

Somerset County Day Reporting Center Handbook

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WELCOME

You have been referred to The Somerset County Day Report Center (SCDRC). The SCDRC is a community based correctional program that has been designed to provide services for its participants at one location. The SCDRC's programming is more intense than regular probation/parole. The requirements for reporting and contacts differ substantially from what you may be accustomed. In addition, the opportunity to make real progress in your life and to obtain needed skills is more readily available at the SCDRC.

The SCDRC staff consists of the DRC Manager, Probation Officers, and numerous service providers.

The primary purpose of the SCDRC staff is to develop a program of counseling and instruction that addresses your individual needs while at the same time addressing issues of public safety. Many of the services needed to assist you in making a successful transition from probationer/parolee to private citizen are available here, in one location, at the SCDRC. The staff will conduct assessments in order to identify your particular needs and the services that may be required to address those needs. Your frank and honest participation in these assessments is necessary to ensure your case is evaluated as thoroughly and accurately as possible.

You are cautioned to not concern yourself with another participants programming or to be concerned with their scheduling as compared to your schedule. In addition, you should not be concerned that another participant appears to be missing days without consequences or that they are getting away with committing violations of SCDRC rules without any sanctions being imposed. Although it may appear that another participant is not being sanctioned, the staff of the SCDRC wants to assure you that all violations are handled appropriately.

We look forward to working with you and encourage you to talk with the staff if any problems or questions arise. Keep in mind that you control whether or not your time at the SCDRC is beneficial to you. What you get out of a program is dependent upon what you put into it. Although you will be given a lot of useful information while you are at the SCDRC, only you can control whether or not you put that information to good use once you leave the SCDRC.

This handbook will be yours to keep; it is to be used as a guide and reference throughout your participation in the SCDRC program. As with any set of rules, there will be a need to revise the information in this handbook to address situations as they arise. You will be notified whenever changes are made to this handbook. Revised copies of this handbook will supersede previous editions.

We sincerely hope this program will be of genuine help to you.

GENERAL RULES

In addition to the regular conditions of probation/parole that apply during your period of supervision, the following conditions will also apply while at the SCDRC.

- Consumption of alcohol and/or any controlled substances (drugs) is not permitted.

“Dealing,” secondary inhaling or handling drugs (as opposed to actually using them) will not, under any circumstances, be accepted as an excuse for a positive urine screen. Sanctions will be imposed for all positive screens and any incidents of dealing, possessing or selling drugs. Selling of drugs or assisting in the sale of drugs is a serious offense and will be treated as such. Failure to provide a urine screen when requested will be considered an “administrative” positive and is sanctioned the same as a positive drug test result.
- Participants and visitors are subject to being searched with the handheld metal detectors.
- Upon your daily entrance into the SCDRC you are to complete the sign-in sheet located at the front desk.
- Consumption of prescription drugs without a physician’s authorization is not allowed. However, please note that the sentencing court will be notified of your prescription drug use if such use is determined by staff to be interfering with your programming or if the results of the random drug tests indicate that you are not using the prescription as directed by your physician (i.e., that you are taking more than the stated daily dosage).
- No weapons are permitted in the SCDRC. Also, no newspapers or magazines are permitted unless they are needed for a project in one of your group sessions.
- All cellphones need to be placed on silent/vibrate before entering the SCDRC. All purses, packages, briefcases, or backpacks brought into the SCDRC are authorized to be searched at any given time without reason or cause.

- You are not permitted to interact with staff or another participant in a manner that involves inappropriate touching, conversation, gesture, or insinuation – especially of an antagonistic, sexual, intimidating, or abusive nature.
- Unless directed by a staff member, you are not permitted in the administrative offices of the facility.
- You are not permitted to open closed doors, drawers, or cabinets unless instructed to do so by a staff member.
- You are required to submit to random urine drug tests and portable breath testing (PBT) for alcohol. You will have three hours to produce a urine sample and ten minutes to submit to the PBT.
- You are required to fully participate in all SCDRC programming. This includes all group and individual counseling sessions.
- You are required to report any changes in your daily schedule to SCDRC staff. **(In addition, any changes of home address, employment, medication, or phone numbers need to be immediately reported to staff.)**
- If you are employed, you are required to verify your employment by submitting your paycheck stub each week or every two weeks depending on when you are paid. You are required to notify SCDRC staff whenever there is a change in your work schedule.
- SCDRC phones are not to be used without supervision: participants are not permitted to receive personal phone calls at the SCDRC. SCDRC telephones are to be used only to call for a ride. Use of the telephone without first obtaining permission will result in your phone privilege being revoked.
- All homework assignments must be turned in on time as instructed by each group facilitator.
- Independent work time (i.e., journaling, computer searches, and other reading) is to be used constructively. Idle talking to pass the time is not permitted. Use all of the allotted time period to complete your work.
- Restroom breaks while groups are in process will not be allowed, unless a medical excuse from a licensed physician is provided to your group facilitator prior to the start of the group session.

