



**4696 Gallia Pike, Franklin Furnace, Ohio 45629**

740-354-9026

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# **RESIDENT HANDBOOK**

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## **Welcome To STAR**

Your participation in STAR Community Justice Center's cognitively-structured, community-based program may last up to one-hundred-eighty (180) days. Success as a pro-social citizen requires your life-long commitment to learn, practice, internalize, and apply the tools that you will receive through Structure, Therapy, Advocacy, & Restoration (STAR).

Your time at STAR CJC will allow you to challenge old thinking and behavior patterns, incorporate new thinking patterns, and to learn and practice new behaviors if YOU choose to do so. STAR's pro-social tools and skills will help you change your life and avoid being further involved in the same patterns that have put you on the path you're on today. More importantly, what you learn will allow you to be the pro-social role model to those who love and depend on you. At STAR CJC you will learn, "I am the sum total of what I choose."

This Resident Handbook is provided to give you the basic information you need while you are a part of the resident community at STAR Community Justice Center. One of your first responsibilities will be to read and become very familiar with all of the contents in the handbook. If you do not understand the information, you are to let your Peer Mentor know and they will explain. You will be responsible for knowing and complying with this information. Ignorance regarding the Resident Handbook is not an excuse. Take the time you need to learn what is written here. Do not assume anything. Study the entire book; it is the first key to your understanding and your success.

With Structure, Therapy, Advocacy and Restoration you will find that you too can be a point of light for others, even in a world of darkness.

**Structure** will allow you the time to learn, practice, and internalize pro-social skills in a safe, secure environment while you learn how to structure your own life.

**Therapy** will give you the skills to listen, think, interpret, and then interact pro-socially to even the most challenging events in your life.

**Advocacy** will give you the ability to give back to others that which you have learned.

**Restoration** of your life, your family, and your community will be the result of your pro-social, STAR lifestyle.

We look forward to working with you and helping you meet your potential as a responsible member of your community. Our staff is dedicated to helping you succeed, and we will provide the environment in which you can change, but success is ultimately up to you. If you will try, we will help. With STAR, "You will succeed."

## **STAR Philosophy**

**With Structure, Therapy, Advocacy and Restoration, I can be a point of light in a world of darkness. Through Grace comes opportunity.**

**STRUCTURE** defines the responsible boundaries for my family, my community, and for me.

**THERAPY** is the science of right thinking. I am responsible for maintaining my own pro-social attitudes.

**ADVOCACY** is to live the Golden Rule. I will be an advocate for my family and for my community.

**RESTORATION** is achieved through respect and compassion for others, my willingness to share what I value, and my commitment to repay what is due.

**I will** live each day with **Structure, Therapy, Advocacy and Restoration**. With **STAR**, **I will** succeed!

## **Personal and Community Principles**

I hold these expectations as central in all that I do:

### **Accountability**

- ★ I am accountable for my attitudes and behaviors.

### **Commitment**

- ★ I commit myself to giving my personal best and expecting the same.

### **Compassion**

- ★ I am cognizant and considerate of the needs of others on a daily basis.

### **Honesty**

- ★ There is no right way to do a wrong thing.

### **Initiative**

- ★ I seek opportunity to help others, and I maintain a sense of urgency with my duties.

### **Responsibility**

- ★ I accept responsibility for what I have done and for what I have failed to do.

### **Respect**

- ★ If I respect myself, I will learn to respect others. Respecting others allows us to retain their respect.

### **Stewardship**

- ★ I respect the human and economic resources with which I am entrusted.

### **I Am**

- ★ I am the sum total of what I choose. My choices affect those I love and those who love me.

## Admission

This program is designed to offer you the opportunity to grow and develop in a structured-living environment. The use of community resources and a team approach provide an alternative to incarceration in state institutions. Upon acceptance into the program, you are considered a “Resident.” During the orientation process, staff will explain how STAR CJC operates, including our expectations and your responsibilities. An account will be opened in your name. You will receive personal-hygiene items and underclothing for which you will be charged. You will be assigned a bunk, bed linens, and issued a lock. These items are your responsibility.

You will also be assigned a Peer Mentor. The Peer Mentor program is designed to help ease your transition into the resident population. Your Peer Mentor has successfully entered the program and is willing to show you the tools of the community. They will be able to answer most of the questions you may have. The Peer Mentor is here to help you and give you guidance.

## Communication

Residents are permitted to exchange brief pro-social greetings to all staff they come into contact with. Residents must go through the appropriate channels for any questions or non-emergency problems/issues that may need to be addressed. In the case of an emergency, residents may approach the Resident Specialist/staff member in attendance at the time. Otherwise, staff members will initiate all other conversations. When residents are speaking with staff and other residents, they will address them by Mr. or Ms. along with their last name.

Communication, verbal and/or non-verbal, **is not permitted between male and female residents; this includes blatant staring/glaring.** Male and female residents shall maintain a minimum of social space at all times and will turn their backs toward each other during count or group movements. Female residents, as well as resident kitchen workers either transitioning to/from the cafeteria, will have the right-of-way during all movements.

Your attitude during your residency at STAR CJC is important and will affect your progress through the phases of the program. It is your responsibility to maintain a respectful and positive—pro-social—personality, attitude, and behaviors at all times. It is your responsibility to adapt to and work within program guidelines. The rules of the program are intended to create an environment of safety and security in which you may evolve from the old you to a new you.

## Intake Procedures

You are only permitted to have certain clothing/non-hygiene items delivered to you upon intake. See permitted personal items listed below. Residents are allowed two (2) drop-offs of clothing items after their intake date. Clothing that is brought in through the front lobby is counted as a drop-off, not clothing that comes in through intake. Residents may request a 3<sup>rd</sup> drop-off of *clothing items* based on a legitimate and justifiable need. The Resident Request Form contains the specific reason for the 3<sup>rd</sup> drop-off and the specific type/amount of clothing needed. The form must be submitted to Operations. Approval/Denial of the request will be based on the verification of the legitimate and justifiable need.

Excess clothing items must be turned in to the Resident Specialist accompanied by the proper documentation; see staff for specifics.

Packages received by mail must be sealed, clearly display your name on the outside, and have an itemized listing of contents.

Bed linens, towels and washcloths are issued to you upon intake. Linens (i.e. comforter, pillow case, sheets, etc.) including towels/washcloths are STAR CJC property and cannot be labeled; however, all of your personal property must be properly labeled for identifiable purposes.

Residents will be assigned a personal bin to keep all unacceptable mail and documentation during your residency at STAR CJC. Contraband items that are not illegal (excl. weapons, drugs/alcohol), will be stored in your bin, returned to the person of your choosing, or returned to you upon discharge. Items not returned will be disposed of after fourteen (14) days. Your belongings will be inventoried and accounted for. and you will be given a copy of the inventory for declared/recognized valuables. STAR CJC does not accept responsibility for any items brought into the facility that are either damaged, lost, or stolen. STAR CJC does not accept responsibility for any unauthorized items.

### **Contraband Guidelines**

The following are general guidelines of how items may be determined to be contraband:

- **Metal/Glass Items** such as, but not limited to: keys, fingernail files, letter openers, razors, scissors, needles/pins, nails/screws, paperclips, bottles, mirrors, etc.
- **Caustic/Flammable Materials** such as, but not limited to: batteries, lighters, matches, spray can or aerosols, cologne, etc.
- **Illegal Paper Material** such as, but not limited to: pornographic material, gang-related literature, etc.
- **Jewelry** such as, but not limited to: hair pins, necklaces, watch, earrings, etc... (wedding bands excluded)
- **Alcohol, Drugs, and Drug Paraphernalia** such as, but not limited to: tobacco, unauthorized medication, alcohol, drugs, over the counter medications, pipes, vapes, etc.
- **Weapons** such as, but not limited to: guns, knives, etc. will be disposed of immediately.

**\*The discretion of whether an item that falls outside these guidelines is contraband lies with staff. Persons delivering or attempting to deliver contraband will be prosecuted.**

### **Unauthorized Items**

Permitted item(s) that have specific time, place, and/or use restrictions. Staff will have final authority in all unauthorized item related matters. Any questions as to whether or not an item has specific time, place, and/or use restrictions should be directed to staff for clarification.

### **Permitted Personal Items**

All permitted personal items include, but are not limited to, the following:

- |   |   |
|---|---|
| (10) Pairs of Plain, Regular Underwear<br>(no thongs, no bikinis, no lace, no glitter, etc.)        | any combo, no high heels, no steel toes)  |
| (6) Pairs of Socks  | (1) ID, SS card, and/or BC  |
| (4) Pairs of Pants<br>(overall – dress, jeans, sweat, etc. no spandex,<br>compression, or leggings) | (6) Shirts<br>(overall–short/long sleeve, etc.)   |
| (2) Pairs of Shorts<br>(knee-length, no boxers)   | (3) Cloth Face Masks<br><u>(MUST BE PLAIN</u> no coloring/altering/modifying,<br>etc. mask in any way other than name; masks should<br>only be worn as intended—to protect the nose and<br>mouth) |
| (2) Pairs of Thermal Underwear  | (1) Winter Coat   |
| (3) Pairs of Shoes<br>(tennis, boots, dress, <u>shower shoes count as 1 pair;</u>                   | (hood not permitted to be worn indoors)   |

- (1) Hat/Knit Cap (no skull caps)
- (1) Belt
- (1) Pair of Sunglasses
- (1) Pair of Gloves (work)
- (1) Toboggan

- (1) Windbreaker/Jacket
- (2) Sweater/Sweatshirt/Hoodie  
(overall – only 1 article may be hooded; hood not permitted to be worn indoors.)

**Additional Female Items Only:** (3) Plain, Regular Bras (no under wire, lace, glitter, etc.)

### Permitted Hygiene/Other Items

**All hygiene items must be ordered through the Keefe commissary system.** All items accessible via the KEEFE are permitted. All items must be unopened, non-aerosol, non-alcoholic, and cannot be in glass containers. All items that do not meet these criteria upon inventory will be disposed of.

