MESA COUNTY
Criminal Justice Services
DEPARTMENT

Mesa County Summit View Treatment Service

Client Handbook

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Letter from the Directors

By entering the CJSD Summit View Treatment program you have made a decision to take a major step toward recovery that will have a direct effect on your personal growth and your future. Participating in recovery is challenging on every level and will result in a valuable and rewarding experience. As you work through this process, the way you see your future will change and you will recognize that you can achieve what you never thought possible.

The goal of the Summit View Treatment Program is to assist you in identifying and changing the beliefs, thoughts, and behaviors that have limited your ability to be the person you want to be. This program will provide you with the tools and structure needed for recovery. Recovery is a process. Many refer to it as a journey. There is no 'finish line' or 'completion' of the recovery process. Recovery is a way of living and sustained recovery requires adopting a new way of thinking and a new way of living.

Please understand the contents of this handbook. It is impossible to predict every situation you may encounter, this handbook provides you with a summary of program rules and expectations. It is not possible to list every rule that must be honored in order to provide the services that we provide, or to offer a community for recovery, so we encourage you to ask any staff member for assistance or clarification.

You will be assigned a case manager who will help you with additional information, guidance, and direction to meet all program requirements and successfully complete the program. Our objective is to facilitate your success in completing this program and have a positive impact on your life.

Sincerely,

Matt Lewis	Dan Weller	Michelle Cooley
Director	***Director***	***Director***
Criminal Justice Services	***Clinical Services***	***Community Corrections***

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Summit View Treatment Services

In 2005 Mesa County identified the need for more addiction treatment services for its citizens. Of paramount importance was that these treatment options be made available regardless of one's ability to pay for them. As a result, in 2007 Mesa County opened Summit View Treatment Services as a part of the Mesa County Criminal Justice Services Division (CJSD).

Summit View provides residential and outpatient services that are client specific and encourages personal responsibility and change. Innovative programs are provided in a professional manner by qualified providers. Services are available to adults from the community or the criminal justice system. All programs offered are evidence-based and gender-specific services are available.

Summit View honors the commitment to provide individualized, comprehensive, and holistic services to those we serve and when needed assists people with connecting to other treatment resources in our community. Every Mesa County resident has access to Summit View services regardless of their ability to pay.

Summit View offers residential services which provide structure and programming 24 hours a day 7 days a week. Clients in these services participate in programming, meals, and sleep in a Summit View facility. Summit View also offers services that are commonly referred to as outpatient type services. These services are scheduled during the day or evening and are typically one to two-hour sessions. Clients who are participating in these services may live in their own homes, or in other supportive living environments.

Intensive Residential Treatment (IRT)

Intensive Residential Program (IRT) is a program for adult males who suffer from severe substance use disorder(s). It is a phased program that typically requires 90 - 100 days to complete. It is designed to:

- Improve the person's ability to structure and organize the tasks of daily living.
- Stabilize and maintain remission of substance use disorders.
- Help the person develop and apply sufficient recovery skills.
- Develop and practice prosocial behaviors.

IRT incorporates a specific, evidence-based treatment curriculum tailored to address substance abuse, trauma, and criminogenic risk reduction. IRT is structured and offers around-the-clock supervision with a variety of counseling, education, and therapy services. Treatment consists of 40-43 hours a week of group therapy, individual therapy, and targeted case management aimed at developing the skills necessary for the successful continuation of treatment in a lower level of care.

Successful completion of the IRT program is based on four factors: 1) the client must actively participate in all required groups and sessions, 2) the client must successfully complete all elements of the treatment plan, 3) the client must successfully complete all elements of the case plan, and 4) the IRT Treatment Team must agree that the client has met all criteria for completion

in a manner that is suitable for that client to be able to sustain recovery at a lower level of care. Typically, upon completion of IRT people are referred to the Summit View Intensive Outpatient Program for continued care.

Admission into IRT can be the result of a referral from the Criminal Justice system, community partners, family, or from an individual who is interested in treatment. Placement in IRT is considered if community-based treatment services do not prove effective.

Residential Dual Diagnosis Treatment (RDDT)

RDDT is a program for adults who suffer from severe substance use disorder(s) along with chronic mental illness(s) as well as a history of felony criminal conduct. It is a phased program that typically requires 110 - 120 days to complete. It is designed to:

- Improve the person's emotional stability.
- Stabilize and maintain remission of substance use disorders.
- Help the person develop the necessary skills for emotional regulation.
- Develop and practice prosocial behaviors.

RDDT incorporates a specific, evidence-based treatment curriculum tailored to address substance abuse, trauma, and criminogenic risk reduction. Treatment includes mental health, substance abuse, and psychiatric evaluations to create an individualized and person-centered plan for treatment. RDDT is heavily structured and offers around-the-clock supervision with a variety of counseling, education, and therapy services. Treatment consists of 12-14 hours a week of group therapy, individual therapy, targeted case management, and vocational services aimed at developing the skills necessary for the successful continuation of treatment in a lower level of care. Typically, upon completion of RDDT people are referred to an Enhanced Outpatient Program for continued care.

Individuals admitted into this program must have been specifically assessed as appropriate for RDDT placement. Typically these assessments are performed by the Criminal Justice system.

Transitional Living

People who have completed Intensive Residential Treatment (IRT) or Residential Dual Diagnosis Treatment (RDDT) at Summit View often benefit from a housing solution that is 'in between' independent living in the community and living in a 24-hour-a-day, 7-day-a-week structured environment. This 'gap' is what the Transitional Living program attempts to fill.

Transitional living is a cost-controlled, affordable, safe, recovery-compatible housing solution designed to help prepare a person who is transitioning from a higher level of care back into independent living in the community. Transitional Living offers a monitored recovery environment to best ensure that alcohol and other drugs are not in use, or present at the home and that the residents of the home are engaged in their recovery process. Weekly case management and treatment are part of Transitional Living as are continued life skills monitoring and coaching.