- If you drive yourself to the SCDRC, you are not permitted to go to your vehicle during breaks.
- Unless directed by SCDRC staff, no food or drinks are permitted outside of designated areas.
- Each participant who enters the SCDRC is responsible for the upkeep of the facility. The last group of participants who use a group room during the morning and evening sessions is to police their particular group room before leaving to make sure chairs are pushed under tables, no paper is laying on desks or on the floor.
- Participants who smoke are responsible for picking up cigarette butts in the designated smoking area. The Manager of the SCDRC has the authority to suspend breaks and to impose a no smoking policy and will do so if trash and cigarette butts are not picked up.
- Attendance at “Open” off-site AA/NA meetings must be documented with verification to the SCDRC staff, if applicable.
- Be considerate of others in your comments and actions.

ADMINISTERING THE PROGRAM

The Somerset County Day Reporting Center (SCDRC) is funded through the Office of Justice Programs from October 1, 2015 to September 30, 2018. The SCDRC will provide a centralized location of services to the residents of Somerset County. The multitude of services, as well as transportation, will increase the compliance with conditions of probation/parole. The SCDRC will provide coordinated services, accountability, and a structured support system for all participants.

Progression in the programing is dependent upon your efforts to constructively engage yourself in all SCDRC activities.

Assessment

The staff will administer a variety of assessments to you in order to establish a foundation on which to begin appropriate treatment. Following these assessments an Individual Schedule is created that defines the components of the SCDRC in which you are expected to participate. Failure to fully participate with the programing outlined in your Individual Schedule is a major violation of SCDRC rules and regulations.

Treatment

If your offense is related to alcohol or drug use, or if your assessment indicated substance abuse or dependence, you will be required to participate in substance abuse treatment. You are required to participate in appropriate treatment and education groups in which you have been placed. Furthermore, you are required to constructively engage yourself on a daily basis in SCDRC classes.

Your treatment will be positively impacted by your efforts to consistently pursue regular attendance and constructive participation in groups and activities, abstaining from drug/alcohol use, receiving negative drug test results, and, in general, displaying a cooperative attitude.

Re-Entry/Aftercare

Before graduation, you should have stable housing and be employed or actively seeking employment/education. Aftercare, a key component of SCDRC programming model, addresses complex needs as you move into independent living. Services include pro-social family and community support, relapse prevention activities, pro-social cognitive decision-making, education and employment assistance, and continued alcohol and drug testing. You will continue on aftercare supervision and report to the SCDRC if deemed necessary.

ATTENDANCE

Unless directed otherwise, you are required to report to the SCDRC as specified by your weekly schedule. For new participants, weekly schedules are distributed on the first day of programming. You are to arrive on time and depart from the Center as your schedule indicates. You are required to leave the premises, including parking lot, within 15 minutes after programming has ended unless you have prior authorization from SCDRC staff to stay longer.

The SCDRC monitors your attendance by keeping track of your days present, days absent, and the days you are late. The reason for your absences or for being late (i.e., medical appointment, no call/no show, no ride, etc.) is also tracked.

The following SCDRC programming guidelines apply any time you may be absent from SCDRC classes:

- You are to contact the SCDRC any time you will be absent or late for programming. Failure to call will be considered a “No Call/No Show”. Missed days, regardless of the reason, will be made up by adding the day missed to the end of your projected completion date at the SCDRC.

- If you arrive more than 15 minutes late for class, the instructor has the authority to deny your entrance into the classroom and you will be deemed absent. Along with this, if you are tardy on a consistent basis, the instructor, after discussing the matter with your probation officer, has the authority to permanently remove you from the assigned class time which will jeopardize your standing with the SCDRC. Informing the instructor and your P.O., with adequate notice, of a possible time conflict can resolve any issue before it occurs.
- Illness - if the illness will cause you to miss or be late for SCDRC programming, you are required to call the SCDRC at least one (1) hour before your scheduled reporting time. If your illness causes you to be unable to attend SCDRC programming or community service, verification from your doctor may be required.
- Emergency - any emergency that would affect your SCDRC attendance should be reported as soon as possible. SCDRC staff will verify the emergency, as appropriate.