★ Must have (4) razors at all times

- (2) Shampoos
- (1) Foot Powder
- (1) Mouthwash
- (2) Deodorants
- (1) Shaving Cream
- (2) Body Wash/Bar of Soap  
(1-Body Wash, 1-Bar of Soap)
- (1) Denture Cream/Adhesive
- (1) Skin Cream
- (2) Hand/Body Lotions
- (1) Toothbrush
- (2) Conditioners
- (4) Razors (disposable)
- (1) Hair Gel
- (2) Toothpastes
- (1) Fingernail/Toenail Clippers
- (1) Tweezers

- (1) Face Wash/Med. Soap
- (10) Floss Strips
- (1) Chap Stick
- (1) Emory Board
- (6) Hair Scrunchies
- (1) Brush (non-metallic)
- (1) Comb (non-metallic)
- (1) STAR issued stress ball/item
- (2) Books Total  
(1-Personal **ONLY**, 1-STAR)
- (1) Sketch Pad
- (1) Pack of Colored Pencils
- (5) Pens/Pencils  
(overall – not 5 of each)
- (2) Writing Tablets
- (20) Self-Adhesive Postage Stamps
- (50) Envelopes

### Commissary

**Procedures for Commissary Purchases:**

- Commissary can be ordered weekly through the Keefe Commissary Kiosk. All orders must be placed by Tuesday FOTF (Feet off the floor—end of business day on Tuesday).
  - ✓ There is a \$200 limit on all commissary orders.
- Any resident with adequate funds may make commissary purchases in addition to basic hygiene, pen, paper and stamped envelopes.
- Residents can use the vending machines by using their Keefe account information. The purchase total will be automatically deducted from their account.
- Food boxes can be ordered *externally* every sixty (60) days by the resident's family/friends to be delivered to the resident.
- Upon receipt of commissary orders or AccessSecurePak food boxes, residents are required to inspect the packages and immediately notify staff of any discrepancies. The recipient of the order must list all shortages and/or damages at the bottom of the commissary slip or on the indicated area of the food box sheet.  
Once staff has witnessed/verified the discrepancy, they will sign-off as the witness. At no

time is a resident authorized to serve as a formal witness for any financially related matters.

**Responsibility for Resident Phone Cards and Commissary Items:**

- Each resident is responsible for their own (STARs/Indigent) phone cards as well as all commissary items.
- STAR CJC will not reimburse residents for items lost or stolen. This also includes vending machines that malfunction.
- STAR CJC will not reimburse for money lost in vending machines. If a machine is not working properly, the person discovering the problem will go through the chain of command, notify staff, and then post an “Out of Order” sign on the equipment.

**Financial**

Upon arrival, all residents will be charged for an Intake and Education Packet. The cost of each packet is posted in the Intake Department.

- Fifty percent (50%) of all funds received for individual residents will be applied to any outstanding debts, which may include but are not limited to:
  - ✓ Intake Hygiene, Educational Supplies/Packets, Workbooks, etc.
  - ✓ Any balance owed to STAR CJC.
  - ✓ Seventy-five (75%) of all funds received for individual residents participating in qualifying work-release programs will be applied to any outstanding debts.
- Residents are required to pay 100% of their own medical expenses.
- Residents are responsible for any GED testing fees assessed by the Ohio Department of Education.
- **Residents who participate in Vocational Programs (Welding, Plumbing, Drywall Technology, Residential Electricity) will be charged a Vocational Laboratory fee. Fee will be posted in the Intake Department and is on the Vocation application.**
- Residents are responsible for STAR CJC property issued to them. Residents will be charged for any property that is lost or damaged.
- Upon being discharged from STAR CJC, any money owed continues to be your responsibility. A statement will be provided upon your release.
- Funds can be added to your account as follows:
  - Family/friends may:
    1. Mail money orders to be applied to the resident’s account. The resident’s ID number is required. Deliver a money order to the Control Center, which will be applied to the resident’s account. \*Money Orders are to be made to STAR Community Justice Center and the resident’s name and ID must be noted in the “memo” section.
    2. Cash Deposits
      - ✓ Friends/family may make cash deposits to a resident’s account by visiting the AccessCorrections kiosk in the lobby.
    3. Debit/Credit Card
      - ✓ Family/friends may deposit funds into a resident account by visiting the kiosk in the lobby
      - ✓ via phone by calling (1-866-345-1884)
      - ✓ via the internet ([www.accesscorrections.com](http://www.accesscorrections.com))

*There is a processing fee for these services.*
- Emergency clothing and hygiene items can be requested through the Keefe kiosk under “hygiene and clothing” and will be charged to your account.



- Haircuts are a standard rate for both male and female residents. Rates are posted in each resident housing unit. A resident can qualify for a haircut in three different ways: paying with funds from their account, paying ½ funds from their account and ½ STARS, or paying the full amount with STARS.

A resident may only receive a haircut 1 time every 6 weeks. Lastly, if a resident has neither funds nor STARS they will not be eligible for a haircut. There are no indigent haircuts.

### **Forbidden Transactions**

Financial or material transactions between any resident and a volunteer, staff, or another resident is forbidden. This includes purchasing anything for another resident.

### **Indigent**

Residents will be considered indigent if they have \$3 or less on their account. During this time, they are eligible to receive the following items via the Keefe Commissary System:

- Two (2) stamped envelopes per week.
- Pen and paper.
- Shampoo, soap, deodorant, shaving cream, toothbrush/toothpaste, and disposable razors.
- Permitted one phone card per week.

(If you have the ability to purchase phone calls, have STARS, or can call collect, you will not be permitted an indigent phone card). A two-week audit is performed once a resident has signed up for an indigent card. If, during that 2-week period, a resident has cashed-in STARS or spent money on anything other than a phone card they will not be eligible for an indigent card.

- Donated clothing items are available to residents who lack adequate clothing and who have been in the program for a minimum of thirty (30) days. If a resident is in need of donations, they must completely/specifically fill out the proper request form and submit it to Resident Coordinators' mailbox. Incomplete forms will be denied. Approval/denial of the request will be based on the resident's legitimate and justifiable need to receive the donated items.
- Residents are permitted to donate clothing to STAR CJC after program completion. The clothing must be dropped off at the front of the Control Center in the front lobby as the resident is leaving on completion day. The resident is to notify the Control Center as to why the clothing is being dropped off.

### **Medical**

The Medical Department will hold regular sick call hours. If you need medical attention, you must file a sick call request through the Keefe kiosk. If the kiosk is not operable, you must fill out a sick call request slip and place it in the designated receptacle. A fee may be assessed for this service. Any resident who gets injured, regardless of severity, while in STARCJC custody shall be required to report said injury to staff immediately.

### **Health and Screening**

All residents will receive a Health Screening upon admission. All residents will have a medical history and health evaluation within fourteen (14) days of admission.

### **Financial Responsibility**

Residents are financially responsible for all medical, dental, optical, mental health, and diagnostic services received. Residents are responsible for all prescription and over-the-counter medication taken while in residence. This includes EMS fees and Emergency Room visits. Residents will not be denied necessary services because of their inability to pay.

### **Medication**

Residents are responsible for taking only their own medication as ordered by the physician and for following all the recommendations of medical staff. If a resident decides they do *not* wish to take their medication for any reason, they must still get in the med pass line and sign that they are refusing their medication each time they are scheduled to take that medication. They must also put in a sick call to medical to discuss being taken off of that medication. Medical and program staff will address non-compliance or abuse of medication. All prescriptions and over-the-counter medication will be maintained by the Medical Department.

Residents who have a medical variance for physical limitations may go out on CWS, participate in recreation, and participate in vocational programming if cleared to do so by medical personnel. Medical clearance must be granted *prior to* any participation, etc.

Residents will not be used for medical, pharmaceutical, or cosmetic experiments. This does not preclude individual treatment of a resident based on their need for a specific medical procedure that is generally not available.

The licensed physician of your choosing may treat you here if he/she agrees to do so. All medication prescribed by the facility physician during sick call will be ordered and charged to the resident's account.

### **Religious Practices**

Residents have the opportunity to practice their religion. Religious practices, as opposed to belief, may be subject to reasonable time, place, and manner restrictions. The opportunity for residents to engage in particular religious practices will be subject to legitimate facility interests and concerns, including security, safety, health, discipline, rehabilitation, order, and the limitations of and allocation of resources. Religious preferences will be stated at the time of intake assessment.

Religious practices, including diets that require extraordinary considerations, will be considered only after verification that the requesting resident demonstrated proof of active/consistent participation in that religion during the twelve (12) months prior to residency at STAR CJC. Requests for religious diets will be submitted to the Medical Department for approval. Reasonable efforts will be made to accommodate dietary needs. Residents will be issued a diet card from the Medical Department if approved.

### **Searches & Urinalysis**

#### **Searches:**

Residents are subject to pat-down searches, strip searches, and shakedown searches at any time. Cavity searches may be conducted by medical staff with probable cause.

Residents should have no expectation of privacy regarding personal effects as these items are subject to search/seizure at any time.

**Urinalysis:** All residents are required to give a urine specimen at staff's discretion.

## Resident Rights

**Fundamental Rights**, which are not suspended for any reason, are:

- Visits by attorney-of-record and clergy
- Phones calls to attorney and clergy
- Adequate food (nutritional diet)
- Adequate light, ventilation, temperature control, and sanitation
- Medical care

**Qualified Rights**, which may be suspended by staff, are:

- Visitation
- Recreation/exercise

## Resident Privileges

**Privileges**, earned through appropriate behavior, may include:

- Entertainment (e.g. movies, radio, television, games)
- Commissary (except personal hygiene items)
- Phone calls to family and friends (If on LOP for six (6) consecutive days or more a resident will be permitted 1 phone call. If on LOP for five (5) consecutive days or less a resident will not be permitted a phone call)
- Desserts, snacks
- Field trips
- Family Outreach Time
- Vending machines

**Privileges may be revoked for any resident who consistently violates rules and/or displays antisocial attitudes and behaviors.**

## House Privilege Levels

There may be times when restrictions are put in place to ensure the safety and security of the facility. Listed below are examples of the levels that staff may impose:

<b>LEVEL</b>	<b>HOUSE PRIVILEGES</b>
<b>Yellow</b>	<b>NO:</b> Commissary (excluding hygiene), Cashing STARs, AV, Extra Rec., Up after FOTF
<b>Orange</b>	<b>NO:</b> Commissary (excluding hygiene), Cashing STARs, AV, Extra Rec., Up after FOTF, Visitation, Phone
<b>Red</b>	<b>NO:</b> Commissary (excluding hygiene), Cashing STARs, AV, Extra Rec., Up after FOTF, Visitation, Phone, Passes, CWS, Graduation
<b>Custom</b>	<b>NO:</b> Any privilege restriction including but not limited to the restrictions located in levels <b>Yellow</b> , <b>Orange</b> , and <b>Red</b> .