Outpatient type Treatment Services

Summit View Outpatient services are delivered in a wide variety of settings and serve a wide variety of needs. Outpatient services are provided in regularly scheduled sessions and consist of group education and therapy as well as individual education and therapy. Summit View's outpatient services can occur as frequently as five days per week or as infrequently as once per month depending on the person's needs. Services are directed at addressing the person's major lifestyle, attitudinal, and behavioral issues that have the ability to threaten the treatment goals of the individual or hinder the individual's ability to cope with major life tasks in a productive and healthy manner.

Service offerings include: Intensive Outpatient Program (IOP), Enhanced Outpatient Program (EOP), Relapse Prevention, Family Education and Therapy, Individual Therapy, Targeted Case Management, Cognitive Restructuring, Problem Solving, Anger Management, Seeking Safety, Life Skills, Sex Offender Specific Treatment, and Domestic Violence counseling.

Agency and Social Contacts

Clients shall not associate with any person without being pre-approved by their Case Manager.

Clients shall not have contact with family or friends at the facility or at locations away from the facility without prior permission.

Clients having contact with a law enforcement agency or officer shall report the contact to staff immediately following contact. Clients who are under criminal justice supervision should inform law enforcement of their program status immediately upon contact.

Male and female clients are not to associate with each other except in activities sponsored by the program. Clients who are in residential programs are not to communicate (verbally or otherwise) with clients in other CJSD programs or dayrooms without being pre-approved by their Case Manager.

Attendance Requirements

Part of completing the program successfully is to demonstrate timeliness and participation in required treatment.

Clients are required to attend all scheduled appointments, be on time for them, and participate for the scheduled duration. Examples include but are not limited to: case manager meetings, community meetings, treatment, doctor appointments, education, and court dates. Clients will give a two-hour notification when canceling an appointment with an outside provider or entity. It is the client's responsibility to reschedule or make up a missed appointment.

Any client too sick to attend treatment activities must notify staff prior to the beginning of the session. Residential clients who are ill are required to stay in their rooms for the duration of the illness, and/or for a minimum of the remainder of the day and night. Clients may be required to submit a doctor's verification of illness or injury to CJSD staff. Clients who do not attend treatment activities are not allowed to participate in dayroom activities (which includes access to public phones), program outings, family visits, or family education and therapy groups.

Clients are excused to miss treatment activities for scheduled medical appointments that have been approved by the Case Manager and scheduled appointments with the Judicial system that have been approved by the Case Manager.

Behavior

General Behavior

Clients are required to model responsible behavior at all times. No fighting, arguing, horse playing, shouting, loud or boisterous conduct, nor any form of physical aggression with or against any other person is permitted.

Clients are encouraged to recognize their surroundings and use appropriate language. It is important that clients are respectful and courteous to those in their community. Clients are not to use vulgar, profane, or obscene language or actions/gestures.

Clients will not threaten any person with any form of physical behaviors or any act designed to be harmful to them. Clients will not create, participate in, or incite a riot or disruption of the program or encourage others to do so.

Clients are expected to treat others with respect and consideration at all times. Disruptive behavior may result in disciplinary action.

Federal law regarding the Prison Rape Elimination Act (PREA) prohibits sexual contact between clients and between clients and staff, consensual or otherwise. All sexual contact will be reported and responded to according to the law. This includes, but is not limited to, any sort of sexual harassment, hand holding or kissing.

Clients will adhere to all posted rules in any CJSD facility, including those listed in the general information and policies of this rule book.

Dorm Rooms:

Clients will not enter any other client's dorm room without permission from staff.

Clients must keep the doors to their dorm rooms closed at all times in order to comply with fire department codes.

Clients are expected to have their bed made, and personal areas put in order immediately after getting up each day.

Clients will respect the property of others and of the Mesa County Criminal Justice Services Department. Deliberate damage to, theft of, or misuse of property is not allowed. If any CJSD property is lost or damaged, the client will pay any costs to CJSD for replacement or repair.

Covering or tampering with air vents, light fixtures, sprinkler heads, windows, window screens, door locks, or any security device including security seals on windows is prohibited. Clients are not allowed to hang or place any item in a room. This includes not hanging any item on a bed frame or bedpost.

All furniture in the rooms must remain in the approved location. Moving of furniture within the rooms or between rooms is not allowed.

Writing on, or attaching anything to the walls, furniture, doors, ceilings, window, or floors or displaying any nude or lewd pictures or posters anywhere in the facility is prohibited.

Clients shall make no changes in their assigned sleeping areas without prior approval of staff.

Radios are only permitted in the client's assigned room.

Clients may have one plastic water bottle and only water is allowed in the container.

Dayroom Behaviors:

Eating and/or drinking is permitted in the dining area only. No food or drink is permitted in rooms or outside designated areas.

Client interaction is limited to the day room areas. For example, clients will not loiter in hallways, stairwells, client doorways, bathrooms, or the laundry room.

Clients will not sit on tables, put their feet on chairs, or couches, or otherwise misuse any furniture.

Clients are not allowed in unauthorized areas, which include but are not limited to the following: staff office areas, unassigned rooms, and unassigned dayrooms. Coaching desks should not be approached unless staff are present.

Television may be viewed during the posted hours and only after given permission for such by the on-duty staff. Television programs may be prohibited at staff discretion.

All movies brought in must be approved by staff and generally, only G, PG, or PG-13 movies will be approved.

Case Management

Clients will be assigned a case manager the day of arrival. They will meet with their assigned case manager for individualized meetings on a regular basis, in addition to informal contacts that occur with staff. Individual meetings will be performed by the case manager for several purposes:

- To check the progress of the client in attaining the goals and objectives outlined in the individual case plans and/or behavior contracts.
- To discuss behavior and attitude problems or changes.
- To assist the client in resolving personal problems.
- To help clients succeed and act as a resource for client issues and challenges.
- To address issues concerning employment, academic, mental health, substance abuse therapies, community living and to make appropriate referrals to outside agencies that might assist the client.
- To identify payment options for treatment and/or required programs that may be incorporated into the case plan, and.
- To reward progression in the program.

Contraband and Searches

Clients will submit at any time to a search of their person, property, or vehicle by any staff member or any law enforcement agency. Clients DO NOT have to be present during any type of property search.

Clients must inform staff before any property is brought into the facility or taken out of the facility.

