

LA PORTE COUNTY COMMUNITY CORRECTIONS

PARTICIPANT RULES AND REGULATIONS



**LA PORTE, INDIANA
EFFECTIVE: October 2014
REVISED: April 2018**

**LaPorte County Community Corrections
0368 South Zigler Road
LaPorte, IN 46350
PH: (219) 324-6304**

Do NOT write in this packet

Please do not write in this Handbook. All forms will be provided.

Vision

“Our vision is to provide an atmosphere where people can make a positive change and develop positive values and pro social behavior”

MISSION

“Our mission of LaPorte County Community corrections is to operate an intermediate, alternative sanction program that enhances coordination of the local corrections/criminal justice systems for diversion of target offenders from incarceration at the state level. To work with the community, courts and law enforcement in the development and delivery of programs that address crime, correctional alternatives and public perceptions. To search for treatment, education and counseling possibilities and then research develop and implement dynamic approaches to correctional issues. To monitor, guide and prepare offenders to be viable elements of society”

LaPorte County Community Corrections
Participant Handbook Receipt



I acknowledge receipt of the LaPorte County Community Corrections participant handbook. I understand that this booklet contains rules and policies governing my conduct while on the Community Corrections Program. This handbook as property of said program will not be removed from the facility. I further understand that after reading and signing the appropriate sheet, they will be kept with my Community Corrections records. I also understand that any violation of these rules and policies may result in disciplinary action against me, and/or removal from the program.

Printed Name: _____

Signature: _____

Witness: _____

Date: _____

LaPorte County Community Corrections

To: Applicants for LaPorte County Community Corrections program.

Re: Instructions for Application

Before being interviewed, read all rules and regulations of the program contained in this manual. When finished reading, fill out the application completely. Failure to fill out the application completely can be grounds for turning your application down.

We require that you notify LaPorte County Community Corrections of any changes in address, employment status or change in court dates. Failure to do so can result in your not being admitted.

Subject: Goals and Objectives

1. To divert felons and misdemeanants from the LaPorte County Jail and the Indiana Department of Corrections.
2. To minimize risk to public safety by ongoing monitoring of participant behaviors.
3. To address the rehabilitative needs of the incarcerated offenders through referral to community resources.
4. To maintain productivity of offenders by allowing continuation of employment while serving a sentence. To increase skills by providing Adult Basic Education to participants, helping participants find any counseling that they are in need of and reducing their overall risk and needs.

General Rules and Regulations

- As a participant of the LaPorte County Community Correction Program, it shall be required that you adhere to the following rules and regulations. Further specific guidelines and instructions will be provided to you if accepted onto the program.
- I hereby agree to the LaPorte County Community Corrections agreement. I understand that any violation of this agreement will result in disciplinary action against me and may result in my removal from any LaPorte County Community Corrections Program.
- I further understand that any violation of this agreement may result in the loss of credit time and/or a change in credit time classification in accordance with (IC 35-50-6-5) or loss of privileges.
- I understand that evidence obtained in any Community Corrections violation will be admissible in court and will be used against me in any violation proceedings.
- I hereby waive my Fourth Amendment rights with regard to search and seizure by any law enforcement officer while at the facility or on the Community Corrections program.
- I understand that this agreement shall remain in effect until I am discharged from my sentence.
- I hereby agree to waive extradition from any other state of jurisdiction and agree to return to LaPorte County at the request of the Sheriff of LaPorte County.
- I understand that my place of residence while on the Work Release Program shall be the LaPorte County Community Corrections Facility. I must maintain housing deemed appropriate by LaPorte County Community Corrections while on any program.
- I agree to submit to breath, urine or blood test for alcohol use at the request of the Community Corrections staff or any law enforcement officer.
- I understand that failure to return to the facility as instructed is a criminal act and a charge of escape may be filed against me. ***Note: It is a Level 6 Felony crime punishable by six months to two and one half years if you fail to report back to LaPorte County Community Corrections as and when required.***
- I will not operate any motor vehicle without permission of LaPorte County Community Corrections. On any Community Corrections program a valid driver's license, proper vehicle registration and insurance as required by Indiana Law are mandatory.
- I agree to submit to an IRAS (Indiana Risk Assessment System) evaluation. I further agree to enroll and complete all courses and/or programs recommended by the Community Corrections Staff.
- The Coordinator may notify the sentencing Court and Probation Department of all recommended classes and/or programs completions and non-completions.
- The LaPorte County Community Corrections Programs and the County of LaPorte, its personnel, employees, staff and agents will not be liable for any loss or damage to property brought into the facility. By voluntary possession of such property in the Work Release facility, the participant releases all claims of any nature which may exist or occur in the future relative to such property.

- I understand that the Community Corrections Program and the County of LaPorte, its personnel, employees, staff and agents are not liable for any medical expenses, problems or injuries I incur while on and Community Corrections program or at my place of employment.
- I understand that if I fail to abide by the rules of any LaPorte County Community Corrections program I may lose Credit Time or be expelled from the program and subject to court imposed sanctions. **Additionally, I may be sanctioned to Work Release from another component for rules violation as a result of an administrative hearing.** I understand that if I commit a criminal act or act in a manner that constitutes and immediate threat to the security of any LaPorte County Community Corrections program or the staff personnel I will be placed in the LaPorte County Jail.
- The Field Officer Coordinator will immediately notify the sentencing Court and Probation Department of the facts and circumstances that necessitated the removal.
- I agree to submit to body substance screening for use of drugs and understand that this will be at my expense. A violation of this section will occur with results showing the presence of any unauthorized, unreported or illegal drug, drug metabolite or drug by-product.
- I authorize community corrections to disclose the results of any drug screening test performed at LCCC to probation, all Courts, law enforcement, community corrections, prosecutors, defense counsel and/or any agent of those entities for the purpose of monitoring my compliance in the program. I understand that this consent will terminate upon the closure of my case by the court or upon my termination of the length of my probation, community corrections sentence or participation in any problem solving court.
- I agree to all disclosures necessary for monitoring compliance with the terms of problem solving court rules, probation/community corrections/diversions. Refusal or revocation of consent prior to conclusion of supervision shall be a violation of the terms of pre-trial, problem solving court rules, probation/community corrections or diversion.
- I agree to submit to a polygraph examination or voice stress examination at the request of the Community Corrections office in regard to actions or events occurring while participating in any Community Corrections Program.
- I agree not to enter into any contract, borrow money, purchase property in excess of \$200.00 or open any charge of financial account without the permission of my Field Officer.
- I agree that I will not live with anyone on probation, parole, community corrections. The only exception is if I am legally married to the other person.

Printed Name: _____

Signature: _____

Witness: _____

Date: _____

PROCEDURES FOR ADMISSION

Once a staff member has interviewed the applicant and the application filled out, an admission review will be conducted. This review will include criminal records, all previous jail conduct records, health and treatment history and personal history. This review may also include interviews with police, probation officers, family, friends, neighbors, employers and co-workers.

The LaPorte County Community Corrections Executive Director, Assistant Director, Intake Team Program Supervisor or intake analyst must approve each applicant for admission.

Please remember that acceptance into this program is not a right, *IT IS A PRIVILEGE* and future opportunity for participants in the program will depend on the track record of people such as you. Please work with staff if any problems arise. We are working toward the same goal.

USER FEES

The following is a list of fees that are required to maintain proper eligibility in the Work Release or Electronic monitoring Program. If a participant becomes more than \$300.00 behind on his/her fees, steps may be taken to remove the participant from the program. The participant may be required to sign a contract of payments to achieve getting the arrearage below \$300.00 and may be in jeopardy of being removed if \$300.00 is surpassed again in arrearage. These fees should be looked at and figured into your budget. Effective January 1, 2017.

Program fees are calculated at the hourly rate you are paid currently at your job. The daily rate is a minimum of \$12.00 daily for Work Release. Electronic monitoring is a minimum of \$14.00 daily. If you are paid a salary amount the salary will be divided by 52 weeks, then 40 hours a week to get the hourly rate. Day Reporting is an administrative fee of \$100.00.

Also note that your fee schedule may be modified depending on specialty of equipment you may be placed on. Fees must be paid weekly either in the officer or online with a transaction fee at: <http://www.laportecounty.org>

FEE SCHEDULE

A. WORK RELEASE

YEARLY INCOME	HOURLY INCOME	DAILY FEE	WEEKLY FEE
0 TO \$14,999.99	\$5.25 TO \$7.21	\$12.00	\$84.00
\$15,000 TO \$19,999.99	\$7.22 TO \$9.61	\$15.00	\$105.00
\$20,000 TO \$24,999.99	\$9.62 TO \$12.01	\$18.00	\$126.00
\$25,000 TO \$29,999.99	\$12.02 TO \$14.42	\$21.00	\$147.00
\$30,000 TO \$34,999.99	\$14.43 TO \$16.82	\$24.00	\$168.00
\$35,000 TO \$39,999.99	\$16.83 TO \$19.23	\$27.00	\$189.00
\$40,000 TO \$44,999.99	\$19.24 TO \$21.63	\$30.00	\$210.00
\$45,000 TO \$49,999.99	\$21.64 TO \$24.03	\$33.00	\$231.00
\$50,000 TO \$54,999.99	\$24.04 TO \$26.44	\$36.00	\$252.00

For each additional \$5,000.00 increase in annual income an additional \$3.00 per day is assessed.

Community Transition Program is subject to fees related to current program. You are required to pay daily rates.

LaPorte County Community Correction's fees are set by the LaPorte County Community Corrections Advisory Board.

FEE SCHEDULE -- GPS-SCRAM-HOME DETENTION

YEARLY INCOME	HOURLY INCOME	DAILY FEE	WEEKLY FEE
0 TO \$14,999.99	\$5.25 TO \$7.21	\$14.00	\$98.00
\$15,000 TO \$19,999.99	\$7.22 TO \$9.61	\$17.00	\$119.00
\$20,000 TO \$24,999.99	\$9.62 TO \$12.01	\$20.00	\$140.00
\$25,000 TO \$29,999.99	\$12.02 TO \$14.42	\$23.00	\$161.00
\$30,000 TO \$34,999.99	\$14.43 TO \$16.82	\$26.00	\$182.00
\$35,000 TO \$39,999.99	\$16.83 TO \$19.23	\$29.00	\$203.00
\$40,000 TO \$44,999.99	\$19.24 TO \$21.63	\$32.00	\$224.00
\$45,000 TO \$49,999.99	\$21.64 TO \$24.03	\$35.00	\$245.00
\$50,000 TO \$54,999.99	\$24.04 TO \$26.44	\$38.00	\$266.00

The above is the fee payment schedule as approved by the LaPorte County Community Corrections Advisory Board Resolution. Nothing in this resolution shall be construed to either prevent such future adjustments nor limit the ability of the Advisory Board to put into effect any adjustments as they deem necessary and appropriate from time to time.