## Mail

### **Outgoing Mail**

Outgoing mail will be submitted sealed with proper postage, completely addressed, including the resident's return name and address. All outgoing mail must be submitted to the staff desk.

Mail will be disapproved for the following:

The addresses are written in pencil, marker, crayon, marker, have scribble, mark through lines, graffiti, glitter, or if the address is illegible.

### **Stamps**

Stamps may be purchased through commissary. If you are indigent, you may receive two stamped envelopes per week which will be charged to your account.

### **Incoming Mail**

Staff distributes all approved mail. Unacceptable mail is placed on hold (sent to the resident's bin) and returned to the resident upon discharge.

Staff opens all incoming mail and inspects the contents for contraband. Any contraband found will be confiscated and investigated. Staff scans mail in order to determine if it constitutes a security issue. If this is the case, your mail will be held until a determination is made. Mail that has been determined to be a breach of security will be confiscated.

Materials of a sexual nature are not permitted in the facility. Mail received after you have left STAR CJC is returned to the sender. Mail will not be withheld as punishment or unduly delayed. Official mail from the courts or your attorney will be opened by the resident with staff present. Photos may not be instant or Polaroid type. Mail with glitter, coloring, and/or markers will not be accepted.

## Telephone

After the initial admission process, you are allowed one 3-minute telephone call to notify your family that you are in STAR. In each phase you are permitted to make a specified number of phone calls at your own expense once your contact list has been approved.

With each phase progression available calls will be increased. Telephone calls are made on the resident phones located in the facility with pre-paid accounts, (STARs/Indigent) calling cards, or collect at your family/friends' expense. You may cash-in STARs for a calling card (see STARs list for permitted amount) or request an Indigent calling card (see Indigent section for eligibility criteria) if you lack adequate STARs/funds. Residents may also 'cash-in' STARs for one (1) additional phone call per week if they have the privileges to do so. A computerized listing is made by the telephone company to include date, time, duration and number called.

- **Third-party calls are not allowed.**
- **Telephone calls are a privilege and can be revoked at staff discretion.**
- **All telephone calls may be monitored and will be recorded for security reasons.**
- **Monday-Sunday is the time frame you have to make your allotted amount of calls.**
- **A call is counted against your allotted number of calls when the call is initially connected by greeting.**

**Emergency Messages:** Your family may call the facility to convey emergency messages. Staff will convey emergency messages only.

## Visitation

During the first thirty (30) days of your residency, you are not permitted visits from friends or relatives (residents in Structure Phase, regardless of days, are not eligible for visitation). You are only permitted one (1) visit per week. In order to receive visitors during the advanced phases, you must complete a Mail/Phone/Visit List. Your Probation/Parole Officer must approve the names on your MPV List. A total of 3 visitors are allowed per visitation, a 4<sup>th</sup> visitor may be approved upon special circumstances. All minors must be accompanied by THEIR parent or legal guardian. Unrelated visitors under the age of eighteen (18) are not allowed to visit without the minor's legal guardian completing and notarizing Form 0100, having a valid birth certificate, and power of attorney for the person bringing the visitor. The days/times your visitation request must be submitted will be posted.

All residents, regardless of phase/days, are permitted to have one (1) video visitation session per day beginning on their 1<sup>st</sup> day in the program. This session does not take the place of the weekly on-site visit. Residents are not permitted to participate in the actual session if on any type of LOP, all privileges must be fully reinstated prior to the beginning of the session. Family/friends can set up a session up to two (2) weeks in advance in which residents will receive notification via e-mail/voicemail. Each session will last a total of thirty (30) minutes. All other applicable visitation policies, procedures, rules/guidelines, etc. shall be in effect. Any violation(s) of the aforementioned policies, procedures, rules/guidelines, etc. may result in disciplinary action(s) up to and including loss of video visitation privileges.

### Visitation Orientation

The Visitation Orientation is mandatory for everyone wishing to visit a STAR CJC resident on-site. Visitors must fill out the Visitation Orientation Form on their first visit. Staff can refuse entry to the facility to anyone at any time at their discretion.

- Visitors eighteen (18) years or older must bring an official and current state/government issued ID. Visitors seventeen (17) years or younger must have a valid birth certificate and be accompanied by their parent or legal guardian. If the parent listed on the birth certificate is not present, the adult accompanying the child to visitation must bring the child's birth certificate and guardianship or power of attorney documentation.
- Visitors wearing inappropriate clothing, such as, but not limited to, revealing, low cut, offensive language, extremely baggy, etc., may be denied a visit. This is at Operations staff discretion.
- Persons possessing drugs or alcohol and/or having weapons will be denied a visit and will result in criminal charges being filed against them. Visitors who are under the influence of drugs or alcohol, unruly or disruptive, or present any other type of safety/security issue may be permanently removed from the approved visitor's list.
- Visitors must have no personal items in their pockets except car keys and permitted currency.
- Visitors will be allowed to bring in dollar bills or change for the vending machines. Visitors must have the money in a clear Ziploc bag. STAR CJC will provide the bags as needed. Visitors must turn in the bags when the visit concludes.
- All visitors are subject to searches by STAR CJC staff and will be prosecuted if contraband is found.
- **Residents are permitted to hug their children at the very beginning and end of the visitation session. Small children are permitted to sit on the resident's lap during the**

**visitation session. Physical contact of any kind is strictly prohibited between adults. Hands must remain above the table at all times. If at any time during the visit inappropriate behavior is observed, the visit may be terminated at the discretion of the Supervisor/designee on duty.**

### **Other Visitors**

Court officials, attorneys, clergy, and probation officers may request an appointment during reasonable hours with the resident through the resident's Case Manager to ensure the resident is available. A preference will be to schedule visits around the resident's classes and other therapeutic activities. These visits do not count as the resident's weekly visit.

### **Special Visits**

The Executive Director or designee may approve special visits. These visits will only be granted in special circumstances and must be pre-approved. The request must be submitted in writing listing specific persons the resident wishes to visit and the reason for the special visit.

### **Visitation Dates and Times**

Times will be posted to prevent conflicts with programming schedules.

### **Tobacco Policy**

*Tobacco products are contraband and are not authorized to be carried onto the STAR CJC grounds. Persons delivering or attempting to deliver contraband will be prosecuted.*

There is no smoking or tobacco use inside the STAR CJC facility, on STAR CJC grounds, or while away on outings, community service, passes, etc.

### **STAR CJC Services**

#### **Programming**

The STAR CJC staff will assist the resident in addressing their criminogenic needs. STAR CJC utilizes the Thinking for a Change program to assist in providing cognitive restructuring, social skill development, and problem-solving skills. Other cognitive restructuring classes and groups in which a resident may be enrolled include Anger Management, Substance Abuse, Job Readiness, and Thinking for a Change Skills and/or Boosters. Each resident is assigned to a caseload. The Case Manager will develop an individual program plan to meet the resident's specific needs.

#### **Reentry**

Upon arrival at STAR CJC, every resident is assigned a Community Justice Specialist who helps each resident address their reentry needs. Residents will be met with individually as well as in a group setting. These barriers can range from: housing, employment, education, additional substance abuse treatment, mental health treatment, relapse prevention, etc.

#### **After Care**

After graduating from STAR CJC, Community Justice Specialists are available to help residents continue to address their reentry needs. The Community Justice Specialists will be available to meet individually with residents and will be holding additional groups to continue to help residents reintegrate back into their communities.

## **GED**

Residents who do not have a high school diploma or GED will be enrolled in the GED classes for the duration of their stay in the hopes they can acquire their GED while at STAR CJC.

## **Family Outreach**

STAR CJC is committed to strengthening families facing parental incarceration. The Family Outreach Program provides the residents with an opportunity to improve family functioning and child well-being prior to reintegrating back into society. Participation is voluntary.

## **Vocational**

STAR CJC offers vocational programming as well as vocational certificates. Residents who are interested in these areas should speak with their Case Manager about the possibility of being enrolled in one of these programs. Residents are eligible to apply upon arrival, **with the exception of the Kitchen, Maintenance, and Facility Laundry programs. Residents are not eligible to apply or be considered for the Kitchen, Maintenance, or Facility Laundry program until they have been in the program for at least thirty (30) days.**

## **Community Work Service**

Community Work Service is a way that residents have the ability to give back to the surrounding communities. Residents who are physically able to take part in this service may be required to do so. Residents must be in at least Therapy Phase and finished with a specified number of classes prior to signing up for CWS (see Therapy & Advocacy Phase Additional Guidelines).

## **Food**

Residents will be offered a minimum of three meals each day. Special diets are served upon verification of medical or religious need.

## **Case Records**

Residents may request to have a copy of their individual program plans, reentry needs plans, continuing care plan, and discharge summary.

## **Fire Safety**

All residents are to be partners in fire prevention. Any fire hazard is to be reported to staff immediately.

## **Why We Do What We Do**

### **Phases**

The phases of the program are designed to show the progression that each resident is making in their life. As residents progress in their thinking and behavior, they will progress in the phases of the program.

### **Philosophy**

The philosophy embodies the essentials or belief system of our center. The philosophy is collectively recited in community forums to enhance the sense of community among the residents. Complete memorization of the Resident Philosophy is a requirement of orientation and may be tested in all phases as it is considered a concrete sign of internalization of the program.

## **Rules**

STAR CJC maintains a detailed code of rules and regulations that define the behavioral boundaries of the physical and psychological safety of the community. Rules are to be strictly adhered to, and violation of rules leads to sanctions overseen by staff. Residents need to understand that there are rules in place that protect the safety and security of the facility as well as the safety and security of the community they are a part of.

## **Schedules**

A schedule is a method of organizing community time. Schedules are a written structure that residents are expected to follow.

## **Standards/Structure**

STAR CJC maintains clearly defined norms and expectations. The structure defines behavioral boundaries for the physical and psychological safety of the community. Structure is also implemented as a method of organizational management to accomplish tasks in a timely manner.

## **Work**

Work is the responsibility of all members of a community. The intent of our program is to reinforce work ethic and its importance in society.

