



Community Transition Center Participant Handbook

Prepared by ACSO Alternative Sentencing

Court Services Bureau – Alternative Sentencing Division

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ELIGIBILITY FOR ALL PROGRAMS

Participants will work with their Case Manager or Reentry Specialist to find the Alternative Sentencing program that best meets the needs of the participant and follows the requirements of their court order. Participants will sign and retain a copy of the contract that outlines the eligibility and requirements for each court ordered or assigned program. If a participant would like to obtain a copy of their signed contract, they may contact their Case Manager or the Reentry Specialist to request a replacement.

COMMUNITY TRANSITION CENTER PARTICIPANT INFORMATION

Participants in the Ada County Community Transition Center (CTC) are subject to all federal and state laws, and the rules and regulations of the CTC. Violation of laws may be criminally prosecuted. Participants who violate the terms of their program contract or the rules in the CTC Participant Handbook may be immediately removed from the program. Participants may be held civilly liable for any damage they cause while participating in programs at the CTC, including damage done to private property of other participants and County property.

WEAPONS

No weapons of any kind are allowed in the CTC facility. Participants shall not open carry, concealed carry, nor bring any kind of weapon into the facility, including knives or multi-tools. Any person found in possession of a weapon while inside the CTC or attempting to bring a weapon into the facility will be subject to immediate removal from the facility and may be removed from the program entirely. Additionally, staff may seize any weapon found in the CTC and the matter shall be reviewed to see if any criminal charge is appropriate for the situation.

ALCOHOL/DRUG CONSUMPTION

No participant in the CTC will consume or have in their possession alcohol or non-prescribed drugs in any form. Over-the-counter medication or other items may not contain any alcohol, must be approved by the FDA and must not be listed as a Drug or Chemical of Concern by the DEA. In order to ensure an orderly and safe operation, staff reserves the right to test any participant for the presence of alcohol or drugs at any time. Refusal to submit to an alcohol or drug test will result in immediate removal from their Alternative Sentencing program. The specific test used to detect the presence of alcohol or drugs shall be at staff discretion. If a participant tests positive for alcohol or non-prescribed drugs, they may be removed from the program.

TOBACCO

The CTC is a non-smoking and tobacco free facility. Participants shall not smoke or consume tobacco products of any form in, around, or adjacent to the CTC. Tobacco products are to be left in the participant's vehicle, place of employment or the locker room located in the CTC lobby. Anyone caught in possession of tobacco products or accessories prior to entering or while inside the CTC dorms is subject to immediate removal from their Alternative Sentencing program and/or disciplinary actions.

SEXUAL CONDUCT

Participants may not participate in any sexual conduct. Sexual conduct includes suggestive language or demeanor that implies to another party the desire to participate in a sexual act. The complainant may be a third party.

FEES

Fees are addressed between the participant and CTC Coordinator or the Reentry Specialist. Fees are outlined in the participant's contract. For questions concerning reduced fees or payment arrangements, participants may contact the Reentry Specialist or

the CTC Coordinator. The Ada County Sheriff's Office (ACSO) is willing to work with participants to ensure payment for fees is received; however, failure to pay fees may result in a loss of privileges and/or unpaid fees being sent to a collection agency.

NON-AUTHORIZED VISITORS

Only authorized individuals are allowed to be around the CTC building or parking lot, unauthorized individuals shall immediately leave the area adjacent to the CTC. Participants will not schedule in person personal visits while in the CTC. In cases of an emergency, participants may have family members drop items off at the CTC, but they must leave immediately. In these cases, the visit must be approved in advance by CTC staff.

STANDING HEADCOUNT

Headcount will be conducted twice during the day; at 7:00 AM and then again around 7:00 PM. During headcount participants will quietly stand fully dressed at the end of the bunks. Participants will state their last name and bunk number.

SCHEDULE OF ACTIVITIES

Lights on:

Monday through Friday	5:00 AM
Saturday, Sunday, and holidays	7:00 AM

Lights off/quiet time:

Bunk lights	Deputy discretion
Sunday through Thursday	10:30 PM
Friday and Saturday	12:00 AM

Headcount:

Daily morning	7:00 AM
Daily evening	7:00 PM

Breakfast:

Daily between 5:00 – 8:00AM

Lunch:

Daily at 11:00 AM

Dinner:

Daily at 4:30 PM

MEALS

Breakfast

A combination of cold and hot breakfast will be served at the CTC.

Lunch

Lunch will consist of a sack lunch.

Dinner

Each night a hot meal will be served. The menu will be at the discretion of the jail kitchen staff.