These figures are based on “GROSS” incomes and without any overtime included (a 40 hour work week). On the figures, we will deduct any child support or like fees, mandatory union dues or any other deductions per I.D.O.C. regulations; off of the hourly amount before your fee payment is figured. Once your fee schedule is determined it will not change during your sentence. This means that if you work overtime or find a better paying job or receive raises you fees will not go up. Also, if you change jobs to a lower paying job it will not decrease.

**LaPorte County Community Corrections
0368 South Zigler Road
LaPorte, IN 46350**

PERMISSION FOR RELEASE/RECEIPT OF INFORMATION



TO: WHOM IT MAY CONCERN

Date:

I hereby authorize the staff of the LaPorte County Community Corrections Program to release progress reports concerning my conduct, as well as written results of duly administered breath and urine tests to any law enforcement agency, probation officer, parole officer, prosecutor, sentencing court, family doctor/dentist or current employer during my period of supervision with LaPorte County Community Corrections. I also authorize any of the aforementioned entities to release information regarding me to LaPorte County Community Corrections staff.

I authorize community corrections to disclose the results of any drug screening test performed at LCCC to probation, all Courts, law enforcement, community corrections, prosecutors, defense counsel and/or any agent of those entities for the purpose of monitoring my compliance in the program. I understand that this consent will terminate upon the closure of my case by the court or upon my termination of the length of my probation, community corrections sentence or participation in any problem solving court.

I agree to allow disclosures necessary for monitoring compliance with the terms of problem solving court rules, probation/community corrections/diversions. Refusal or revocation of consent prior to conclusion of supervision shall be a violation of the terms of pre-trial, problem solving court rules, probation/community corrections or diversion.

I also authorize my employer to release any records relating to my employment in writing or verbally to an authorized staff member of LaPorte County Community Corrections.

Printed Name: _____

Signature: _____

Witness: _____

Date: _____

COMMUNITY CORRECTION POLICY CONCERNING SEARCH AND SEIZURES

Waiver of Fourth Amendment Rights

CAUTION: The following document is legally binding. Read and understand it before signing.



In consideration of the opportunity to participate in a Community Corrections program rather than serve my sentence through the Department of Correction or other secure or more restrictive environment, I acknowledge and agree that I hereby waive my rights concerning searches and seizures under the Fourth Amendment of the United States Constitution and under Article 1, 11 of the Indiana Constitution while on site or participation in the program. Specifically, I hereby consent to allow employees of Community Correction or law enforcement officers to search my person or property without a warrant and without probable cause.

I agree that such a search is permissible during day or night and includes without limitation entrance into or searched of my residence, my telephone, and computing device of mine, secure containers and vehicles. Such searches may take place in my presence or outside of my presence and with or without prior notice to me.

I further understand and agree that all areas of the Work Release Facility are subject to search including without limitation lockers, drawers or other area of the facility.

I further understand and agree that such searches will not be conducted arbitrarily or for the purposes of harassment but will be conducted in a manner that is reasonably related to Community Corrections goals of public safety, rehabilitation and/or deterrence of future criminality.

I further understand and agree that any evidence found as a result of such a search of my person or property may be used as evidence against me in a disciplinary hearing, court of law or otherwise.

Printed Name: _____

Signature: _____

Witness: _____

Date: _____

COMMUNITY CORRECTIONS POLICY CONCERNING DRUGS AND ALCOHOL



CAUTION: The following document is legally binding. Read and understand it before signing.

Participation in and LaPorte County Community Corrections Program is voluntary. Those who apply must understand that they do so of their own free will. Additionally, those who apply *must understand* that the program has a *zero tolerance of alcohol and drugs*. Therefore every applicant for any LaPorte County Community Corrections Program is required to sign the following document prior to being accepted into the program.

If admitted into any LaPorte county Community Corrections program I understand and agree to the following terms.

- A. That if I test positive for Marijuana, K2/Spice, Bath Salts or any other illegal drug or possess or consume alcohol, I may immediately be taken back to jail subject to removal from the program. In addition, I may also lose all good time credit toward my sentence.**
- B. If I am on probation while on any Community Corrections Program and I have a positive drug test I also understand that a formal charge of probation violation may be filed with the court.**
- C. If I am removed from any Community Corrections program for any of the above reasons, I understand that I may not be eligible for the program in the future.**
- D. Failure to have payment at the time of the screen and/or failure to report the same day you are required to test is considered a refusal to submit to testing.**

I authorize community corrections to disclose the results of any drug screening test performed at LCCC to probation, all Courts, law enforcement, community corrections, prosecutors, defense counsel and/or any agent of those entities for the purpose of monitoring my compliance in the program. I understand that this consent will terminate upon the closure of my case by the court or upon my termination of the length of my probation, community corrections sentence or participation in any problem solving court.

I agree to all disclosures necessary for monitoring compliance with the terms of problem solving court rules, probation/community corrections/diversions. Refusal or revocation of consent prior to conclusion of supervision shall be violation of the terms of pre-trial, problem solving court rules, probation/community corrections or diversion.

By my signature below, I acknowledge that I have read and understood all of the above and agree to all disciplinary terms as stated.

I agree to submit to urinalysis or breath test when requested by Community Corrections personnel, law enforcement officer or sentencing court.

Printed Name: _____

Signature: _____

Witness: _____

Date: _____

Code of Conduct MAJOR OFFENSES

CLASS "A" OFFENSES

___ **100 Violation of law**

Violation of any federal, state or local criminal law or committing any additional criminal acts.

- a) The filing of information in any court charging a criminal offense.
- b) Failure to advise staff of your being questioned, stopped, arrested or investigated by any law enforcement officer.
- c) Any violation of the court order.
- d) Any violation of your conditions of probation

___ **102 Assault/Battery**

Committing battery/assault upon another person with a weapon (including the throwing of bodily fluids or waste on another person) or inflicting serious bodily injury.

___ **103 Rioting**

Encouraging, directing, commanding, coercing or signaling one or more other person to participate in a disturbance in a Community Corrections facility caused by a group of two (2) or more offenders which creates a risk of injury to persons or property or participating in such a disturbance or remaining in a group where some members of the group are participating in such a disturbance.

___ **106 Possession of dangerous/deadly/contraband/property**

Possession or use of any explosive, ammunition, hazardous chemical (e.g. acids or corrosive agents) or dangerous deadly weapon.

___ **108 Escape**

Intentionally fleeing from lawful detention or knowingly or intentionally failing to return to lawful detention following temporary leave or other authorized absence granted for a specific purpose or time period within four (4) hours after the designated return time.

___ **111 Conspiracy/attempting/aiding or abetting**

Attempting or conspiring or aiding and abetting with another to commit any offense.

___ **113 Trafficking**

Engaging in trafficking (as defined in IC 35-44-3-9) with anyone who is not or also who is an offender residing in the same facility.

___ **114 Sexual Act with a Visitor**

Contact of a sexual nature by an offender with a visitor while in Work Release (does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)

___ **115 Sexual Act with another Offender**

Contact of a sexual nature by an offender with another offender while in Work Release (does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)

___ **116 Refusing a Mandatory Program**

Refusing to participate in a mandatory program to include: failure to register for the program, failure to comply with the criteria for participation in the program, failure to cooperate with the staff presenting the program and being terminated from the program based upon failure to participate or for other behavioral reasons.

- a) I agree to submit to the IRAS (Indiana Risk Assessment System) or any other evaluation deemed necessary by LaPorte County community Corrections and further agree to enroll and complete all courses and/or programs recommended by LaPorte County Community Corrections, Probation or the Court.
- b) If placed on the Global Positioning System (GPS) or other electric monitoring platform such as SCRAM (Secure Continuous Remote Alcohol Monitoring) I agree to follow all conditions related to the monitoring equipment assigned to me. I am ordered to follow the directions of properly charging the unit as follows. I must Charge the GPS monitoring unit two consecutive hours every day. If the unit should die I must charge it for four consecutive hours.

___ **117 Assault on Staff**

Committing battery/assault upon any staff person including contractors and volunteers which results in bodily injury or serious bodily injury (including the throwing of body fluids or waste on a staff person.)

___ **118 Sexual Act with Staff**

Contact of a sexual nature by an offender with a staff person including: contact between the penis and the vagina or the penis and the anus including penetration, however slight; contact between the mouth and the penis, vagina or anus; or penetration of the anal or genital opening of a staff person by a hand finger or other object. (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)

___ **120 Violation of condition of a Temporary Leave**

Failure to abide by an rules/conditions of the Temporary Leave Agreement.

- a) Being “out of bounds” (when you are not where you are supposed to be during the time frame you are released and for the intended purpose of the granted leave time.)
- b) Any violations of the conditions of employment agreement.
- c) Failure to obtain employment per the admittance guidelines
- d) Failure to maintain employment. Any employment obtained while on the program you will be required to retain for a period of 30 days. You are required to give two weeks’ notice to all employers if you wish to resign from employment.
- e) Failure to return to the Work Release facility or your residence if you are released early from work, lose your job or as instructed by LaPorte County Community Corrections staff.
- f) Leaving your place of employment without the approval of your employer and/or LaPorte County Community Corrections staff. Failure to report to employment or any assignment after being released for that purpose.
- g) Leaving LaPorte County without the written permission by a LCCC staff member.
- h) I understand that I am not allowed to leave the facility for the purpose of work if the work is volunteered, unpaid and/or “off the clock”. I understand that I may not work more than 70 hours per week. I must be in the building 8 consecutive hours per day (if in Work Release.)
- i) You are not to leave the interior of your residence at any time without receiving permission to do so by LaPorte County Community Corrections.

___ **121 Payment of Fees**

Voluntary failure to Pay User Fees in accordance with policy.

I agree to pay all fees and deposits required by LaPorte County Community Corrections.

- a) Drug Screen fees are to be paid in full at the time the sample is provided.
- b) I agree to keep all user fees under \$300.00 at any time
- c) **All accrued fees must be paid in full before completion of any Community Corrections program.**

CLASS B OFFENSES

___202 Possession or Use of Controlled Substance or Alcohol

Possession or use of any unauthorized substance controlled pursuant to the laws of the State of Indiana or the United States Code or possession of drug paraphernalia.

- a) Consumption or possession of medication requiring a prescription without proper medical authorization.
- b) Consumption or possession of alcohol.
- c) Failure to pass a breath test for alcohol.
- d) I will not consume anything containing alcohol (i.e. liquid cold medicine, cough syrup, mouthwashes or powdered alcohol, etc.)
- e) Consumption or possession of synthetic cannabinoids (K2/spice), Bath salts or any other intoxicating substance/liquid.