## **Program Expectations**

STAR CJC is committed to providing individualized programming for all residents. You are here to address your issues and to change your attitudes and behaviors. You are required to work on all program goals, attend classes, complete all homework as assigned, and be responsible for your attitude and behavior. You are responsible for following the schedule as it is. You will need to take all items from your locker that you need for the day. Meals will be provided three times a day. Your cognitively-based class schedule will be given to you after admission. Attendance and punctuality is your responsibility.

Staff is trained to assist in providing a safe, secure environment that supports the concepts you will learn in groups and classes. Your attitudes and behaviors can contribute to making a pro-social or antisocial living experience at STAR CJC. It is your choice. Maintaining prosocial attitudes and behaviors will help you and those around you. Remember, what you think affects what you say, what you say affects what you do, and what you do affects your future, especially those you care about most. Hopefully you will choose to maintain your own pro-social attitudes.

## **Phase Levels**

**STRUCTURE** defines the responsible boundaries for my family, my community, and for me.

The STRUCTURE Phase involves initial detachment from old ways of living and thinking: a major shift from your previous lifestyle. You will learn that structure in your life is necessary if you are to function in the STAR CJC program. Learning how to set and meet goals, knowing where you are to be next, showing up on time and measuring your own progress is a rewarding and necessary process. Structure will provide you with appropriate boundaries.

You will be in charge of developing your goals with your case manager's help. Your future is in your hands, but the foundation for pro-social living and your successful recovery is built in the Structure Phase. You will be provided new-resident orientation including your responsibilities and expectations during treatment at STAR CJC. You will be tested and assessed. You will be assigned a Peer Mentor to help you through this phase.



**Structure Phase is identified as the color yellow.**

**Structure Phase Standard Guidelines**

Structure	Phone Calls	Visits	Commissary	FOTF
Per week	3	0	All items	2130

\*Phone calls/cards and commissary are given provided you have the privileges/means to receive them.

**Structure Phase Additional Guidelines**

- Will spend a minimum of their first thirty (30) days in Structure Phase
- Can earn and also ‘cash-in’ STARS from their first day in the program. May ‘cash-in’ STARS for one (1) additional phone call per week if they have the privileges to do so.
- May apply for vocational programs
- Must participate in all cleaning activities
- Will help setup for all meetings and activities
- Will be last in line for all meals, activities, etc.
- During educational hours/structured programming, they must sit in their designated section unless instructed to do otherwise by staff
- No access to Family Outreach while in Structure Phase
- No access to exercise equipment or exercise programs until Therapy Phase is earned
- May only have access to the computers after educational hours

**Phase Completion**

There following items are required to be completed before being eligible to phase up to Therapy Phase:

- ✓ Must complete Orientation Class
- ✓ Must have at least 30 days in the program
- ✓ No Major Rule Violations 1 week prior to phase up
- ✓ Must complete/pass Phase Up Test
- ✓ Demonstrate consistent adherence to expectations/additional guidelines

***THERAPY*** is the science of right thinking. I am responsible for maintaining my own pro-social attitudes.

During the THERAPY Phase you will learn how your thoughts, feelings, and attitudes affect your behaviors and how your behaviors dictate your life. Learning to process your thoughts, evaluate your feelings, weigh the facts, and understand their relationship in your life is a challenge, but absolutely necessary if you are to become a pro-social citizen. If you are willing to master the science of right thinking, the potential for life without crime and without the use of drugs can be realized. Educational support is provided and life skills are taught. Your eyes become open to your greater potential and far brighter horizons.

**Therapy Phase is identified as the color blue.**

**Therapy Phase Standard Guidelines**

Therapy	Phone Calls	Visits	Commissary	FOTF
Per week	7	1	All items	2130

\*Phone calls/cards and commissary are given provided you have the privileges/means to receive them.

**Therapy Phase Additional Guidelines**

All previous phase’s additional privileges are still given:

- Will continue earning STARS and can cash them in for any item on the STAR list of rewards
- May become a Peer Mentor
- May participate in Family Outreach when deemed appropriate by staff
- May participate in Community Work Service if all of their Thinking for A Change classes are finished
- Able to volunteer for grounds crews if all classes are finished
- Fall out behind Advocacy Phase for all meals, activities, etc.
- May have access to the computers at any time provided they have the privileges to do so

**Phase Completion:**

The following items are required to be completed before being eligible to phase up to Advocacy Phase:

- ✓ Must complete Thinking for A Change class
- ✓ No Major Rule Violations two (2) weeks prior to phase up.
- ✓ Must write essay on what resident learned about self while in phase
- ✓ Must complete/pass Therapy Review Test (Programming Personnel) (3-5 Skills, Cognitive Self Change, Problem Solving, Coping Strategies)
- ✓ Demonstrate consistent adherence to expectations/additional guidelines

**ADVOCACY** is to live the Golden Rule. I will be an advocate for my family and for my community.

The **ADVOCACY** Phase focuses on what we can do for others and how those contributions positively impact our own character and the lives of those we care about. You will become increasingly aware of the community’s needs, your community’s resources, and your role in your own recovery and the success of your peers. You will begin to consider the changes that have occurred within and around you, as well as the changes that need to occur in your future.

**Advocacy Phase is identified as the color green.**

**Advocacy Phase Standard Guidelines**

<b>Advocacy</b>	<b>Phone Calls</b>	<b>Visits</b>	<b>Commissary</b>	<b>FOTF</b>
Per week	14	1	All items	2230

\* Will be phase dropped to Therapy if a Major Rule Violation is received.

\* Phone calls/cards and commissary are given provided you have the privileges/means to receive them.

**Advocacy Phase Additional Guidelines:**

- All previous phase’s additional privileges are still given
- Advocacy Phase will continue to earn STARS and can cash them in for any item
- May participate in Community Work Service if all of their classes are finished
- Able to volunteer for grounds crews if all classes are finished
- May become a Class Mentor
- Fall out behind Restoration Phase for all meals, activities, etc.

**Phase Completion:**

The following items are required to be completed before being eligible to phase up to Restoration Phase:

- ✓ Must have housing secured
- ✓ Must have classes completed
- ✓ Must serve as a formal Peer Mentor
- ✓ Must remain in ‘good standing’ with any Job/GED/Vocational, etc.
- ✓ No Major Rule Violations 2 weeks prior to phase up
- ✓ Must complete/pass Advocacy Review Test (Reentry Personnel)
- ✓ Demonstrate consistent adherence to expectations/additional guidelines

**RESTORATION** is achieved through respect and compassion for others, my willingness to share what I value, and my commitment to repay what is due.

The RESTORATION Phase prepares you to begin your life as a pro-social member of your community. The long-term goal is to prepare you for gainful employment which will allow you the resources to repay what is due.

You will progress toward higher levels of independence and self-sufficiency. Increased awareness of your responsibilities in the community should be realized. You will begin preparing for movement from living in the STAR community, to returning to life at home or in a new community as a responsible, drug-free, and pro-social citizen.

**Restoration Phase is identified by the color black.**

**Restoration Phase Standard Guidelines**

<b>Restoration</b>	<b>Phone Calls</b>	<b>Visits</b>	<b>Commissary</b>	<b>FOTF</b>
<b>Per week</b>	14	1	All items	2230

- \* Will be phase dropped to Therapy if a Major Rule Violation is received.
- \* Phone calls/cards and commissary are given provided you have the privileges/means to receive them.

**Restoration Phase Additional Guidelines:**

- *All previous phase’s additional privileges are still given*
- Will continue to earn STARS and can cash them in for any item
- May continue to participate in Community Work Service and volunteer for grounds crew
- May continue to participate in vocational programs
- Will be first for all meals, activities, etc.
- Will be first in shower lines

**Levels of Intervention**

**Concern Slip:**

A concern slip is administered to a resident *by any staff* because of an infraction of the rules and/or displaying of anti-social behavior.

**Intercession:**

An individual session with a resident conducted by a Behavior Specialist focusing on the resident’s first major rule violation or continuous infractions and/or anti-social behaviors.

**Intervention:**

An individual session with a resident conducted by a Behavior Specialist to discuss the resident's continuous rule infractions and/or anti-social behaviors. The resident will receive Treatment Tools to assist them in changing the behavior(s) being addressed.

**Coordinator Intervention:**

An Intervention with a resident conducted by the Behavior Manager to discuss the resident's continuous infractions and/or anti-social behaviors. The resident will receive Treatment Tools to assist them in changing the behavior(s) being addressed.

**Probation Officer Intervention:**

An individual session with the resident's PO. This meeting can take place either by phone or face-to-face. During this meeting, the PO is asked to discuss the consequences of the resident's continued anti-social behavior(s).

**Intensive Supervision Programming (ISP):**

An attempt to remove distractions and provide extra structure to residents who display continued anti-social behavior within the facility. Residents placed on ISP will be phase dropped to *Structure* and have to progress back through the phases. ISP is one of the final efforts on STAR's behalf to assist residents in altering their behaviors.

**Program Review Intervention:**

An individual session with a resident conducted by a Director to discuss the resident's continuous infractions and/or anti-social behaviors. The purpose is to make the determination as to whether or not the resident is amenable to the treatment that is offered at STAR. It is also discussed if additional programming would benefit the resident in altering their behaviors. Furthermore, it is explained to the resident that any further non-compliance with program rules could result in their unsuccessful discharge.

## **Treatment Tools**

**STARs:**

A reward for positive behaviors. STARs will be awarded at staff's discretion based on the pro-social behavior displayed by the resident. When a resident earns a STAR, staff will let the resident know why they received a STAR. STARs can be exchanged for rewards or haircuts. A STAR cannot be taken away for any negative behaviors, but submitting them for a reward can be suspended if the resident loses privileges. Once the resident's privileges have been reinstated, they will be permitted to submit the STARs for a reward. When the resident chooses to submit or "cash in" their STARs for a reward, the specified amount will be subtracted from their total. It is the resident's responsibility to track how many STARs they have.

**Bench:**

A place of safety for residents feeling unsafe or overwhelmed by their feelings. This is a time to think before acting out inappropriately. Residents may request to take the bench or staff may have them take a seat on the bench.

**Concern Slip:**

STAR CJC is a social learning environment dedicated to teaching "right living." The goal of a concern slip is to allow each individual to identify anti-social behavior and to learn and practice appropriate behaviors in the community.

**Corrective Action:**

The consequence of a resident receiving a concern slip. A sanction will be given in response to the behavior addressed.

