

**WASHINGTON COUNTY COMMUNITY CORRECTIONS
RESIDENT MANUAL
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WELCOME

Welcome to the Washington County Community Corrections Center. During your stay here you will be provided information and given access to programs and services that can bring about positive changes in your life. We encourage you to take advantage of this opportunity. The Community Corrections Center provides a structured, residential environment.

OUR PLEDGE TO YOU IS TO

- Treat you with respect and dignity
- Listen to your concerns
- Provide programs and services that are beneficial
- Provide privileges based on performance
- Provide self help groups
- Provide a safe and humane environment

OPPORTUNITY FOR SUCCESS

The Community Corrections Center is a residential facility with rules and regulations set down to ensure its safe and efficient operation. You must be fully aware of the program rules and policies to avoid any misunderstandings or disciplinary action. Be sure to familiarize yourself with the information in this handbook. By working with your counselor and other center staff you will have the opportunity to make decisions and choices about your behavior. The correct decisions can help you stay out of the Criminal Justice System and assist with a successful transition back into the community.

The Community Corrections Center is an environment that includes group and individual opportunities for accomplishing personal growth and change. We recognize the inherent goodness of all people, regardless of race, creed, color, personal opinion, sexual orientation or any of the other countless features that make us unique. Simply treat others as you wish to be treated.

SERVICES

There are many services available to you during your stay at the center. You will be assigned to a counselor who will work with you to develop a case plan. This plan will identify goals and activities that you agree to participate in while at the center. These activities will, in part, be determined by your court order, probation conditions, and needs assessment.

Services include case management, counseling referrals, alcohol and drug treatment and education, employment services, life skills, 12-step support groups, spiritual support groups, anger management, family groups, mental health services and referrals. A monthly calendar will be made available to you that lists the various programming activities with time and location.

RULES & EXPECTATIONS

A general description of the rules is being provided in this handbook. If you are interested in reviewing the policies regarding these rules in greater detail, please ask your floor staff for a copy of the Resident Policy Manual.

Contraband (Policy #115):

Contraband are items that are illegal for residents to possess while at the center. Possession of these items will result in being returned to jail and possibly new criminal charges. Contraband includes, but is not limited to:

1. Dangerous weapons – any weapon, device, instrument, material or substance which is readily capable of causing death or serious physical injury.

- A. Firearms
- B. Dagger, dirks, ice-picks, spring-loaded or centrifugal force blade knives or sharp instruments with a blade length of 3" or greater
- C. Any sharp or blunt objects which have been altered and may be used as a weapon
- D. Nunchaku or other martial arts weapons
- E. Gaseous/aerosol weapons (mace, pepper spray, etc.)
2. Illegal drugs (including controlled substances, narcotics, substances containing synthetic THC, etc.)
3. Drug paraphernalia – ORS 475.525 (2) “for the purpose of section drug paraphernalia means all equipment, products and materials of any kind which are marketed for use or designed for use in harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of ORS 475.840 to 457.980.”
4. Alcohol

Restricted Items (Policy #114):

Below is a list of restricted items which are not allowed in the center. Possession of these items will result in the item being confiscated and resident issued a receipt. Possession of these items may also result in a loss of privileges:

1. Ordinary pocket knives, utility tools or razor blade knives or cutters;
2. Incense or air deodorizers of any kind;
3. Candles;
4. Drug paraphernalia, including roach clips, rolling papers, spoons, straws, smoking devices etc. Such items shall not be returned to the resident but shall be destroyed;
5. Any electronic devise that is capable of visual, audio, or communication with another individual or electronic address;
6. Bleach or any other non-authorized cleaning agent or chemical. All approved cleaning chemicals and agents must be in original containers;
7. Musical instruments;
8. Food, beverages, gum, candy, or water bottles;
9. Loose tobacco, cigars, pipes, chew, snuff, and rolling papers. With the exception of menthol, flavored or scented cigarettes are not allowed;
10. Any radio, CD, MP3 or tape player with more than one speaker;
11. Tattoo equipment;
12. "Stingers" to warm beverages;
13. Cameras, video or voice recorders;
14. Anything that is disallowed due to court, sentencing authority, or other lawful reasons;
15. Any printed material, drawings or photos that have been altered in any way, which includes, but not limited to; cutting, removal from a magazine, posted or left out for viewing;
16. Gambling devices or proceeds including lottery tickets;
17. Unauthorized prescription medication (non-controlled), refer to Policy 135;
18. Gang related materials;
19. Inflammatory material that advocates the supremacy or hatred of a racial, religious, national or other group;
20. Fingernail polish, fingernail glue, fake nails, hair dye, permanent markers;
21. DVD/Video cassette/TV's;
22. Hair clippers, beard trimmers;
23. Aerosols;
24. Adhesive tape;