Any item not listed on the property matrix or deemed unsuitable by staff is considered an unauthorized item and can be confiscated and destroyed.

Clients will not own, use, possess nor have control over any devices for the purpose of tattooing or any type of body piercing.

Dress Code and Hygiene

Standards of dress are to be complied with by all clients. Standards exist for the purposes of health, sanitation, welfare, and prosocial integration. Clients are to wear appropriate attire in or out of their assigned rooms at all times.

- The term "fully dressed" shall include appropriate undergarments, shoes/boots, shirt, and pants/shorts.
- Clothing must be clean and cover the chest, back, stomach, midriff, and underarms. Bottom garments must cover down to six inches above the knee.
- Tank tops, muscle shirts, spaghetti straps, or pajamas MAY NOT be worn in any common area on campus.
- Clients are not allowed to wear hats, hair coverings, unbuttoned shirts with no undershirt or sunglasses in the facility.
- Clothing made from fish net or sheer-type materials are not allowed at any time. No shirts, pants or any clothing may be torn or altered to expose skin.
- Clients are required to wear appropriate clothing for sleeping. Clients must be appropriately clothed or wear a robe when going between their rooms and the bathroom.
- Bare feet are prohibited outside of the dormitory hallway.
- Clients with piercings below the neckline will be directed to remove them upon intake. Jewelry cannot be vulgar or offensive.
- No obscene, profane, drug or alcohol-related messages, or wearing the same colored clothing items in any form or combination that may promote group activity.
- Clients whose clothing is deemed inappropriate or disruptive by staff will be asked to change. Any inappropriate attire will be considered unauthorized.
- Clients must be appropriately dressed when leaving the building for any activity on campus or in the community.
- When in the community, clients should represent themselves and this program in a respectful and professional manner.
- Clients are expected to maintain proper personal hygiene habits on a daily basis. This includes regularly taking showers, proper care of hair and nails, washing of hands, and the use of appropriate hygiene items.

- Hygiene kits are offered upon intake to clients in need by staff completing the intake. Generally, these kits include: toothbrush, toothpaste, shampoo & conditioner, soap, deodorant, razor, comb, feminine hygiene products, and access to laundry products and laundry machines. If a client runs out of hygiene while in the program and they are unable to obtain hygiene, they can request assistance from staff to gain the hygiene products they are out of.
- Clients must keep their clothing laundered and in good repair. Staff may direct clients to have clothing washed if they determine it is out of compliance.
- Clients are not permitted to dye their hair when in the facility. Clients are only allowed to cut or trim another client's hair with staff permission and in a designated area. Clients that cut hair are not allowed to charge fees or trade for services. When given permission to cut hair, it will be done only in a designated area and staff will inspect the designated area for cleanliness.

If you need resources for clothing contact a staff member for assistance.

Finances

Clients who are attending Summit View Treatment on a voluntary basis may not be subject to all expectations in this section. Assigned case managers will provide clarification as necessary.

All monies received by clients while on the program must be turned into staff upon check-in at the facility for deposit in a non-interest bearing account at a local bank in accordance with Colorado Revised Statute CRS 18-1.3-106. Clients will be issued a receipt for all money turned in. Money for personal spending and other needs will be addressed in individual case manager meetings and monthly budgets.

Clients are not allowed to have more than $50.00 (including weekly spending) in their possession or in their personal property unless approved.

Fire Evacuations/Emergencies

The Criminal Justice Services Department has an emergency fire evacuation plan for all occupants of each building. Maps of the evacuation routes are posted throughout each facility.

Evacuation Drills: Drills will be conducted as required by local, state, and federal fire safety guidelines. Clients are expected to:

- Cooperate.
- Immediately exit the building following posted evacuation routes when the alarm sounds.
- Follow all staff instructions.
- Comply with Posted Operational Rules -Facility Evacuation regarding expected conduct during evacuation.

Emergency Situation: If an emergency situation arises at the Facility, clients should immediately:

- Advise the on-duty-staff of the situation.
- If the emergency involves the on-duty-staff, then clients may get outside assistance by calling 911 (9911 if using a staff phone).

Staff Assist Alarms: There are Staff Assist Alarms located throughout the building for clients to use in the event of an emergency. Clients should make themselves familiar with the location of the Staff Assist Alarm locations. When pulled, staff will respond to the alarm location.

House Duties

Building cleanliness has a direct impact on the attitude of clients and the way visitors view the program and the clients. Completion of house duties by each client reflects the development of positive program compliance and progress. Therefore, each client is responsible for completing house duties as directed by staff. These duties are to be completed every day. Failure to complete house duties may result in a loss of privileges and/or disciplinary action. All clients are expected and required to participate in daily cleaning of personal and common areas to include:

Personal Area Standards:

- Clients will be expected to keep their rooms clean, neat and odor free at all times.
- Clients will ensure beds are neatly made. Sheets and/or blankets are tucked under the mattress. No items are to be stored under the mattress, bunk, or bed.
- Extra or unapproved bedding is not permitted, including mattresses, pillows, or similar.
- Personal items may not hang on the bunks, bed frame, bed post or be placed in common areas.
- Clients will ensure their bunk area is clear of trash and dust. The floor under and around the bunk is vacuumed (top and bottom bunkmates are responsible).
- Clients are not permitted to have food in their rooms.
- See property matrix for specific allowed property.
- Medical exemptions for bedding, food, or medications may be approved through a CJSD Manager.

Common Area Standards:

- Trash cans need to be emptied daily. The can and surrounding floor should be clean.
- All surfaces are dusted (including windows, windowsills, walls, vents, light switch plates, and blinds).
- All common areas of your room must remain completely clean, free of clutter, and organized. The desk and windowsill areas must remain completely clear unless in use. This is the responsibility of ALL clients assigned to the dayroom.
- Bathrooms need to be cleaned daily to include: toilets, sinks, showers, floors, countertops, and mirrors.

House duties may be assigned by staff to address cleanliness and safety issues.