___203 Refusal to submit to testing

Refusal to submit to any testing or sampling required by statute (e.g., DNA sampling) or refusal to submit to a test to determine the presence of alcohol or a controlled substance as ordered by staff, including failure to provide an adequate or unadulterated specimen for testing purposes.

- a) Failure to report to Community Corrections Work Release Center the same day you are required to test randomly within our business hours is considered a refusal to Submit.
- b) Failure to pay associated fees with the drug screen resulting in a rejection of testing is considered a refusal to submit.
- c) Tampering, switching, adulterating, diluting or in any manner attempting to provide deceptive urine specimens will be considered a refusal to submit a specimen.

___207 Possession of Electronic Device

Unauthorized alteration, unauthorized use or possession of any electronic device including but not limited to: electronic Monitoring equipment, computer, computer software, cellular telephone, pager, PDA, computer disc, CD/DVD, recording tape (audio or video) or associated hardware, (This offense includes accessing computer, software, the internet, a facility LAN, etc., or using such in a manner not authorized by LaPorte county community Corrections and the alteration of authorized electrical devices, such as televisions, fans, etc., for unauthorized purposes, e.g., charging cellular telephones.)

___208 Security Threat Group/Unauthorized (Organizational Activity)

Engaging, pressuring or authorizing others to engage in security threat group or unauthorized organizational activities, meetings or criminal acts; displaying, wearing, possessing or using security threat group or unauthorized organizational insignia or materials; or giving security threat group or unauthorized organizational signs. Unauthorized organizational activity shall include engaging in the above activities by or on behalf of an organization that has not been approved by LaPorte County Community Corrections.

___209 Using curtains, coverings or any other matter or object in an unauthorized manner that obstructs or otherwise impairs the line of vision into an offender's cell, room or bunk or which obstructs or otherwise impairs any viewing panel or surveillance equipment either audio or visual within the facility.

- a) Refusal/Failure to allow a Community Corrections officer or other Law Enforcement Officer access to my ENTIRE residence will result in a sanction and possible removal from LCCC. Failure to answer the door/phone for an officer.
- b) I understand that all pets must be confined so that any officer may enter my residence without fear of being attacked.
- c) I understand that I must have a working telephone with no special calling features for the entire term of my placement on electronic monitoring.
- d) Refusing to follow directions related to charging the Global Positioning System (GPS) monitoring unit assigned to you. Allowing the unit to lose charge and switch off or charging the unit in excess causing damage to the monitoring unit.

- e) Tampering, altering, defeating electronic monitoring equipment & failing to charge.
- f) I understand that I must have a permanent place of residence and must have approval from LaPorte County Community Corrections at least 72 hours prior to any change of residence. Hotels/Motels are not acceptable. LCCC can refuse a change in residence and no current participant is allowed to live with any other current participant unless legally married and approved by LCCC staff.

___ **212 Assault/Battery**

Committing a battery/assault upon another person without a weapon or inflicting bodily injury.

___ **213 Threatening**

Engaging in any of the following:

- a) Communicating to another person a plan to physically harm, harass or intimidate that person or someone else.
- b) Communicating a plan to cause damage to or loss of that person's or another person's property.
- c) Communicating a plan to intentionally make an accusation that he/she knows is untrue or false
- d) Establish or any attempt to establish any type of dorm/facility boss system.

___ **215 Unauthorized Possession of Property**

Unauthorized possession, destruction, alteration, damage to or theft of county property or property belonging to another.

- a) Possession of contraband including but not restricted to weapons, tobacco, drugs or anything that is not on the approved participant property list and not approved by the director.

___ **216 Sexual Conduct**

Engaging in any of the following:

- a) Sexual intercourse as defined in these administrative procedures with consent of the other person.
- b) Sexual contact as defined in these administrative procedures with the consent of the other person.
- c) Requesting, hiring or telling another person to have sexual intercourse or sexual contact.
- d) Exposing his/her own intimate parts to another person for the purpose of sexual arousal or gratification.
- e) Having contact with or performing acts with an animal that would be sexual intercourse or sexual contact if with another person.
- f) Clutching, fondling or touching the offender's own intimate parts for the sexual arousal of the offender or others whether clothed or unclothed while observable by other.

___ **218 Possession of Plans for Weapons/Escape**

Possession of literature or plans regarding an explosive, ammunition or a dangerous or deadly weapon.
Possession of escape paraphernalia.

___ **222 Arson**

Setting a fire without authorization.

___ **223 Group Demonstration/Work Stoppage**

Engaging in or encouraging others to engage in a group demonstration, work stoppage or refusal to work.

___ **226 Tampering with Locks**

Tampering with, altering or blocking any locking device or mechanism or possession of any device that may be used to pick locks.

- a) Tampering with any ventilation, plumbing, electrical, recreational or communication systems or any emergency fire or regular doors.

- ___ **228 Possession of Altered Property**
Unauthorized possession of any item of property that has been altered or modified from its intended use for the purpose of being used as a weapon.
- ___ **230 Counterfeit Documents**
Counterfeiting, forging or unauthorized reproduction or possession of any document, article, identification, money, passes, security or official paper.
- ___ **233 Bribing/Giving**
Giving or offering a bribe or anything of value to a staff member, authorized volunteer, visitor or contractor Or giving to or accepting from any person anything of value without proper authorization.
a) Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others.
- ___ **235 Fleeing/Resisting**
Fleeing or physically resisting a staff member in the performance of his/her duty.
- ___ **236 Disorderly Conduct**
Disorderly conduct: exhibiting disruptive and violent conduct which disrupts the security of the facility or where the offender is located.
- ___ **243 Filing Frivolous Claims**
Filing a civil claim or action found to be frivolous, unreasonable or groundless by a federal, state or administrative court.
- ___ **246 Possession of Offensive Material**
Unauthorized possession and/or display of any symbol, paraphernalia, photograph or any other item or behavior which is prohibited by LCCC policies, procedures or rules which is offensive based upon an individuals' gender, race, religion, ethnic or personal background or which may intimidate another person based upon their gender race, religion, ethnic or personal background such as materials relating to a security threat group.
- ___ **247 Possession or Solicitation of Unauthorized Personal Information**
Possessing or soliciting unauthorized personal information regarding another offender, ex-offender, victim/witness or current or former staff person including but not limited to personnel files, offender packets, medical or mental health records, photographs, Social Security Numbers, home addresses, financial information, or telephone numbers except as authorized by a court order or as approved in writing by the facility director.
- ___ **250 Community Transition Program Violations**
Commission of any of the below acts by Community Transition Participants:
a) Refusing employment or the opportunity to seek employment, resigning or being discharged from employment without the approval of the facility director.
b) Failure to turn in all wages, tips, monetary compensations, pay stubs or statements of earnings to staff.
c) Securing or using any identification card unless approved by the facility director or designee to possess and employment identification card from the offender's approved place of employment.
d) Failing to report to work/school as scheduled, being absent from work/school, failing to return to the center/program within prescribed time limits unless approved by the facility director.
e) Failure to go to or from the approved destination by the approved route or approved method of transportation.
f) While in the Community Transition Program refusing to obey an order from any staff member.
g) While in CTP refusing to work or accept work, program or housing assignment, unauthorized absence from a work or program assignment.

- ___251 **Lying to Anyone**
Lying or providing a false statement.
- ___252 **Refusing an Order**
Refusing to obey an order from any staff member. An offender may be guilty of this offense if the offender knew or reasonably should have known that the order existed or was in effect.
- ___253 **Insolent/Vulgar/Profane Behavior**
a) Throwing or projecting any item.
- ___254 **Unauthorized Contact**
Unauthorized contact with the public including physical contact with a member of the public or oral communication with the public which has not been approved by staff.
a) Any unauthorized non-sexual interaction between a Work Release participant and a Work Release participant of the same and/or opposite sex. **Male and female participants are to have NO form of communication inside/outside of the facility except when necessary during employment.**

MINOR OFFENSES

CLASS “C” OFFENSES

- ___302 **Sexual Gestures**
Making overtures of a romantic nature of sexual gestures towards another person.
- ___304 **Disfigurement**
Disfiguring, cutting, piercing, removing, mutilating, discoloring, tattooing anyone’s body, including one’s own body, or possession of paraphernalia that can be used for this purpose.
- ___305 **Use/Possession of Tobacco inside of LaPorte County Work Release Center**
Possession and/or use of tobacco, tobacco associated products or unauthorized tobacco substitute products (including but not limited to cigarette lighter, pack of matches, rolling papers, etc.)
a) Use of tobacco or tobacco products in any form in an unauthorized area.
- ___307 **Unauthorized Possession of Food Items**
Food and/or drink are not allowed in the dorm, classrooms or laundry room. The only place food and drink are allowed is in the day room or drink (water) if necessary for the consumption of medicine in the check in area.
- ___346 **Business Activity**
Unauthorized participation in any business activity or any activity not authorized.
- ___351 **Unauthorized Meeting**
Participating in any unauthorized meeting or gathering.
- ___353 **Unauthorized Possession of Property**
Any unauthorized possession, alteration, removal or relocation of personal property.
- ___360 **Disruptive Behavior**
Disruptive, unruly, rowdy conduct, making unreasonable noise or disturbing other people, arguing or horseplay.

- ___ **361 Abuse of Mail/Telephones/Visits**
Unauthorized use or abuse of mail, telephones or visitation.
- ___ **363 Community Transition Program Violations**
Commission of any of the below acts by Community Transition Program participants:
- a) Refusing employment or the opportunity to seek employment, resigning or being discharged from employment without the approval of the facility director.
 - b) Failure to turn in all wages, tips, monetary compensations, pay stubs or statements of earnings to staff.
 - c) Securing or using any identification card other than the approved offender identification card unless approved by the facility director or designee to possess and employment identification card from the offender's approved place of employment.
 - d) Failing to report to work/school as scheduled, being absent from work/school, failing to return to the center/program within prescribed time limits unless approved by the facility director.
 - e) Failure to go to or from the approved destination by the approved route or approved method of transportation.
- ___ **364 Interfering with Staff**
Interfering with a staff member in the performance of his/her duties.
- ___ **366 Unauthorized Area**
Entering or remaining in a room or area other than the room or area to which the offender is assigned, without permission of authorized staff or leaving a room or area where the offender is required to be, without permission of the staff person supervising the activity or without a valid pass to go somewhere else at that time. This offense includes entering the living area (cell, bed area, etc.) of another offender without permission from staff or facility rules or permitting another offender to enter the offender's living area without permission from staff or facility rules and includes reaching or leaning into or putting any object or part of the body into another offender's living area.
- ___ **367 Gambling**
Gambling or possession of gambling paraphernalia, preparing or conducting a gambling pool, lotter, drawing or other game of chance.
- ___ **370 Cruelty to Animals**
Striking, hitting, punching or kicking any animal or deliberately abusing or mistreating any animal including those under the care and control of the Department.
- ___ **371 Inadequate Work/Study Performance**
Failing to meet the standards set for performance on a work assignment or program assignment if the offender has the ability to meet those standards including: failure to submit program assignments, deliberately participating in a work slowdown, refusing to follow work standards established for a work assignment.
- ___ **373 Punctuality and Attendance**
Failure to attend and be on time for all activities for which an offender is scheduled unless:
- a) The offender is sick and reports this to staff as required by the facility.
 - b) The offender has a valid pass to be in another location.
 - c) The offender is authorized not to attend the event or activity.
- ___ **374 Loitering**
There will be no loitering outside the Work Release facility.

