



## **ELKHART COUNTY COMMUNITY CORRECTIONS**

### **WORK RELEASE HANDBOOK**

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***“THE FIRST STEP TOWARDS GETTING SOMEWHERE IS TO DECIDE THAT  
YOU ARE NOT GOING TO STAY WHERE YOU ARE”***

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Dear Participant:

As a result of a court order, you have been placed in our Residential Level of Supervision. We both share the same goal . . . for you to satisfactorily complete your sentence and return to the community as a responsible and productive citizen. Our Agency operates on the premise that every Participant has the potential to achieve that goal. It will not be easy—your time on resident supervision will be filled with challenges—but we believe that you can accomplish this, or the court would not have placed you in this level of supervision.

During your placement, you can expect staff to assist in this effort by prioritizing your participation in services that address treatment and education needs identified during the development of your case plan. These services will support you and increase the likelihood of you successfully completing your sentence. This level of supervision has many rules and guidelines, all of which are designed to guarantee accountability and encourage a change in unacceptable behavior. Our expectation is that you attend all of the required treatment and education programs, that you abide by the rules and guidelines, and that you demonstrate the desire and put forth the effort required to change your behavior.

The following material, along with the behavioral contract, outlines the rules, guidelines and behavior that are expected of you. Our staff will explain the following information to you during the admission process, and you are encouraged to ask questions. It is recommended that you keep this material and review it carefully.

If there are any questions, do not hesitate to contact a member of our agency.

Respectfully,

Helen Calvin  
Executive Director

Lauren Kelley  
Assistant Director of Programming and Case Management

Karen Chandler  
Assistant Director of Operations

Jared Wakeland  
Assistant Director of Policy and Procedures

# **ELKHART COUNTY COMMUNITY CORRECTIONS**

## **Mission Statement**

*To use evidence-based practices and programs that partner with our community and clients to effect positive life change.*

## **Vision Statement**

*We will become an evidence-based organization that collaborates with our community partners to intentionally direct our clients toward a crime-desistance life.*

# Guiding Principles Of EBP

**EIGHT GUIDING  
PRINCIPLES  
FOR RISK/  
RECIDIVISM  
REDUCTION**



# **ELKHART COUNTY COMMUNITY CORRECTIONS**

## **IN-HOUSE PROGRAMMING**

### **MORAL RECONATION THERAPY (MRT):**

- Moral reasoning is how people make decisions about what they should or should not do in a given situation. Moral Reconciliation Therapy—MRT® fosters moral development in treatment-resistant individuals. The book is used with all types of Participants including those in jails, prisons, community corrections, TCs, halfway houses, diversion, parole and probation, and drug/mental health/DUI courts. Numerous substance abuse programs, both residential and outpatient, utilize the workbook. MRT is a SAMHSA NREPP program used for substance abuse and general treatment of criminal populations.

### **MRT – DOMESTIC VIOLENCE (MRT-DV):**

- The MRT – DV model is a cognitive –behavioral program designed to change how batterers think (belief systems), therefore leading to changing the batterers' behaviors from any types of abuse whether it is physical, emotional, or financial to behaviors which include equality and acceptance. The objective of MRT-DV is to define domestic violence, assist the batterer in taking responsibility, teach coping skills, and teach the socio-cultural basis for DV. The target population are domestic violence Participants.

### **MRT – ANGER MANAGEMENT – COPING WITH ANGER:**

- The anger management program, Coping with Anger, is designed to help Participants recognize, overcome, and control anger. The objective of Coping with Anger is to decrease anger and aggression and obtain and utilize coping skills. The target population are individuals that have difficulty with managing their anger including those who are substance users, have PTSD, or have mental health problems.

### **THE COURAGE TO CHANGE:**

- This is an evidence-based practice of Interactive Journaling, a structured and experiential writing process that motivates and guides Participants towards positive life change. The Courage to Change is a method designed specifically to engage each person actively in the thought and behavior processes of change, rather than being a passive recipient. The target population is criminal justice Participants working to change criminal and substance use behaviors.

### **SEEKING SAFETY:**

- Seeking Safety is helping Participants attain safety in their relationships, thinking, behavior, and emotions. It addresses both trauma and substance abuse. The objective for Seeking Safety is to reduce trauma/substance abuse symptoms, increase safe coping in Participants' relationships, and increase safety in their thinking, emotions, and behaviors. The target population is adults who have a history of trauma and/or substance abuse.

### **CELEBRATE RECOVERY:**

- Celebrate Recovery is a 12-step recovery program for anyone struggling with hurt, pain or addiction of any kind.
- Celebrate Recovery is a safe place to find community and freedom from the issues that are controlling an individual's life.

### **AA/NA:**

- AA/NA is an international fellowship of men and women who have had a drinking problem or addiction. It is nonprofessional, self-supporting, multiracial, apolitical, and available almost everywhere. There are no age or education requirements. Membership is open to anyone who wants to do something about his or her drinking problem or addiction.

### **FINANCIAL RESPONSIBILITIES**

Participants are responsible for all fees that they accumulate while on the program. Below is a list of fees that are required to maintain eligibility at Elkhart County Community Corrections. Supervision fees begin accruing the first day you are placed in the program. If you are unemployed, the fees go on your account and are paid off after you start working at a flat rate of \$25 per week until the balance is zero. The following fees are effective as of September 2021:

- Initial One-time Fee - \$100
- Courtesy Transfer One-time Fee - \$75
- Electronic Monitoring - \$13 per day;
- Work Release - \$15 per day;
- Work Release w/GPS - \$18 per day;
- BART – Alcohol Monitoring - \$15 per day;
- Day Reporting - \$6 per day;
- Community Transition Program - \$10 per day;
- ID Reprint - \$5;
- Personal Hygiene/wash - \$3;
- Drug Testing Fees (all programs):
  - Synthetic - \$45;
  - Monthly - \$30; and
  - Per additional - \$30.

The fees for Elkhart County Community Corrections programs are approved by the Elkhart County Community Corrections Advisory Board.

Participants may pay their fees at the Goshen facility, the Elkhart Satellite office, or online at <https://pay.paygov.us/EndUser/PaymentAgency.aspx?ttid=20731>. Collection times are:

- Mondays, 9 am – 12 pm and 1 pm – 5 pm; and
- Fridays, 9 am – 12 pm and 1 pm – 4 pm.

Office staff will create a budget for each Participant. A Participant will be issued a receipt detailing how much they paid and how much they still owe, if applicable. Drug test fees are to be paid by the end of the month.

1. Fees must be paid weekly during collection hours or online;
2. Fees must be paid by cashier's check, money order, debit card, or cash (must be exact amount);
3. If the Participant has a fee arrearage, they may be required to sign a pay agreement;
4. Those who are not current paying their fees or are not compliant with their pay agreement may receive a non-compliance report;
5. ECCC is unable to declare a Participant indigent. This can only be done by the sentencing court; and
6. If a Participant receives Social Security disability benefits, the fees charged to the Participant will be capped at the lesser of twenty percent (20%) of his or her income or the amount he or she would otherwise be expected to pay were he or she not receiving Social Security disability benefits.

### **CASE MANAGEMENT MEETING PROCEDURES**

1. Each Participant is required to attend scheduled case management meetings. Participants will be advised by the assigned Case Manager of the day and time of the meetings.
2. A case plan will be created during the initial meeting and will subsequently be reviewed every meeting in order to determine progress.
3. Participants must submit documentation and verification to their Case Manager's mailbox upon entering the facility including but not limited to pay stubs, receipts, prescriptions, doctor notes, and treatment forms. The case manager will discuss documents and verifications during the case management meeting.
4. Participants are expected to be ready and prepared for their meetings.

### **PARTICIPANT FORMS**

Elkhart County Community Corrections prescribes forms to facilitate Participant requests. The Participant must use the forms prescribed by Elkhart County Community Corrections correctly and submit them to the appropriate staff person.