Please note, YOU are personally responsible for calling the SCDRC to report an absence. SCDRC staff will not accept calls from family members except in emergency cases whereby you are not able to use a phone.

COMPUTER USE POLICY

This acceptable use policy governs the use of computer resources at Somerset County Day Reporting Center. As a user of these resources, you must respect the rights of other computer users as well as the system. The SCDRC reserves the right to limit, restrict and/or extend computing privileges and access to its information resources. Users of the SCDRC owned systems are subject to having all activities on this system, including, but not limited to electronic mail, monitored by system or security personnel. Use of these systems constitutes consent to monitoring. Information derived from monitoring may be used as a basis for disciplinary or criminal proceedings.

User Responsibilities

- Use only those computer accounts and resources for which you have authorization.
- Be responsible for all accounts and passwords. If someone else learns your password, you must change it immediately.
- You are responsible for all electronic communications originating from your username.
- Report any unauthorized use of your resources to an appropriate authority, such as the DRC Manager or Probation Officer.
- Actions that alter, damage or disrupt the normal functioning of computer resources are prohibited
- Attempts to access or modify another user's computer resources are prohibited.

- Sending harassing, obscene, threatening, offensive e-mail or commercial junk mail is prohibited.
- Users shall not use the system for illegal or immoral purposes.

Enforcement

Users who violate any of the policies outlined above are acting outside of the SCDRC acceptable use policy. The user will be personally responsible and liable for such infringing activities. All information, in any format, stored by any means on the SCDRC computer is the sole property of the SCDRC and subject to inspection at any time without notice. Any offenses that violate this policy, local, State, or Federal laws will be referred to the appropriate disciplinary authorities or law enforcement authorities.

Conclusion

By participating in the use of the system provided by the SCDRC, you agree to be subject to and abide by this policy for your use.

DRESS CODE/APPEARANCE

The following dress code has been adopted and will be enforced:

- No clothing, jewelry or fashion accessories will be worn or carried into the SCDRC which are racially offensive, obscene, depict nudity, promote or advocate gangs, violence, guns or other illegal activities, or represent items associated with drugs, drug use, alcohol, alcohol use, or the paraphernalia associated with drug and/or alcohol use. This includes t-shirts, hats, etc., that display advertisements of alcoholic beverages and jewelry items bearing the likeness of such items as marijuana leaves, etc. If questions arise concerning the appropriateness of any item, the SCDRC staff will make the final determination.
- Appropriate clothing, including undergarments, is required at all times in the SCDRC. You are expected to maintain your appearance in a clean and appropriate manner. No provocative clothing may be worn in the SCDRC. Clothing needs to be reasonably clean and without tears or holes. You will not be allowed to attend programming if you are wearing inappropriate clothing. Non-admittance to programming due to inappropriate clothing will be counted as an unexcused absence.
- The following clothing will not be permitted: shorts, short skirts or dresses, halter-tops or midriff tops, muscle shirts, tank tops, mesh shirts, sweatpants of any kind, pajamas, and tight-fitting or revealing clothing.

- Hats or other head coverings are not permitted to be worn at any time inside the SCDRC.
- You are responsible for maintaining proper personal hygiene (i.e., daily bathing, brushing teeth, wearing deodorant, brushing/combing hair, etc.)

PRESCRIPTION POLICY

During your enrollment in the SCDRC Program there may be times you are prescribed medication that will test positive on the drug screens. In order to ensure you are not penalized for a positive drug screen due to a prescribed medication, you must provide a copy of all prescription medications to the Probation Officers (PO) to be placed in your file.

Documentation Guidelines

Documentation from your doctor or pharmacy will be accepted as long as the provider is identified and the document is authentic. Documentation must include the following: name of medication, dose, prescribing doctor, date, your name, number or amount of medication and directions for taking the medication. You are responsible to provide the name, address and phone number for the doctor or the pharmacy on the forms.

Current Medications

If you are signing this policy as a current program participant, you must provide a list of all your current medications within **3 business days** following the signing of this policy.