CLASS “D” OFFENSES

___ 465 Violating Facility Rule

Violating any facility rule, regulation, or standing order if said rule, regulation, or standing order has been posted or otherwise communicated to the offender.

___ 469 Violation of Safety/Sanitation Rules

Failure to follow safety or sanitation regulations, using any equipment or machinery unless specifically authorized to do so or operating such equipment or machinery in a manner contrary to instructions or posted standards.

- a) Violation of the cleaning or laundry policy.

___ 472 Failure to Maintain Personal Hygiene Standards

Being unsanitary or untidy; failure to keep ones person or ones quarters in accordance with standards which have been posted or otherwise communicated. This offense includes failure to maintain personal cleanliness or grooming to the point that the offender presents a health hazard or is offensive to others and who has knowledge of this condition and the opportunity to correct it. Offenders shall be expected to shower at a minimum of once per week unless the offender has a documented medical excuse.

- a) Violation of the Hair Grooming Policy
- b) Failure to follow dress code requirement
- c) Wearing unauthorized or inappropriate clothing.

Violation Procedure

RIGHTS

ALL PARTICIPANTS HAVE THE FOLLOWING RIGHTS CONCERNING THIS MATTER IF THE SANCTION IS LOSS OF EARNED GOOD TIME CREDIT OR REMOVAL FROM PROGRAM/CHANGE IN PROGRAM PLACEMENT:

- 1) You will be given a written notice of violation within three (3) business days of the discovery of the conduct violation. You are requested to sign the written notice of infraction when delivered to you to acknowledge that you have received it and are aware of the charge.
- 2) You will be scheduled for a hearing before a Hearing Officer within 72 hours of the time you are given you Notice of Infraction of the charge, excluding weekends and holidays. The disciplinary hearing will be held preferably within seven (7) working days from the date of the incident or from the date the employee first becomes aware of the alleged violation. You may request a copy of your hearing form.
- 3) You will have this time to prepare for the hearing.
- 4) You have the option to admit your guilt and waive your hearing.
- 5) You have the right to have an impartial Hearing Officer.
- 6) You have the right to appear and speak in your own behalf.
- 7) You may call witnesses, it is your responsibility to contact them but if not practical for safety and security reasons you may be asked to submit questions you want asked of them. Witnesses may be other participants or staff. The number of witnesses for you may be limited to three (3). At the end of the hearing the Hearing Officer will review the facts and testimony and will make a finding. You may request a copy of the findings. If you are found not guilty all reference will be removed from your file. This is not a legal hearing and you do not have the right to counsel. If you choose to have a counsel for witness they will be interviewed separately.
- 8) You have the right to have the assistance of a lay advocate (the department will require that the advocate be an employee of or a fellow participant of the same sex in the same facility.)
- 9) You have the right to have an administrative review of the Hearing Officers decision by the Coordinator upon written objections by you submitted within seventy-two (72) hours after an adverse determination of the Hearing Officer.
- 10) Hearings are to simply find guilt or innocence. If you admit guilt there is no need for a hearing and a disposition will be completed. You do not have a say in the sanction and a hearing will not change the sanction.

VIOLATION SANCTIONS

Class “A” Major Violation Sanctions

- a. Termination from the program and/or
- b. Loss of good time credit
- c. Work assignments/ in house cleaning
- d. Written reprimand/or loss of privileges

Class “B” Major Violation Sanctions

- a. Termination from the program
- b. Loss of good time credit
- c. Work assignments/ in house cleaning
- d. Written reprimand/or loss of privileges
- e. Reduction in Credit Time

Class “C” Minor Violation Sanction

- a. Work Assignment/In house duties
- b. Loss of Privileges
- c. Written reprimand

Class “D” Minor Violation Sanction

- a. Work Assignment/In house Duties
- b. Loss of privileges
- c. Written reprimand

A guilty plea or finding may result in the imposition of any sanction or combination of sanctions. The maximum allowable sanctions for each class offense are as follows:

	Class “A”	Class “B”	Class “C”	Class “D”
Sanction				
Loss of Earned Credit Time	6 months	3 months	None	None
Reduction in Credit Time	Class II/III	Class II/III	None	None
In House Cleaning	80 hours	60 hours	40 hours	40 hours
Loss of privileges	180 days	120 days	90 days	45 days

Offenders found guilty of egregious offenses (Class “A” 100, 102, 103, 108, 114, 115 & 118) shall be subject to loss of up to 12 months of Earned Credit Time with justification from the Hearing Officer.

Loss of Earned Time Credit

Authority for LaPorte County Community Corrections to grant or deny credit time or to assign a participant to different Credit Time Class rests in and is compliance with Indiana State Statues IC 35-50-6 and IC 4-22-2.

Habitual Rule Violator

More than one (1) Major Rule Violation of four (4) Minor offenses within 90 days.

URINALYSIS POLICY

1. Each participant will immediately be tested when starting any Community Corrections Program.
2. Each participant will be tested periodically for drug/alcohol abuse by urinalysis.
3. Refusal to provide a urine sample may result in immediate removal from any Community Corrections Program and transfer to the LaPorte County Jail.
4. Participants unable to provide a urine specimen on request will be isolated until the specimen is provided.
5. Participants unable to provide a specimen one (1) hour after being requested to do so will be considered refusing to provide a specimen.
6. Tampering, switching, adulteration or in any manner attempting to provide deceptive urine specimens will be considered a refusal to submit a specimen.
7. If you provide a doctor's note or claim that you are medically unable to provide a sample you will be deemed medically unfit for programming and you will be removed from all programs.
8. All confirmed positive urine specimens may be reported to the sentencing court or any other law enforcement agency.
9. Evidence of drug abuse after entering any Community Corrections Program will result in disciplinary action and possible removal from further participation in any Community Corrections Program.
10. Reminder concerning drug testing; anyone taking mini-thins, no-doze, etc., we are continuing to operate under zero tolerance on failed drug tests. So, if a non-prescription drug causes you to fail the drug test you will be subject to immediate removal. The only exception on a failed drug test is if it is for prescription drugs prescribed to that participant and under the knowledge of LaPorte County Community Corrections.
11. Many myths and false claims about ways to beat urinalysis exist. These claims are false. Several of these myths could be hazardous to one's health. The only way to pass a urinalysis is to abstain from drug use. If a participant does drugs while under supervision, even a little they will be caught and violated from the Work Release Program, GPS or any other program LCCC provides.
12. LaPorte County Community Corrections *has a zero tolerance of alcohol and drugs.*
13. **The participant is charged a \$10.00 monthly fee for drug and alcohol screening (this includes baseline screens). IF a screen must be sent to the lab for verification of a positive test, it will cost you \$35.00 per drug tested at a minimum.**
14. **You can and may be subject to a drug screen at any time.**

Motor Driven Cycles Policy **(Formerly known as mopeds and scooters)**

CLASSES:

Class A MDC's to cover the spectrum of bikes that are above 50cc but do not meet the requirement to be a motorcycle.
Class B MDC's to identify the vehicles that do not require a license or insurance to operate. Class B's MUST be 50cc or lower.

License Requirement Class "A" – must possess one of the following:

- Valid driver's license with a motorcycle endorsement with a MDC-A restriction
- Valid driver's license with a motorcycle endorsement
- Valid driver's license with a valid motorcycle learner's permit

Proof of Ownership:

- Certificate of title or manufacturer's certificate of origin
- Bill of Sale
- Ownership Affidavit

Insurance is required and the vehicle must be plated

License Requirement Class "B" – must possess one of the following:

- Valid driver's license (no endorsement required)
- Valid driver's permit (no endorsement required)
- Unexpired State of Indiana issued identification card with an MDC Class "B" endorsement

Proof of Ownership:

- Certificate of title or manufacturer's certificate of origin
- Bill of Sale
- Ownership Affidavit

Insurance is NOT required and the vehicle must be plated.

This motorcycle cannot operate at more than 35 miles per hour

Passengers are not allowed

No interstate highway or sidewalk operation

Drivers with suspended licenses:

A person with a class "B" MDC is allowed to operate their vehicle while their operator's license is suspended
So long as they have a CLASS "B" MDC ENDORSEMENT on an ID card.

GPS/HOME DETENTION SPECIFIC POLICY AND RULES

Check-in Procedures (SUBJECT TO CHANGE WITH 5 DAYS NOTICE)

1. Each program participant is required to report to LCCC for weekly check-in.
 - A. Program participants will be advised by their Field Officer of the date and time of check-in
2. Participants may be asked to submit to a urine screen and will submit to a breathalyzer or search of their person and property.
3. Participants are required to fill out a weekly schedule. Failure to attend check-in may result in lockdown/work only status for the week.
4. Weekly fees will be paid at the front office, to the Financial Officer, online or by the wage assignment from your employer.
5. You must provide a copy of your pay stub and time card to the Financial Officer.

ELECTRONIC MONITORING PROGRAM SCHEDULES

Program Participant Schedules:

Program participants will submit a weekly schedule with their Field Officer at check-in. This schedule will include all activities the program participant needs time out to complete. The officer will review the schedule for compliance to program policy and either approve or disapprove the schedule.

Should a schedule be disapproved the officer will work with the program participant until an approved schedule is completed.

It is important that the participant places all the information that is known on the form. Dental, medical and other personal appointments must be submitted on the weekly schedule. The program participant must indicate the name, address and telephone number of the service provider.

The program participant must be able to provide documentation of attendance to their Field Officer. Deviation from your schedule is not allowed unless deemed an emergency (i.e. death in the family, surgery, etc.,) and can only be approved by your assigned Field Officer.

All activities that cannot be done during these passes will be at the discretion of the officer approving your schedule.

You may not take passes back to back (consecutive to) and you may not have a pass and work scheduled at the same time. It is one or the other.

You are not allowed to leave the county on ANY pass unless approved by the Director or Assistant Director.

Every effort should be made between the Field Officer, the program participant and the program participant's employer to have the program participant's work schedule available on or before the day of check-in.