Illness

Routine medical services will be dealt with through the client's personal physician at the client's cost. Emergency medical treatment is provided by the area hospitals, and the client assumes the cost of such services. Clients are responsible for the cost of all medical services received to include medications. Any narcotic or highly addictive medication must be approved by a member of CJSD Administration. All narcotic medication will be in a blister packet. The facility will maintain a supply of first aid material, the use of which will be supervised by staff. CJSD will provide CPR and first-aid training to staff members. The Grand Junction Fire Department will provide on-site emergency medical assistance.

All clients will have equitable access to medical resources. All clients are required to have their physician complete a CJSD Medical Treatment form for any medical or dental appointment. Clients will provide a copy to CJSD staff once the form is completed to be kept in the client's medical file.

Any treatment or educational class missed as a result of illness must be approved in advance. It is the client's responsibility to make up any and all missed work from their required classes.

Laundry

Laundry facilities are provided at the facility. Clients are responsible for doing their own laundry and access to the laundry room in the facility will be on designated days only. Refer to **Posted Operational Rule - Laundry** which includes assigned days and times for laundry.

Lights out/Television times

Clients MUST be in their rooms with the ceiling lights out in accordance with the **Posted Operational Rules - Dayroom Schedule and Privileges** unless otherwise directed. Reading lamps must be turned off at posted times. The television will be viewed only during the posted times with staff approval.

Mail and Messages

All non-legal mail may be opened by staff without the client present for inspection. Legal mail will not be opened by staff without the client present. Mail will only be handed out at posted times. Clients are required to check their mail daily. Clients will not be allowed to mail or receive mail from other incarcerated individuals without prior approval.

Clients should check the client portal in their dayroom on a daily basis for any electronic messages.

Meals

Breakfast, lunch, and dinner meals that are approved by a dietician will be provided. Meals will be served at the posted times and are subject to change. Meal portions are created by a dietitian and controlled instruments are used to portion out the meals/holdbacks. These portions/calories come from a three-meal guideline. All three meals are factored into portions/calories. Please refer

to **Posted Operational Rules - Meals.** **Clients should use the Meal Evaluation Forms to address meal concerns,** which are located in the dayrooms**.**

Special Diets: Clients requiring a special diet must submit their diet requirements in advance to a CJSD Manager who will review the diet request. Special diet requests may require medical documentation supporting a diagnosis. Approved special diets will be given to clients at the same time as holdbacks.

Medication

Clients will immediately notify CJSD staff if and when they have been instructed to begin using medication by a licensed medication provider and must have the appropriate "Medical Treatment Form" completed. This form also acts as a release of information.

Prescriptions

- Written prescriptions must be presented to staff.
- Some medications may be disruptive to the community and the rehabilitative process and may not be allowed in Summit View treatment programs. Please refer to the CJSD approved and restricted medication list.
- Most medications will be kept in a locked and secured area and will be taken under the supervision of staff in strict accordance with the prescribing provider and package directions.
- Clients use of prescribed medication shall be documented on individual medication logs. These logs are part of the client's permanent electronic record.
- Some prescription and non-prescription medications may be allowed in limited quantities in a client's possession as a Keep on Person (KOP), only if approved. This process will be initiated by the client with a case manager, medical staff, or an on-duty supervisor.

Taking Medication

- Medications will be monitored during four regular medication times during the day.
- Medications shall be self-administered by the client and ingestion will be monitored by a staff member. Clients are not allowed to take any medication while away from the facility without prior approval.
- Clients will only report for medications when they are announced on the intercom.
- Prescriptions must be taken exactly as prescribed on the bottle or packaging. Changes to medication instructions must be provided in writing by the medication provider.
- Clients will present their medication to staff to verify the correct dose before taking their medications.
- Staff will complete a mouth and cheek check if necessary.
- Clients on a Medical Assisted Treatment (MAT) program must adhere to their Behavior Contract.

General guidelines for medications

- It is the client's responsibility to re-order medications or make arrangements for re-ordering prior to running out of medications.
- Clients shall be responsible for payment of any medical screening and all prescriptions.
- The only approved non-prescription medications are those provided by the Facility.

- Dietary and/or sports drinks or supplements are not allowed. Clients should be aware that taking some of these will not be an acceptable defense for positive substance test results.
- Selling or giving away any medication, prescription medication, illegal drugs, or unauthorized substance is prohibited.
- Clients taking medications that are directed for bedtime may require clients to be resting in their beds within one hour of taking the medication.
- Vitamins are only approved when medical documentation demonstrates a need.

Activities

CJSD may offer clients the privilege to attend group activities away from the facility. Clients who choose to participate in a group activity, will do so at their own risk. Neither CJSD nor the staff will be responsible for any injury to a client while participating in any of these activities. Access to these programs is a privilege that may be withdrawn due to inappropriate client behavior.

Phones

When indicated, and approved in the client's case plan, clients may have access to pay phones at posted times and for approved durations. Phone use may be restricted by staff at any time due to negative client behavior. Incoming calls are not permitted.

Property

Facility Property

Criminal Justice Services will provide linens, a pillow, and a client handbook. Client rooms will be equipped with window coverings, furniture, and a trash can.

Clients are issued identification (ID) cards and/or room keys and are responsible for the cost of replacing these items if they are lost or damaged.

Clients are responsible for ensuring that all CJSD property is not damaged and is kept clean. Any damage above and beyond the normal daily wear will be charged to the client. This may include repair or replacement costs of the damaged item.

Personal Property

Personal property, letters, money etc., should be dropped off at the facility for clients during posted times only. Staff may not accept property outside of posted times. Exceptions may be approved by a CJSD Manager.

Clients shall be responsible for their own personal property. Staff accepts no liability for any client property that is lost, stolen, or damaged. It is the responsibility of the clients to keep their room doors closed and locked to avoid theft from their rooms.

Radios and/or speakers are only allowed to be kept in clients' rooms. Radios and/or speakers that can be heard outside of the client's bedroom are TOO LOUD and are subject to confiscation. Clients must be able to hear the loudspeaker at all times.

Electronic devices, other than cell phones, may not have internet capability, have external storage, and may not be used to take pictures.

Excessive amounts of magazines, newspapers, books, or combustible items that may present a fire hazard and will not be allowed.

Flammable items must be stored in a safe and secure place away from ignition sources.