#### **Participant Weekly Schedule Form:**

1. Participants will submit a weekly schedule to their Case Manager by Wednesday at 8:00 am the week prior. This schedule will include all activities the Participant needs time outside of the Work Release Facility to complete. The Case Manager will review the schedule for compliance with Work Release policy. Should a schedule be disapproved, the Case Manager will work with the Participant until a compliant schedule is approved.
2. The Participant's weekly schedule should be specific; actual work hours, time leaving from and returning to the work release facility.
3. Dental, medical, and other personal appointments must be included on the weekly schedule. The Participant must indicate the name, address, and telephone number of the service provider. The Participant must be able to provide documentation of attendance to the Case Manager.
4. Elkhart County Community Corrections will assist Participants in obtaining special release time for emergency situations.
5. Every effort should be made between the Case Manager, the Participant, and the Participant's employer to have the Participant's work schedule available on or before the day, it is due. If this is not possible, the Participant should complete the schedule as fully as possible. The Participant shall then contact their Case Manager with the complete work schedule as soon as it is available. If the Case Manager is not immediately available, the Participant should leave a voicemail with the case manager. The Case Manager will return the call when they are available.
6. Elkhart County Community Corrections understands that there might be unexpected events during the week warranting a departure from the approved schedule. In such cases, the Participant may request a schedule change from their Case Manager. Elkhart County Community Corrections has sole discretion to approve a Participant's request for change of schedule. If the Case Manager is not immediately available, the Participant should leave a message for the Case Manager to call them back. Leaving a message does not mean that the request has been approved. The Case Manager will return the call to the Participant when available, and the request can be made at that time.

#### **Participant Weekly Verification Form:**

1. Participants will submit a completed Weekly Verification Form to their Case Manager by Wednesday at 8:00 am.
2. The completed Weekly Verification Form will include all activities the Participant completed outside of the work release facility the past week (Monday-Sunday).
3. The Participant's completed Weekly Verification Form should be specific including the location of the event, date, time begin and time end. Each line on the Weekly Verification Form must be filled out and completed by someone in charge at the approved location visited, which includes a printed name and a signature.
4. Other supplemental documents must be submitted with the Weekly Verification Form, including receipts.
5. The Case Manager will review and compare the verifications for compliance with the past week's approved Weekly Schedule. Discrepancies in verifications may result in disciplinary action.



### **Participant Request Form:**

1. Participants may communicate to staff orally or in writing any requests that do not constitute grievances. Requests include questions about Elkhart County Community Corrections services, programs, or information. Staff shall encourage such communication in the interest of prompt resolution of Participant requests.
2. Participants may file a written request by submitting a requests form to the supervising case manager via the case manager's mailbox.
3. Any Participant, regardless of classification or disciplinary status, may file a request. Participants may file only in their name, though a Participant may receive assistance if unable to communicate in writing.
4. Staff will provide a prompt response to Participant requests.
5. Abuse of Requests
  - a. The Assistant Director of Operations and the Assistant Director of Programs are both independently entitled to designate a Participant as a "request abuser" when either believes that the Participant's continued, unrestricted use of the system would result in additional frivolous or annoying filings, and the Participant has previously submitted:
    - Written requests on questions already addressed using the process; or
    - Written requests in error even after receiving instruction on proper methods.
  - b. Request abusers are limited to one written request per specific subject area. The ability to file emergency requests will not be abridged. The Participant shall receive written notification of the "request abuser" designation and rules governing such designation.
6. Types of Requests
  - a. Participants may communicate verbally to staff any informal requests. Staff shall encourage communication on issues in hopes of resolving issues or answering questions promptly. Staff shall document electronically any informal requests and resolution, while simple requests may be addressed without further documentation.
  - b. Formal requests must be submitted at least 72 hours prior to the event or knowledge of the event to be considered valid.
    - The staff receiving the request shall answer or resolve formal requests as quickly as possible, but no more than 48 hours after filing. The staff receiving the request may extend the deadline with good cause, notifying the Participant of the extension and reasons for such in writing.
    - The staff receiving the request will return to the Participant any requests that are past the event. The grievance is marked, "Submission deadline has passed. No action taken."
  - c. Emergency requests are reserved for life-threatening situations. Staff receiving the request will give such filings immediate attention.

### **Grievance Form:**

1. A Participant must attempt to resolve their grievance informally by speaking with a custody officer or case manager within 7 days after the grievant become aware of the incident giving rise to the grievance. If the grievant reasonably fears retaliation, should he or she attempt to comply with Step 1, the grievant need not satisfy Step 1 and may proceed to Step 2.
2. If the grievance is not resolved after the Participant has satisfied Step 1, a work release Participant must complete and submit a grievance form to the Manager of Security and Operations or the Case Manager Coordinator via a drop box (there is a drop box in both the male and female dayrooms). Participants in Electronic Monitoring or Day Reporting programs must submit a grievance form by personally delivering it to the Case Manager Coordinator. In either case, the grievance form must be submitted within 13 days after the grievant becomes aware of the incident. The Manager of Security and Operations or the Case Manager Coordinator has 15 days to respond to the grievance.
3. If the grievance is not resolved after the Participant has satisfied Step 2, the Participant must appeal the response by placing a new grievance form in the appropriate drop box, addressed to the Assistant Director of

Operations or the Assistant Director of Programs, within 5 days of the response of the Manager of Security and Operations or the Case Manager Coordinator. The appropriate Assistant Director has 15 days to respond.

4. Emergency Grievances: A Participant may file an emergency grievance to the Assistant Director of Operations or the Assistant Director of Programs if disposition according to regular time limits would subject the Participant to a substantial risk of personal injury or cause other serious or irreparable harm to the Participant. The above grievance steps do not apply to emergency grievances. It is recommended that a Participant communicate in-person with a staff member regarding an emergency grievance to ensure it is addressed promptly.
5. Abuse of Grievances
  - a. The Assistant Director of Operations and the Assistant Director of Programs are both independently entitled to designate a Participant as a “grievance abuser” when either believes that the Participant’s continued, unrestricted use of the system would result in additional frivolous or annoying filings, and the Participant has previously filed:
    - Numerous grievances lacking merit;
    - Grievances on issues already addressed using the process; or
    - Grievances in error even after receiving instruction on proper methods.
  - b. Grievance abusers are limited to one, non-emergency grievance every 7 days for a period of 90 days. The ability to file emergency grievances will not be abridged. The Participant shall receive written notification of the “grievance abuser” designation and rules governing such designation.
  - c. Continued abuse of the system may lead the Assistant Director of Operation and the Assistant Director of Programs to designate the Participant as a “chronic abuser.” Participants with this designation are limited to one, non-emergency grievance every 30 days for 180 days. Again, the ability to file emergency grievances will not be abridged. The Participant will receive written notification of the “chronic abuser” designation and the rules governing such designation.
  - d. A Participant designated as a grievance or chronic abuser may seek an appeal of the decision, and the appeal will not count against the established grievance limit. The Participant may file a grievance form to an Assistant Director that did not make the chronic abuser designation.

#### **Discipline Hearing Appeal Form:**

Following a disciplinary hearing by the Hearing Committee, the Participant may appeal the Hearing Committee’s decision in writing, stating the specific reasons for the appeal, within 15 days from the receipt of the decision. All appeals should be submitted using an Appeal form and directed to the Assistant Director of Operations.

#### **Employment Pass:**

1. This form is used to verify employment searches.
2. This form must be submitted at least 72 hours prior to the requested pass date.
3. This form must have the company name, location, phone number, position sought, arrival and departure times, printed name and signature of the person spoken to, and results of the interview or job application. This form must be submitted upon return to the Work Release Facility. Failure to complete the form entirely or to submit the form in a timely manner may result in the delay of future employment searches.