GPS/Home Detention offers the following passes:

- Errand Time Pass: 2 Hours/week
 - Fees must be below \$300.00 or current on wage assignment
- Incentive Pass: 2 Hours-6 Hours/week depending on your approved level
 - Fees must be below \$300.00 or current on wage assignment
 - Must be on the program a minimum of 60 days
 - Conduct clear
 - Approved by the Financial Officer

Please note that you are not allowed to change your pass times without expressed consent of the Financial Officer or your Field Officer. If you are called to work during the time frame of your passes then your passes are null and void if you choose to work.

Program participants may contact their Field Officer by calling the facility and dialing the extension provided to you for your specific Field Officer. There is no need for REPEATED calls or messages. At NO time will a Coordinator accept calls for anything other than a medical emergency. Do NOT call other staff to attempt to gain permission for an unscheduled leave.

Leaving a message with staff does not mean that the request has been approved. Your Field Officer will return your call if deemed necessary and when they are available.

Employment:

Home Detention/GPS participants are required to sign a condition of employment form when being placed on the Home Detention program/GPS. They are to abide by all the requirements listed on this form. A copy of this form can be provided to the participant at their request. **No cash paying employment.**

Church:

The Program participant's Field Officer may call the church to verify the information on your schedule; if any information proves to be false the officer will not allow the program participant to attend church services until the information is correct. The program participant will have to provide documentation of attending the church service every check-in day. Time of the church service must still be written on the weekly schedule. You will receive up to a (3) three hour block of time for church. You do not receive extra time for travel, it is all inclusive.

Yard Time:

You will be allotted time to work in your yard and around your home. You must place it on your weekly schedule. Make sure you return in to your home before the start of the pass (if away from your home) and at the end of the pass so that your electronic monitoring box alerts that you have returned home.

Verification Pass:

A verification pass is used for documentation of participation in a program such as: AA, NA, church, private counseling or any other program for which the participant's Field Officer needs documentation. The program participant must have the leader of the group; minister, counselor or instructor sign and date the pass. If the pass is not signed the program participant may receive a non-compliance sanction.

Timesheets:

Timesheets are verification of the participant's work hours. Every program participant who is working must submit a timesheet at every check-in. The Participants Field Officer compares the times on the timesheets to that of the daily summaries. Timesheet are required to be signed by a supervisor. We understand that not all jobs require the participant to clock in and out. Using a time sheet obtained from the Field Officer write in the start and end time on the job for the week and have a supervisor sign their name and telephone number.

Electronic Monitoring Procedure

VISITORS

At no time is any individual allowed to accompany any LaPorte County Community Correction Home Detention/GPS participant in to the facility for any reason. If you received transportation please have the driver wait in the car.

PROGRAM PARTICIPANT RESPONSIBILITIES

Contraband

- 1) Program participants must immediately report the presence of contraband in the facility to staff.
- 2) If a program participant discovers he or she has inadvertently brought contraband into the facility they should contact staff immediately to have the property removed.
- 3) Program participants should remove any prohibited property from their person before entering the facility. Contraband items will not be stored within the facility.

Contraband includes but is not limited to: Pocket knives, laptops, MP3 players, any deadly weapon, illegal substances, tobacco or alcohol.

Residence:

If you are not the sole owner/lessee in the home you intend to reside in, the individual who is the owner or lessee will be required to sign *consent to search* form while you reside there. Refusal to do so will result in your removal from that location.

Please note that while you are on a LCCC program you are not allowed to live with an individual(s) who is on probation, parole or Community Corrections unless you are a married couple. There are no exceptions.

You must maintain appropriate housing while on community corrections or you may be removed from the location with alternative placement.

HOLIDAYS

Privileges may be suspended on certain holidays due to certain restrictions.

Staff will use the following guidelines below in determining who may work on the designated holidays. Program participants will be notified in writing of any other dates that would follow this procedure.

Program participants must provide written verification of work schedule from their supervisor at least one-week prior to the holiday.

Program participants must be able to be seen or contacted in person.

The program participant's supervisor must be present during the workday.

Field Officers will have final discretion as to who will be allowed to work on these days.

RELEASE PROCESS

Officially, the program participant's time of release is 11:59 PM on the date of the release. However, the week before the scheduled release the program participant and Field Office will discuss the time that will be set for the program participant and what will happen the day of release. All equipment including the transmitter and power cord as well as tracking unit and carrier if applicable must be returned in good condition or the program participant may be charged with theft.

Rewards and Sanctions Schedule

Purpose: To establish a facility disciplinary code and sanctions and a schedule of rewards for positive behavior for the electronic monitoring participants.

The objective is to develop reasonable rules and regulations that are designed to encourage program participants to respect the rights of others. In addition, it is also designed to encourage the self-discipline and self-control that will enable program participants to return to society and live within accepted standards. Once on the program, if you meet all standards you will be eligible for an Incentive Pass after 45 days on the program. Those participants who have been found guilty of a rule violation must wait until 454 days after completion of the sanction to move up in the reward status and will start over from the beginning. Those participants who have a Non-Compliance that is referred to the sentencing court will not be eligible to advance in reward status until disposition of the Non-compliance.

The program participant has the right to appeal the decision of the violation in writing stating the specific reasons for the appeal within 72 hours from the receipt of the decision. All appeals should be directed to the Director.

WORK RELEASE SPECIFIC POLICY AND RULES

LA PORTE COUNTY COMMUNITY CORRECTIONS

Work Release Program Admittance Guidelines

In order to qualify for admittance into the Work Release Program you must meet the following guidelines:

- Must be recommended by the sentencing court.
- Must have no other criminal charges pending (at the discretion of LCCC)
- Must be physically fit and able to work at least 35 hours per week.
- Must be 18 year of age or over or convicted in an adult court.
- Must have all courts recommending Community Corrections if you are serving sentences out of more than one court.
- Must not be deemed an escape risk.
- Must qualify for Direct Placement per IC 35-38-2.6
- Must have no conviction (past or present) of a violent crime:
 1. Murder (IC 35-42-1-1)
 2. Battery with a deadly weapon (IC 35-42-2-1) or battery causing death
 3. Kidnapping (IC 35-42-3-2)
 4. Criminal Confinement with a deadly weapon (IC 35-42-3-3)
 5. Robbery resulting in serious bodily injury or with a deadly weapon IC 35-42-5-1)
 6. Arson for hire or resulting in serious bodily injury (IC 35-43-1-1)
 7. Burglary resulting in serious bodily injury (IC 35-43-2-1)
 8. Resisting law enforcement with a deadly weapon (IC 35-44-3-3)
 9. Escape with a deadly weapon (IC 35-44-3-5)
 10. Rioting with a deadly weapon (IC 35-45-1-2)
 11. Aggravated Battery (IC 35-42-2-1.5)
 12. Disarming a Law Enforcement Officer (IC 35-44-3-3.5)
- An offense under IC 9-30-5-4 (OWI Causing Serious Bodily Injury)
- An offense under IC 9-30-5-5 (OWI causing Death)
- Must have no conviction (past or present) of a sex crime.

Listed in IC 35-42-4

The following crimes are considered sex crimes.

1. Rape (IC 35-42-4-1)
2. Criminal deviate conduct (IC 35-42-4-2)
3. Child Molesting (IC 35-42-4-3)
4. Child Exploitation (IC 35-42-4-4)
5. Vicarious Sexual Gratification (IC 35-42-4-5)
6. Child Solicitation (IC 35-42-4-6)
7. Child Seduction (IC 35-45-4-20)
8. Sexual Battery (IC 35-42-4-8)
9. Sexual Misconduct with a minor (IC 35-42-4-9)
10. Sexually Violent Predator (IC 35-42-4-10)
11. Unlawful employment near children by a sexual predator (IC 35-42-4-10)
12. Prostitution (IC 35-45-4-2)
13. Patronizing a prostitute (IC 35-45-4-3)
14. Incest (IC 35-46-1-3)

The offender is a legal citizen of the United States or they can provide proper documentation that they are allowed to be in the US (Proper documentation includes but is not limited to; Green Cards, birth certificates, a secured driver's license, passport and military ID.)

- Must be sentenced to no more than a maximum of four years.
- Must have or be able to secure full time employment within 30 days of admittance.
- Must have reliable transportation to and from work.
- All fees must be paid in full from any previous times on any Community Corrections program
- Prior violations may prohibit you from placement on the Work Release Program.

GUIDELINES FOR OUT OF COUNTY ADMISSIONS

1. The LaPorte County Work Release facility must have vacant spaces available.
2. You must meet one of the following criteria:
 - a. Live and work in LaPorte County
 - b. Live in an adjacent county to LaPorte County and work in LaPorte County
 - c. Live and work in an adjacent county.
3. The sentencing court order must state that the defendant may serve his/her court ordered time on the LaPorte County Community Corrections Program “at a level to be determined by the Executive Director” if accepted to said program.
4. He/she would be ordered to pay all Work Release fees.
5. The Court Order must further state that should the defendant herein violate any rules as set forth by the Work Release Program rules and regulations, the defendant herein shall be returned to the sentencing County’s jail by the Sheriff of said county to serve the balance of his/her sentence in the general population.

Work Release Fees

Administrative fee: \$75.00

Daily Rate: \$12.00-\$36.00

Alcohol/Drug fee: \$10.00

Additional GPS charge of \$4.25 per day for first 30 days for Work Release Participants.

Work Release Participants are required to pay for all lost or misplaced padlocks and keys. The replacement cost is:

Padlock: \$15.00

Lost lock key: \$10.00 each

Mattress: \$100.00

FINANCIAL RESPONSIBILITY

Program participants shall pay their weekly fees in the following manner:

1. Fees need to be paid at a minimum of weekly.
2. All fees will be paid by wage assignment, money order, cashier’s check or cash (With Director or Asst. Director approval.)
3. Those participants who are voluntarily not current on their fees will be subject to a non-compliance report. The program participant may receive disciplinary action and/or be referred to the court for further action.

SEARCH POLICY

Individual

All participants are subject to search at the discretion of the facility staff. All participants will be strip searched before entering the day room from the check-in area. No member of the opposite sex shall be authorized to conduct a strip search of a participant in the Work Release facility unless deemed necessary for safety and security reasons. Any strip searches of a Work Release participant will be conducted only according to staff policy.

Facility Areas

All areas of the Work Release facility are subject to search. Included in the search area are lockers, drawers, or any other areas that the participants can come in direct contact with including outside of the facility but on LCCC property. Participants will be disciplined for any contraband found in areas under their control.

BREATH EXAMINATIONS POLICY

All participants in the work release center and any participant reporting to the work release center for any reason will be tested daily for alcohol. The possession and use of alcohol in any form is expressly prohibited.

Participants are also subject to alcohol breath examinations at any time during their sentence whether or not they are on facility premises. Officers may require participants to submit to breath examinations while they are on pass, during transportation and while at work.

CONSUMPTION OF ALCOHOL: Reminder, all items containing alcohol are still prohibited (Nyquil, mouthwash, etc.)

