



Ray D. Anderson
Court Residential Treatment Center

CRTC RESIDENT HANDBOOK

121st District Court CSCD

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Welcome Letter

To All CRTC Residents:

On behalf of the entire staff, we would like to welcome you to the Ray D. Anderson, Court Residential Treatment Center!

For the next several months, you will be involved in one of the most intensive treatment and behavioral modification programs available in the area.

I understand that some of you have been in jail or prison in the past. Please keep in mind that the CRTC is neither of these. This is because we have two important jobs: corrections *and* treatment; therefore, more will be expected of you while in the program, than if you were solely incarcerated or solely in treatment.

Residents stay here because they *choose* to do so. Residents follow the rules because they *choose* to do so. You are here in this program because at some point in time you *chose* to be here. You would do well in making the most of the opportunity that has presented itself to you, as these opportunities do not come along often.

It is important that you take some time to read this handbook and make yourself familiar with it. If you have any questions or concerns, please get with a staff member, as this handbook contains the information that you need in order to complete this program successfully.

Sincerely,

A handwritten signature in blue ink that reads "Dawn Ryman".

Dawn Ryman

Director

Ray D. Anderson, CRTC



About the Ray D. Anderson Resident Handbook

It is not possible to specifically address every set of circumstances that may occur while a resident is within the custodial supervision of the CRTC.

When a resident encounters a circumstance not specifically addressed in this handbook, the resident is expected to handle the circumstance in a manner that is consistent with the overall goals and guidelines of this handbook. When this happens, a resident is strongly encouraged to carefully consider the decisions that are made before action is taken. Using common sense in good faith is the best way to avoid violating CRTC rules and procedures.

Each resident is responsible for reading (and/or having someone read it to him) and understanding what this handbook contains. If a resident does not understand something in this handbook, he should ask a staff member for clarification. Not knowing or not understanding the contents of this handbook is never an acceptable excuse when an incident occurs.

Please be advised that this resident handbook is subject to change and/or revision at any time, with or without prior notice to the resident.

Revision History

2017 September 01
2018 September 01
2019 September 30
2023 June 1
2025 July 1



CRTC Resident Rights

A resident may ask to have his rights explained to him in clear, simple language at any time, upon written and/or verbal request of the resident.

A Ray D. Anderson CRTC resident has the following rights:

- 1) To receive a complete explanation of the resident handbook information in clear, non-technical terms, and in a language the resident understands;
- 2) To give informed consent in order to receive and/or refuse medical treatment and/or medication and to be advised of the consequences of such a decision;
- 3) To actively participate in the development and periodic review of an individualized treatment plan;
- 4) To a grievance procedure for resolving complaints and/or problems without retaliation from staff or other residents;
- 5) To a humane and safe environment free from abuse, neglect, and exploitation;
- 6) To be treated with dignity and respect;
- 7) To be advised of his current financial status and outstanding expenses on his personal account;
- 8) To send out and receive mail addressed to the resident;
- 9) To access attorneys and to be provided with assistance in making contact with attorneys or their authorized representatives, via phone and/or U.S. mail; and
- 10) To participate in all programs, services, and/or opportunities without discrimination based on race, religion, national origin, disability, political views, sexual orientation, or ethnicity.



There are four levels of rule violations: warning, minor, moderate, and major. A rule's level starts at the level printed after it in parenthesis, and then the level increases each subsequent time a resident violates that same rule. The CRTC Director or designee may change the level of a rule based on the circumstances surrounding the violation.