Food consumption

All meals and snack food items will be consumed in the dining and dayroom areas only. Breakfast, lunch and dinner will be eaten at the tables in the dining area. Each participant will be issued their own set of utensils and will be responsible for cleaning them.

Out of the facility during meal times

Participants who are at work during meal times may request a tray or sack lunch from the CTC deputy within an hour of their return, depending on food availability. If a participant is in the facility during meal time and does not choose to be present for serving time, meals will not be held for them.

Food storage

No perishable items will be allowed in the bunk area. Only sealed, non-perishable items will be allowed to be stored in the bunk area. The refrigerators in the kitchen area are not for participant personal use. Participants are not permitted to access the refrigerators without prior approval from CTC staff.

COMMISSARY

Participants are allowed to maintain a commissary account while at the CTC. This money may be used for purchasing snacks, toiletries, personal hygiene items, etc.

Placing funds on commissary

If you were released from the Ada County Jail and had funds on a commissary account, you may have received a prepaid credit/debit card or check with your remaining funds applied. If you are not coming directly from the Ada County Jail or opted not to receive a prepaid card upon leaving the jail, you will have several options to apply money to a commissary account while staying at the CTC.

Deposits to a commissary account can be made several different ways:

- Cash, credit cards and debit cards are accepted on-line, by telephone, or at kiosks located at the main Public Safety Building lobby at 7200 Barrister Drive.
- For helpful information, family or friends can visit the ACSO website adacounty.id.gov/sheriff and look for the dollar sign (\$) icon labeled 'Inmate Deposit'.
- Friends, family or you can go directly to <https://www.gettingout.com/ada-county-jail>.
- Upon approval by CTC staff, participants may be allowed to walk over to the kiosk in the Public Safety Building to add funds.

Types of funds allowed:

- Cash will only be accepted during administrative hours.
- Money orders or bank cashier's checks will be accepted at any time at the CTC. The money order or cashier's check stub will serve as a receipt. These should be in a sealed envelope and placed in the secured drop box.

Receiving commissary items

Commissary is normally provided on a weekly basis. Commissary will not be provided on days which fall on Ada County observed holidays. Participants should submit their orders by Wednesday evening to ensure a timely weekly delivery.

Restrictions on commissary use

No participant shall borrow, loan, trade, recompense, or otherwise barter for commissary items.

PARTICIPANT PERSONAL PROPERTY

The allowed and disallowed list of property was given to each participant when they signed up for the program. If a participant has any questions regarding what is or is not allowed, please call a Reentry Specialist prior to checking in. The CTC staff has the discretion to disallow other items that are not on the provided list from coming into the CTC. It is the participant's responsibility to keep his or her property locked in one of the two lockers that are assigned. The CTC is not responsible for lost, damaged or stolen items.

ACCESS TO RELIGIOUS ITEMS/SERVICES

Access to religious materials can be requested via an online participant request form or brought into the CTC. All items brought into the CTC are subject to search and approval by staff. Requests for religious materials must come from the participant and not from an outside third party. Participants in the Community Transition Program may have access to religious services. Free time may be adjusted to accommodate these services.

HOUSEKEEPING RESPONSIBILITIES

Each participant in the CTC will be responsible for keeping their sleeping area neat and clean. Each participant will also be responsible for cleaning up after themselves throughout the building. Each participant will be assigned an individual chore and each participant will complete their chore in a timely manner. Participants who do not keep their areas clean and neat or complete their chore will be subject to disciplinary action.

Individual responsibilities

Each participant shall be expected to do the following each day:

1. Store all property in one of the two lockers provided.
2. Bunks must be made when not occupied.
3. Maintain appropriate hygiene.
4. No items will be attached to the walls, bunks or exterior of lockers.
5. Participant's areas are expected to be cleaned and wiped down when needed.
6. No participant will peel paint, write or scratch on any surface.
7. Daily chore must be completed by end of day.

Inspections

To ensure an orderly facility, deputies will conduct inspections on a routine basis.

Searches

The CTC staff has authority to search any participant's clothing, person, locker, or property at any time.

Laundry

There is a laundry facility located at the CTC. This facility will be available to all participants. Participants will need to coordinate with CTC staff for available times to use this facility. Participants will be issued clean linen every Sunday morning. Laundry materials are available to participants who are unable to purchase items at their own expense. Participants can speak with the deputy on duty or the technician for available laundry materials.