## **WORK RELEASE RULES**

1. Bunks, lockers, and equipment will be assigned by staff. Participants may not change their assigned bunk, locker, or equipment without staff approval.
2. Participants will be assigned an outside locker to store their coats, tobacco products, cell phones, wallets, purses, shoes, and other items not permitted into the facility. No tools, medication, perfume/cologne, food or drink are allowed in outside lockers.
3. Participants may not be on a bunk of another Participant. Participants may not store personal property in another Participant's locker/tote or any location where another Participant's personal property is located.
4. Participants may not leave their assigned ward when the dayroom is closed without staff approval.
5. Participants must shower daily and practice good personal hygiene.
6. Clothing, bed linens, towels and blankets shall be laundered weekly.
7. Ward and dayroom noise levels may not interfere with others who are making telephone calls or attempting to read or sleep. Custody Officers will have the final determination as to the proper noise level.
8. Participants may not use any type of electronic device in the facility unless approved by staff. Before a Participant enters the facility, electronic devices must be turned off and must remain off while in the Participant's locker.
9. Dayroom television is a privilege. Participants may not touch the TV without staff permission.
10. The dayroom is open 24 hours, however there are times the day room will be closed. Participants are to remain in wards until the dayroom is open.
11. Participants are required to clean the wards and dayroom daily. During this time the dayroom is closed, and all Participants will go to their respective wards to clean. Afterward, Participants that have been selected to clean the dayroom will be called out.
12. Participants may not borrow the personal items of another Participant.
13. Participants may use the vending machines except when the vendor is in, or when instructed not to do so by staff.
14. Staff may search a Participant at any time. A search of the Participant's person will be conducted each time he/she enters the facility. Staff may request that shoes and socks be removed during this process. Any belongings the Participant brings into the facility will be searched.
15. Male and female Participants may not occupy the same area in the facility without supervision.
16. A Participant may not enter any office space or any other unauthorized area without specific staff permission.
17. Inappropriate conduct will not be tolerated.
18. Participants may not possess tobacco products (including electronic smoking devices), matches, or lighters while in the facility. All such items must be kept in the Participant's locker.
19. Participants may send and receive mail through the U.S. Postal Service. Participants may correspond with family members, friends, and officials with a minimum of interference when consistent with the security needs of the facility.
20. Participants are issued identification cards upon intake. ID cards will be required when checking out/in of the facility, receiving meals, receiving medication or any other instance in which Participant identification is required. Participants are required to display ID cards on their person at all times. Upon release, a transfer to Electronic Monitoring or Day Reporting, or a transfer to jail, Participants will return ID cards along with all other Community Corrections issued items. Participants will be subject to disciplinary action for abuse, failure to display or failure to surrender an ID card when directed to do so by an ECCC Staff member. If a Participant damages, destroys, alters or loses an ID card, they will pay \$5 to have it replaced.
21. Participants may not leave items unattended outside of the facility with the exception of items left in their means of transportation. They may not hide items in the landscaping or other locations on the grounds or within the facility.
22. Participants may not operate a motor vehicle without their Case Manager's approval. Participants having a valid driver's license must fill out a "Vehicle Information Sheet" to receive an assigned parking space. After a parking space number is assigned, the Participant will sign the "Community Corrections Assigned Vehicle Space" form.
23. Participants must respect the personal space of others. They should not physically touch another Participant or staff person at any time.
24. All Participants must adhere to the Work Release Dress Code and must wear appropriate clothing at all times.
25. Participants may not make false statements to any staff person.

26. Participants destroying county or agency property will be held responsible for its replacement or repair. Criminal charges may be filed.
27. Participants must complete required treatment/educational services. If applicable, the treatment plan from the outside provider will be reviewed with the designated Case Manager regularly, and Participants will be notified of changes. Monthly progress reports from treatment providers and monthly verification of attendance at support group meetings is required.
28. Participants may only work in Elkhart County or a county contiguous to Elkhart County unless staff approves a Participant Request form that requests an exception.
29. Participants must obtain full-time (35 hours per week) employment within 30 days of the start of their initial employment search, unless the sentencing court approves an exception or on a fixed income.
30. In the event of an emergency, Participants shall immediately follow all directions given by staff. Participants must familiarize themselves with the location of emergency exits, facility intercom stations, and evacuation route maps. To report a fire, Participants shall notify staff or use the nearest ward intercom to contact either the front or back counter. In the event of an evacuation, Participants will be directed to an evacuation area outside of the facility. Participants must proceed directly to the evacuation area without stopping to gather personal belongings or ask questions. Participants shall remain in the outside area until they receive further instruction from staff.
31. Participants may not loiter outside the facility (designated areas only) or inside the locker room.
32. ECCC has zero tolerance for gang activity. Participants may not engage in gang activity or wear or possess gang symbols. Gang-related symbols, items, or materials are prohibited and will be confiscated.
33. Participants may not play cards in wards. Participants may check out cards from Custody staff to be used in the dayroom. Participants may not engage in gambling of any kind in the facility. There may not be any exchanging of money among Participants.
34. Any contact or interaction with law enforcement must be reported to the Case Manager.
35. ECCC may suspend release privileges for any Participant that has a documented communicable illness and temperature above 100 degrees. The Participant must be fever free without the use of fever-reducing medication for a period of 24 hours. The Participant may see in house medical staff or seek outside medical treatment and shall be approved by the Case Manager. Custody Officers may approve, if after hours.
36. Participants may bring two books (religious or secular) into the facility for their own use. Legal materials, AA/NA materials, books for HSE or certification courses, journals for treatment, and similar materials may be kept in the facility. All books must be soft cover. Reading material that encourages violence or disruption or contains information on plans to commit illegal activities or activities against facility rules, obscenity or gratuitous profanity, or sexually explicit material will not be allowed.
37. If a Participant fails to return to lawful confinement or is removed from the work release program and returned to the Elkhart County Corrections Facility for any reason, that Participant's personal property will be inventoried and placed in the Work Release Inmate Property Room and held for no more than thirty (30) days. The Participant must arrange for it to be removed from the facility within that time period. After thirty (30) days, ECCC will dispose of the Participant's personal property and a Property Disposal Letter will be completed.
38. Trash will be placed in an approved container. Participants will remove trash from all ward areas at least daily and more frequently, if required by staff. No trash from outside the facility may be brought into the facility.
39. Participants are responsible for doing their own laundry. All clothing and bedding shall be washed weekly. Laundry must be done in the facility and shall not be taken out to a laundromat. Laundry rooms are available to use any time the dayrooms are open.
40. All classrooms are to be kept clean and orderly at all times. No food or drinks are allowed (staff discretion).
41. All wards are to be kept clean and will be inspected on a daily basis. Pop and food are not allowed in the wards. Participants' items must be secured and placed in their bunks. Bunks are to be made on a daily basis. Floors and walls shall be cleaned and free of clutter.
42. All bathrooms are to be cleaned on a daily basis. Toilets are to be flushed and cleaned, trash taken out, and floors and walls to be cleaned and clutter free. Sinks and mirrors are to be cleaned on a daily basis.
43. Participants may not be away from the facility for more than sixteen (16) hours per day, including travel time. This includes employment, passes, appointment, etc..... Participants must be in the facility at least eight (8) consecutive hours before being released again.

# **WORK RELEASE GUIDELINES**

## **PROPERTY**

1. Participants are permitted 1 initial property drop through custody and 1 additional property drop through case management. Upon arrival Participants shall be permitted to utilize a phone to initiate a property drop. Any additional property drops will require special approval from the Assistant Director.
2. Any prohibited property identified shall be confiscated and itemized and placed in the secure property room.
3. Participants are not permitted to receive property items via USPS, UPS, FedEx, etc. without prior approval from the Assistant Director or designee. Items sent to Elkhart County Community Corrections through the mail that are non-communicative (clothing, hygiene items, food, jewelry, make-up, etc.) shall be refused and returned to the delivering agency.
4. It is the responsibility of the Participant to ensure property allowances are not exceeded. Prohibited or excessive items shall be confiscated. Any item not listed must be approved in advance by an Assistant Director of Operations.
5. Any property which the Participant brings into the facility and which the Participant is permitted to keep shall be the Participant's responsibility. The Participant assumes all liability for any property that is left in an unsecured location. Elkhart County Community Corrections assumes no responsibility for loss, theft, damage to, or destruction of Participants' property.
6. Money – Participants are permitted to have up to \$500.00 cash while in the facility. Cash may be dropped off with the initial and the additional property drop. Participants will not be permitted into the facility with more than 10 bills. Additional money will need to remain in the outside locker.
7. Participants may possess only the following types of property:
  - 1-Identification/Social Security card (kept in Participant's locker);
  - 1-Wind up or battery alarm clock;
  - 2-Wash cloths;
  - 2-Towels;
  - 3-Padlocks with extra keys (extra keys to be kept at front counter. Locker keys only, NO house, car, work, or other keys allowed);
  - 2-Pairs of shower shoes (one for the dayroom and one for the shower); NO street shoes allowed;
  - 10-Shirts;
  - 10-Pairs of pants; NO leggings or yoga pants;
  - 10-Pairs of socks;
  - 5-Bras;
  - 10-Pairs of underwear;
  - 1-Belt;
  - 2-Wedding band ring/set; NO necklaces of any kind allowed;
  - 2- Soft cover books (religious or secular);
  - 1-Key ring; NO key chains except for AA/NA related;
  - 1-Comb and brush;
  - 1-Nail clipper; NO nail file;
  - 2-Twin size sheets;
  - 2-Blankets; NO sleeping bags, comforters, or quilts; and
  - 5-Pictures.