25. Personal bedding, stuffed animals;
26. Sex toys; any material that depicts nudity or sexual activity, either real or simulated
27. Walking sticks or canes are allowed for medical purposes only;
28. Oregon Trail food stamp cards (exception: Prison release t-lodgers).

The Community Corrections Center will not be responsible for resident personal belongings. If personal belongings are not removed from the center within 30 days of escape or release from custody they will be discarded. Restricted items that are receipted must be removed from the center within 14 days or they will be disposed of.

Any tools necessary for employment must be placed in a locker in the soiled boots room. Personal pets are not permitted in the center.

Personal Items Residents May Possess:

- | | |
|---|----------------------|
| 1. Pants/Skirts | Max of seven total |
| 2. Tops of any kind (includes T-shirts, blouses, shirts, etc.) | Max of seven total |
| 3. Dresses | Max of three |
| 4. Underwear | Max of seven |
| 5. Bras. | Max of seven |
| 6. Socks/Pantyhose/Stockings..... | Max of seven total |
| 7. Shoes | Max of three |
| 8. Coats/Jackets..... | Max of two total |
| 9. Hats, Caps | Max of three total |
| 10. Belts/Ties/Scarves..... | Max of seven total |
| 11. Pajamas | Max of two |
| 12. Robe | Max of one |
| 13. Clothes hangers (plastic only) | Max of twelve |
| 14. Alarm Clock..... | Max of one |
| 15. Laundry soap (original container)..... | Max of one container |
| 16. Purse and/or backpack..... | Max of one |
| 17. Books, magazines | Max of five total |
| 18. Compact Discs (audio) | Max of seven |
| 19. Personal hygiene items: tooth brush and paste, shower supplies, deodorant, hair/beauty items. | |

All such items shall be contained in the Center-issued plastic container.

All personal belongings must be stored in the resident’s designated wardrobe in an organized and neat manner. Any personal property not stored properly will be removed. Any excessive clothing or unauthorized items must be removed from the Community Corrections Center within 14 days or they will be disposed of.

Note: Residents are encouraged NOT to share personal belongings. If someone is returned to jail, or escapes, etc., their possessions will be gathered, and if not claimed within thirty days of release or escape, will be disposed of. No resident will be allowed to claim articles in possession of another resident without that resident’s approval. Residents are encouraged not to bring in or possess items of value in the center.

Because we want to maintain the facility in good condition, pictures are not to be taped or nailed to the wall, locker or divider. Pictures that depict nudity, sexual activity, drugs and/or alcohol, or violent kinds of activities are not allowed to be displayed in the center. An alarm clock/radio and one picture are the only items allowed to be set on bunk dividers.

In-Center Dress (Policy #209)

It is the policy of the Washington County Community Corrections Center that residents are appropriately and fully dressed at all times. Residents are to get dressed immediately upon waking and remain dressed until lights out in the evening. Fully dressed includes pants, blouse/shirt, shoes, and undergarments. At no time, shall residents dress in front of or around uncovered windows. Residents are to dress in the assigned bathroom areas.

Jail issued and Center issued shower shoes/flip flops shall not be worn outside the dorm area. Pajamas are not to be worn outside the dorm area as well.

It is essential that the center provide an environment that is conducive to a positive lifestyle. Therefore, residents will not be allowed to wear clothing that depicts or endorses drinking establishments, alcohol, drugs, sex, violence, or gang affiliation. In addition, clothing cannot be worn in a manner that shows allegiance to any gang or group that engages in violent, unlawful, or criminal activity (e.g. sagging, baggy pants, long belts, scarves, handkerchiefs, hair nets, etc.). Note that hats and sunglasses cannot be worn inside the center.