The quantity of personal items, including clothing, will be limited for health, fire, and safety reasons as determined by staff. Clients may not have more personal items than what will fit in their closet area and/or dressers. **See Property Matrix.**

Contraband

Any item not listed in the property matrix is considered contraband, and any client found to have such items on their person or in their living area, or under their control is subject to disciplinary and/or criminal charges. Authorization for any special item to be allowed in a room or in a client's possession must be approved by a manager.

Contraband items confiscated may be disposed of through a process at staff's discretion. Any item on the property matrix that is deemed inappropriate or unsafe may be removed from the room at the discretion of any staff member. When told to remove items from the facility, the client must do so within 72 hours or that item may be disposed of.

Supervision

The CJSD residential facilities are staffed 24 hours a day, 7 days per week, by competent and trained staff. The staff will make frequent security checks (including room checks of the facility) to ensure compliance with rules and for the safety of the clients.

Technology: Information and Multimedia

Clients participating in the Program are required to disclose upon request from CJSD Staff their social media sites and technology devices. For clients who are participating in Summit View's residential treatment programs the use of social media and technology devices is prohibited.

Unauthorized Absence/Escape

Clients participating in the program are required to remain at their assigned areas or authorized location at all times unless authorized by staff to move to another location.

Any client leaving the facility without proper authorization, or whose location is unknown will be considered in violation of the law, CRS 18-8-208.2: Unauthorized Absence. CJSD Staff will notify law enforcement of any client serving a legal sentence. Any client who plans, attempts, or aids in an unauthorized absence may have new criminal charges filed and/or disciplinary action for complicity.

All property of a client placed on unauthorized absence status which is left at the facility will be disbursed per policy. All monies left by the client on unauthorized absence status will be used to pay any outstanding Mesa County, CJSD or treatment debts owed and any remaining funds will

be disbursed to the victim restitution fund per state statute 17-27-104 and 24-4.2-103. Such property or money will no longer be accessible to the client.

If a client is contemplating leaving the program, it is recommended they speak with a staff member to discuss their difficulties.

Visitation

The goal of visitation is to help clients have contact with family and friends who have existed in the clients life prior to entering treatment and are thought to be positive and supportive of the client's change and recovery. In order to become oriented to the program, find a focus and invest in recovery, Summit View Treatment clients will not be allowed visitation until they have progressed and are demonstrating a basic knowledge of the treatment program and treatment skills.

The Summit View Treatment Program offers clients the opportunity for visits once they have progressed on the Phase Incentive System. Visitation is a component of family education and visitation. **See Family Education and Visitation.**

Family Education

The Summit View Treatment Program provides Family Education as a treatment component for Intensive Residential Treatment clients. Family Education is an opportunity for supportive family members and friends to receive education about the effects of alcohol and other drugs on people and society. Additionally, this provides an opportunity to learn about the recovery process and learn about the continuum of treatment offered through Summit View Treatment. It also provides an opportunity for family and other support systems to get to know CJSD staff and the program and an opportunity for CJSD staff to meet and get to know our clients support systems.

Family members and other support systems are recognized as a fundamental part of the recovery process. Their role in supporting clients and holding clients accountable to treatment is critical to the success of each client. It is also important that family members and other support systems are not disruptive to the recovery process. They are expected to acknowledge the expectations and confidentiality of all involved.

All IRT (unless told otherwise by your case manager) clients are required to attend Family Education and to arrive promptly. Clients will be searched, along with any possessions, before returning to their assigned area. Attendees may also be searched at staff discretion.

Visitation will follow family education. Only clients who have earned this privilege based on their Incentive Phase Level are eligible for family visitation. All visitors must be screened and approved by the client's case manager prior to visitation.

- Visitors are expected to arrive on time, be dressed appropriately, and have participated in the Family Education portion of the activity prior to visitation.
- The number of visitors allowed will be limited and are only allowed at authorized visitation times.

- No visitors under the age of 12 will be allowed to attend the education portion due to the content of the material. Children that are approved for visitation time may only attend if accompanied by an adult who has also attended the Family Education portion that same visit.
- Visitors must have a picture ID.
- Visitors must check in.
- Physical contact needs to be limited and appropriate.
- Visitors are not allowed to bring food or drink into the facility for any reason.
- All items brought in for clients must be approved in advance, meet the client property matrix and will be searched prior to being released to the client.

Drugs, Alcohol, and Tobacco Usage

Remaining drug and alcohol-free can allow you to be a productive member of society, restore healthy relationships, and to move forward in the program. Use or possession of substances including tobacco and/or nicotine compromises the recovery of the treatment community as a whole and will not be tolerated. Clients should not use any of the following:

- Alcohol.
- Illegal substances.
- Nicotine.
- Unauthorized medication.
- Marijuana (or THC) in any form.
- Psychedelic Mushrooms in any form.
- Any substance that could cause dangerous or risky behavior.

ATTENTION:

- It is a criminal offense to bring any of the items listed above into a correctional facility.
- Dilute urine samples will be treated as a positive UA. More than one dilute urine sample may result in disciplinary action.
- Use of alcohol-based cleaning supplies or other products IS NOT an acceptable defense in the event of a positive UA.

Substance Testing

All clients are required to perform a urinalysis (UA) and a breathalyzer (BA) upon entry and exit from the program. Here are some important things to know about substance testing:

- Clients are subject to random testing that can occur at any time.
- Once notified of a UA, clients will have two hours to produce a minimum of one ounce of a non-dilute urine sample for testing.
- Should clients refuse to produce a urine sample or refuse to cooperate, they will be subject to disciplinary action and possible immediate removal from the program.

- It is the clients responsibility to report use of any substances that may affect the drug screen.
- Clients should not approach staff to ask staff if they have a drug test.
- Frequency of substance testing is defined by the clients drug or alcohol history.
- All substance tests will be kept as part of the client's record.

- Poppy seeds may sometimes cause drug screens to result in a positive result for opiate use. It is important to know that eating poppy seeds IS NOT an acceptable defense.

In cases where a client demonstrates the symptoms of drug or alcohol use, staff may take appropriate action regardless of drug screen results. Clients who display symptoms or behaviors of mood or mind-altering substances may be held accountable to substance use violations.