Provided by ECCC: 1 Mattress, 1 sheet, 1 blanket, 1 shower shoes, 1 spork and 1 cup;

8. Only shower shoes are allowed to be worn in the facility. All other shoes, boots, etc. must be kept in the Participant's outside locker. Your shower shoes are to be kept in your outside locker any time you leave the facility. The shower shoes are NOT allowed to leave the building at any time.

9. Photographs, or any images, or depictions of nudity (exposed breasts, buttocks or genitalia), sexually explicit or sexually offensive material are prohibited.
10. The affixing of posters, photographs, paper, or other items to the walls, ceilings, floors, doors, windows, furniture, or storage boxes or depictions that would be offensive or threatening to other persons (including, but not limited to gang symbols or depictions, racist or discriminatory materials) is prohibited.
11. Unauthorized items are prohibited and shall be confiscated. Participants in possession of prohibited property will be subject to disciplinary action. Participants must immediately report the presence of prohibited property in the facility to staff. If a Participant discovers he or she has inadvertently brought prohibited property into the facility, staff should be immediately notified in order to have the property removed.
12. Participants are not to alter any property from its intended use.
13. Participants are not permitted to give, loan or receive personal property to or from another Participant.

#### **PROPERTY DROP OFF TIMES**

1. Participants will be given one phone call to obtain property upon arrival at the Work Release Facility. Family or friends may bring a Participant property only during these times:
  - a. Monday, Tuesday, Thursday, and Friday: 6:00 am–11:00 am and 6:00 pm–8:00 pm
  - b. Wednesday: 6:00 am–11:00 am
  - c. Saturday and Sunday: All day
2. Property may be dropped off on holidays during the days / times listed above.

#### **RELEASING OF PROPERTY OR MONEY**

Participants requesting to release property or money to family members, friends, etc.... must obtain permission from an Assistant Director in order to release any property from the building. The Participant must complete a *Participant Request Form* stating exactly what property he/she desires to release and to whom he/she wishes to release it to. If approved, the transfer must take place during property drop off times. The Participant will be called to the front door with his/her property and the request form at the time of scheduled release. The Participant must release the property in the presence of a Custody Officer. The person receiving the property will be required to sign for the property on the request form.

#### **WARD AND DAYROOM CLEANLINESS**

Each ward, bunk area and dayroom are to be clean and neat in appearance at all times. All Participants will be responsible to clean and sanitize the facility and their own living area (bunk, bunk drawers, bathrooms, ward, day room, etc.) during designated cleaning times once daily. Participants are required to report safety, security, maintenance, or sanitation concerns to an ECCC staff member, if it is deemed an emergency. All Participants in the ward may be held accountable if the ward does not meet cleanliness standards.

#### **Personal Items/bunks**

1. Bunks shall be made with sheets and blankets covering them. Blankets should be on top with corners tucked in.
2. Towels should be hung on the foot of the bed. Towel should not cover bunk number.
3. Excess items should be kept in the Participant's drawers.
4. Clothes or other items should not be on the floor except for shower shoes.
5. Items are not to be left under mattresses.
6. Empty containers or open food or drink containers are not permitted in wards.
7. Chairs should not be in the wards.

#### **Wards/Dayroom**

1. Toilets and sinks should be clean with no water spots. Soap, toothpaste, etc. should not be left in bathroom area.
2. Showers should be dirt free. Personal items should not be left in shower area.

3. All areas including floors, ceilings, walls, windows, tables, and chairs must be kept clean and dust-free at all times.
4. Participants are to keep all four legs of the chairs on the floor at all times.
5. Items should not be hanging or attached in any manner to walls, ceilings or bunks.
6. Microwaves should be cleaned after each use.
7. Bulletin boards should be neat and organized and contain no unauthorized postings.

Contraband found in any common area or wards and dayrooms continually left untidy or unsanitary may result in some dayroom privileges being suspended. These privileges can include vending, television, recreation periods, etc.

#### **DRESS CODE FOR PARTICIPANTS**

1. All Participants are expected to be properly dressed at all times. At no time shall the midsection of the torso be showing or shoulders bare, and shorts/skirts cannot be shorter than six inches above the top of the kneecap. Clothing should not contain tears or rips that expose parts of the body or undergarments. Spandex and sports shorts are not acceptable.
2. Participants are expected to wear undergarments at all times in the facility except when in the immediate shower area.
3. When sleeping in their bunks, all Participants shall wear clothing that covers their entire chest and pelvic region. At a minimum, sleepwear should consist of a t-shirt and shorts.
4. Headgear shall not be worn in the building or recreation areas. Exceptions may be made for those needing to cover their hair while sleeping or for religious beliefs and practices.
5. Participant's clothing cannot display drug, alcohol, gang, pornographic, or racist overtones.
6. Participants are not permitted to wear tank tops or sleeveless shirts in the facility, unless under another shirt.
7. Participants must wear footwear at all times when not in their bunk.
8. Participants are prohibited from wearing body-piercing jewelry.
9. All Participant attire is at the discretion of agency staff. If a Participant is asked to change their clothing or remove jewelry, they are expected to comply.
10. Pants are to be worn at the waistline (no "sagging" pants).
11. Participants are expected to maintain proper dress to and from the shower area.

#### **FOOD SERVICES**

1. Only food provided or purchased in the facility can be consumed in the facility. Each Participant will be assigned a spork and a cup upon arrival at the Work Release Facility. These items must be returned before the Participant is released or removed from the Work Release Program.
2. Meals will be served at stated times only. Meals will not be held beyond stated eating hours; Approximate mealtimes are:
  - Breakfast: 3 am–4 am;
  - Lunch: 11 am–12 pm; and,
  - Dinner: 4 pm–5 pm
3. All provided meals must be consumed immediately;
4. All meals must be consumed in approved eating areas only. Food service items will not be removed from approved eating areas for later consumption;
5. Participants will receive one tray per mealtime;
6. All trays and other utensils must be placed in approved areas after each meal;
7. All meals must be signed up for at least 24 hours in advance; if a Participant did not sign up for a meal, they will receive a cold meal; and,
8. Participants not present for meals due to employment are able to purchase meals from the vending machines at work release or purchase food outside of the facility when returning from work.

### MEDICAL CARE

1. If health care is needed while inside the facility, the Participant should contact any ECCC Staff Member who will arrange services by either contacting the medical staff (if available), scheduling to leave for urgent care, emergency room or calling for an ambulance.
2. All other appointments must be scheduled with a local doctor, dentist, or mental health professional at the earliest convenience.

### SICK PARTICIPANTS

1. Any Participant who does not report to work or returns from work due to a contagious illness will remain in their ward to help prevent others from becoming ill.
2. Participants confined to the ward will have meals delivered to them.
3. Participants will be approved to attend scheduled medical care appointments.
4. Participants are solely responsible for all medical costs accrued while on the Work Release Program.
5. Sick Participants will not be allowed passes while sick (staff discretion).

