

# Douglas County Community Justice Center

[work release and day reporting orientation video-English Script]

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## Narration

The Douglas County Community Justice Center offers both work release and day reporting programs. This video will show you how to successfully participate in these programs including your responsibilities, the program fees, the different re-entry systems and the day reporting phases. After watching this video, if you have any questions, read your handbook or speak to a staff member.

Any attempts to walk away or escape from programs or house arrest will result in a sentence up to 5 yrs in the state penitentiary

You will pay daily fees to participate in work release and day reporting. Please refer to your handbook for the current fee schedules for program fees and drug testing.

According to your pay schedule, the Officer will ask to see your paycheck and pay stub. If you cash your paycheck or spend funds without approval, you may receive disciplinary action. If you want to be paid in cash or by direct deposit you must have prior approval from the Community Corrections Manager.

If you fail to pay the program and urine analysis fees for 2 weeks, you will receive a written warning. If you refuse to pay, your account will be flagged and you may be removed from the program.

Depending on the length of your sentence, you will be assigned to 1 of 3 re-entry planning systems.

If your remaining sentence is less than 14 days.....you will be assigned to the **short sentence system**. You will learn how to access community resources and may be assigned to complete simple tasks. Your plan will be reviewed prior to your release date and you must complete the self-assessment of progress form prior to your scheduled review. You may have one opportunity to leave the center for community access. You can earn this privilege through good behavior.

If your remaining sentence is between 14 and 30 days, you will be assigned to the **intermediate sentence system**. You will learn how to participate in both facility and community activities based on your needs for re-entry. Your plan will be reviewed after 14 days, at each plan review you must complete the self-assessment of progress form prior to your scheduled review. You may be granted one opportunity for community access at each review.

If your remaining sentence is 30 days or longer... you will be assigned to the **long sentence system**. You will be eligible for educational programs in both the facility and community. You will be given longer tasks that may take several steps to complete. Your plan will be reviewed every 14 days and you must complete the self-assessment of progress form prior to your scheduled review. Depending upon your behavior you may be awarded community access at each review.

Room and board for *all* participants is located in the work release center and many of the rules for both programs are the same. But some are very different. So please pay careful attention to which program you are in, and which rules to follow. If you are assigned to the Day Reporting Program, Day Reporting rules apply to you, but where there is no separate day reporting rule, you will follow the work release rules.

You may earn the privilege of a pass in the community if you work hard and maintain good behavior.

Upon arrival to the day reporting center you will complete a variety of tasks and assessment tests to help the staff know you and your specific situation. The staff will then create a re-entry plan specifically for you.

There are 5 program phases.

*Phase 1 DRC Based Programming:* This phase typically lasts a month. You will learn about problem solving, understanding point of views, substance abuse recovery and other topics. You will not be allowed to leave the facility during phase 1 except for medical needs and court ordered appointments. After the 4<sup>th</sup> week, your plan will be reviewed and you may be promoted to phase 2.

*Phase 2 DRC Based Programming & Initial Community Access:* In Phase 2, you will have the opportunity to access the community. With approval, you may visit with family and friends, attend religious services, attend 12-step meetings and participate in other

approved activities. You may earn a maximum of 2 community based activities each week with one 4 hour home pass on the weekend.

*Phase 3 Community Based Preparation:* Phase 3 is all about “Planning for your life after incarceration”. You will be completing the last of your classes. You will begin making plans for housing, food, employment and other basic needs. You must also complete a Personalized Release Plan. This plan spells out everything you “will” and “won’t” do to ensure a safe and healthy recovery. After 4 weeks, a team meeting is held to review whether you are ready to move to phase 4.

*Phase 4 Employment & Community-Based Activities:* This phase generally occurs during your 4<sup>th</sup> month at the center. Here, you will be working, participating in community-based services and having longer home passes. By the end of phase 4, all your immediate needs and plans should be met.

*Phase 5 Task Completion & Possible House Arrest:* This is the last phase of the DRC program and generally occurs during your 5<sup>th</sup> month. By this time you will be close to discharge. Specific plans should be in place for meeting your basic needs after your release. If you are still not ready for release, then house arrest and electronic monitoring may be a practical option.

For a detailed list of the DRC program phases read your handbook or speak to a staff member.

Each new phase comes with a new set of privileges and responsibilities. Privileges must be earned through good behavior, and by completing all assigned tasks. For a full list of privileges and responsibilities during each phase, read your handbook or ask a staff member.

Reviews are held every 4 weeks. The re-entry case manager will review your progress during each phase. You are also responsible for completing the monthly self-assessment prior to each review. You must also bring documentation verifying that you have completed all of your tasks fully and on time.

Itineraries are due every Tuesday by 4:00pm. Your itinerary is your schedule for the upcoming week. To be considered valid, itineraries must be completed in blue or black ink and have your name and current phase written on it.

To be considered for promotion from one phase to the next you must always follow the rules and cooperate with the staff and your peers. Properly using the available privileges from your current phase, shows you are ready for additional privileges.

The main rule to remember and follow is that the Correctional Officer on duty makes the final decision as to any rule or guideline. Often, situations must be handled differently and on a case by case basis. A full list of rules and guidelines can be found in your handbook. Always follow these and speak to an Officer or staff member if you have any questions or concerns.

If you are found to be in violation of program rules, disciplinary measures will be enforced. You may be given a verbal warning, lose privileges, be given extra tasks, put

in lock down, lose your current phase status, or be removed from the program and returned to jail. A full list of disciplinary measures can be found in your handbook.

Both the work release and day reporting programs are designed to help you prepare for a safe and productive life after incarceration. You do have the ability to live a free, responsible and fun life. These programs, along with the help of those who care about you and other community resources will show you how to be successful. Good luck. We hope your time here is productive.