VEHICLES POLICY

1. Any participant driving a vehicle to the Work Release facility shall park in the designated area assigned by the Work Release staff and all vehicles shall be locked when unattended. All vehicles shall be tagged and registered with check-in and tags must be displayed on rearview mirror on a car and handlebar of a motorcycle or moped.
2. Vehicles parked at the LaPorte County Work Release facility will be the sole responsibility of the owner. The Work Release Program and the County of LaPorte will not be responsible for loss or damage to vehicles or their contents.
3. Alternative transportation may include any of the following:
 - a) Public transportation
 - b) Ride sharing with other participants of the same sex with permission from the Work Release staff.
 - c) Bicycle or moped.
 - d) Transportation by family or employers
4. Participants being picked up or dropped off must have their rides parked in the proper areas.
5. It is understood that any vehicle driven by a participant shall be subject to search at any time by the staff. The participant shall be held accountable for any contraband found in the participant vehicle. For the purposes of this rule, the following items will be considered contraband:
 - a) Any alcoholic beverage
 - b) Any alcoholic beverage container
 - c) Any type of firearm (to include toy firearm.)
 - d) Any controlled or illegal substance
 - e) K2/Spice
 - f) Any type of weapon
 - g) Bath Salts

No Participant driving a vehicle shall have any occupant in his/her vehicle unless prior approval has been received from the staff. Proof of **valid license, registration and insurance** will be required before permission for a vehicle will be allowed. Any vehicle considered unsafe will not be allowed to be operated while you are in the program

6. If any participant receives a traffic ticket for any offense while on the program that participant may lose his/her driving privileges and possibly other disciplinary action may be taken. You must report contact with Law Enforcement.
7. **Bicycles:** All bicycles must be tagged. All bicycles used after dark must have lights on the front and back that can be seen 500 feet away, it's the law. If seen by a law enforcement office without lights you may be or will be ticketed.

SICK PARTICIPANTS POLICY

PROCEDURE:

Participants who become sick while here shall see a doctor who can approve him/her being in with other participants. Any participant who calls in to work sick and does not go to work that day will remain in his/her dorm to help prevent others from becoming ill. Any participant that may incur a lengthy illness or medical problem and is unable to continue their employment for five consecutive working days may be subject to removal. Participants are solely responsible for all medical costs accrued while on the program.

REMINDER: As stated earlier in this handbook, all participants must be medically able to work while on the program.

MEDICATION POLICY

Participant medication will be stored, handles and administered by the RO on duty as instructed by a Physician.

PROCEDURE:

1. Medication will be kept at Main Control in a cabinet with the participant's name on it.
2. Every prescription shall bear the participant's name, date of prescription, directions for use and name of the medication.
3. Payment for all prescriptions filled while on the Work Release program are the sole responsibility of the participant.
4. **Medication will not be allowed to go in and out of the facility.** Participants who need to consume medication while out of the building will be required to provide an additional prescription labeled bottle in order to take the medication out with them. The second bottle must be returned to the Residential officer whenever the program participant returns to the facility.
5. Each participant will have a medication log sheet. This will show the name of the medication and the date and time it was given to the participant, the participant and Residential officer will also initial it at the time.

Any form of medication, prescription or non-prescription found in the dayroom or dorm areas is considered contraband, a Class "A" violation which can result in loss of good time and/or removal from the program. Due to drug interaction no PM medications will be allowed in the building or allowed to be taken while on the program. Anyone in possession of any form of K2/Spice, Bath Salts, Goldenseal or any herbal remedy or medications without approval of the Residential Coordinator will be subject to removal.

Medications will be delivered by the Residential Officers at approximately or prescribed:

0700 hours
1100 hours
1500 hours
1900 hours
2300 hours

6. These are the only times medications will be handed out. Please make your physician aware of this policy. "As needed" prescriptions are not allowed.
7. Examples of how medications will be administered; If you are prescribed 2 pills, four times a day, you will receive/take 2 pills 6 hours apart per day.

8. If emergency health care is needed while inside the facility the program participant should contact the on-duty Residential Officer who will call an ambulance if necessary.
9. All other appointments must be scheduled with a local doctor, dentist or mental health professional at the earliest convenience and must be on the approved schedule.

MENTAL HEALTH---MEDICATION

A Psychiatrist may prescribe medication for a participant. The same rules apply as for medical prescriptions.

CHECK IN AND OUT PROCEDURES

Times:

Check out and return times will be established by the participant's Field Officer. Punctuality is required and will be monitored. Failure to return as required will result in disciplinary action against the participant. Participants who are released from work early must return immediately to the Work Release Facility.

Check Out Procedure:

Participants are to report to the Main Control Desk at the time they are scheduled for release and are not to report early or late. Staff members will not wake participants.

- Participants will dress out in the locker room when it is time to exit the facility for approved leave.
- At that time participants will receive any medications necessary while out of the facility and be marked out by the officer.
- Participants are required to call in any and all locations after leaving the facility. If you do not have permission on your approved schedule to be at a location then you are not allowed to go to said location. Do not call in to the office to get approval for a location that has not been pre-approved.
- If a participant calls in a location that is not approved on the schedule they will be subject to a sanction for "out of bounds".
- If a medical emergency arises while out of the facility the participant is responsible for letting the facility know the situation and where they will be receiving medical help & verification form completed.

Approved Scheduled Leave

- Participants are required to call in every location upon arrival and exit. Do not go to a location that has not been pre-approved on the participant schedule this is to include visits to a gas station to and from the building.
- While at work, participants are required to call in every job site if they are approved to work outside of a business.
- Participants will receive thirty (30) minutes for lunch and must call in to the office when leaving the job site or business for lunch, call when arriving at the lunch location, call when leaving lunch location and call when back on the job site.
- Failure to call in a location will result in a sanction for "out of bounds".

Check In Procedure

- Upon entering the facility participants will be searched by an officer. A staff member will verify that there is no contraband entering the facility at that time.
- All participants entering the facility must immediately turn in any medications to the check in officer along with any paperwork.
- Participants will then take all belongings into the locker room for storage.
- While in the locker room they will be given a full body search.
- Participants will then be allowed to enter the Day Room.
- No property will be allowed to enter the Day Room that is not on the approved list and will not be allowed to be stored in the locker.
- No participant is allowed to exit the Day Room for any reason unless called out by an officer.
- No participant is allowed to leave the Day Room and go to the Locker Room for any reason unless exiting the facility on approved leave.
- In the case of school books that are hard bound you must have permission to enter the day room with those items. School work must be done immediately and when finished an officer will give you permission one time to take them back to the locker room.

PROGRAMS AND SERVICES

Alcoholics Anonymous/Narcotics Anonymous

Attendance at AA/NA meetings is encouraged for all participants who have experienced difficulty with alcohol or other chemical abuse.

Any participant that is court ordered to these meetings or has an alcohol/substance charge will be allowed to attend meetings. You will not be allowed to go to more than 3 meetings per week unless court ordered. You will have to have a multiple meeting pass approved to attend these meetings.

Adult Education/GED Preparation

Educational programs are available to all participants through LaPorte County Community Corrections. All programming is subject to change. All participants are encouraged to participate and each student is taught on a level in accordance with their abilities.

Work at your own pace; choose your own study topics.

LIFE SKILLS

Job Skills
Job Advancement Skills
Job Interviewing
Job Application with a Felony
Communication Skills
Money Management
Time Management
Anger Management
Conflict Resolution
Self-esteem
Positive Thinking
Social Participation
Obligations/Responsibilities
Career Planning

ACADEMIC SKILLS

Reading
Writing
Grammar
Spelling
Tables/Graphs
Math
Science
Social Studies
Life Skills
GED Preparation
CDL Preparation
ASSET Preparation
Computers

LAUNDRY POLICY

The LaPorte County Work Release Program will maintain a laundry service area within the facility.

PROCEDURE:

1. Residents will do their own laundry and this will be done at least once a week.
2. Residential staff will monitor the laundry facility and frequency of each participant's laundry time.
3. Each participant will be required to launder his/her blankets at least twice a month.
4. Men can do their laundry on Tuesday, Wednesday Thursday and Sunday.
5. Women can do their laundry on Monday, Friday and Saturday.
6. Laundry can be done 2 hrs. a day.
7. All laundry chemicals must be purchased within the Work Release facility.

PARTICIPANT GRIEVANCE POLICY

A participant of the LaPorte County Work Release facility shall have the right and the means to report a grievance to the proper officials without fear of being subjected to any adverse action for doing so.

SUBJECT: Participant Grievance Procedure

A grievance is a complaint. It may involve an employee or another participant and must involve a rule, a right or a procedure that has been broken or withheld from a participant in violation of established written procedures. Participants may file grievances at any time. The following procedure will be used in handling grievances:

1. Grievance forms are available from any employee upon request.
2. Complete the grievance form entirely. If assistance is needed contact a Residential Officer.
3. Submit the grievance form to any Residential Officer. The officer will give the grievance to the coordinator of the affected area. The coordinator will attempt to resolve the grievance and respond to the participant in writing within three (3) working days.
4. If the coordinator is unable to solve the grievance, submit the grievance form to the Assistant Director. He or she will respond with five (5) working days.
5. If the Residential Coordinator is unable to resolve the grievance, submit the grievance form to the Work Release Assistant Director. He or she will respond with ten (10) working days.
6. ***The director has the final decision.***

PARTICIPANT SLEEPING DORMS

Staff members will assign bunks and lockers to participants. At no time may a participant change their assigned bunk and locker without permission of the staff.

A mattress will be provided to each participant. You are responsible for its care and maintenance.

All dorms will be inspected daily. The following policies will apply:

1. Bunks shall be made when not occupied for the purpose of sleeping. Bunks must be made before participants are permitted to leave the facility. Beds will be made in hospital style.
2. Not more than one mattress may be on a bunk.
3. Floors, walls and furnishings must be clean, orderly and clutter free.
4. No items may be placed on or over any light fixtures.
5. Dorms should be fresh and odor free.
6. All participants are expected to clean up after themselves. If you make the mess, clean it up and work details will be easier on everyone.
7. Dirty clothing will be kept in a laundry bag and NOT on the floor. Clean clothing will be kept in the locker or storage drawer provided. Street clothes are not allowed in the dorm or footlocker.
8. Quiet hours are from 11:30 PM to 6:00 AM. All participants shall observe this quiet time and respect other participant's sleeping. Staff will have the final decision as to what activities will be allowed at these times.
9. Participants are responsible for their personal property and the security of that property. All property must be locked in the storage drawer and locker you are assigned.