New Medications

When you are prescribed a new medication, you must provide the Probation Officers with a copy of the new prescription within **3 business days** of receiving the medication.

Failure to Comply

Failure to provide this information could result in refusal of the SCDRC to recognize the prescription you are using. The consequences could be one or more of the following: a positive drug screen, additional time in phase as deemed appropriate by the SCDRC Team, a sanction as deemed appropriate by the SCDRC staff or unsuccessfully discharged from the program.

VAN TRANSPORTATION PROGRAM

The SCDRC provides van transportation to Somerset County participants who do not have a driver's license and who do not have any other means of transportation to and from the SCDRC. Being referred to the SCDRC does not guarantee that transportation will be provided for you. Riding the van is a privilege that will be taken away if you violate any of the transportation program's rules. You will be advised of your eligibility to ride the van at the time you sign your SCDRC contract.

Your eligibility to ride the van may change during your stay at the SCDRC. Therefore, you are to advise staff immediately of any change in your status that may affect your eligibility to ride the van.

Eligibility Criteria to Ride Van

- Your license to operate a motor vehicle has been suspended by the Department of Motor Vehicles.
- You do not have any other means of transportation to and from the SCDRC.

Daily Call-In Requirements

The van will not automatically run every day. You will not be picked up if you do not call the SCDRC to advise that you need a ride. Do not depend on another participant to call for the van and expect to catch the van based upon your reliance that another participant has made the call for a ride.

Calling for a van ride and then not showing up is a minor violation and will be written up as such. If, after calling, you fail to show up for a ride on two occasions, your privilege to ride the van will be revoked and you will be required to find your own way to the SCDRC.

Van Route and Pick-Up Schedule

- The van will travel a set route based upon the location of SCDRC participant who are authorized to ride the van.
- The van will travel on main roads only and will stop only at designated pick up sites.
- Pick up schedules and locations for the van routes will be updated as needed to reflect changes due to participants entering and exiting the SCDRC program. Participants will be notified whenever changes are made in the schedule. **You must arrive 15 minutes prior to your pick-up time. The van will wait at a designated pick up site for no more**

than five (5) minutes before continuing to the next location.

- If, for whatever reason, the van does not run on a particular day, you are responsible for getting your own transportation to the SCDRC on that day. You will be notified whenever the van will not be making pick-ups.

Rules of Conduct While Riding the Van

- Alcoholic beverages and controlled substances are not permitted on the van. You will not be permitted on the van if you have alcohol or a controlled substance in your possession.
- You will not be permitted on the van if the van driver is of the opinion that you are under the influence of alcohol. You will also be denied permission to ride the van if the driver smells alcohol on you.
- You will not be permitted on the van if your behavior and actions indicate you are under the influence of a controlled substance. A controlled substance is a substance as defined by the Controlled Substance, Drug, Device, and Cosmetic Act.
- You will not be permitted to ride the van if you are combative or verbally abusive to the driver or another passenger.
- You will be removed from the van if you interfere, or attempt to interfere, with the operation of the van in any manner.
- You are not permitted to eat, drink, smoke, or chew tobacco while riding in the van.

The van driver is authorized to stop the van and remove any passenger(s) who, in the driver's opinion, is causing a disturbance which interferes with the safe operation of the van. A violation of any of the van rules of conduct will result in you permanently being prohibited from riding the van and will be written up as a major violation.

VIOLATIONS

The SCDRC operates with a system of imposed penalties for violations of day report center rules. Failure to comply with SCDRC rules will constitute a violation of your conditions of probation/parole. Participants who commit violations are subject to one or more of the following: written reprimand or unsatisfactory program dismissal.

Major Violations

A major violation may result in termination from the SCDRC program. If terminated from the program a Petition for Revocation of Probation/Parole/Intermediate Punishment will be filed. Some examples of major violations include, but are not limited to the following:

- A new criminal offense.
- Stealing property from the SCDRC.
- Absconding [for which your whereabouts are unaccounted for or unknown to the SCDRC staff].
- Threatening/abusive language, assaultive behavior or threatening with and/or use of weapons or objects that may be used as weapons.
- Repeated minor violations.
- Failure to notify SCDRC staff of new arrest(s)/charge(s) within 48 hours of said arrest(s)/charge(s).
- Failure to submit to a PBT (Portable Breath Test) for alcohol testing or failure to provide a urine sample for drug testing when requested.
- Any positive urine drug screen, or positive PBT alcohol test, received after the initial urine drug screen taken during your assessment.
- Interference with operation of the van.