### MEDICATION SERVICES

1. Only medications prescribed by a provider may be administered or delivered in the facility.
2. All medications entering the facility will be counted and documented on a Receipt of Medication Form. The Participant will sign the form along with the staff member to confirm the count is correct. The Participant will be given the pink copy to keep for the Participant's records.
3. Medications are administered or delivered within 24 hours from the time of medication verification.
4. Medications will be administered at the prescribed dosage.
5. If you refuse to take the full dose as prescribed, the medical staff or health-trained staff will not administer the medication at all.
6. If you refuse medication, the medical staff or health-trained staff will document the refusal on a refusal form and ask you to sign the form. If you refuse to sign the form, a witness of you refusing will sign with the medical staff or health-trained staff.
7. If a high-priority medication is refused the medical staff will have a face-to-face encounter to educate you on the dangers of missed medications.
8. If you continue to refuse your medications, four (4) doses within a seven (7) day period, the medical staff will notify your case manager.
9. You will be notified when your prescription is nearing its expiration date so you can notify the prescribing physician in a timely manner.
10. You must take your medication in the presence of the nurse or health-trained corrections staff.
11. You will be asked to perform a mouth check to ensure the medication has been ingested. You must speak and/or drink water after taking the medication.
12. You will be asked to sign that you either received or refused medication on the Patient Medication Flow Sheet after each medication pass. You will document on this form whether "ingested, packaged to go, or refused".
13. If you will not be in the facility for medication administration due to work detail, the dose will be packaged in a labeled envelope by medical staff, or a bottle provided by the pharmacy who originally filled the prescription. It is your responsibility to obtain the spare prescription bottle.
14. Medications are administered at **set times**:
  - Daily medications: 10:00 am
  - Morning medications: 10:00 am
  - Twice a day medications: 4:00 am and 4:00 pm
  - Three times a day medications: 4:00 am, 4:00 pm, 10:00 pm
  - Evening medications: 4:00 pm
  - Bedtime medications: 10:00 pm



15. As needed or PRN prescription medications are administered or delivered to you only upon the order of a prescribed provider.

### MAIL

1. All Participants have the right to send and receive mail through the U.S. Postal Service. It is the policy of the Work Release Program to permit Participants to correspond with family members, friends and officials with a minimum of interference when consistent with the security needs of the facility.
  - a. An Participant without financial resources will be considered indigent and may submit up to four (4) letters per month to be sent at no cost to the Participant.
2. The front and backsides of envelopes being mailed out must contain only the sending address and your name and return address at Work Release (201 North Cottage Avenue Goshen, IN 46528). No extra writing, drawing or pictures on the envelope is allowed on either outgoing or incoming mail. All incoming mail must contain the full name and address of the sender along with your full name as the recipient.
3. Participants may leave outgoing mail at the Custody Counter to be mailed. Mail must have appropriate postage in order to be mailed. Participants are not to use the mailbox located near the Main Entrance of the Work Release Facility. This mailbox is to be used only by staff, and disciplinary action will be taken if a Participant is seen touching or using this mailbox in any way.
4. Letters must not contain any type of contraband. Incoming and outgoing mail may be inspected for enclosures, including contraband, money and other items. When based on legitimate facility interests of order and security mail may be read. Contraband in letters will result in restricting correspondence and possible referral for prosecution.
5. Correspondence will be rejected if it contains any of the following:
  - a. Material or contents that may be illegal to mail, in which case the items will be referred to postal authorities;
  - b. Envelopes containing writing, drawings or pictures beyond the necessary mailing information, which may be intended to harass the recipient, interfere with the sending of the mail, or otherwise violate these rules;
  - c. Content regarding the manufacture of explosives, weapons, drugs, or other unlawful substances;
  - d. Gang-related content, such as signs, drawings or symbols;
  - e. Music lyrics or other writing considered obscene, violent or inappropriate;
  - f. Content advocating violence within the corrections or courts facilities;
  - g. Content advocating any hatred, but particularly those based on race, religion, sexual orientation or nationality;
  - h. Content intended or likely to disrupt the orderly security and management of the facility, such as through a criminal act, riot, work stoppage or otherwise;
  - i. Any matter considered obscene under Indiana law
6. If incoming or outgoing mail is withheld, rejected, returned to the sender or confiscated, the Participant will receive a "Mail Rejection" slip. This slip will explain why the mail was rejected, if the Participant can request to receive it upon being released from the Work Release Program, or if the mail has been returned to the sender. Packages of any size will not be accepted at the Work Release Facility unless prior approval has been granted in writing by your Case Manager.
7. Money Orders and Cashier's Checks are the only types of currency accepted through the mail. These will only be accepted if they include the Participant's full name as the payee. A Custody Officer will disburse the mail and the currency to you. You will be required to sign a copy of the currency to be kept in your file as proof of receipt.
8. Participants can appeal the seizure or rejection decision by following the grievance procedure detailed in the Participant handbook

## REQUEST TO CORRESPOND

1. Correspondence, in any form, between incarcerated persons (e.g., jail, prison, Work Release, etc.) must be approved as follows:
  - a. Approval must be granted by an Assistant Director or designee.
  - b. A "Request to Correspond with another Confined Person" form must be completed and submitted to your Case Manager who will forward the request to the Assistant Director of Programming or designee.
  - c. A separate request must be completed for each correctional institution to which you wish to correspond and for each person with whom you wish to correspond. This includes inmates housed in Indiana correctional facilities and out-of-state correctional facilities.
  - d. The request will be reviewed and considered. If approved by the Assistant Director of Programming or designee, the request will then be forwarded to the other correctional facility for their consideration. Until the request has been approved through all facilities, all correspondence will be returned to sender. A copy of the approved or denied request will be given to the Participant.

## CHECK IN/CHECK OUT GUIDELINES

Check out and return times will be established by your Case Manager. Punctuality is required and will be monitored. Failure to return as required will result in disciplinary action. Your return time is not the time you arrive at the facility, but the time you are checked in by a Custody Officer. Therefore, make sure you allow enough time for check-in procedures. You are expected to return to the facility within your scheduled time. Failure to return in a timely fashion will result in a violation, and disciplinary action will be implemented up to and including removal from the program.

### **Check Out Procedures**

1. Participants are responsible to wake themselves for employment.
2. You may not leave the dayroom area or walk down the hallway for release until advised to do so by a Custody Officer at the counter.
3. Report to the front counter and advise the Custody Officer of your destination for that day. The Officer will verify Participant verification and check you out of the building. Participant must have ID.
4. If your ride does not arrive, you must return to the front counter and notify the Custody Officer. You will be permitted to make a phone call to notify your employer of the situation. You may be permitted to leave if you are able to arrange alternative transportation.
5. Any property taken out of the dayroom area, other than keys, clothing and/or money, may not be allowed to be brought back into the facility.

### **Check In Procedures**

1. You are to stop at the Participant entrance, press and release the speaker button **one time only** and wait for an Officer to respond. You will then state your full name. Participants are to enter the building only when approved to do so. Any hats or hoods are to be removed prior to entering the facility. Electronics are only allowed to be STORED in outside lockers. All electronics must be turned off BEFORE entering the Facility.
2. Go to your outside locker and deposit everything except keys, money and clothing. Participants are to change from their work shoes into their approved footwear. Then you may report to the check-in area. Do not go beyond the doorway of the locker room until instructed to do so by a Custody Officer.
3. At the check-in area, the Custody Officers will verify Participant's Identification card. All Participants will be body scanned, given an Alco-sensor test and be pat searched. Remove everything out of your pockets and place these items on the counter. Shoes must be removed, pockets pulled out, and hair bands taken out.

4. Participants are to follow any other instructions given by the Custody Officers.
5. Participants are not to enter the dayroom until given permission to do so.
6. Tools from work are not allowed in the facility and will be considered a weapon or contraband.
7. Once you have entered the check-in area, you will not return to your outside locker for any reason, unless instructed to do so or if accompanied by an Officer.
8. If you enter the check-in area with any form of contraband, disciplinary action will be taken. This may include confiscation and loss of said contraband.

#### **CHURCH PASSES**

1. Participants attending an outside religious service (maximum of three (3) hours, once per week) must observe the following requirements:
  - a. The Participant must submit the travel arrangements and the name, address, and phone number of the religious entity hosting the service on the Participant's Weekly Schedule. The religious service must be located in Elkhart County or a contiguous county;
  - b. The Participant must submit approved documentation (church bulletin, if available), signed by a service facilitator, as verification of attendance upon return to the facility.