10. NO horseplay or other inappropriate conduct will be tolerated.
11. If a participant destroys County or Work Release property, he/she will be held responsible for any repairs or replacements.
12. AT no time shall a participant deface Work Release or County property. Participants are not permitted to attach materials or objects to the walls, bunks or ceilings.
13. At no time shall a participant hang any item that will obstruct the staff officer's view of the participant. Absolutely NOTHING is to be on the floor or hanging on the bunks (except dirty laundry in the approved bag and a towel on a hanger) when you leave, all items go into the locker. While in the facility you may have your issued sandals under your bunk.
14. The only food or drink permitted in the facility must come in by means of vending or scheduled meal. At no time should any food or drink be in the dorm area. All food and drink must be consumed in the dayroom area.
15. Participants are not allowed to enter another dorm other than the one they are assigned at any time or for any reason.
16. Bunks and lockers will be damp-dusted and all articles placed in a neat matter. Bed rails will be dusted.
17. Storage box will be cleaned inside and out. Contents in the locker should be arranged in a neat and orderly manner.

QUIET HOURS AND WAKE-UP TIMES

1. The dormitory/restroom areas are "Quiet Areas", there are to be no loud or boisterous voices, noise or activities in these areas at any time.
2. You will respect the sleep hours of participants who work different shifts.
3. **Wake-up:** 0700 hours seven (7) days per week. Participants working night shifts will rise at 0700, complete their morning detail, eat a meal on chow list then may return to bed but are responsible for their own wake-up.
4. **Lights out:** 2330 hours to 0600 hours seven (7) days per week. Participants working past 2330 hours will be allowed forty-five (45) minutes before going to bed. You may eat after showering but television and telephones will remain off.

WORK DETAIL

All residents will be given regular work assignments as per (IC 11-12-5-1). Daily floor cleaning required each and every day. Staff will assign all work details only. Participants will complete their own work detail.

1. All Floors---sweep and mop
2. Foyers
3. Halls and employees restrooms
4. All Bathrooms
5. All Fixtures
6. Day Room
7. Laundry Room
8. Counter tops cleaned
9. Table tops cleaned and empty all garbage – **Garbage containers are to be cleaned out every day.**

WASTE MANAGEMENT

Trash will be placed in approved containers only. Recyclable materials will be sorted as required. Participants will remove trash from all areas at least daily and more frequently if required.

Trash removed from the facility will be placed in the appropriate containers located on the Work Release property. No trash originating from outside the facility will be brought onto the Work Release property.

Trash removal is the responsibility of all participants assigned to Work Release. Facility staff will inspect daily to ensure proper waste removal. Failure to follow established procedures for cleanliness and facility maintenance may result in disciplinary action.

Work Release Staff shall make available on a daily basis cleaning equipment including but not limited to the following; mop, brooms, scouring powder, disinfectant and dust pan in order that participants can maintain their living areas in a clean, safe and healthy condition.

Bathroom and Hallways

All bathroom areas are to be cleaned following each use. Toilets are to be flushed and clean, trash is to be placed in receptacles provided and floors and walls are to be clean and clutter free. Showers are to be cleaned after each use and care is to be taken to keep floors dry. Mirrors, sinks and other fixtures are to be cleaned daily.

Classrooms

The classrooms are to be kept clean and orderly at all times. Participants **CANNOT** bring food or drink into the classrooms.

Day Rooms

The day rooms are subject to search and inspection at any time. The area will be kept clean and orderly at all times. Participants will dispose of all trash in approved receptacles. Participants will clean, inspect and make tidy all areas prior to leaving that area. Chairs, tables, games and other supplies and equipment will all be left in their designated place and position when leaving that area. No items will be left on the floor.

When completed with work detail, participants must tell the Residential officer on duty so that it can be inspected. The work detail is not finished until this is done.

**Participants are not to abuse facility furniture by writing or carving on tables, etc., **

If at any time you destroy or deface any Work Release property such as but not limited to mattresses, or walls of the dorms you will not only be charged with a rule violation but you will also be charged for the item destroyed or defaced. This cost will be added to your fees. Criminal charges may also be filed.

TELEVISION POLICY

Television within the work release program is a privilege and shall be used with care. Approved hours for use of television will be 6:00 AM until 11:30 PM and the television will be turned off promptly at the required hour. The television will be kept on low volume at all times. Volume levels of the television should not interfere with residents who are making phone calls or attempting to read or study. The Work Release staff will have the final determination as to the proper volume level. Television viewing is based on a majority rule. If there is a split among participants the officer on duty will determine what will be watched.

TELEPHONE POLICY

PHONE CALLS

NO PHONE CALLS WILL BE ACCEPTED AT CENTRAL CONTROL OR THE OFFENDER RECEPTION FOR PARTICIPANTS. Phones are available in the Work Release dayroom and are available to any participant during the hours of 6:00 AM until 11:00 PM. The phone company will have a 15-minute limit on each call.

The staff **WILL NOT** take phone messages for you unless it is an emergency or pertaining to your employment or your ride to work. No lying or sitting down while on the phone. You will lose your telephone privileges if you are caught lying or sitting while talking on the phone.

VENDING POLICY

Participants may purchase items from vending machines as needed. Drinks and food items are not allowed in any dorm area. No items are allowed inside the Work Release facility without the permission of Residential Coordinator. Shortages or machine malfunctions will be reported to the Main Control Desk immediately. **DO NOT DEAL DIRECTLY WITH THE VENDING EMPLOYEES.** Vendors are responsible for their machines Work Release personnel will not be liable for shortages, damages or other vending problems. Any abuse of vending equipment will result in disciplinary action.

PARTICIPANT PERSONAL HYGIENE POLICY

The LaPorte County Work Release Program in the interest of sanitation and cleanliness and positive imaging shall maintain procedures that will decrease the chance of disease and vermin.

PROCEDURE

1. All participants must shower daily. Hair must be clean and neat at all times
2. Participants are not permitted to lounge around dorm area while still dirty from work.
3. Shower shoes **MUST** be worn at all times in the shower area.
4. Dirty clothing will not be allowed to accumulate in the bunk or storage areas.
5. Any participant touching another participant of same and/or opposite sex is strictly forbidden. This includes non-sexual contact such as; cutting another participants hair, tattooing, applying make-up, bleaching hair, etc.

HAIR GROOMING POLICY

Any participant needing haircuts must be done in accordance to the following guidelines:

1. You must do it on an Errand pass. You will only get two (2) hours for this pass
2. If you have an earned incentive pass, you can get your hair cut on those passes.
3. If you are not eligible for an errand pass and your employer has requested you to get a haircut, your boss can contact your Field Officer and you will be allowed to get your haircut.
4. At no time is the hair to be dyed, highlighted, bleached without the process being done while on an earned pass. You are not allowed to hair weaves, hair pieces or any form of synthetic hair.

PROPERTY OF PARTICIPANTS VIOLATED

All bags will be marked with (first name, last name, and number of bags) and dated. Each bag will be placed in storage and held up to 30 days then will be destroyed.

MEAL POLICY

Only meals and food purchased from vending machines in the day room may be consumed in the Work Release facility.

The following procedures will apply:

1. In addition, vending machines for sandwiches, snacks and soft drinks are available.
2. Meals will be served at stated times only. Meals will not be held beyond stated eating hours.
3. All meals must be consumed immediately.
4. All meals must be consumed in approved eating areas only. Food items may not be removed from eating area for later consumption.
5. Participants will receive and consume one meal only.
6. All trays and other utensils must be place in approved areas after each meal.
7. Meals will be provided from the jail for those participants who have just been released from prison, jail, unemployed or indigent. If the participant is employed and has financial means to pay for their meal then meals from the jail will **NOT** be provided for those participants.

EMERGENCY PROCEDURES

A. EVACUATION PROCEDURES

Evacuation procedures will be posted throughout the facility. Participants are required to read and know these procedures. In the event of an evacuation participants are to leave the facility by the nearest available evacuation exit. Once participants have evacuated the facility they are required to go to the Southeast corner of the administrative parking lot and wait for further instructions.

B. TORNADO PROCEDURES

In the event of an imminent tornado strike participants will be instructed to proceed immediately to an interior designated tornado area. Once in the designated area participants are to sit on the floor and cover their heads with their arms. They are to wait quietly for further instructions. Participants will be advised when the danger has passed and it is safe to return to normal activities. During tornado warnings no one will be allowed to leave the building.

C. SNOW POLICY

In the event of heavy snow or a severe winter storm participants may be required to remain inside the facility. Staff members will notify employers that participants are unavailable for employment due to snow or storm conditions. No participant will be released from custody during a declared snow emergency unless his/her job requires them to be at their place of employment for the emergency (i.e. wrecker service, hospital, emergency team etc.)

D. THUNDERSTORMS

During a thunderstorm warning no participants will be allowed to use a bike or moped.

Participant Procedure for Pass/Schedules

Weekly Schedule

All Work Release participants are required to attend weekly check-in. Please attend this check-in with the knowledge of what you need to do for the upcoming scheduled week. At the time of your check-in you will sit down with an officer and give them your work schedule, meetings and appointments. You are also allotted 2 hours weekly for errand time. The requirements to be granted this errand time are to maintain your user fees under \$300.00 at the time of your check-in and bring back receipts from your errands.

Work Schedule

Your work schedule will be done at the time of your check-in. However, we understand that you may be required to work overtime. If this is the case your supervisor needs to contact Work Release staff at 219-324-6304 and report this overtime to a correctional officer. Failure to do so may result in a rule violation. Please also understand that you cannot call yourself in for overtime it must be a supervisor. At the end of the work week you are required to provide a paystub to the financial officer verifying your hours worked for the week.

Emergency Special Request Form

This form is used for emergencies only and is reviewed by appropriate staff. This form should be used only if an occurrence arises that is unexpected and not known at the time the participant submits the Work Release Schedule (i.e. death in the family, job interviews etc.) Schedule changes are rare and require a minimum of 24 hour notice. This form should only deal with activities that would occur outside of the facility. Actual appointment times and dates as well as leave and return times shall be placed on this form. Be sure to include travel arrangements, address, and telephone number and contact person where applicable.

Errand Pass

Participants must qualify before requesting this privilege. To be eligible participants must have their user fees under \$300.00. *Participants who enter the facility from a Jail or the IDOC are allowed to shop for items necessary to be compliant with rules upon the first day of arrival and will be given a specific two (2) hour pass for that reason.* Errand passes are intended for you to be able to obtain the necessities of life such as clothing from a store, ID from the BMV, Social Security Card from the Social Security Office.

Proof of Whereabouts

Participants must get documentation everywhere he/she goes including but not limited to Probation, Alcohol and Drug Counseling, 12-Step Meetings, any classes attended, school, work, customer receipts, lunch receipts, store receipts, building material receipts, medical appointments, attorney appointments etc.