**Cost/Benefit Analysis:**

A tool used to look at the cost and benefit of continuing a specific behavior, attitude, action, situation, etc.

**Expiation Table:**

A tool used to separate an individual from the community to reflect on their behaviors.

**Peer Mentor:**

A resident is assigned a peer mentor to help them integrate into the resident population. The peer mentor will help teach the new resident the rules and structure of residential life.

**PM Meeting:**

An evening meeting to disseminate information to the residents regarding the activities for the day as well as any announcements that need to be made. It is a time for the residents to come together as a community and celebrate the positives and learn from the negatives. Residents sit in posture i.e. sitting up straight with hands on knees for the duration of the meeting.

**Positive Affirmation Session:**

An opportunity for staff and residents to give another resident positive feedback about his personal progress and community interaction.

**Relating Sessions:**

The intent of the Relating Session is to identify common ground, work through pressing issues, and promote communication. Relating Sessions are authorized by request and or recommended by staff. Staff will facilitate the process.

**Seminars:**

Learning activities presented as a workshop on subjects researched by community members, staff, or outside guest speakers. Seminars are on special topics and offered on a periodic basis.

**Thinking Reports:**

Tools used to examine a person's thoughts, feelings, and actions from a particular situation. The expectation in using this tool is that it will help the person to see how acting on different thinking could provide a different outcome for any given situation.

**Intense Supervision Programming:**

(ISP) is a tool used to separate an individual from the community to reflect on their behaviors. This is usually the last step before a person is placed in complete segregation, away from the community. Residents placed in ISP are given additional assignments by staff to help them examine their thinking and their actions.

**P.R.E.A. Guidelines**

It is the policy of the STAR Community Justice Center to provide a safe, humane, and appropriately secure environment, free from the threat of sexual misconduct for all residents by maintaining a program of prevention, detection, response, investigation, and tracking. STAR CJC

maintains a zero-tolerance policy for sexual misconduct. Sexual misconduct among residents and by staff toward residents is strictly prohibited. All allegations of sexual misconduct and/or sexual harassment shall be administratively and/or criminally investigated.

**YOU HAVE THE RIGHT NOT TO BE SEXUALLY ABUSED OR HARASSED.**

Incidents or Suspicions of Sexual Abuse, Sexual Harassment and Retaliation can be reported to ANY STAFF MEMBER:

- Verbally to ANY STAFF MEMBER
- In Writing to ANY STAFF MEMBER
- Compliance (740) 354-9026 ext. 1103
- Outside Agency Hot Line (614) 728-3399  
(No cost to call from resident's phone)

Residents shall be given the opportunity to remain anonymous upon request to the outside agency. There will be **NO** retaliation for reporting incidents of sexual abuse or harassment. Family and friends can report allegations of sexual abuse, sexual harassment, and retaliation on your behalf:

- By calling (740) 354-9026 ext. 1103
- By emailing [reggiearden@starcjc.com](mailto:reggiearden@starcjc.com)

Within fourteen (14) days of your arrival or transfer to STAR CJC you will watch an Ohio Department of Rehabilitation and Correction, Prison Rape Elimination Act (PREA) education video. The video will inform you of ODRC's zero tolerance policy against sexual misconduct. The video is in English with a deaf interpreter. It also is closed caption with a Spanish outline at the end of video. If you need additional assistance understanding anything in the PREA resident education video or institution resident handbook, see your house staff.

**Prevention/Detection**

All residents shall be screened and assessed upon admission to STAR CJC. All residents shall be assessed for risk of sexual victimization or abusiveness within seventy-two (72) hours of intake. These screenings shall be initiated in the PREA Risk Assessment System by intake personnel during intake assessments and shall be completed by staff within the seventy-two (72) hour period. No sooner than fifteen (15) days, but no later than thirty (30) days from the resident's arrival at STAR CJC, the resident shall be reassessed regarding their risk of victimization or abusiveness based upon any additional, relevant information received since intake screening of the resident. Intake staff shall complete the assessments. As a result of these screenings, residents shall be assigned a PREA Classification.

The Programming Director or their designees shall make appropriate housing assignments based upon PREA Classifications. The information shall be used to assist in housing, bed, work, education, and programming assignments. If it is learned that a resident is subject to substantial risk of imminent sexual abuse, staff shall take immediate action to protect the resident at risk of victimization.

Mental Health Services shall attempt to conduct an evaluation on all known resident-on-resident abusers within sixty (60) calendar days of learning of such history and offer treatment when deemed appropriate.

Unless otherwise precluded by Federal, State, or local law, medical and mental health practitioners shall be required to report sexual abuse and to inform residents of the practitioner's duty to report, and the limitations of confidentiality at the initiation of services.

### **Self-protection**

Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE! Don't let your manners get in the way of keeping yourself safe.

Don't be afraid to say "NO" or "STOP IT NOW." Many sexual abusers choose victims who look like they won't fight back or are emotionally weak. WALK AND STAND WITH CONFIDENCE. Avoid talking about sex and casual nudity. These things may be considered a come on, or make another resident believe that you have an interest in a sexual relationship. Placing yourself in debt to another resident can lead to the expectation of repaying the debt with sexual favors. Do not accept commissary items or other gifts from other residents. Avoid secluded areas. Position yourself in plain view of staff members. If you are being pressured for sex, report it to a staff member IMMEDIATELY.

### **Response**

Upon report of an allegation of resident sexual abuse, staff shall:

1. Separate alleged victim and abuser.
2. Take appropriate steps to preserve and protect any evidence.

The institution will make available for the victim, a rape crisis center victim advocate if available, or a qualified institution victim support person.

### **Treatment**

#### **Medical Services Responsibilities**

Follow appropriate protocol, assuring appropriate examination, documentation, transport to the local emergency department, testing for sexually transmitted diseases, counseling, prophylactic treatment, follow-up, and referral for mental health evaluation.

#### **Mental Health Responsibilities**

Residents referred to mental health by medical services following an allegation of sexual abuse shall be seen by an independently licensed mental health professional that shall complete further screenings or assessments consistent with STAR CJC policy. The victim will be offered medical and mental health evaluations and treatment as appropriate. Treatment shall be provided to the victim at no charge. The victim will be given access to victim advocates for emotional support, if needed, by providing them with mailing addresses and telephone numbers, including toll-free hotline numbers of local, state, or national victim advocacy or rape crisis organizations. This information shall be provided to staff for communication to the residents. The telephone calls to outside support services are not confidential. Emotional support services shall be offered to residents or staff who fear retaliation for reporting sexual misconduct or for cooperating with investigations.

### **Investigations**

The institution will protect all residents and staff who report sexual misconduct or cooperate with sexual misconduct investigations from retaliation by other residents or staff.

All reports of sexual misconduct and retaliation shall be investigated and the findings documented in writing and sent to ODRC.

STAR CJC will not require a resident who alleges sexual abuse to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation.

The investigator shall monitor all cases of retaliation.

A final decision on all allegations of sexual abuse shall be issued by the investigator within ninety (90) calendar days of the initial filing.

If ninety (90) calendar days is not sufficient to make an appropriate decision, the investigator may extend the decision up to seventy (70) calendar days. The resident shall be notified in writing of such extension and provide a date by which a decision will be made.

Following an investigation into a resident's allegation that he or she suffered sexual abuse in an institution, the investigator shall inform the resident as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded.

### **Disciplinary Procedures**

It is the resident's responsibility to understand the seriousness of their situation and to do something positive about it. It is staff's duty to assist residents in making better choices. Disciplinary action occurs as recommended by the staff which may include but is not limited to the following:

- Restriction or loss of some or all privileges
- Phase drop
- Verbal warning
- Concern Slip
- Corrective Action
- Additional work
- Interventions
- PO Contacts
- Relating Sessions
- Removal from the program
- Weekend Programming
- MRV Seminars
- Intense Supervision Programming

**In addition to the penalties listed above, inappropriate conduct can lead to probation/parole violation and/or additional criminal charges.**

### **Grievance Procedure**

All residents are assured that their complaints/concerns do matter and that they will be given an opportunity to be heard in a timely manner. STAR CJC staff will provide assistance to those residents who have writing/comprehension deficiencies. You may also withdraw a previously filed grievance at any time. Prior to filing a grievance, residents are expected to attempt to resolve their concerns by following their normal chain for making requests. If the finding of an investigation produces a reasonable belief that a resident has filed a grievance in bad faith i.e. falsely reporting an allegation or an investigation determines the resident reported a false or misleading allegation, or, after being formally notified, a resident continues to file meritless/baseless allegations i.e. abuse the grievance process, etc. the resident may be subject to disciplinary action.

1. Grievances shall be filed through the Keefe kiosk. If the kiosk is not operable, residents must submit the grievance by legibly completing/submitting a grievance form.
2. The Grievance box will be checked for content on each business day and each grievance will be reviewed by a member of management.



3. Grievances will be considered regarding the following topics only: *access to courts, mail, sexual harassment, discrimination, protection from harm, violations of rights, records/property, inappropriate use of force, improper staff conduct, access to personal hygiene items, food services, and access to healthcare.* \*Appeals of rule violations must be filed via CorrectTech message center to the Behavioral staff on house.
4. Formal appeals will be sent to the Director of the resident's complex.

## **Rules, Expectations, and Guidelines**

### **Major Rules**

The purpose of Major Rules is to protect you and the rest of the residents from behaviors that threaten safety and security. Being in violation of a Major Rule, depending on the facts/circumstances, can result in an immediate discharge from the program, additional criminal charges, behavioral contracts, and/or other sanctions. Major Rules are classified as either Level 3 or Level 4 offenses.