Any attempts to falsify or alter urinalysis samples will result in administrative action and/or new criminal charges, per Colorado Revised Statute 18-8-610 Tampering with Physical Evidence which is a Class 6 Felony or a Class 1 Misdemeanor.

Tobacco and Nicotine

Tobacco is not permitted within the CJSD facilities. Clients are not permitted to use or possess tobacco or tobacco-related products including: lighters, matches, and electronic nicotine delivery devices. Nicotine replacement patches and/or products must be approved by the Treatment team. The Case Manager and/or Treatment team can assist clients with scheduling an evaluation with a medication provider for the client to explore Medication Assisted Treatment for Nicotine Use Disorder.

Prison Rape Elimination Act (PREA)

Federal law regarding the Prison Rape Elimination Act (PREA) prohibits sexual contact between clients and/or staff. All inappropriate contact will be reported and responded to according to the law. It is important to ensure the safety of all parties involved in any behavior that can result in trauma.

CJSD has a zero-tolerance policy regarding sexual assault/rape and sexual misconduct of any type including sexual harassment. Participation in sexual activity on grounds is strictly PROHIBITED and is subject to disciplinary action. CJSD has designated a PREA Coordinator to oversee, coordinate and monitor compliance with PREA Community Confinement standards.

CJSD clients have the right to be safe from sexual abuse, sexual assault, sexual harassment, or sexual misconduct regardless of the client’s sexual identity. Clients have the right to be safe from unwanted sexual advances and acts. Clients also have the right to say “NO” to pressure to engage in any type of sexual activity. In addition, clients have the right to report any sexual attempt and/or sexual assault immediately and be free from retaliation of any kind.

All reports of sexual behavior will be initially investigated by CJSD staff. Any incident involving potentially criminal behavior will be immediately forwarded to the Grand Junction Regional Communication Center requesting a criminal investigation and prosecution if appropriate.

Reporting Procedures for Sexual Assault/Rape & Sexual Misconduct

All staff members are required to keep any reported information confidential, except to report the information to CJSD Administration or to cooperate in an investigation or legal proceeding. Clients may make anonymous reports.

In cases where a client may need to make a confidential report regarding being a victim, witnessing or has knowledge of any incident concerning sexual misconduct, harassment or assault; the client may report the information in writing or verbally in any one of the following ways:

Internal Reporting

- Speak in person with a staff member.
- Mailing a note or letter in a sealed envelope to a staff member.
- Send an email to Mesa County Criminal Justice Services at CJSD-TIPS@mesacounty.us
- Call the Criminal Justice Administration at 970-244-1728.
- File a complaint with CJSD Administration. **See Complaints/Grievances.**

External Reporting

- Clients may call the Department of Corrections Tip Line at 1-877-362-8477 and may make anonymous reports.
- Notify the Grand Junction Regional Communication Center at (970) 242-6707 or 911.
- Log a complaint with the 21st Judicial District Attorney, and/or at (970) 244-1730.
- Call the Division of Criminal Justice at 1-303-239-4442.

Knowledge of any sexual activity or misconduct can also be reported by a third party through internal or external reporting options.

Advocacy and Support

Victims of sexual abuse have the right to advocacy and support at no cost. Resource information is available throughout the facility and in these Intake Documents provided to you in the client portal in the dayrooms:

PREA: Client Acknowledgement and Summary of PREA Intake forms
PREA: Reporting Options and Advocacy/Support

Clients may contact these resources on the client phones, free of charge.

Complaints/Grievances

The Mesa County Criminal Justice Services Department (CJSD) will provide all clients access to a system to remedy legitimate complaints and grievances. These must be individual in nature and are not intended for groups. No retaliation or harassment of any kind will be taken against a client for submission of a complaint or grievance nor will attempts be made by staff to prevent or interfere with submitting a complaint. It is the policy of CJSD to resolve grievances as simply and swiftly as possible and therefore every effort will be made to handle grievances at the informal level.

Elements of a Grievance

Grievances must adhere to the following guidelines:

1. Behavior responses, disciplinary actions, incentive program actions, room assignments, classification actions, program rules, procedures, and Department of Corrections rules and procedures are not considered matters for the Complaint/Grievance process.

2. Grievances are restricted to incidents which occur while the client is in the custody of CJSD.

3. Clients who knowingly make false or misleading claims in a Grievances may be subject to disciplinary action.

4. Grievances may be withdrawn at any stage of the procedure with a written statement from the client.

5. The grievance process ranges from informal staff-client interaction to formal Administrative reviews.

6. Clients may file a grievance regarding any incident that falls under the Prison Rape Elimination Act (PREA) Guidelines but it is not a required reporting system.

Informal Resolution

Most Grievances can be resolved quickly by the client discussing the problem with the particular staff member involved or with the staff who are responsible for the particular area of the problem.

1. Client Responsibilities: A client must make every effort to resolve the problem informally. This may include taking a time out, taking time to gather information, and/or discussing the problem with the following people:

    a. The staff member that was directly involved in the incident,

    b. The client's assigned case manager,

    c. Other program staff, and/or

    d. The manager of the involved staff.

2. If the grievance cannot be resolved through the informal process, then the client will proceed to the formal process.

Formal Resolution

Clients must submit a formal grievance promptly after the problem occurs and after the informal resolution attempt. Formal grievances must be filed within (14) fourteen days from the date the client knew or should have known of the facts of the incident or situation. Clients file a formal grievance through the client portal under "Complaints."

If necessary, a written statement on a Grievance Form will be accepted in a sealed envelope addressed to "Administration." The envelope will be given to a staff member who will deliver it promptly and without interference. Only one issue/complaint should be addressed at a time. Information on the grievance form MUST include:

1. The client's name, date and time.

2. All facts related to the incident and circumstances involved, including time, date, name(s) of staff member(s), and any witnesses.

3. The client must substantiate that all informal remedies have been exhausted or would not have been appropriate.

4. The grievance must also specify what the client expects in order to resolve the grievance.

Group problems or questions that clients have may be dealt with during community meetings and not on a formal grievance.