#### **EMPLOYMENT PASSES**

1. Eligible Participants qualify for two employment passes each week for the purpose of obtaining employment. The passes will be for a maximum of five hours and permit job-seeking activities outside the facility from 8:00 a.m. to 1:00 p.m., on days selected by the Case Manager. Participants must schedule their employment pass at a time that does not interfere with their ability to participate in any programming within the facility.
2. Participants must fill out an Employment Pass Form with the names, addresses and phone numbers of each place to which the Participant wishes to apply for work. The Case Manager will review and determine whether or not an Employment Pass will be granted. Participants may schedule interviews with prospective employers at any time during the week. Should a Participant obtain a scheduled interview, the Participant will need to notify their Case Manager immediately to obtain permission to leave their residence. In order for the Case Manager to verify that the Participant has an interview, the Participant must provide the Case Manager with the employer's name, contact person, and phone number. The Case Manager will then give the Participant permission to leave the facility.
3. Participants must take their approved employment pass with them on their job search. This pass must be signed by each employer and must indicate the times the Participant arrives and departs. No unauthorized stops may be made at any location not already approved on the employment pass. If the Participant has visited all the locations approved on the pass, the Participant must return to the facility immediately, even if the 5 hours are not up yet.
4. You will be required to turn in your completed employment pass to your Case Manager upon returning to the facility. Failure to turn in your completed pass may result in disciplinary action.
5. If the Participant is offered employment, the Participant must contact their Case Manager for verification. The Case Manager will then set up a schedule for the Participant to follow.

#### **EMPLOYMENT**

1. Participants are expected to obtain and maintain employment within thirty (30) days of entering the program unless they provide proof of disability or fixed income (social security, pension, etc.).

2. Failure to obtain employment will result in a review of the Participant's efforts to secure employment. These findings of the review may result in disciplinary action, extending the time frame to obtain employment or reporting to the court.
3. The Participant will have several resources to assist in obtaining employment through the Community Outreach Specialist and case management.
4. Participants must obtain legal employment and cannot be paid in cash. Participants cannot work for an employer for trade of services in lieu of pay (for example, for working off prior debt, rent, or vehicles).
5. Participants are required to provide work schedules, timecards and paystubs to case management in order to verify their employment on a weekly or bi-weekly basis, depending on how they are paid.
6. Participants must ensure that case management knows where they are during employment hours. Participants with multiple worksites during a given workday must provide case management an itinerary of their whereabouts prior to starting that day of work.
7. Participants may not terminate employment without discussing reasons with case management. A job change request form may be required.
8. Participants may not be away from the facility for more than sixteen (16) hours per day, including travel time to and from employment.
9. Program fees must be paid every week on either Friday or Monday. Hours are posted and available in the Participant Handbook.
10. If the Participant is terminated or laid off from their employment position, the Participant is to immediately report to the facility and contact their case manager. The case manager will call to verify this information with the employer.
11. In addition to full time employment and Participant may also hold a part-time job provided the Participant can show need or is in danger of not being able to pay fees. To be eligible to work in additional part-time employment, the Participant:
  1. must not have any job-related violations;
  2. must remain compliant with his/her case plan;
  3. must do all chores as assigned; and
  4. must remain up to date on all fee payments and compliant with all other rules and regulations.

#### **DRUG AND ALCOHOL TESTING**

1. Each Participant will immediately undergo a drug test when starting any ECCC level of supervision.
2. Each Participant will be tested periodically for drug/alcohol abuse via drug tests and portable breath tests.
3. Refusal to provide a sample may result in disciplinary actions.
4. Tampering, switching, adulterating or in any manner attempting to provide deceptive specimens will be considered a refusal to submit a specimen.
5. An exception for a failed drug test may be for prescribed medication to that Participant and documented by Elkhart County Community Corrections.

#### **TIME SERVED RELEASE PROCESS**

Officially, the Participant's time of release on the release date is 8:00 am. However, the week before the scheduled release, the Participant and the Case Manager will discuss the release time for the Participant and what will happen the day of release. A forwarding address and contact number are required upon release.

Elkhart County Community Corrections encourages family member involvement in a Participant's pending release and continuation of care. Case Managers shall assist Participants with the location of suitable post-release housing options. Participants shall be allowed to search for suitable housing approximately 90 days prior to release, times to be determined by the Case Manager. Specific locations must be provided, and documentation given to the Case Manager. Upon request, case Managers shall provide Participants with resource guides and referrals to Community Partners.

## **FUNERAL/HOSPITAL REQUESTS**

Requests to attend a funeral or visit a hospitalized person must be submitted immediately for verification and for paperwork to be completed.

1. Participant must submit a Participant Request form to their Case Manager for approval.
2. The agency shall consider requests but not limited concerning a Participant's immediate family members (parent, spouse, child, sibling, grandparent, or legal guardian).
3. Hospital requests shall only be considered under the following circumstances: birth of biological child, life-threatening illness, or major surgery.
4. The eligibility criteria for temporary leave include, but are not limited to, the following: Alert Status, Geography (within surrounding/touching counties) and phase level.

## **TRANSPORTATION AND VEHICLES**

1. Before a Participant may operate a motor vehicle while at Work Release, the Participant must satisfy the following requirements:
  - a. Obtain permission from the Participant's Case Manager.
  - b. Possess a valid Indiana driver's license. This must be shown to the Participant's Case Manager to ensure the validity of the license before the Participant operates a vehicle.
  - c. Possess a proper Vehicle Registration Certificate. This must also be shown to your Case Manager.
  - d. Maintain proof of compliance with Indiana law requiring valid insurance coverage on all motor vehicles.
  - e. If the Participant is driving another individual's vehicle, a signed permission statement from the owner of the vehicle is required before the Participant will be allowed to drive the vehicle.
  - f. Complete a Vehicle Information Sheet and submit it to staff at the Custody Desk.
2. It is illegal and dangerous to drive around lowered railroad crossing gates with a train in view. Anyone observed violating this law may be fined or arrested. Participants should allow enough return time to allow time for delays caused by normal railroad traffic. It would be wise to learn an alternate route to the facility which bypasses the train tracks. Your Case Manager will not allow you to use the excuse of a train on the tracks for reporting late for work or returning late to the facility.

## **PARKING**

1. All vehicles operated by Participants must be parked on ECCC property in the appropriate assigned areas. No vehicle may be parked overnight on the street or at any other location without the permission of the Participant's Case Manager.
2. All Participants must register their vehicles using the 'Vehicle Information Sheet' to receive an assigned parking space. After a parking space number is assigned, the Participant will sign the 'Community Corrections Assigned Vehicle Space' form. These forms will be placed in the Participant's file and in the registration binder at the Front Counter.
3. Participants can only park in their assigned space. Trading or loaning spaces to other Participants is prohibited. Vehicles parked in unauthorized spaces or without approval will be towed off the property at the owner's expense.
4. Participants being picked up or dropped off must have their rides park in the designated 'Visitor' parking spaces. Vehicles are not to be parked or idling for any period of time in the drive areas of the parking lot.
5. Participant's parking bicycles and/or mopeds on ECCC property must also register using the "Vehicle Information Sheet". The issued Control Sticker must be placed in the designated area on the bicycle or moped. A copy of the form will be placed in the Participant's file and in the registration binder at the Front Counter.

6. The bicycle and/or moped must be parked in the assigned location for those vehicles. Trading or loaning Control Stickers to other Participants is prohibited. Bicycles or mopeds found without a Control Sticker will be removed from the property at the owner's expense.
7. When exiting the parking lot onto Cottage Avenue, only right-hand turns will be permitted. Left hand turns are prohibited as stated by the posted street signs at both access points.

### **VENDING**

1. Participants are given the opportunity to purchase items from facility vending when the dayroom is open.
2. Participants are not to purchase more items than they intend to consume. Hoarding or selling of vending items is strictly prohibited. Refrigerated items must be consumed immediately after purchase.
3. Perishable or open food items are not permitted in the wards. Perishable or open food items located by staff shall be required to be disposed of by the Participant.
4. If a vending issue occurs, Participant should immediately notify a Custody Officer to request a Vending Machine Refund Request slip. The completed slip will be sent to the Assistant Director who will verify claim and coordinate a refund if applicable.

### **TRAVEL REQUESTS**

1. Participants requesting to travel outside of Elkhart County must submit a Participant Request Form to their Case Manager for approval.
  - a. Travel to a contiguous county for an incentive pass may be submitted in the Weekly Schedule and does not require submission of a Participant Request Form.
2. The Participant Request Form must include the following:
  - a. The name of the location.
  - b. The address of the location.
  - c. The telephone number of the location.
  - d. The reason of intended travel.
  - e. The day/time of intended travel.
3. Case management may need to obtain approval from the court for travel outside of the contiguous counties. Take this into consideration when submitting requests as this may delay approval.