Employment

- Program participants are prohibited from working out of their home/home-office or their employer's home/home-office.
- If a participant is unemployed they may be placed on active GPS while they are job seeking, once employment is found the participant will be re-evaluated and possibly removed from GPS. If a participant wishes to seek a second job they will have two weeks to do so and may be placed on GPS.
- Program participants unemployed for more than 14 days, and not having a recognized disability will perform 30 hours of in-house work details weekly until employed.
- **You must have eight (8) consecutive hours in the building every day.** You may not work more than 70 hours in a week.

INCENTIVE PASSES

The Work Release Program will operate under an earned incentive pass system.

1. All passes are **NOT** a right, they are a privilege.
2. You must be on the program for a minimum of 45 days before you are able to earn the incentive pass. You must be conduct free and maintaining your user fees.
3. You may not leave the county for any reason and you must return from your pass by 9 PM.
4. The financial officer will approve the pass once you are qualified you must give the specifics of the pass when you check in for your weekly schedule prior to taking the earned pass.
5. **REMINDER:** At all times the work release policies are still in effect and alcohol and drug testing will be closely monitored.
6. The pass can in no way violate any restraining or court order in any way.
7. Earned passes cannot start immediately after your work schedule.
8. Passes cannot be scheduled later than 9:00 PM end time. No participant will be out on a pass after 7:00 PM.
9. Unauthorized stops, even for a moment may be considered a violation of your Work Release agreement.
10. Remember, if you receive a write up for any disciplinary problem and are found guilty of said violation your privileges will be lost for 60 days. You will then start back at zero balance of time earned towards the reward system on the 61st day after you have been found guilty.

Honor's Dorm

Criteria:

1. Must be in Work Release at least 45 days.
2. Must be gainfully employed.
3. Must be current on fees/or have an active VWA (Voluntary Wage Assignment).
4. No disciplinary issues (No guilty CAB's or excessive write ups).

If all of the criteria are met then an application must be completed requesting consideration for the Honor's Dorm.

Incentives:

1. A 6 hour pass every Sunday between 9:00 AM and 9:00 PM (Actual time to be determined by the Field Officer) plus your regular passes twice a month.
2. Weekly, monthly, and quarterly drawing for gift cards.
3. Commissary amount set at \$75.
4. 6 hour holiday pass for Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas.
5. Extra TV privileges: E dorm has priority on TV outside of their Dorm; G dorm Honor residents have priority to TV on weekends.
6. Uniform to consist of Khakis and a polo shirt

PARTICIPANT DRESS CODE

All participants will be required to wear while in the dayroom (uniform):

1. Undergarments
2. Shower shoes
3. Socks

You may wear a basic "wedding band" (only 1).

All Participants will be required to adhere to the Work Release Dress Code and the following items are not allowed to be worn in or on any Work Release Program property or facilities.

1. All Participants must be fully clothed at all times except when in the shower area. Participants' feet will be covered at all times except when in their bunk.
2. No cut-off pants.
3. No mini-skirts.
4. No transparent, see through, fishnet or any clothing with holes in them.
5. No clothing depicting suggestive or offensive messages, messages encouraging alcohol or drug abuse, suggestive sexual, political, racially provocative or gang related messages or symbols.
6. No tight fitting or spandex clothing, low-cut blouses or tops and no tank tops.
7. Participants will be clothed in appropriate dress at all times. Participants found in any area including dorms, hallways, other common areas wearing unapproved dress will be subject to disciplinary action without further notification.
8. All participants will be required to wear proper undergarments at all times.
9. No sun glasses, hats or bandannas (NO HEAD GEAR.)

JEWELRY MALE AND FEMALE YOU ARE RESPONSIBLE FOR YOUR OWN JEWELRY!!!

- One (1) watch (locker room only)
- One (1) pair earrings (locker room only)
- One (1) Wedding band may be worn in the facility
- One (1) Necklace (locker room only)
- One (1) Bracelet (locker room only)

Wedding bands may be worn in the Work Release facility at the risk of the participant. However, the Work Release facility assumes **NO LIABILITY** for loss or damage to such items. Excluded shall be those items of jewelry that appear to give the impression of being drug paraphernalia or items that may pose a danger to the Work Release facility order and safety.

Earrings are not considered appropriate attire in the Work Release facility and shall not be worn on the property. Tongue studs are not allowed in the facility. If you cannot remove them you must have a doctor remove it. Failure to have it removed could result in loss of days and/or removal from the program. Dermal implants are not allowed after coming to Community Corrections Work Release facility. If determined you received a dermal implant after coming to work release you will receive a written violation and be required to have the implant removed.

PARTICIPANT AUTHORIZED PROPERTY LIST

All items must be kept in your locker and out of sight at all times whether or not you are in the building.

ITEMS FOR MALE AND FEMALE PARTICIPANTS (REQUIRED)

QUANTITY

- 1 set of sheet and 1 blanket
- 1 pair of shower shoes
- 2 uniforms
- 1 towel and 1 washcloth
- 1 new hypoallergenic pillow if desired

*****ABOVE ITEMS ARE REQUIRED*****THE FOLLOWING ARE OPTIONAL*****

NO STREET CLOTHES ALLOWED IN THE DORM, THEY MUST BE KEPT IN YOUR LOCKER

- 8 round tubed plastic hangers
- 1 pair of shoes or (1) pair of work boots and (1) pair of shoes
- 2 hats (baseball or painter style) kept in your locker
- 5 pants or slacks
- 5 shirts or blouses
- 3 dresses
- 5 bras (**No underwire, white, no removable padding**)
- 2 sweat suits
- 5 T-shirts (can be assorted colors-**NO INAPPROPRIATE PRINTING**)
- 5 pair of socks or panty hose
- 1 coat & 1 pair of gloves
- 1 comb and/or brush
- 1 lipstick, 1 powder, 1 blush, 1 mascara, 1 eyeliner, 1 eye shadow (no glass)
- 2 hair ties
- 1 set of contact lens-care products
- 6 letters
- 10 legal papers
- 4 pictures; must be non-pornographic & no larger than 4 ½ x 5 ½ (nothing form magazines or polaroid.)
- 2 books (non-pornographic & no magazines: i.e. puzzle books, Star, Globe, Enquirer, Avon) are allowed to have word search and cross word puzzle. All books must be soft back covered.
- 1 Bible
- 1 set of writing paper and envelopes
- 2 lead pencils
- 2 ball point pens
- 2 religious books

AA material, books for GED or ABE or other approved material may be kept in the Work Release facility. These items may not be removed until the owner is released from custody or otherwise removed from the program.

ALL COATS AND JACKETS WILL BE STORED IN YOUR LOCKER AND ALL ITEMS LISTED ABOVE WILL BE STORED IN YOUR LOCKER OTHER THAN THE FOLLOWING:

- 1 bible, letters, legal papers, pictures, books
- 1 pair of shower shoes & 3 pairs of socks (white)
- Clothes you are wearing and 1-set for the next day (uniform)

ANY OTHER ITEMS MUST BE APPROVED BY THE WORK RELEASE COORDINATOR ANY VIOLATION OF THIS CAN RESULT IN REMOVAL FROM THE PROGRAM.

ITEMS YOU, FAMILY OR FRIENDS MAY NOT BRING INTO THE WORK RELEASE FACILITY:

1. No electronic hand held games or devices
2. No magazines of any type
3. No car, motorcycle or bicycle parts
4. No obscene or inappropriate material of any kind
5. No food or drink
6. No musical instruments
7. No tools
8. No controlled substance of any kind
9. No alcoholic beverage of any kind
10. **No type of firearm, knife or weapon of any kind**
11. Meals
12. Gifts to include balloons, cards, cakes, notes or presents
13. Packages of any kind

Arrangements may be made with prior approval to receive items in special or unusual cases.

IF THERE IS ANY DOUBT, CHECK WITH STAFF FIRST

COMMISSARY

All participants in good standing will be allowed to purchase commissary items from the LaPorte County Work Release Utility Officer's Office.

A money order will be needed. Fill out the commissary order form and bring the form to a residential officer. Participants can obtain a commissary order form from the residential officer at Main Control.

The Utility Officer will verify the amount of the money order and will place the order. All orders are to be pre-paid.

Orders will only be handed out at posted times.

If participants work during this time they need to fill out a commissary order form before they leave for work and turn it in with the money order to the residential officer. Commissary will be delivered when they return from work.

PRICE LISTS SHALL BE POSTED THROUGH OUT THE FACILITY AND ARE SUBJECT TO CHANGE. ITEMS MAY BE ADDED OR DELETED AT THE DISCRETION OF THE WORK RELEASE DIRECTOR OR PROVIDER.

The following items are available on commissary. All hygiene will be required to be bought on commissary and may be subject to change.

- Toothpaste
- Tooth brushes
- Tooth brush holder
- Mouth wash
- Shaving Cream
- Razors
- Shampoo
- Conditioner
- Body Wash
- Soap – bar
- Soap holder
- Men's stick deodorant
- Lady's stick deodorant
- Feminine napkins
- Skin lotion
- Chap stick
- Body powder
- Denture adhesive
- Denture cleanser
- Hairspray
- Hair gel
- Acne cleanser
- Laundry bag

Additionally, food may be purchased through commissary.

DAY REPORTING

Day Reporting Program Description

LaPorte County Community Corrections in collaboration with LaPorte County Adult Probation offers Day Reporting which will provide risk and needs assessment in conjunction with intensive case management for offender in Community Corrections programs or those individuals referred by probation or the court. This program will assist offenders with employment, behavior modification, financial planning, etc. Clients will follow the treatment plan recommendations made by the case manager based on IRAS scores and criminogenic factors. Clients will submit to random drug and alcohol testing at their own cost and there will be a \$100.00 one-time administrative fee paid to Community Corrections. The target populations are those adults who are either pre-conviction (bond supervision, drug court participants, etc.) or post-conviction (as ordered by the court or probation violations).

Expansion and/or New Program Request

Day Reporting will be instituted in collaboration with LaPorte County Community Corrections and LaPorte County Adult Probation. LaPorte County Community Corrections Residential Officers will assist with monitoring Day Reporting clients assisting with submitting drug/alcohol testing, collection of fees and supervision of those individuals possibly serving a sanction within the Work Release Center.

LaPorte County Community Corrections Counselor and/or Case Manager will work with the LaPorte County Adult Probation officer assigned to the program assisting with the intake process, developing case plans including substance abuse counseling, employment, education and cognitive behavior programming, etc. These personnel will also act as liaisons between probation and community corrections facilitating information sharing, smooth transitioning of offenders from community corrections and probation and providing access to each agencies case management software.

Printed Name: _____

Signature: _____

Witness: _____

Date: _____

**LA PORTE COUNTY COMMUNITY CORRECTIONS PROGRAM
PARTICIPANT AGREEMENT**



I, _____, have read or have read to me the Community Corrections Handbook that has been issued to me and understand all terms and conditions contained therein.

I agree to comply with terms and conditions explained therein.

Printed Name: _____

Signature: _____

Witness: _____

Date: _____