- |  |  |
|--|--|
| 1. All Laws of the State of Ohio apply.                                | 13. Lying                                    |
| 2. Violence or Threats of Violence of any type are strictly prohibited | 14. Manipulation                             |
| 3. Physical Aggression   | 15. Any Tobacco Usage                        |
| 4. Refusal of Direct Staff Orders                                      | 16. Gambling                                 |
| 5. Disorderly Behavior   | 17. Gang Affiliation/Representation          |
| 6. Antagonization  | 18. Absconding                               |
| 7. Sexually Acting Out   | 19. Establishing Inappropriate Relationships |
| 8. Disrespectful Behavior  | 20. Discriminatory/Prejudicial Behavior      |
| 9. Contraband  | 21. Homework Noncompliance                   |
| 10. Lending and Borrowing  | 22. Being Out of Area                        |
| 11. Cheating   | 23. Impermissible Communication              |
| 12. Stealing   | 24. Breach of Vocation Contract              |

### **Program Rules**

All Program Rule violations fall under the general category of Failure to Follow Program Rules and will accumulate as such. Program Rules are classified as either Level 1 or Level 2 offenses. The general sections that Program Rule violations fall under are as follows:

- |                                |   |
|--------------------------------|---|
| 1. Bench Guidelines            | 19. Structured Line Guidelines              |
| 2. Cafeteria Guidelines        | 20. Personal Hygiene Guidelines             |
| 3. Classroom Guidelines        | 21. Daily Reflection Log Guidelines         |
| 4. Computer Guidelines         | 22. Count Guidelines                        |
| 5. Dorm/Room Guidelines        | 23. Approaching/Addressing Staff Guidelines |
| 6. Expiation Guidelines        | 24. RS Desk Guidelines                      |
| 7. I.S.P. Guidelines           | 25. Med-Pass Guidelines                     |
| 8. Family Outreach Guidelines  | 26. Kiosk Guidelines                        |
| 9. Visitation Guidelines       | 27. Vending Guidelines                      |
| 10. Laundry Room Guidelines    | 28. Failure to Keep Passageway Unobstructed |
| 11. Restroom Guidelines        | 29. Failure to be in Specified Area         |
| 12. Recreation Yard Guidelines | 30. Failure to be Aware                     |

13. Peer Mentor Guidelines
14. L.O.P. Guidelines
15. Dress Code Guidelines
16. Structural Guidelines
17. Hands-Up Guidelines
18. Community Work Service Guidelines

31. Failure to Perform Corrective Action
32. Failure to Follow Silence Contract
33. Anti-social Communication (*profane/vulgar language, inappropriate comments/gestures, etc.*)
34. Possessing Unauthorized Items

### **Bench Guidelines**

1. If a resident is instructed by staff to take the bench, they must remain there until staff releases them.
2. If a resident takes the bench on their own accord, they may remain as long as needed.
3. Talking with other residents while on the Bench is prohibited.
4. Only staff is permitted to speak to a resident on the bench.
5. Looking around while seated at the Bench is prohibited; resident must be facing forward.

### **Cafeteria Guidelines**

1. Structured line guidelines are in effect when entering and leaving the cafeteria. The (18in.) personal space requirement will be reduced to (12in.) during this time.
2. If a coat/jacket is taken into the cafeteria, it must be either worn or sat on for the duration of the meal.
3. Residents under twenty-one (21) must sign the Cafeteria Sign-in Sheet when entering.
4. Silence Contract is in effect when going through the service line.
5. Take the first plate in the service line.
6. Must fill in tables one at a time starting with the back table first. Must fill in seats one side at a time starting with the farthest seat.
7. Cutting in between tables is prohibited.
8. No talking across tables or to residents at the other end of your table, talk only to the residents sitting in your immediate table vicinity.
9. Must follow proper procedure when sitting down at and getting up from a table.
10. Taking food out of the cafeteria is prohibited.

### **Classroom/Group Guidelines**

Groups and classes are the center of your treatment. However, just attending group meetings or classes and listening is not enough. Residents are expected to actively participate. A group leader/case manager may impose additional expectations/rules as needed.

1. Everything said in group, stays in group. All information is confidential and will be used for treatment purposes only.
2. Leaving group or class is permitted only with staff's permission.
3. No eating and/or drinking during formal/staff lead classes/groups unless specified otherwise.
4. All other rules/guidelines are specified in accordance with case management's classroom policies.

### **Computer Station Guidelines**

1. Computers are for educational use only. Only approved applications may be used (see approved applications sign on wall).
2. Changing any configurations of the computer or peripherals is prohibited.
3. Follow all proper procedures when logging in and off each time.

4. The Computer Sign-In Sheet must be filled out in real-time (i.e. right before a resident gets on the computer, signing up in advance is prohibited).
5. There is a thirty (30)-minute time limit for using the computers. When that time limit has expired, the resident must sign out on the Computer Sign-In Sheet. If there are no other residents in line to use the computer, a resident may sign in consecutively.

### **Dorm/Room Guidelines**

1. Make bed to standard every morning after Formal Count is cleared.
2. Loitering is prohibited.
3. Changing rooms/bunks/racks without staff's permission is prohibited.
4. Residents are permitted in their rooms/dorm when they are scheduled to be open, unless specified otherwise by staff.
5. Silence Contract after Feet Off The Floor.
6. Getting in lockers before Feet On The Floor is prohibited, getting in lockers after Feet off the Floor is prohibited. Both are prohibited unless specified otherwise by staff.
7. Shoes are to be kept neatly under resident's assigned bunk.
8. Bunks/lockers must be labeled with resident's last name along with any other designation in accordance with House policy.
9. Locker must be locked when not in use, locks are not to be preset.
10. Follow locker/permitted personal items sheet for organization of room and locker setups. Storage of items anywhere else is prohibited.
11. Residents are only permitted to hang pictures/decorations on the inside of their open lockers. When hanging pictures, the tape should only be placed at the top of the picture. Obstructing access to the back of the picture by placing tape across the sides/bottom is prohibited.
12. Only unopened food and/or drinks i.e. cans/bottles, are allowed to be stored in your locker. Bags/packages of food that have been previously opened must be closed prior to storage. Trash (empty packages, bags, etc.) is prohibited from being stored in your locker.
13. Eating and/or drinking in the dorm/rooms is prohibited. Overnight, Feet-Off-The-Floor through Feet-On-The-Floor, residents are only permitted to keep water in their cups for drinking purposes.
14. Residents are prohibited from going into any dorm/room they are not assigned.
15. Towel/washcloth is only permitted to be hung with the intent to dry—not to store. The towel/washcloth must be hung in a fashion as to not obstruct clear view of the bunk. Once dried, the towel/washcloth is to be folded neatly and placed in either the free standing or wall locker.

### **Expiation Guidelines**

1. Residents are responsible for completing all assignments given to them by staff.
2. After assignments are complete, resident is only permitted to work on educational or therapeutic material. Coloring and/or drawing are not permitted. Reading books on Expiation must be pre-approved by Behavioral staff on house.
3. Residents will raise hand if there is a question or need and staff will approach.
4. Residents will continue to be a part of all assigned programming but will be last in all lines.
5. Only staff is permitted to speak to a resident in Expiation.
6. Resident will be permitted to attend class. (Must be at assigned table when not in class).
7. Residents will remain in Expiation until staff has released them.
8. Residents in Expiation are not allowed to communicate with other residents.

9. Residents in Expiation are still expected to follow all Community Rules and Guidelines.
10. After Formal Count is cleared in the morning, residents on Expiation are to report to their assigned table. They will begin their morning routine/hygiene after all other residents from their respective section are finished with the restroom.
11. Following dinner, the resident must return to their assigned table until it is their turn to shower.
12. Residents will take their shower last, then must immediately go to bed after Formal Count has cleared.
13. Residents on Expiation are permitted to get up and stretch five (5) minutes out of every hour. All residents must use the same designated five (5) mins., the times will not be staggered They must remain in the immediate Expiation area(s). The staff in attendance will notify all residents when the designated time will be, when the time starts, and when the time ends.
14. Residents on Expiation are permitted to exercise, i.e. do push-ups, sit-ups, etc. in close proximity to their table(s) during recreational programming. Walking is permitted upon approval by the staff in attendance.

### **Intense Supervision Programming Guidelines**

1. Residents are responsible for completing all assignments given to them by staff.
2. After assignments are complete, the resident is only permitted to read or work on educational or therapeutic material.
3. After Formal Count is cleared in the morning, residents are to report to their assigned table. They will begin their morning routine/hygiene after all other residents from their respective section are finished with the restroom.
4. Residents will continue to be a part of all assigned programming but will be last in all lines.
5. Residents will raise their hand if there is a question or need, and staff will approach.
6. Residents will be permitted to attend classes. (Must be at assigned table when not in class).
7. Following dinner, the resident must return to their assigned table until it is their turn to shower.
8. Residents will take their shower last then must immediately go to bed after Formal Count has cleared.
9. Residents will remain in ISP until staff has released them.
10. Residents in ISP are not allowed to communicate with other residents.
11. Only staff is permitted to speak to a resident on ISP.
12. Residents in ISP are still expected to follow all Community Rules and Guidelines.
13. Residents on I.S.P. are permitted to get up and stretch five (5) minutes out of every hour. All residents must use the same designated five (5) mins., the times will not be staggered They must remain in the immediate I.S.P. area(s). The staff in attendance will notify all residents when the designated time will be, when the time starts, and when the time ends.
14. Residents on I.S.P. are permitted to exercise, i.e. do push-ups, sit-ups, etc. in close proximity to their table(s) during recreational programming. Walking is permitted upon approval by the staff in attendance.

### **Family Outreach Guidelines**

1. Visitors must bring an official and current driver's license, certified birth certificate or official and current state ID. Visitors eighteen (18) years or older must have a state issued photo ID.
2. All visitors under eighteen (18) years of age must be related to the resident being visited or accompanied by an approved visitor who is the child's parent or legal guardian.
3. In cases where the resident's child visits and a custodial parent or legal guardian does not accompany the child, a notarized Authorization for Minor Child Visitation Form (Form 0100) must be provided or power of attorney and the birth certificate.  
An incarcerated parent CANNOT serve as the authorizing signature on the Authorization for Minor Child Visitation Form (Form 0100).
4. All visitors must be approved to visit the resident.
5. The resident is expected to engage in quality time with his/her family.
6. The resident is not permitted to take any items into the visit without prior approval from staff.
7. Any material accompanying the resident back to their house must be approved by staff.