## **INCENTIVES AND SANCTIONS**

**Purpose:** To establish a disciplinary code, sanctions, and a schedule of incentives for positive behavior for the residential Participants.

The objective is to develop reasonable rules and regulations that are designed to encourage Participants to respect the rights of others. In addition, it is also to encourage the self-discipline and self-control that shall enable Participants to return to society and live within accepted standards.

Participants shall not be approved for incentive outings on County-observed holidays. Special exceptions shall be approved by the Assistant Directors. These requests shall be accompanied by verification and description of the special event and will be reviewed on a case-by-case basis.

Participants are not subject to corporal or unusual punishment, humiliation, mental abuse, or punitive interference with the daily functions of living such as eating or sleeping.

### **Temporary Suspension of Release Privileges**

1. Participants may have their release privileges suspended during the investigation of any alleged contract rule violation or any alleged violation of a court order if the supervisor deems that the Participant's actions may be a threat to the safety of others, or the Participant is deemed a threat to abscond.
2. Participants may have their release privileges suspended for an alleged rule violation if the supervisor deems that the Participant's actions may be a threat to the safety of others, or the Participant is deemed a threat to abscond; and,
3. Participants may have their release privileges suspended as the result of a disciplinary hearing. The suspension may be part of a sanction received, or it may be the result of the Hearing Board referring the alleged violation to the sentencing court.
4. Participants requesting medical attention will have the temporary suspension of release privileges lifted in order to allow the Participant to seek medical care.

## **WORK RELEASE INCENTIVES WITH PHASES**

### **Orientation Phase:**

- Possession of AM/FM radio with headset; and,
- Employment passes (two (2) passes a week from 8:00am-1:00pm, travel time included).

### **Treatment Phase:**

- Movie night (Saturday night);
- Shopping/Haircut/Personal Errands Pass (two (2) hours once a week, travel time not included);
- Library pass (one (1) hour once a week, travel time not included);
- Family and Community pass (three (3) hours once a week, travel time not included);
- Fitness Center pass (maximum twice a week for two (2) hours, travel time not included);
- Volunteer Hours, four (4) hours maximum per month, will earn a two (2) hour dinner pass once a month (travel time not included).

### **Maintenance Phase:**

1. Movie night (Saturday night);
2. Shopping/Haircut/Personal Errands Pass (three (3) hours once a week, travel time not included);
3. Library Pass (two (2) hours once a week, travel time not included); and,
4. Family and Community (four (4) hours once a week, travel time not included);
5. Fitness Center time (maximum three (3) times a week for two (2) hours, travel time not included);
6. Volunteer Hours, four (4) hours maximum per month, will earn a two (2) hour dinner pass once a month (travel time not included).

*\*\*Participants shall advance one phase at a time beginning in the Orientation Phase. The time frame listed on the Phase Checklist and Application is approximate and unique to each Participant. Participants in the Maintenance Phase who demonstrate behavior inconsistent with supervision rules may be reverted to the Treatment Phase for the duration of appropriate treatment.*



## **WORK RELEASE INCENTIVE GUIDELINES**

### **Orientation Phase:**

The purpose of the *Orientation Phase* is to familiarize the Participant with the facility, guidelines and agency expectations. Work Release Participants who are in the *Orientation Phase* are eligible for:

1. Possession of an AM/FM radio with headset
2. Employment passes (two (2) passes a week from 8:00am-1:00pm, travel time included).

### **Treatment Phase:**

The purpose of the *Treatment Phase* is for the Participant to become actively engaged in their case plan and develop the tools necessary to enhance personal growth and exhibit pro-social attitudes and beliefs.

1. The following requirements shall be followed by Participants choosing to view a movie:
  - a. Movie is typically made available on Saturday evenings, at times to be scheduled;
  - b. Movies shall be shown in a designated classroom;
  - c. Drinks from the vending machines may be taken into the classroom;
  - d. Movies shall be selected by Elkhart County Community Corrections;
  - e. Equipment shall be provided by Elkhart County Community Corrections; and,
  - f. Following the movie, Participants are responsible for cleaning the area prior to returning to their wards.
2. The following requirements shall be met for Shopping/Haircut/Personal Errands Pass (three (3) hours once a week, travel time not included):
  - a. Request shall be submitted on the Participant's Weekly Schedule
  - b. Must be in Elkhart County, or can be in a contiguous county if approved by the Case Manager;
  - c. Documentation from approved trip must be submitted.
3. The following requirements shall be met for library pass (one (1) hour once a week, travel time not included):
  - a. Request shall be submitted on the Participant's Weekly Schedule;
  - b. The library shall be in Elkhart County, the library can be in a contiguous county, if approved by the Case Manager;
  - c. Documentation from approved trip must be submitted;
4. The following requirements shall be met to participate in a family and community activity with approved individuals (two (2) hours once a week, travel time not included):
  - a. Participants must provide a list of who may attend the family or community activity along with the name and location of the activity least 72 hours prior to the requested date (not including weekends and holidays) on an Participant Request form;
  - b. The activity must be in Elkhart County unless verification of a special event in a contiguous county is provided and approved by Case Manager;
  - c. If available, documentation must be submitted.
5. The following requirements shall be met for a Fitness Center pass (maximum twice a week for two (2) hours, travel time not included):
  - a. Request shall be submitted on the Participant's Weekly Schedule;
  - b. The Fitness Center shall be in Elkhart County, or in a contiguous county if approved by the Case Manager;
  - c. Documentation must be submitted verifying Participant's attendance at the fitness center;

6. The following requirements shall be followed by Participants choosing to perform volunteer hours (maximum of four (4) hours per month, will earn a two (2) hour dinner pass once a month, travel time not included):
  - a. Volunteer hours must be performed in Elkhart County or, at the discretion of agency staff, a contiguous county;
  - b. Travel arrangements and the name, address, and phone number of the location shall be submitted on the Participant's Weekly Schedule;
  - c. Documentation of hours must be submitted;
  - d. Request for dinner pass shall be submitted on the Participant's Weekly Schedule,
  - e. Must dine in Elkhart County and provide an itemized dinner receipt.

#### **Maintenance Phase:**

The purpose of the *Maintenance Phase* is for Participants to utilize the skills learned and model pro-social behavior.

1. The following requirements shall be followed by Participants choosing to view a movie:
  - a. Movie is typically made available on Saturday evenings, at times to be scheduled;
  - b. Movies shall be shown in a designated classroom;
  - c. Drinks from the vending machines may be taken into the classroom;
  - d. Movies shall be selected by Elkhart County Community Corrections;
  - e. Equipment shall be provided by Elkhart County Community Corrections; and,
  - f. Following the movie, Participants are responsible for cleaning the area prior to returning to their wards.
2. The following requirements shall be met for Shopping/Haircut/Personal Errands pass (three (3) hours once a week, travel time not included).
  - a. Request shall be submitted on the Participant's Weekly Schedule
  - b. Must be in Elkhart County, or can be in a contiguous county if approved by the Case Manager;
  - c. Documentation from approved trip must be submitted.
3. The following requirements shall be met for library pass (two (2) hour once a week, travel time not included):
  - a. Request shall be submitted on the Participant's Weekly Schedule;
  - b. The library shall be in Elkhart County, the library can be in a contiguous county, if approved by the Case Manager;
  - c. Documentation from approved trip must be submitted;
4. The following requirements shall be met to participate in a family and community activity (four (4) hours once a week, travel time not included):
  - a. Participants must provide a list of who may attend the family or community activity along with the name and location of the activity least 72 hours prior to the requested date (not including weekends and holidays) on an Participant Request form;
  - b. The activity must be in Elkhart County unless verification of a special event in a contiguous county is provided and approved by Case Manager;
  - c. If available, documentation must be submitted.
5. The following requirements shall be followed by Participants choosing to attend the Fitness Center pass (maximum three (3) times a week for two (2) hours, travel time not included):
  - a. Request shall be submitted on the Participant's Weekly Schedule;
  - b. The Fitness Center shall be in Elkhart County, or in a contiguous county if approved by the Case Manager;
  - c. Documentation must be submitted verifying Participant's attendance at the fitness center;

6. The following requirements shall be followed by Participants choosing to perform volunteer hours (maximum of four (4) hours per month, will earn a two (2) hour dinner pass once a month, travel time not included):
- Volunteer hours must be performed in Elkhart County or, at the discretion of agency staff, a contiguous county;
  - Travel arrangements and the name, address, and phone number of the location shall be submitted on the Participant's Weekly Schedule;
  - Documentation of hours must be submitted;
  - Request for dinner pass shall be submitted on the Participant's Weekly Schedule,
  - Must dine in Elkhart County they reside and provide an itemized dinner receipt.