Behavior

1. A resident may not make unfriendly and/or aggressive physical contact with another person. (Major)
2. A resident may not encourage, instigate, or use verbal or nonverbal threats of violence, harassment, retaliation, and/or intimidation toward another person, nor behave in a way that may cause physical or emotional harm to another person. (Major)
3. A resident may not engage in any form of sexual contact, sexual abuse, or sexual harassment with another resident and/or a CRTC staff member. (Major)
4. A resident may not engage in verbal expressions, flirtatious physical contact, or any other behavior directed toward another resident or a CRTC staff member, and where any reasonable person would consider to be of an intimate, romantic, or sexual nature. (Major)
5. A resident may not physically touch another resident, whether it be consensual or non-consensual, in any manner where a reasonable person would consider this behavior as a violation of the "hands off" policy of the CRTC Resident Handbook. (Moderate)
6. At all times, a resident must remain on CRTC property or at pre-approved locations that may be offsite. (Major)
7. A resident must immediately follow the verbal and/or written instruction of any CRTC staff member unless the instruction is unethical or illegal. (Major)
8. A resident may not lie (which includes omitting any part of the truth, intentional misrepresentation, forging signatures, etc.) to a CRTC staff member. (Major)
9. A resident may not behave in a way that is negative, antisocial, manipulative, disrespectful, disruptive, and/or illegal nor instigate such behavior among residents or CRTC staff. (Moderate)
10. A resident may not handle, abuse, kill, or have in his possession any creature or animal. (Moderate)
11. A resident may not be in an unauthorized area without prior permission from a CRTC staff member. (Minor)
12. A resident may not wear clothing, have materials or drawings, or make gestures that represent gangs, alcohol or drugs, racism, hate groups, or other antisocial behavior of this nature. (Minor)

13. A resident may not be involved in horseplay, pranks, roughhousing, frequent teasing, sarcastic joking, excessive noisemaking, humming, or singing. (Warning)
14. A resident may not linger in hallways, in doorways, or at the duty station. (Warning)
15. A resident may not question, delay, or stop a CRTC staff member when the staff member is walking in a hallway, or walking to/from the parking lot. (Warning)
16. A resident must follow the established procedures and chain of command when asking questions or when making requests, complaints, or grievances. Making the same or similar requests or asking the same or similar questions of multiple staff members in an attempt to find a response the resident prefers is not allowed. (Minor)
17. A resident may not help another resident break a rule nor may a resident help another resident hide, cover up, or evade detection of any rule breaking. (Level is the same as the rule the resident assisted in breaking.)
18. A resident may not engage in self-arousal and/or self-gratification in shared spaces. (Moderate)
19. A resident may not walk, sit, or lay around the facility with his hands inside of his uniform pants. (Warning)
20. A resident must sign out and return facility tools. (Warning)

Cigarettes

21. A resident, who is of legal age, may use cigarettes only at approved locations and times, and he must properly dispose of any trash. (Minor)
22. All cigarettes must remain in their original container, unless it is being used or disposed of. (Warning)
23. A resident must purchase only pre-approved cigarettes that are available through the CRTC commissary program. (Moderate)

Commissary (Cigarette/Food Items)

24. A resident may not purchase more than the allotted amount for food and/or cigarettes commissary per week. (Warning)
25. A resident must purchase the required plastic tote/bag to store the food commissary items in their assigned locker at all times. (Warning)
26. Food commissary items may only be consumed in a resident's assigned pod or outside. Food commissary items can be consumed in the dining hall, but only during meal times. (Minor)
27. A resident must not barter, gamble, sell, hoard, or trade food commissary items with another resident. (Moderate)

28. A resident may not bully, coerce, force, or threaten another resident in an attempt to obtain his food commissary items. (Major)

Dress & Appearance

29. A resident must wear approved and activity-appropriate clothing at all times, and the clothing must be worn in an appropriate manner. (See Appendix F) (Warning)

30. A resident must maintain a clean and well-groomed appearance. (Warning)

31. A resident's head and facial hair must be well-groomed and neatly styled. Hairstyles and facial hair, including eyebrows and mustaches, may not be artificially colored; cut or styled in a way that is distracting; or have designs cut into them. Head hair must be kept back away from the face and may not be long enough to touch the shoulders. Facial hair may not be patchy, sparse or longer than one inch. (Warning)

32. A resident must wear his facility issued ID in the correct manner on its lanyard around his neck at all times except when showering, sleeping, using it to check out an item, washing the lanyard, when involved in vigorous activities such as playing sports or weightlifting, or when approved to do so by CRTC staff. (Warning)