DRESS CODE

Participants in the CTC will be allowed to wear their own personal clothing, however; all participants will be required to conform to a dress code. The following regulations will be enforced:

1. Participants entering the CTC with dirty or soiled shoes or clothing must remove them and place them in their locker in the CTC lobby.
2. All residents will be fully and properly clothed whenever in any common area
3. All changing of under garments shall be done in the bathroom (toilet / shower area)
4. If changing in bunk area the underclothing must fully cover genitals, breasts, and buttocks
5. Participants shall fully cover their genitals, breasts, and buttocks while sleeping and moving to and from their bunk and bathroom area.
6. The following are prohibited inside the administrative and living areas:
 - a. Shorts, skirts and dresses (shorter than one inch above the knee).
 - b. No mid-riff or cleavage baring shirts.
 - c. Tank tops, halter tops and muscle shirts.
 - d. Any item of clothing that is dirty or in need of washing.
 - e. Headgear.
 - f. Any clothing deemed inappropriate by CTC staff.
7. Participants must wear footwear at all times, this includes shower shoes.

The Ada County Sheriff's Office has full discretion to determine if the Dress Code Policy has been violated. Any violation may result in return to jail, a new charge or a violation and notification to the court.

PARTICIPANT TIMECARDS

Participants will have a timecard held at the CTC deputy's desk. Participants are responsible for clocking in and out on time on their card. Anytime a participant leaves from or returns to the CTC they will be required to document the change in status on their timecard.

FREE TIME

All participants in the Community Transition Program who are in good standing and eligible will be allowed three hours of free time per calendar week on Sunday. Participants will be released from the CTC to conduct personal business. During free time, participants shall not violate any laws, consume any intoxicants, and shall remain within a 50-mile radius of the CTC. Free time is a privilege. Participants returning late from free time will be subject to disciplinary action.

When a schedule change occurs, no participant shall have two scheduled free times within a calendar week. When a participant's day off falls on a day other than Sunday, their free time will be adjusted accordingly and will be scheduled during the hours of noon to 3:00 PM. Participants shall request an adjustment to their free time through a participant request form.

PARTICIPANT PARKING

Participants who wish to drive must have a current valid driver's license.

CTC participants will park their vehicles in the parking lot to the north of the center. Participants will not use the restricted parking lot in front or behind the CTC. The Sheriff's Office accepts no responsibility for theft or damage to vehicles parked in the participant parking lot.

Participants being picked up and dropped off must use the turnout on Barrister or the Public Safety Building parking lot.

BICYCLES

A bicycle rack is available on the southeast corner of the CTC. Participants who choose to use a bicycle as a mode of transportation must store their bicycles in this rack while at the CTC. Every participant must provide a lock to secure his or her bike. The Sheriff's Office accepts no responsibility for theft or damage to bicycles.

TRAVEL TIME

The time a participant is allotted for travel and work is for that purpose only. If a participant has extra time to loiter, their travel time will be reduced accordingly. Participants may not loiter in the CTC parking lot. When being dropped off or parking their own vehicle, the participant must return immediately to the CTC. Participants shall not stop at any unauthorized location during travel to or from work.

RELEASE FOR TREATMENT/CLASSES

A participant may be released to attend treatment or classes (such as AA) if the treatment has been ordered by the sentencing judge and is included in the commitment paperwork, has been requested or authorized by their probation officer, or is approved by a Reentry Specialist. The participant may attend up to one self-help group per day. The participant shall complete a special purpose pass for a single appointment or a programs attendance sheet for reoccurring treatment and/or class and return to the CTC once treatment is complete. If a participant is enrolled in an ACSO CTC program such as Workforce Readiness, Active Behavior Change and/or Substance Abuse Prevention their movement outside of the CTC, including but not limited to employment, will be limited, and approved by Reentry Specialists on a case-by-case basis. Participation in court ordered classes must take priority before other program privileges.

SPECIAL PURPOSE PASSES

Special purpose passes are passes that are approved for participants to do an activity outside of their already approved schedule. Unless otherwise specified by court order, ACSO staff may authorize special purpose passes. The following are examples of Special purpose passes that may be approved:

- Cash payroll checks
- Make probation appointments
- Attend job interviews
- Make court appearances and/or pay fines at the Ada County Courthouse
- Attend court ordered treatment
- Attend non-preventative medical appointments
- Attend other approved events by CTC staff

MEDICAL CARE, DENTAL CARE AND MEDICATION

Participants shall use their private physician or dentist for medical or dental care and make their own financial arrangements. Participants will not use the health care services and resources of the Ada County Jail. In the event of a life-threatening emergency, CTC staff will take immediate action by calling 911 to request medical assistance and contact an on-duty sergeant.