Review of a Formal Grievance

Upon receipt of the grievance, CJSD Administration will review it and the seriousness of the complaint will be evaluated. Then one of the following will occur:

1. Designate an impartial manager to review the grievance material, investigate as needed, and who will provide a written response to the grievance within (14) fourteen days to the client. The manager may use all resources available to settle the grievance. The manager will document their findings in the client portal with the complaint marked as: Resolved, Dismissed, or Mediated.

2. If the client is not satisfied with the Manager's finding, the client may file a second grievance with the Administration within (7) seven days for an additional review.

3. In this case the Administration will address the grievance directly by review of the grievance material, investigate as necessary, and may allow the client to present his/her grievance at a conference. The Administration will provide a written response to the client within (14) fourteen days to the client.

4. Department of Corrections residents who are not satisfied with the grievance outcome may continue the process by completing a DOC grievance form.

Grievance Disposition

Grievance responses will include what action, if any, will be taken and will list reasons for denial, if any.

Clients will be notified of the disposition of the complaint/grievance.

Department of Corrections clients who are not satisfied with the formal grievance disposition may continue their grievance through the DOC grievance process by completing the appropriate DOC form and turning it into the DOC liaison officer within (14) days after receipt of the formal grievance disposition. Department of Corrections clients have the option to file a grievance through this process with DOC instead of filing one with CJSD.

Reporting PREA Violations and Use of Grievances

It is acceptable for a client to file a grievance regarding any incident that falls under PREA Guidelines. A client may follow the grievance procedure as outlined in the client handbook. There are some exceptions to the grievance procedure, which are:

1. No timeline shall be established that limits the time period in which a grievance may be submitted.
2. No informal resolution process shall be required prior to accepting and responding to the grievance.
3. The grievance will not be submitted and/or directed to a staff member who is the subject of a complaint.
4. A grievance regarding an incident of sexual misconduct shall for all intents and purposes be treated as a PREA report. Nothing in existing policy and procedure regarding client grievance procedures shall preclude any part of established PREA response protocols from being activated.

Behavior Response Strategy to Support Change (BRSSC)

Mesa County Community Corrections uses a behavior management model known as Behavior Response Strategies to Support Change (BRSSC). BRSSC utilizes evidence-based behavior management principles to positively affect behavior change. BRSSC is a model that balances discipline with incentives. The disciplinary portion of BRSSC is structured to encourage accountability and apply known, predictable outcomes of sanctions. The sanction process is designed to be objective, consistent, and reasonable.

The focus will be reinforcement of pro-social attitudes and delivering swift, predictable sanctions and rewards tailored to individual criminogenic needs.

Please refer to BRSSC and Posted Rules, along with the BRSSC Sanction Matrix that are posted in the residential day rooms.

Disciplinary Hearings

The Criminal Justice Services Department (CJSD) will deal with major client rule violations and/or repeated minor violations through a disciplinary hearing process. The disciplinary hearing process is detailed below.

Disciplinary Hearing Team

The disciplinary hearing team will consist of staff members trained to complete hearings. Each hearing officer is at the level of Case Manager II, Shift Supervisor or higher. Disciplinary hearing officers must be impartial and must not be a witness to the alleged offense. The CJSD Administration will appoint hearing officers.

Disciplinary Hearing Process

The hearing officer will review all reports and other evidence presented, including the client's evidence. The hearing officer will determine guilt or innocence on the charge or charges. If there is a finding of guilt, the hearing officer will then determine what sanctions will be imposed, including time frames to such. If the hearing officer determines that there is no evidence of guilt and finds the violation unfounded the hearing will be dismissed.

1. The determination of guilt or innocence will be based on the standard of "Preponderance of the Evidence." The hearing officer may find the client "guilty" or "not guilty" of the charges or may find the client "guilty of a lesser charge."
    a. The standard "Preponderance of the Evidence" means there is a finding of guilt when it is determined by the hearing officer(s) that 51% or more of the evidence supports a guilty finding. In-house disciplinary proceedings are NOT based on finding the client guilty by the standard of "Beyond a Reasonable Doubt."
    b. If the hearing officer finds the evidence does not support a finding of guilt all references to the charge will be removed from the client's record.
    c. If the client is found guilty, the hearing officer will decide sanctions to be imposed and the specific length of the time the client is to remain on sanctions in accordance with guidelines outlined in the sanctions scheduled procedure.
    d. With a guilty finding, the hearing officer may place the client on probation and/or suspend any or all of the sanctions as long as the probationary period is no longer than 2 weeks.
    e. The primary purpose of sanctions is to help modify and manage client behavior, ensure staff and client safety, and to protect public property by motivating the client to comply with CJSD rules. In deciding sanctions the following criteria will be considered: seriousness of the offense; client's program progress; past disciplinary violations; previous sanctions; the client's mental state.

2. Any restriction periods imposed as a condition of a sanction must have a starting and ending date, as well as a listing of all conditions of the restrictions. If the client is found guilty he/she will be advised of the appeal process.

3. The hearing officer will document the hearing results on the Disposition of Charge form. The hearing officer will give the document to the Program Director to Affirm, Modify or Reverse. The document will also be distributed to the client, to the assigned case manager, and to the referring agency.

Client Rights

The client will receive a copy of the Notice of Charge form within six (6) working days of the incident unless delayed for further investigation or good cause but at least twenty-four hours prior to the disciplinary hearing. The client will sign the form as having received a copy. The disciplinary hearing will be held within three (3) working days from the date the Notice of Charge form was served unless delayed for further investigation or good cause. The client will have the following rights:

1. The right to be given a written notice of charge which lists the charge(s) and the evidence used to determine the charge or charges.

2. The right to have an impartial hearing with a hearing officer who did not witness the incident leading to the charge(s).

3. The conditional right to be present during the hearing and to testify or rebut the charges as long as the client does not become disruptive at the hearing and the client's presence does not pose a threat to the security of the facility.

4. The right to receive written findings of the hearing decision including the reason(s) for such decision.

5. The right to appeal the decision of the hearing officer to the CJSD Director within five working days of the hearings.