**\*\*\*Travel time to get from your residence to employment or on a pass is one (1) hour maximum.**

**Travel time to return to your residence from employment or pass is one (1) hour maximum.**

**\*\*\*May combine one pass with another pass.**

**There will be no allotted travel time in between incentive passes.**

Example: Shopping/Haircut/Personal Errands Pass with Dinner pass.

## Disciplinary Procedure

The Elkhart County Community Corrections (ECCC) Discipline Policy establishes the rules of conduct for Participants committed to ECCC and the procedures to be followed by staff and Participants when imposing disciplinary actions.

The Discipline Policy encourages self-discipline and self-control and assists in preparing the Participant for re-entry into the community by setting rules to be followed. This policy serves as a means for ECCC to manage Participants in a just and fair manner to ensure the safety and security of the staff and Participants.

### Minor Offenses:

- Minor Offenses are considered Class C and D offenses. Discipline for Minor offenses consists of verbal warnings and/or Minor Conduct Report.
- Sanctions consist of the following: warning (verbal/written reprimand), loss of personal passes, extra work detail and restriction of privileges.

### Major Offenses:

- Major Offenses are considered Class A and B offenses. Major Offenses are considered major conduct and a hearing will be held with the Participant and the Disciplinary Hearing Committee.
- Sanctions consist of the following: written reprimand, restitution, extra work detail, restriction of privileges, work crew and revocation. Major offenses may result in a violation being filed with the Court in lieu of a Disciplinary Hearing.
- The following rights will be given to any Participant who is given a Major Conduct Report:
  1. Participants will receive written notice of the alleged offense within 24 hours of the time the offense is reported and is completed without unreasonable delay unless there are exceptional circumstances for delaying the investigation.
  2. Participants will receive notice of the time and place for the disciplinary hearing.
  3. Non-English speaking Participants will be provided an interpreter at the disciplinary hearing and for interpretation of hearing notice and other hearing-related documentation.
  4. Participants have the right to be present at the disciplinary hearing, provided facility safety or security is not jeopardized.
  5. Participants have the right to request statements from witnesses.
  6. An impartial Hearing Committee will determine guilt or innocence.
  7. Participants will receive the Disciplinary Hearing Report from the Hearing Committee that includes a statement of the decision and the supporting reasons. The Disciplinary Hearing Report and supporting documents will be stored in the case management database.
  8. Participants have the right to appeal the decision made by the Hearing Committee.
  9. Participants have the right to request assistance from a staff representative if the information regarding the alleged violation is too complex or if it is unlikely that the Participant will comprehend the charges put forth.
  10. The accused Participant may call witnesses and present evidence unless the Hearing Committee finds that to do so would subject a witness to a substantial risk of harm.

11. The accused Participant has no right to an attorney for corrections disciplinary actions.
12. The accused Participant will appear before the Hearing Committee within 72 hours of receipt of the alleged facility rule violations.
  - a. If the Hearing Committee requires additional time beyond 72 hours, the Participant will be notified of the delay.

## SANCTIONS

	Major		Minor	
SANCTION	CLASS A	CLASS B	CLASS C	CLASS D
Revocation/Violation	Yes	Yes		
Restitution	Yes	Yes		
Change of Level of Supervision	Yes	Yes		
Change of Incentive Phase	Yes	Yes		
Loss of privileges	1 to 45 days	1 to 30 days	1 to 15 days	1 to 5 days
Community Service	1 to 20 hours	1 to 15 hours	1 to 10 hours	1 to 5 hours
Community Service (In-House)	1 to 20 hours	1 to 15 hours	1 to 10 hours	1 to 5 hours
Loss of Personal Pass	1 to 4 passes	1 to 3 passes	1 to 2 passes	1 pass
Reprimand	Written	Written	Written	Written

- A. Any allowable sanction or combination of sanctions may be imposed.
- B. Any period of restrictive sanctions a result of a prohibited act committed while a Participant is already on restrictive sanctions will be served consecutively to any other restrictive sanctions the Participant has previously received.
- C. Seriousness of the instant offense will be considered when imposing a sanction.
- D. Frequency and nature of prior violations will be considered.
- E. The degree to which the violation disrupted or endangered others or the security of the facility or program will be considered.
- F. Participant's attitude and demeanor before and during the hearing will be considered.
- G. Likelihood of the sanction(s) having a corrective effect on the Participant's future behavior will be considered.
- H. Current level assignment of the Participant will be considered.
- I. Current participation in education, rehabilitative or work programs will be considered with the intent to disrupt participation in these programs as little as possible.
- J. The following may not be imposed:
  1. Corporal punishment.
  2. A change in heating/lighting/ventilation.

3. Restrictions on authorized or issued clothing, bedding, mail, visitation, reading and writing materials or the use of hygienic facilities, unless these privileges are abused.
4. Restrictions on medical and dental care, access to courts, legal counsel, government officials or grievance proceedings and access to personal papers and legal materials.
5. A deviation from the diet provided to other committed persons in the facility or program except for documented medical reason(s).
6. Humiliation, mental abuse or punitive interference with the daily functions of living, such as eating or sleeping.
7. When sanctions involving loss of privileges are imposed, the facility will ensure that the Participant is provided at least minimal access to the privilege.

## **EMERGENCY EVACUATION PLANS**

Evacuation instructions for all areas of the facility are listed on the following pages of this Handbook. Evacuation procedures are also posted throughout the ECCC facility. Participants must read and familiarize themselves with these procedures. In the event of an evacuation, Participants must leave the facility by the nearest available exit, as posted. Once Participants have evacuated the facility, they must go to the northwest back corner of the facility property and wait for further instructions.

### **TORNADO (SEVERE WEATHER) PROCEDURES**

In the event of a tornado warning or an imminent tornado strike, the following will take place:

- a. Male Participants will be moved to Classrooms D and E. Female Participants will be moved to the Staff Break Room.
- b. Once in the designated area, Participants are to sit on the floor and cover their heads with their arms and wait quietly for all clear signal or further instructions.
- c. Participants will be advised when the danger has passed, and it is safe to return to normal activities.

### **FIRE EVACUATION PLAN**

In the event of a fire in the Work Release Facility, the following guidelines apply:

- a. Do not panic.
- b. Exit the facility in an orderly manner.
- c. Go to the nearest designated fire exit (see posted evacuation plan).
- d. If the designated fire exit is blocked, use nearest exit.
- e. Meet at the far Northwest corner in the back of the Work Release Facility.

### **HAZARDOUS MATERIAL SPILL**

In the event of a train derailment and/or possible release of hazardous materials, the following guidelines will apply:

- a. No one will exit the facility unless ordered to do so.
- b. **All** Participants will be moved to an area furthest from the spill.
- c. **All** doors will be closed, and the HVAC system will be turned off.
- d. If evacuation is necessary, all Participants will be moved to a designated evacuation site.

### **SNOW POLICY**

In the event of heavy snow or a severe winter storm, Participants may be required to remain inside the facility. Staff members will notify employers that Participants are unavailable for employment due to snow or storm conditions. No Participant will be released from custody during a declared snow emergency.



## Work Release Facility Evacuation Map

- Fire Hose Connection
- Fire Extinguishers
- Manual Fire Alarms
- Fire Alarm Enunciators
- Male Tornado Safety Zone
- Female Tornado Safety Zone
- Egress/Exit
- Accessible Egress
- R.R. Rest Room
- S Shower Room
- Perimeter Fence