The ACSO shall not be billed for any medical expenses for Alternative Sentencing participants. The participant will be responsible for contacting his/her Reentry Specialist immediately upon release to reschedule time. No rescheduling fees shall be imposed.

Absent a life threatening or disabling injury, the participant shall make arrangements to seek medical help in the community when they receive an injury or become ill enough to need medical assistance. The participant is responsible to make arrangements for transportation to the medical facility. The participant will be required to obtain a CTC Participant Release form. This form must be completed by a physician and returned to the CTC staff upon discharge from the medical provider. The Participant Release form must be accompanied by documentation to verify that the participant did receive medical treatment.

CTC participants may possess medications as long as all prescriptions are properly labeled and in their original container. CTC staff may confirm the number of pills remaining in the original container compared to the dosing instructions and date filled. Medications are stored in a secured medical locker next to the CTC deputy station under staff supervision. Authorized over-the-counter medications shall be in original packaging and stored in the participant's dorm locker. Any participant who misuses medication, whether prescription or over the counter, is subject to sanctions, program removal or possible criminal charges.

EMERGENCIES IN THE CTC

In the event of an emergency, whether fire or other emergency, and it has been determined that the building must be evacuated, all participants will assemble at the grassy area east of the CTC by the county maintenance shop. Participants will group themselves by dorm assignment. Participants will remain in this area awaiting a headcount and further directions from staff.

SEXUAL HARASSMENT, ASSAULTS OR RAPE

In conjunction with the Idaho Sheriffs' Association and in accordance with the Prison Rape Elimination Act (PREA), the CTC actively works to minimize, prevent and detect events of sexual activity of any kind, sexual harassment, assaults or rape between participants or between participants and staff.

Reporting sexual harassment, assaults or rape

Participants, who are sexually harassed, assaulted or raped or who are subjected to offensive sexual conduct that occurs between participants or staff are encouraged to report such events. You can report such incidents to any staff member, through the Participant Request form system or through the PREA Hotline by using the phones (free call). You can also report incidents to external family or friends and have them contact ACSO administration. Any report will be handled in a professional manner. Participant well-being and safety is a priority.

Sexual contact

Participants may not have any sexual contact with each other. Sexual contact is defined to mean contact for the purpose of sexual arousal or gratification. Sexual contact also includes behavior that suggests touching of the genitalia (inside or outside the clothing), holding hands, hugging, kissing, or fondling.

Filing a false report

Filing a false PREA report is a crime and is the same as filing a false police report. Participants are subject to additional criminal charges if they knowingly file a false PREA complaint.

Retaliation for reporting

Retaliation against participants who report sexual harassment or offensive sexual contact will not be tolerated.

PHONE

Call rates and detailed information about the telephone system can be found at gettingout.com/phone-calls-messages. Generally, participants can place calls to outside parties on a daily basis.

MAIL

All mail correspondence to participants will be scanned and delivered digitally to the participant’s account through ViaPath Technologies’ kiosks/tablets by “Text Behind”, a mail processing company. There is no cost to the participant and the mail item(s) will remain on your account through your stay at the CTC. All mail (excluding authorized legal mail, books, magazines from approved sources) sent to the Ada County Jail, and not to the mail processing company will be returned to sender. Sealed outgoing mail does not prohibit a letter from being scanned unless legal or other qualifying mail.

Prohibited material

Mail, drawings, or publications containing images of overt sexuality is prohibited.

In addition, CTC mail cannot contain any of the following:

- Intimidating or harassing communications
- Gang related writings or drawings
- Messages (codes) that are not easily understood
- Plans that violate state, local, federal laws, or CTC rules
- Plans to send contraband (such as drugs) into or out of any ACSO facility

At the discretion of CTC staff, mail or publications containing unauthorized references or material may be refused, confiscated, destroyed, used as evidence or returned to sender.

How to address mail

The U.S. Postal Service will not accept outgoing mail that contains drawings on the front of the envelope or mail that contains colored drawings on the back of the envelope. Incoming and outgoing mail must list the full name and address of the sender and the intended receiver. Improperly addressed mail will be returned. To receive mail, please utilize the mail address as follows:

Ada County Jail, ID
Participant’s full name, #JID
P.O. Box 247
Phoenix, MD 21131

Mail subject to scanning

All digital correspondence will continue to be inspected and scanned by CTC staff on the participant’s ViaPath Technology account. At the discretion of CTC staff, mail or publications containing prohibited material or writing that may jeopardize the

security and order of the facility may be refused. If any part of the digital mail item is denied based on safety and security concerns, the entire mail item(s) will be denied. This is due to how mail items are scanned into the system as a single piece of mail by the mail processing company, "Text Behind". Outgoing non-legal mail may also be opened, inspected and scanned by CTC staff.