### **Visitation Guidelines**

1. Residents are only permitted to have one (1) visit per week. A standard week is Monday-Sunday.
2. Residents are only permitted to list names on the Resident Visitation Form that have been approved on their MPV list.
3. Requests for Saturday and Sunday visits must be submitted on the Resident Visitation Form by FOTF on Thursday.
4. Residents are permitted to submit the form while on any type of LOP but must have all privileges reinstated prior to their visitation session.
5. Residents are permitted to 'cash in' STARs for extended visits. Only 1 extension is allowed per visitation session and will last for 30 mins. STARs must be 'cashed in' via correct protocol the same day the Resident Visitation Form is submitted.
6. Residents can only request a maximum of 3 visitors on the Resident Visitation Form. If residents wish to request an additional visitor, they must submit a formal request to their Case Manager the same day the Resident Visitation Form is submitted. These requests will be approved/denied by managerial personnel based on their legitimacy.
7. The only non-clothing items residents are permitted to bring to the visitation are their lanyard and I.D. badge. If residents request to bring any other non-clothing item(s), they must submit a formal request to the Operations Department the same day the Resident Visitation Form is submitted. If the request is approved, the resident must bring the request, along with the permitted item(s), with them to the visitation and present the request/item(s) to the staff member in attendance.
8. Residents must sit at their designated table/chair. Once seated, residents must remain seated throughout the visitation session until given instruction from staff to stand.
9. If a resident's visitor needs to go to the vending machine during the visitation session, the resident is to raise their hand and get permission from the staff member in attendance. All vending machine item(s) must either be consumed/disposed of by the end of each 30-minute visitation session with an exception for extended visits. For extended visits, residents and visitors are permitted to leave their vending machine item(s) on their table. Vending machine item(s) are not permitted to leave the visitation area.

10. Residents are responsible for the conduct of their visitors. Residents must keep their hands above the table at all times. Residents must ensure all visitors keep their hands above the table at all times as well.
11. Residents are permitted to hug their children at the very beginning and end of the visitation session. Small children are permitted to sit on the resident's lap during the visitation session.
12. Physical contact of any kind is strictly prohibited between adults.
13. All other rules, guidelines, instructions, etc. deemed necessary by the staff member in attendance.

### **Laundry Room Guidelines**

1. Only one (1) laundry crew resident is allowed in the laundry room at a time.
2. Loitering is prohibited.
3. Eating and/or drinking is prohibited.
4. Must follow specified directions for washing clothes. Be mindful of not wasting STAR's property (e.g. Detergent, Fabric Softener, and Bleach, etc.).
5. Anything damaged must be reported immediately. Do not attempt to fix anything on your own.
6. Lights must stay on when the laundry room is occupied and off when not.
7. The door is not to be closed at any time when a resident occupies the laundry room.
8. Laundry Schedule is to be followed as listed in the Program Manual unless specified otherwise by laundry staff:

### **Restroom Guidelines**

1. Loitering is prohibited.
2. Only 1 resident allowed in the restroom at a time.
3. Door is to remain open when unoccupied and closed when occupied.
4. If occupied, lanyard is to be hung on the door.
5. Taking books, magazines, cups, bowls, or utensils into the restroom is prohibited.
6. Residents are responsible for cleaning up any mess that they make.
7. Shower Time is to be done strictly by phase.
8. Anything damaged must be reported immediately, do not try to fix anything on your own.
9. Adjusting your pants/belt outside of the immediate toilet/urinal vicinity is prohibited.
10. – **Liberation** – all other applicable guidelines apply in addition to the following:
11. During Feet *On* The Floor hours, residents are only permitted to use their dorm restrooms. If occupied, whether their roommate is already using the restroom and/or having dorm time, they are to use the designated house restrooms. Using your dorm restroom while another resident is present in your dorm room is **strictly prohibited**.
12. During Feet *Off* The Floor hours, residents are only permitted to use the designated house restroom.

### **Recreation Guidelines**

1. Running is ONLY allowed while playing basketball or during any other activity deemed appropriate by staff, any other time it is prohibited.
2. Physical contact sports are strictly prohibited.
3. Hanging on the fence or yelling through the fence is prohibited.
4. Spitting is prohibited.

5. Shirts may be un-tucked and shorts worn during recreation, when returning from the recreation yard shirts must be tucked back in before entering the building.
6. May ONLY exercise on equipment designed for that specific purpose, using picnic tables/chairs, or any other type of none exercise equipment for anything other than its' intended purpose is prohibited.
7. Laying down is prohibited unless specified otherwise by the staff member in attendance.
8. Touching the rim or the backboard is prohibited.
9. Any hats, gloves, or cups that are taken onto the recreation yard must be either turned inside out/dumped out in front of staff before re-entering the complex.
10. Taking any type of writing/eating utensil onto the recreation yard, without staff permission, is prohibited.
11. ONLY tennis shoes may be worn on the recreation yard, wearing boots is prohibited. Shower shoes/sandals may be worn as a last resort i.e. a resident has no tennis shoes to wear.
12. Residents assigned *Loss of Recreation* must combine their Phase lanyard with an Expiation lanyard at the start of recreation and must wear it for the entire recreation period.
13. Residents assigned *Loss of Recreation* will be on a Silence Contract for the entire recreation period. They are required to raise their hand if there is a question and/or need and staff will approach. Only staff are permitted to speak to a resident who is assigned *Loss of Recreation*.
14. Residents assigned *Loss of Recreation* must be seated at a designated table and are required to work on material that is either educational and/or therapeutic; sitting idle with no material to work on is not permitted.
15. Residents assigned *Loss of Recreation* are permitted to exercise, i.e. do push-ups, sit-ups, etc. directly next to their table(s). The resident may be permitted to walk/take laps at staff's discretion.

### **Peer Mentor Guidelines**

1. Peer Mentor assignments will remain throughout your stay at STAR.
2. Peer Mentors will help new residents integrate into the community by explaining to them the expectations, procedures, schedule, handbook, rules of STAR, etc. Peer Mentors will also help with physical needs such as bedding and personal supplies.
3. Stay on a three (3) foot contract for the first 3 days, including during meals.

### **L.O.P. Guidelines**

1. Residents placed on any privilege loss i.e. general LOP, loss of commissary, loss of A/V, etc. will exchange their phase lanyard for a teal lanyard directly after receiving their corrective action following the PM Meeting.
2. If the privilege loss results in losing all privileges i.e. general LOP or loss of commissary privileges, the resident must turn all of their commissary in to the staff on duty directly after exchanging lanyards.
3. Residents will remain on the privilege loss for the amount of time specified on their corrective action (loss of privileges begin and end after the PM Meetings).
4. It is the resident's responsibility to know and understand the type and duration of privilege loss they are on.
5. If the privilege loss resulted in a loss of commissary and/or other tangible items, it is the resident's responsibility to notify staff when their corrective action has expired and that they are now eligible to have their item(s) back.

6. Residents are not permitted to give advice to others while on any type of LOP unless the advice is related specifically to classwork.
7. Residents on any type of LOP are required to line up behind Structure Phase for all meals and showers.
8. Residents on any type of LOP are permitted to put in commissary orders, but, those residents will not be able to receive the privileged items from the order until their privilege(s) have been reinstated. Residents are not permitted to 'cash-in' STARs for commissary items while on any type of LOP.
9. Residents on any type of LOP are permitted to put in a visitation request (along with all other requests pertaining to visitation) as long as their privilege(s) will be reinstated before the day of the actual visit.
10. If a resident is on general LOP or loss of recreational privileges, they are only permitted to exercise during recreational programming. They are not permitted to use any exercise equipment; they must exercise on their own. This applies to extra recreation time as well.

### **Dress Code Guidelines**

1. Residents must be neatly and fully dressed at all times.
2. Pants, excluding sweat/windbreaker, etc., must be worn during all times of structured programming (Monday – Friday). If residents have no pants to wear, phase pants are to be worn. All other guidelines regulating the usage of pants are as follows:
  - Must be five (5) pockets or less
  - Cargo and carpenter styles are prohibited.
  - Must be worn at waist, with shirts tucked-in, and belts worn with all pants that have belt loops
  - Shall not be rolled or cuffed for any reason
  - Shall not have sequins, beads, etc.
3. Lanyard & badge must be worn at all times inside the facility, any changes/alterations to the badge are prohibited (stickers, drawings, etc...).
4. Shirts must be modest, non-revealing, no sequins, no beads, and no cut-off/rolled up sleeves. Alcohol/drug related, profane, or anti-social markings on garments are prohibited. Jerseys are also prohibited.
5. No excessively baggy clothes. Fringes and holes are prohibited. Clothing cannot be altered/modified (i.e. cut, torn, etc.)
6. Shorts should be knee- length and are only permitted to be worn outside of the housing units during times of recreation, etc.
7. Hats, coats, or gloves are to only be worn outside of the complex. Workout gloves are permitted to be worn inside the complex during times of exercise.
8. Shirts must be tucked into pants during all structured programming times, except for shirts with bands (e.g. sweatshirts, etc.). Shirts may be untucked during times of exercise/recreational programming.
9. If scheduled for CWS, residents are permitted to wear CWS specific attire i.e. boots, etc. when leaving their house in the morning.  
If CWS is cancelled, residents must change back into attire that complies with their Dress Code Guidelines as stated in the Resident Handbook. For all internal maintenance/grounds crews, etc., boots are only permitted to be worn while on that particular detail.
10. Hooded clothing i.e. hooded sweater, hoodie, or jacket w/ hood, is permitted to be worn in general (no specifications based on particular type of location/activity). Hoods are not permitted to be worn indoors.



### **Structural Guidelines**

1. Blue or black ink is to be used for all logs, sign-in sheets, tracking sheets, homework, etc.
2. All paperwork this is submitted is required to have full first and last name i.e. request slips, programming assignments, excess property forms, etc.
3. The passing of notes, letters, drawing of pictures, etc. between residents is prohibited unless approved by staff.
4. Music is to be pro-social in nature, free from profane, derogatory, and/or vulgar language.
5. Backpacks are not to be placed on tables or other surfaces where food or beverages are consumed off of.
6. Cups are to be stored in the resident's room every night and residents are only permitted to have water in their cups overnight.
7. Stress balls are to be used solely for their therapeutic intended purpose. Any other use is prohibited.
8. Feet are not permitted to be propped up.
9. Tables/chairs are to be carried at waist level when moving from one area to another.
10. All signs/decorations must be approved by the Operations Supervisor before being hung in the house. Must be pro-social and not directed toward a staff member.
11. If an area is failed during cleaning inspections, residents that were assigned to clean that area will re-clean during the next recreation until the area is up to standard.