Minor Violations

A minor violation may result in sanctions such as additional reporting requirements. Examples of minor violations include, but are not limited to the following:

- Derogatory or insulting remarks directed to or made about staff members.
- You do not constructively participate in programming.
- You do not attend programming.
- You do not report or call if changes occur in your schedule.

- You do not follow your daily schedule.
- You do not call the SCDRC to notify staff if you are unable to attend programming, but rather you simply fail to show up and do not call (referred to as “No Call/No Show”).
- You do not notify staff of changes in your living or work situations.
- You do not comply with SCDRC rules and regulations.
- You disrupt a group or individual session which warrants your removal from the group or individual counseling session.
- You call for a van ride and then do not show up at your designated pick up site.

An incident report will be completed whenever a violation of SCDRC rules occurs. SCDRC staff will determine, with the approval of the SCDRC Manager, the sanction to be imposed. Repeated minor violations will be considered a major violation and will result in the same sanction as a major violation. One of the following sanctions will be imposed, depending upon the seriousness of the violation:

- Written reprimand placed in your file.
- Written reprimand with imposition of sanctions such as written report and/or oral presentation concerning a topic chosen by SCDRC staff.

Even though the above sanctions are listed in order of severity, if your first violation is a major violation then you could be dismissed from the program without first having had a less severe sanction imposed. If the violation involved an incident on the van, you will lose your privilege to ride the van and you will be required to find your own way to and from the SCDRC.

Failure to keep in touch with SCDRC staff and failure to keep SCDRC staff honestly advised of problems, concerns, changes and other matters affecting SCDRC participation, and life in general, are very often the reason participants are unsuccessfully discharged from the SCDRC. **KEEP THE STAFF ADVISED OF WHAT IS GOING ON IN YOUR LIFE.**

DAYS OF OPERATION

The center is open Monday through Friday, 8:00 a.m. to 4:00 p.m., with extended hours on Thursdays. Services will be delivered Monday through Thursday from 8:00 a.m. to 12:00 p.m. and on Thursdays from 5:30 p.m. to 7:30 p.m.

During your time with the SCDRC, all classes assigned are expected and required to be attended. Closings for legal holidays or other reasons will be posted in the SCDRC lobby in advance of the events.

EMERGENCY CONTACTS

If you must contact SCDRC staff during non-duty hours, weekends, evenings, etc., for EMERGENCIES, you may call to leave a message. Please note that SCDRC staff will not be available to immediately return your call. Collect calls cannot be accepted by SCDRC staff.

ARREST(S) / NEW CHARGE(S) are NOT considered emergencies requiring you to contact SCDRC staff on weekends or evenings. These must be reported within two (2) working days of said arrest(s)/new charge(s), and can wait until the next business day to report. Report an arrest, etc. as soon as possible during our normal working hours.

CONSENT FOR DISCLOSURE OF INFORMATION

In order to be accepted into the SCDRC program, you must sign a release of information form to enable SCDRC staff to obtain and provide information relevant to your participation in the SCDRC programming.

Expectations

- The Manager and staff of the SCDRC will treat you with respect and deal with you honestly. Likewise, the Manager and staff expect the same courtesy from you.
- You are expected to report on time and check in with SCDRC staff person upon your arrival at the SCDRC.
- You are expected to attend and participate in all assigned meetings, classes, and groups.
- You are expected to call staff prior to an absence or late arrival.

The SCDRC staff all work together to not only ensure the safety of the public, but also work together to ensure that each participant has an opportunity to improve his/her life. Therefore, we hope and expect that you will give your best effort every day. Ultimately, the amount of effort you put into your programming will determine what you get out of it.

ACKNOWLEDGEMENT OF UNDERSTANDING AND AGREEMENT

PARTICIPANT COPY

I, _____, the undersigned, hereby acknowledge that I have read or had explained to me the contents of the Somerset County Day Report Center Participant Handbook and that I fully understand all of the information contained in the Handbook. I also acknowledge that I have received a copy of the Participant Handbook for my own use and that I do not have any questions about its contents.

I have fully disclosed and agree to provide proof of any mental or physical conditions that may affect my conduct and performance in SCDRC programming, including any prescription drugs I am taking. I agree to constructively participate in programming and to comply with all rules and regulations of the Somerset County Day Report Center.

Participant

Date

Witness: SCDRC Staff Member

Date