Wake up and Lights Out (Policy #211):

All residents, excluding night/swing shift workers, will be out of bed by 7:00 a.m. and have beds made before dorms will be cleared.

NIGHT/SWING SHIFT WORKERS: The above procedure will be followed with the exception that all night/swing shift workers will be in bed no later than 30 minutes after returning from work and will be allowed 8 hours of sleep.

Lights out is at 10:00 p.m., and all residents are to be in bed.

Below is a schedule of operating hours for various areas and activities.

1. TV use - 9:00 a.m. to 10:00 p.m.
2. Dorm day rooms and laundry rooms – 5:00 a.m. to 10:00 p.m.
(quiet time between 5:00 a.m. and 7:00 a.m.)
3. Exercise room – 8:00 a.m. to 9:00 p.m.
4. Library room – 8:00 a.m. to 9:00 p.m.
5. Telephone use – 7:00 a.m. to 10:00 p.m.

Resident Chores/Living Areas (Policy #206)

Each resident is required to help with the upkeep of their personal areas as well as the common areas within the dorm. All residents are to comply with staff requests for assistance in maintaining the facility.

Sanitation/Hygiene/Laundry (Policy #212)

Out of respect to others, please follow these simple hygiene guidelines:

1. Shower daily and maintain high standards of cleanliness.
2. Please limit shower time so there is enough hot water for everyone.
3. Residents are to use showers in assigned dorm.
4. Shower and bathroom area is to be cleaned after each use, and all residents are responsible for cleaning up.
5. Residents **MUST** wear shower shoes, flip flops, etc., during all showers for sanitation purposes.
6. All towels are to be hung inside the wardrobe closet and not left out.
7. Dorm room chairs are not allowed in the bathrooms, and doors are to remain open unless someone is showering.

8. Radios are not allowed in dorm bathrooms.
9. There are hand sanitizer dispensers throughout the building for use.

Residents are to maintain proper cleanliness standards and regularly wash and dry all clothing. Community Corrections Center linen (sheets, towels, etc.) is to be washed at least once (1) per week. Residents may wash and dry their clothing in their dorm area. The last load must be started by 9 p.m..

Residents' Driving Privileges (Policy #213):

Residents may drive their personal vehicle if they obtain permission from their counselor and can provide the following documentation: valid operator's license, current insurance, and proof of registration of vehicle ownership.

Unauthorized Areas (Policies 202 & 215):

The Department of Community Corrections is accountable for a resident's whereabouts while at the center. Because of this, residents are to remain at assigned locations while in the community. An "unauthorized area" is any location that a resident does not have permission to be in. While in the community residents are to travel to their approved destination without any detours. Any time a destination or time frame is changed during the course of a pass, work, or community service, it is their responsibility to notify staff and request approval in advance. While in the center, residents are to be in their sleeping area or day area of their assigned dorm. Staff permission is required to be in other areas of the facility. Any resident found in another sleeping area, dorm, or other location in the facility without staff permission will be considered in an "unauthorized area".

Residents are not to make arrangements to meet family members or friends while out of the center without permission from staff.

Any purchases made while out of the center must be presented with a receipt upon returning to the center.

Privileges (Policy #217):

Residents will be given privileges based on program compliance and appropriate behavior. These privileges include visits and passes.

Social passes may be given in increments of 3 hours up to 24 hours. Pass privileges are based on court order, custody type, payment of room and board, performance in center, and the discretion of counseling team.

Business passes (mini passes) are given in order to attend treatment, medical appointments, P.O./Court appointments, and other activities that your counselor deems appropriate for you to participate in based on your case plan.

Visitation Privileges (Policy #218):

Visiting days and times are scheduled according to a resident's assigned dorm. Please check with staff to determine what day you are approved for visits. Inappropriate behavior or sexual activity will result in termination of the visit and possible disciplinary action for the resident.

Resident Phones (Policy #221):

Residents are to use the phones in their designated dorm areas for phone calls. Staff at the front desk will only accept messages in the event of an emergency. All phone conversations are recorded other

than those designated as legal and approved by staff. Residents are not allowed to share personal pins or accounts. If violated, disciplinary actions will result.