Legal mail

Legal mail is defined as any writing between a CTC Participant and any of the following:

- An elected official
- A judge, court clerk or other deputy of the court
- An attorney who is a member in good standing of a state bar association
- American Civil Liberties Union (ACLU)

To qualify as legal mail the document or envelope must clearly indicate that the communication is from or to one of the persons described above. Legal mail may be opened and scanned for contraband or other illegal content in the presence of the CTC participant. Legal mail will continue to be sent directly to the Ada County Jail and routed to the CTC.

Forwarding mail

The ACSO will not forward mail after a participant has been released from the CTC. Participants should have their address changed after release. Any reading material that arrives for a participant after release may be destroyed.

TELEVISION

Television hours for the CTC will be from 9:00 AM to 10:30 PM Sunday through Thursday. Friday and Saturday television hours are extended to midnight. The television may be turned off during dorm cleaning or other group activities, if the television interferes with the program or activity.

PROGRAM DISCIPLINE

Rule violators may be removed from the program.

FAIL TO RETURN TO THE CTC OR WALK AWAY FROM THE CTC

In the event that a participant walks away from the center while serving their sentence or fails to return to the CTC at their scheduled time, staff shall take appropriate steps to see that the participant is reported to have left the facility and is held in contempt of their court ordered sentence.

VIOLATION OF CONTRACT

The following acts are violations of participant's contract with the CTC. Violation of the contract could result in immediate removal to the main jail from the CTC, if allowed by the original court order, or in some cases a new arrest or charge.

1. Violating any federal or state law.
2. Disrespecting, lying or providing a false or misleading statement to a staff member.
3. Manufacturing, possessing and/or consuming an intoxicant.
4. Manufacturing, possessing or altering any item that can be used as a weapon.
5. Failure to submit a urine sample as instructed for random drug and/or alcohol testing.
6. Illegal use or possession of a controlled substance while in the CTC (IC 37-2732).
7. Illegal use or possession of prescribed medication while in the CTC.
8. Failure to be at a designated location according to submitted and approved special purpose passes, work schedule or approved emergency location.
9. Any use and/or possession of any cellular phones or devices with cellular and/or internet capability within the CTC dorm area.
10. Damaging or misuse of CTC property.
11. Engaging in gang activity (possessing gang writing, signing, using gang terms/colors).
12. Failure to obey verbal or written lawful orders.

13. Possession of another participant's property.
14. Disrespecting or reckless endangerment of self/others.
15. Sexual contact or attempted sexual conduct of any nature.
16. Possession of lighters, matches or any incendiary device.
17. Being in an unauthorized area.
18. Failure to perform assigned duties and keep the CTC clean and free of garbage and debris.
19. Knocking on windows, walls or other areas of the CTC to gain the attention of participants or the public.
20. Possession of prohibited material.
21. Loitering in vehicles, across the street or anywhere in the vicinity of the parking lot.
22. Attempting to leave the CTC prior to scheduled time.
23. Returning to the CTC after scheduled time.
24. Making unauthorized stops to or from the CTC.
25. Any unauthorized activity.
26. Failing to be completely dressed.
27. Failing to clock or sign in or out.
28. Violating any other CTC rule not specified.

Disciplinary action could result in the loss of any of the following:

1. Loss of telephone calls (except legal).
2. Loss of privileges for 48 hours.
3. Loss of free time.
4. Extra chores.
5. Assigned essays, journals or other educational activities.
6. Removal from the CTC and placement into the main jail.
7. Affidavit to court requesting removal from program and/or arrest warrant.

Group disciplinary action

An entire group will not be deprived of privileges. However, CTC staff may turn off the television and/or the telephone outside of scheduled times for the following reasons:

1. A riot/disturbance.
2. Destruction of CTC property.
3. Failure to keep common areas clean.
4. Any action which disrupts the order of the CTC.

DISCIPLINARY PROCEDURES

Should a participant break any law while in the CTC, they may be immediately removed from their program and taken into custody in the Ada County Jail. An affidavit may be written and routed to the judge, prosecuting attorney and defense council in cases where a participant is removed from the program and not taken into custody. If a participant violates a rule that does not result in them being removed from the program, this violation will be notated in their file and may be sent to all the parties listed above in a status report.

FINAL RELEASE

Prior to participants completing their program and being released from the CTC, the staff on duty should ensure that all paperwork is completed. The CTC staff will review the account summary and facilitate the collection of outstanding fees. If participant is unable to pay the remainder of the fees, the balance will be sent to collections.