dress shirt (2)
- Coat/Sweatshirt (1)
- Work/Dress shoes (1)
- Belt (1)
- Watch (1)

## DRESS CODE GENERAL

All residents will be expected to wear their **designated and appropriately sized** clothing. Each phase of the program has a dress code and each dorm has a designated color.

**Phase 1-** Required to wear green shirts and pants at all times

**Phase 2-** Required to wear assigned dorm shirt and khaki pants

**Phase 3-** Required to wear assigned dorm shirt and khaki pants

## HIPAA STATEMENT

As a health provider, Talbert House is required to comply with the federal Health Insurance Portability and Accountability Act of 1966 (HIPAA), which protects the privacy of individually identifiable health information.

Behavioral Health services provided by CCC are protected under the HIPAA Privacy Rule. Staff may neither confirm nor deny the enrollment of a specific person without a Release of Information signed by the resident.

Updated May 2017