### **Hands-Up Guidelines**

1. Advocacy and Restoration phase resident with full privileges are only ones that can initiate on their own, outside of staff initiating or staff asking a specific resident to initiate.
2. All residents are to cease movement, raise one hand with their arm fully extended, and observe a Silence Contract (except for the person initiating).
3. All specifications will remain in effect for the duration of the announcement unless specified otherwise by the staff member in attendance.

### **Community Work Service Guidelines**

1. Use of tobacco products, alcohol or other illicit drugs is prohibited.
2. Residents must be in at least Therapy Phase and finished with a specified number of classes prior to signing up for CWS (see Therapy & Advocacy Phase Additional Guidelines). The CWS must not conflict with any other type of programming scheduled for that day.
3. Dress appropriately, following the dress code. *Phase pants are prohibited.*
4. Taking any items outside of the facility, unless otherwise specified by staff, is strictly prohibited. Bringing any item into the facility, other than what was taken out, is strictly prohibited.
5. Eating or drinking in vehicles is prohibited.
6. Contacting or meeting with friends, family, or others while off-site is strictly prohibited. Use of a phone or arrangements for others to call you while outside the facility is strictly prohibited.
7. Signing up for work service is an obligation (i.e. if a resident signs up, he is required to go). The only exceptions are if a resident is injured and physically unable or if a resident is ill.

8. A resident is not permitted to participate in Community Work Service if they have a variance for any physical limitation/injury.
9. Residents with pending legal issues (i.e. warrants, charges, court dates, detainers, etc.) are not eligible for Community Work Service.
10. Residents who have had past or recent behavioral issues or concerns at STAR or at other correctional institutions may be disqualified from going to Community Work Service. This is determined at staff's discretion.

### **Structured Line Guidelines**

1. A Structured Line is two (2) or more residents transitioning from one location to another.
2. Silence Contract at all times unless staff initiates communication.
3. Must stand with head and eyes facing straight forward.
4. Must be at least 1 1/2ft. (18in.), unless in cafeteria or other confined space(s), from the person in front of you.
5. Must stand in posture with hands positioned in the small of the back, unless, staff gives instruction for residents to stand at ease or a resident has a legitimate medical variance. Posture is not required during any line movement.
6. Residents will line up by Phase, beginning with Restoration to Structure. (i.e; Restoration – Advocacy – Therapy – Structure.) In order, following Structure, will be LOP, Expiation, and then ISP.
7. Structured Lines include but aren't limited to: Med. Line, Class Line, Rec. Line, Meal Line, Count Lines, etc.

### **Personal Hygiene Guidelines**

1. Fingernails and toenails shall not extend beyond the tip of the fingers or toes.
2. Residents are prohibited from manicuring each other's nails or eyebrows, styling another resident's hair, cutting their own hair, or cutting another resident's hair.
3. Residents are required to shower at least once a day.
4. Plastic caps should be on all razors when not in use.
5. **Hairstyles:**
  - ❖ The following hairstyles or facial hair is prohibited: shaven heads, initials, symbols, dyes, multiple parts, and hair disproportionately longer in one area than another (excluding natural baldness). All residents with hair long enough to secure to their head with a band must do so before entering the cafeteria.
  - ❖ Other hairstyles not listed above may be prohibited if they are determined to be either a threat to security or contrary to other legitimate penological concerns, as determined by management.

### **Daily Reflection Log Guidelines**

1. All residents, regardless of phase/days, are required to make at least 1 log entry per day. Daily inspections will be based upon entries from the previous day.
2. Entries are required to be ½ page long at minimum.
3. The Daily Reflection Log should reflect back on what skills/tools a resident learned/used the day, what goal(s) have been set for the future, and/or what area(s) still need improved upon.
4. Logs have no expectation of privacy and will be visually scanned daily during locker inspections.

### **Count Guidelines**

1. Feet On/Off The Floor: Residents stand in attendance/posture at their doors/designated area while on a Silence Contract. Residents count off as appropriate maintaining structure until count is cleared or dismissed.
2. Formal Counts: Residents line up in structured lines according to phase, in posture, in designated areas, while on a Silence Contract. Residents count off as appropriate maintaining structured lines until count is cleared or dismissed.
3. Residents actively participating in a qualifying vocational program may be exempt from evening FOTF count at staff's discretion.

### **Approaching/Addressing Staff Guidelines**

1. Residents shall be required to approach staff members from the front. Approaching staff from the side/rear is prohibited.
2. Prior to addressing any staff member, residents are required to ask the staff member for permission to approach.
3. Residents shall maintain 'personal space' i.e. at least 3ft., when speaking with staff.

### **RS Desk Guidelines**

1. Only (one) 1 resident permitted at the RA desk at a time, unless staff allows otherwise.
2. Only (two) 2 residents permitted to wait in line at one time.
3. Leaning on the desk in any fashion is not permitted.
4. Residents shall step away from the desk if/when staff are on the phone or talking with another staff member.
5. Crossing the boundary line without staff permission is prohibited.

### **Med-Pass Guidelines**

1. Once med-pass is called, all residents not receiving medication will report to their rooms.
2. No phone calls/video visits, etc. are to be initiated after med-pass has been called. If a call/visit was already in progress it may proceed until completion.
3. Silence Contract in effect for all residents unless speaking directly with staff.
4. All residents receiving medication will line up in alphabetical order by last name. No more than 5 residents at a time in line.

### **Kiosk Guidelines**

1. Only 1 resident is permitted at ANY kiosk at a time, except for:
  - a. New intakes that are being shown how to use the kiosk by their peer mentor.
  - b. Residents showing other residents' pictures only after receiving permission from staff.
2. Kiosk shall not be deliberately bumped, shaken, hit, etc. If kiosk is no operating properly, staff on duty is to be notified immediately.

### **Vending Guidelines**

1. Residents are only permitted to use the vending machines during non-programming times. Residents are not permitted to use vending machines during scheduled functions i.e. Formal Count, Med-Pass, etc.
2. Only 1 resident is permitted to use the machine at a time. Exception is for new intakes being shown how to use machine by their peer mentor. Loitering by machines is

- prohibited.
3. Residents are only permitted to make one purchase at a time. Once they make a purchase, they must return to the end of the line to purchase another item.
  4. Residents use the vending machines at their own risk. No refunds will be given for items not dispensed.
  5. Machines shall not be deliberately bumped, shaken, hit, tilted, etc. If machine is not operating properly, staff on duty is to be notified immediately.
  6. All items purchased from vending must be labeled with resident's initials.

### **Program Terminology**

**Acceptance**: to admit that a person, place, or situation is the way it is and cannot be changed. Taking responsibility for your actions and/or accepting the consequences of your actions.

**Antagonize** :to provoke or try to elicit a negative response from someone.

**Antisocial Behaviors**: conduct that violates the rights of others.

**Bad Faith**: in a dishonest and improper way.

**Complicity**: the state of being involved with others in an illegal activity or wrongdoing.

**Concern Slip**: a slip written by staff on a resident to address their negative behaviors.

**Congregate**: to collect into a crowd or group; to 'hang out' in an area.

**Corrective Action**: a sanction given to a resident who has broken a rule. They are given in order to help the recipient change their antisocial attitude/behavior.

**Disorderly Behavior**: to fool around or engage in rowdy or humorous activities that could result in an accident or could be viewed as disrespectful.

**Disrespectful Behaviors**: to not be courteous; to be rude; failure to follow the golden rule. Examples include, but are not limited to, sexual, ethnic, or racial slurs, cussing others, name calling, not using Mr. or Ms., horseplay, etc.

**Feedback**: information given in group about how you are doing in general, how you did on an assignment, and/or what others see you doing or expressing.

**Feet-On-The-Floor**: a verbal order for residents to wake up and begin the day.

**Feet-Off-The-Floor**: a verbal order for residents to go to bed and end the day.

**Hands-Up**: a method of efficiently and effectively disseminating information to the resident community.

**Head Turning**: observing a resident break a rule and not informing staff.

**Instant Gratification**: to receive immediate satisfaction through impulsive behaviors and/or manipulation.

**Intercession**: an informal session where a staff member speaks with a resident about the behaviors they have been exhibiting and/or how they can improve.

**Intervention:** a formal staff led group that is held to help a resident acknowledge and commit to changing their antisocial attitudes and/or behaviors.

**Justify:** to try to prove why you did what you did, even when the action was wrong.

**Loitering:** being in an area for an unspecified purpose.

**Manipulation:** exerting influence on a person or situation to gain advantage for oneself.

**Minimize:** to try to prove your actions were not significant or that your involvement was minimal.

**Negative Contracting:** seeking negative support from others.

**Personalizing:** taking something that someone says in general about anything as if it were a personal remark.

**Personal Space:** the immediate physical space in-between residents i.e. 3ft.

**PO Intervention:** a level of Intervention used to help the resident get focused on the program and/or to help them take the program serious.

**Pro Social:** caring about the welfare and rights of others, feeling concern and empathy for them, and acting in ways that benefit others.

**Rationalize:** to provide justifications for your actions, even when they were wrong.

**Relating Session:** a session between two or more residents, with staff mediation, to help them resolve any issues or differences they are having trouble overcoming.

**Right-of-Way:** the right to proceed with precedence in a particular situation or place.

**Sense of Entitlement:** feeling that you are owed something from life. Thinking you deserve something just because of your background, status, past, etc. Believing that you do not have to earn it like the rest of the group.

**Social Space:** the extended physical space in-between residents i.e. 12ft.

**Undermining:** covertly engaging or attempting to engage in behavior that is detrimental to the integrity of the program.

**War Story:** glorifying, glamorizing, romanticizing, and/or sensationalizing an illegitimate/antisocial lifestyle.

**Woodworking:** not getting involved in classes or groups; staying in the background.

## **FINAL WORDS**

You have entered a new facility where you have a unique opportunity to change your life. You may never get this opportunity again. Here you can get your GED or sharpen your reading or math skills, you can get help with employment, and you have the opportunity to improve your health and get physically, mentally, and emotionally fit.

If you have behavioral and/or substance abuse problems, you can get help.

STAR Community Justice Center offers you one of the best treatment staffs available. They want you to succeed and will do everything possible to help you with your recovery.

It's all here for your use and benefit if only you will take advantage of the opportunity.

**YOUR FUTURE BEGINS TODAY AND ONLY YOU CAN DECIDE WHAT IT WILL BE.**

You are now part of the STAR community.

We want you to succeed.

Success or failure is your decision.

**“Success is a Journey, Not a Destination.”**