Major Violations (Policy #122):

Below is a list of major violations that will result in a disciplinary process. A through F may result in return to maximum security and a hearing will be held in the Washington County Jail. The remaining violations will result in a disciplinary process which may include loss of privileges and possible return to jail.

- A. Physical violence or threat of physical violence
- B. Possession or furnishing alcohol, drugs, drug paraphernalia or weapons in the Community Corrections Center
- C. Commission of a crime while residing at the center
- D. Disobedience of a direct request by staff
- E. Destruction of, or tampering with center property
- F. Lateness over three hours
- G. Tampering with U.A.
- H. Lateness up to three hours*
- I. Sexual activity; to include kissing and/or inappropriate touching
- J. Use of illicit drugs or alcohol
- K. Unauthorized possession of property
- L. Gambling
- M. Conspiracy – No resident will knowingly agree with another person to violate any rule or law
- N. Excess of maximum money (\$40.00)
- O. Disruptive behavior
- P. Disrespect to another
- Q. Operating or traveling in a motor vehicle without authorization
- R. Fired from a job or quitting a job without counselor approval; includes Center Workers
- S. Not adhering to the case plan, court, or supervision conditions, or attending appointments related to any of the above
- T. Lying to or misleading staff
- U. Unauthorized area or unauthorized absence from approved location outside of center
- V. Unauthorized area inside the center
- W. Refusal to comply with staff instruction or center policy
- X. Unauthorized possession of medication or violation of prescription/medical policy
- Y. Unauthorized use or possession of tobacco or smoking paraphernalia
- Z. Non-performance (in programming, work projects, employment, job search, etc.)
- AA. Losing center property
- BB. Not complying with Room and Board agreement (not turning in check stubs, refusing to pay room and board, etc.)

*NOTE: Any resident who returns late is subject to a Major Violation. In addition, a resident who returns more than one hour late without prior authorization will have a notification sent to the District Attorney's Office with the possibility of being charged with a new crime.

Any contact with listed victims or "no contact" persons indicated through any court order, conditions of supervision or PO directive will be staffed for return to jail. Even if probation has been revoked the "no contact" provision will remain in effect while the resident is in the center.

Major Violation Disciplinary Process (Policy #231):

Residents who violate center rules or policies, or commit law violations, will be served a major violation. The resident will be placed on restriction and a disciplinary hearing will be scheduled within seven days of the incident. Failure to attend the hearing will result in a finding of violation. After the hearing, sanctions are recommended and reviewed by the center manager. A copy of the sanctions will be given to the resident.

Sign In/Out of the Center (Policy #236):

Residents are to enter and exit through the main front entrance door (Adams Street). All other doors and windows are alarmed. Residents must report in and out at the reception area and may not move about the center until authorized by staff. Residents are allowed to leave their dorm five minutes prior to an authorized check-out time.

Employment/Room and Board:

Supporting you in your existing job or assisting you in gaining employment are important goals that counselors will assist you with, based on your court conditions and performance in the center.

Once a resident is employed they are responsible for paying room and board to the center. Room and board is based on twice their hourly wage. For example, if a resident earns \$9.00/hour that resident will pay \$18.00/day in room and board. These payments will be in the form of a money order made out to "WCCCC" (Washington County Community Corrections Center). A receipt will be issued at that time. The counselor will assist in developing a financial plan with the resident while at the center that may include room and board, court fines, supervision fees, child support, and saving for transition into the community.

Smoking:

It is a violation of State law to smoke in the building or within ten feet of an entrance to the facility. Smoking is allowed in the courtyard at designated times.

Travel:

Residents will utilize Tri-Met bus service while in the center. Exceptions may be made on an individual case-by-case basis by supervising staff. No resident will ride in a vehicle at any time with a friend, spouse, or employer unless that person has a valid driver's license and automobile insurance and the resident has received authorization from center staff to travel with that person. It is the resident's responsibility to insure that the driver has these documents. No resident may operate a vehicle without permission of supervising staff. There are no designated parking areas available for resident use. Residents may not park private autos on the street or in the parking lots immediately adjacent to the Community Corrections Center. Residents are responsible for purchasing their own bus tickets for transportation to and from work. Bus passes may be provided to residents on job search with the approval of their counselor.