6. The client also has the right to request the following:

    a. Assistance in presenting the client's case at the hearing if the hearing officer determines one or both of the following criteria are met: the client is illiterate to the English language or the client can not comprehend the basic disciplinary procedures or the issues of the case. The hearing officers may, at their discretion, appoint either a staff member or another client to assist.

    b. To call witness(s) on their behalf if the testimony to be given is relative and the presence of the witness(s) would not pose a threat to the security of the facility.

    c. A continuance of the hearing may be ordered by the hearing officer if they determine there is good cause to continue the hearing.

7. The client does not have the right to cross-examine witnesses. The hearing officer may limit the number of witnesses if security is threatened or to ensure and to prevent unduly repetitive information. If the hearing officer denies a client's request to present a witness, the reasons will be documented and explained. The client may be excluded during the testimony of any witness whose testimony must be given in confidence. The hearing officer will document the reasons for any exclusion and give the client the general basis of the testimony.

8. Both the officer presenting the case and the client may make a statement, (oral or written), present documentation as evidence, and review documents introduced as evidence unless such review will jeopardize the security or the safety of persons.

9. If a client makes no statement, that silence may be used as one element of the case in determining guilt or innocence by the hearing officer.

10. The client DOES NOT have the right to have professional legal assistance at the facility hearing.

Attempt and Complicity

A client commits an ATTEMPT when, with intent to commit any violation she or he engages in conduct which tends to affect the commission of such violation. A client may be charged with COMPLICITY to any class of violation based upon the conduct of another person if, with the intent that the offense be committed, she or he commands, induces, encourages, or aids another person to commit the offense.

Modification of Charges

The hearing officer shall have the discretion to modify the charge when the evidence presented supports another charge.

Sanctions

If there is a finding of guilt, the hearing officer will determine what sanctions will be imposed per the BRSSC guidelines. The client will be told of the decision and sanction, if any. The client will receive a copy of the disposition form following the hearing. Any restriction period imposed must have a starting and ending date as well as a listing of all conditions of the restriction and other sanctions.

The following MAY NOT be denied as imposed disciplinary sanctions:

- Visits by attorneys for legal purposes.
- Religious visitors approved to come into the facility.
- Visits by mental health workers.
- Phone calls to clergy or attorneys.
- Adequate food or nutritional diet.
- Adequate light, food temperature control and sanitation.
- Medical care.
- Proper clothing, bed and bedding, use of toilets, sinks and showers.

Please refer to BRSSC and Posted Rules, along with the BRSSC Sanction Matrix that are hanging in the residential day rooms.

Disciplinary Appeal Process

The Mesa County Criminal Justice Services Department permits clients who have been found guilty of disciplinary violations in a disciplinary hearing to appeal the decision of the hearing officer. Such appeals by clients will not result in any type of retribution against that client. This appeal process can not be used for appeal of Director decisions related to classification, incentive phase level changes, or program rejection.

If a client wants to appeal the hearing officer's decision, the appeal must be written on a "Disciplinary Appeal Form" within five (5) working days from the date of the hearing. The staff member to whom the appeal is given will deliver it to the program Director without delay.

Administrative Review

The program Director will review the disciplinary hearing documentation including all incident reports and the "Notice of Disposition Form." The program Director may also elect to interview the client who has appealed and do an additional investigation if deemed necessary. The grounds for the appeal must be based on one or more of the following:

1. Staff failed to comply with policy and procedure on client discipline.
2. The preponderance of the evidence does not support the hearing officer's decision.
3. Newly discovered evidence has come to light which might have a significant impact on the findings of the hearing officer.

Administrative Action

The client will be notified in writing of the program Director's decision within 15 days from the date of the appeal. The program Director can take the following action:

1. Either affirm or reverse the hearing officer's decision. If the hearing officer's decision is reversed then all references to the disciplinary charge(s) will be removed from the client's file.
2. Reduce or modify the sanctions imposed.
3. Remand the decision back to the hearing officer for further deliberation.
4. Order new proceedings be conducted.

Appeal of Administrative Decision

The client may appeal the program Director's decision to the Criminal Justice Services Department Director (or a designee) by writing a letter to the Director within three (3) working days of the date of the Administration's decision. The letter will be forwarded to the Department Director without any unnecessary delay. The Director will use the same criteria as above to determine the validity of an appeal and will provide a written decision within 15 working days. The decision of the Department Director is final and there is no further appeal.

Removal Appeal Process

The Mesa County Criminal Justice Services Department permits clients who have been removed from the Program to appeal the decision. Such appeals by clients will not result in any type of retribution against that client.

Appealing Removal from the Program

Clients who want to appeal removal from the program will submit a request in writing (letter or email) within five (5) business days from the date they are notified of their removal from the program. The staff member to whom the appeal is given will deliver it to the program Director without delay.

Administrative Action

The program Director will review the Correctional Summary including all disciplinary hearing documentation, behavioral notations, and treatment progress reports. The basis for the client's appeal must be based on one or more of the following conditions:

1. Staff failed to comply with policy and procedure pertaining to the removal process which had a significant impact on the decision to remove the client from the program.
2. Further assessment of the case shows/reveals that further review of the case may result in a reversal of the decision to remove the client.
3. Newly discovered evidence has come to light which might have a significant impact on the decision for removal.

Director Action

The program Director will respond to the client in writing within the following time frames:

- Diversion clients will receive a response within 15 business days from the date of a decision being made.
- Transition clients will receive a response within five business days from receipt of the appeal.There may be situations causing a delay in responses to the appeal timeline. In those cases, the delay will be communicated to the client through their assigned supervising agent. The supervising agent is the Parole Case Manager if the client has not returned to a DOC Facility or the Department of Corrections Case Manager if the client has been returned to a DOC facility.

The Director's decision is final and there is no further appeal. The program Director can take the following action:

1. Uphold the removal decision, in which case the client is removed from the program and the referring agency will be notified.
2. Reverse the decision to reject the client, in which case the client may be returned to the program. A new case plan and/or behavior contract will be implemented to address the client's needs. The Director will be responsible for notifying the referring agency about the change of the client's status.
3. Refer the client's case back for another review of the case or for further assessment.