Mail:

1. Mail will be sent from and delivered to the mail box at the entrance of the Community Corrections Center: **260 S.W. Adams St., Hillsboro, OR 97123-3905.**
2. Certain mail and packages may be required to be opened in the presence of center staff for content inspection only.
3. Sheriff custody mail is inspected by jail personnel.
4. Outgoing mail may be delivered to on duty staff by 8:00 a.m. daily.
5. Incoming mail will be placed in the resident's assigned mail box.

Medical/Dental Issues (Policy #201):

Residents can receive appropriate medical/dental attention in the event of injury, illness, or medical emergency. All medical/dental treatment is at resident expense.

Residents may use the services of their own private physician or dentist. Residents who have a communicable illness (i.e. TB, Hepatitis, Sexually Transmitted Disease, etc.) may be referred to the County Health Department.

1. All medical/dental appointments are to be approved and verified by staff in advance.
2. Residents shall sign a Release of Information form and submit it to their medical provider along with a Physician's Letter to be signed by the medical provider. The Physician's Letter must be returned to staff.
3. Upon the resident's return, staff may phone the physician/dentist to verify all medications, instructions for home care, and to collect and document the following:
 - A. Nature of illness
 - B. Medications, types and time frames
 - C. Name of the practicing physician or attending nurse
 - D. Special instructions for home care and follow up
 - E. All written instructions will be stored in the residents file
 - F. Filled prescriptions need to be turned in to staff. Controlled medication should be in Bubble-packs.
 - G. Prescription medications shall not be taken prior to returning to the Center.

Prescriptions and Medications:

Residents are not allowed to possess prescription medications. All medications must be in a labeled bottle containing the name of the doctor, patient, and method of consumption. Prescribed medications shall be secured by and consumed in the presence of staff.

All prescription medications will be consumed at the designated time, in the presence of Community Corrections Center staff, and according to the prescription or label directions.

It is the resident's responsibility to contact staff at the appropriate time to consume a medication if different than the Community Corrections Center daily schedule. Residents are required to maintain an adequate supply of their medication.

Residents who will be away from the Center (work, passes etc.) and miss a medication call(s) shall request meds to go at the med call prior to their leaving the Center.

Residents may use over-the-counter substances such as: aspirin, Tylenol, cold remedies, non-alcoholic cough syrup (Robitussin, etc.), analgesic rubs (Vick's, Ben-Gay, etc.). These substances are to be stored in their assigned mailbox, and may be used according to printed directions. These substances must be kept in original labeled containers. At no time shall medications be kept on the person or in any other area.

If ill or injured and unable to attend to employment, job search, center work, community service, etc., the resident will be on sick status and remain in their dorm and on their assigned bunk with no outside courtyard break privileges. All resident requests for medical/dental care outside the facility will be considered on a case by case basis. Residents are responsible for their own medical/dental care.

FIRE/EMERGENCY POLICY

THIS IS IMPORTANT INFORMATION! ALL RESIDENTS ARE TO READ AND UNDERSTAND THE POLICY THOROUGHLY.

Fire emergency plans shall be communicated to all staff and residents. The plans are clearly posted and include directions to and the locations of exits and fire extinguishers. Periodic emergency drills are conducted. The center complies with local and state fire safety regulations and codes.

PROCEDURE IN CASE OF A FIRE

1. In case of fire:
 - A. Pull alarm to alert all individuals in the facility.
 - B. **EVACUATE IMMEDIATELY**, leaving by the nearest exit. Do not use the elevator.
 - C. Move quickly but calmly to avoid panic
 - D. Staff will close doors after ensuring area is cleared. **DO NOT SHUT OFF ESCAPE ROUTE FOR OTHERS.**
 - E. Go directly to the designated **MEETING AREA**;
 1. **The court yard of the Law Enforcement Center, directly west across the street. If this area is not accessible, all residents and staff are to meet in the parking structure first floor.**
 - F. At the meeting location, staff will make a head count to account for all individuals. If someone is missing, staff shall inform the Fire Department, giving the individual's last known location or dorm location.

2. **DO NOT RE-ENTER THE BUILDING**
 - A. If faced with heat or smoke, keep low for better air;
 - B. If trapped, close the door between yourself and the fire;
 - C. Wait at the window for rescue;
 - D. Before opening a closed door, feel the door first.
 - E. If the door is warm, or smoke is seeping in, **DO NOT OPEN** it. Use another avenue to exit or wait at the window for rescue.

Evacuation shall be through any door of the facility.

INFORMATION REGARDING SEXUAL ASSAULT/HARASSMENT

Sexual assault/harassment is prohibited in the Center.

There are many ways to help prevent becoming a forced or coerced victim while at the Center, which includes:

1. Avoiding isolated areas out of sight of staff
2. Not accepting items of value from other residents
3. Not displaying body language or dress that can be perceived as vulnerable
4. Staying leery of any resident offering protection
5. Not giving out information about family, friends, or financial support
6. Not giving an impression of having money available or of being in need of money

Should a sexual assault/harassment occur at the Center, there are a number of ways in which it can be reported. These same options for reporting can be utilized if you were a victim of a past sexual assault in any other jail, prison, or State institution.

1. You may use the resident phone system and key press "9" which will send an automated message to the PREA Coordinator of the facility who will then privately follow-up with you.
2. You may request to meet with the Center Manager.
3. You may report it to your assigned counselor or any other staff person.
4. You may report it to a local law enforcement agency.
5. You may report it anonymously by placing a written note in the resident locked communication box located in the Visitor's Room.

Once a report has been made a thorough investigation will be initiated by local law enforcement. Regarding past sexual assaults/harassments that may have occurred in another institution, those reports will be forwarded to that institution for further investigation. Treatment and counseling services are available for any victim of sexual assault/harassment. Information regarding counseling, sexually transmitted disease, and other services are available in the Visitor's Room.

CARE OF COUNTY PROPERTY

It is our goal to maintain this facility in a clean and well-preserved condition for residents and staff. Do not damage, destroy, deface, alter, or misuse any county property. Any resident of the facility who destroys or defaces public property, will be subject to payment for replacement of the property and/or to other sanctions, including return to maximum security or arrest for new charges.

RELIGIOUS OBSERVATION

Residents who desire to attend religious services may do so while on Social Passes or through Prison Fellowship in the center. Residents will not be allowed to gather outside their dorm area without approved facilitator or staff person present.

CENTER WORKER STATUS

If assigned to a Center Worker position at the Community Corrections Center, you will be paid \$1.50 per day, have room and board waived, and will be eligible for most of the same privileges as employed residents. You must perform all duties assigned to you, which may include, but not limited to:

1. Day housekeepers
2. Night housekeepers

3. Laundry worker
4. Kitchen worker
5. Special worker projects as necessary

SUBSTANCE ABUSE MONITORING

Urinalysis tests, eye scans, and breathalyzers will be used for the detection of alcohol and drug use. These will be both given on a random and “cause” basis. If you have a previous alcohol or drug background you may expect to have regular UA’s, eye scans, and breathalyzers.

If you are unable to submit a urine sample at the time of request, you will be given a period of time to produce the sample. However, not submitting a urine sample within a specified time is considered the same as a positive urine result.

Residents are not to consume any medication without staff knowledge. Residents are not to consume anything containing alcohol.

SEARCHES

All property that enters the Community Corrections Center will be searched. All living areas at the center will be searched on a random basis. In addition, residents may be subject to pocket or unclothed body searches at any time.

ESCAPE/UNAUTHORIZED DEPARTURE

Residents who leave the center without staff authorization will be charged with an Escape II, a Class C felony crime. Residents who fail to return from an authorized pass will be charged with an Unauthorized Departure, a Class A misdemeanor. A warrant will be issued.

FOOD/BEVERAGES

Food can spoil and invite insects, as well as damage property and the floor. Food items and beverages are not to be kept in dorm or living areas.

CONCLUSION

Our Department Mission is to offer services and supervision that will assist in transition into the community and to develop a stable and productive lifestyle. There are many programs and services available to participate in while working toward these goals. We hope you will take advantage of the time and opportunities made available to you during your stay at the Center.