Drug Tests

33. A resident must provide a specimen for alcohol and/or drug testing within 3 hours of being directed to do so. (Major)

34. A resident may not refuse to submit to an alcohol and/or drug test. (Major)

35. A resident may not tamper with a specimen intended for alcohol or drug testing. (Major)

Employment

36. A resident may not quit/resign from his job without prior permission from the CRTC Director or designee, or act in a way that results in him being fired from his job. (Major)

37. A resident must follow the employment rules and behave in a respectful, safe, self-controlled, and professional way when he is at a place of employment. (Major)

38. A resident who will not be attending a scheduled work shift due to sickness or for any other reason must notify his employer himself before his work shift is scheduled to begin. (Moderate)

Finances

39. A resident must immediately turn in all incomes, wages, earnings, tips, checks, bonuses, payments, gifts, winnings, unspent money, and unauthorized cash to the duty station each time he arrives at the CRTC. (Major)

40. A resident may not be in possession of more money than the maximum allowed for his phase or situation as described in the Resident Handbook. (See Appendix E) (Major)
41. A resident may not incur any type of debt without the permission of the CRTC Director or designee. (Major)

Food

42. A resident may not have food, drinks (other than water), trays, or other kitchen property in pods, bedrooms, CRTC owned vehicles, or the gym building unless he receives prior permission from a CRTC staff member. (Minor)
43. A resident may not eat early unless he will be serving during the meal nor may a resident get extra food until a staff member gives permission to all residents to get more. (Warning)

Furlough

44. A resident must comply with all furlough rules in general, as well as any restrictions for the specific type of furlough he is on. (Major)
45. A resident must immediately answer the phone on furlough checks. (Major)

Hygiene & Cleanliness

46. A resident may not intentionally expose another resident or a CRTC staff member to bodily fluids. (Major)
47. A resident must maintain good personal hygiene as determined by CRTC staff, which includes showering with soap, at least once daily. (Warning)
48. A resident must clean up after himself at all times, put items he has used back where they belong when finished with them, and also must keep his pod, desk, bedroom, and bunk area clean and neatly organized. (Warning)
49. A resident must wash all his personal clothing, assigned uniforms, bed linens, and towels at least once per week. (Warning)

Loss of Privileges (LOP)

50. A resident who has been placed on a status of loss of privileges (LOP) must follow all requirements, restrictions and additional responsibilities as described in the Resident Handbook. (Moderate)

Medical

- 51. A resident may not attempt, or pretend to take, cheek, palm, and/or hide medication dispensed to him. (Major)
- 52. A resident must immediately report any injury, illness, or suspected illness to the Duty Station or to his immediate supervisor when at work or a CSR site. (Minor)
- 53. A resident must immediately disclose and turn in any and all medications that he is taking, prescribed and/or over the counter, to the duty station. (Major)
- 54. A resident who logs out as sick must follow the Sick Day procedures and restrictions. (Minor)
- 55. A resident must report to the Duty Station as scheduled to take his prescription medication and must take the medication as prescribed. (Warning)

Participation

- 56. A resident must be on time and prepared for any scheduled activity he attends. (Warning)
- 57. A resident must fully participate in all required activities, for the entire duration of the activity, unless he has prior permission from a CRTC staff member. (Warning)
- 58. A resident must fully complete or finish any assigned tasks, chores, class assignments, or CSR assignments by the day and/or time they are due. This includes documenting the completion or turning in the assignment in the appropriate way. (Warning)

Phone & Televisions

- 59. A resident may not use any phone except as described in this handbook. (Moderate)
- 60. A resident may not turn a TV on or watch TV except during the approved periods allowed for his phase or situation as described in this handbook. (Appendix B) (Warning)
- 61. A resident must keep the volume of TVs, and the gym stereo at a level as described in this handbook. (Warning)

Property

- 62. A resident may not possess, use, distribute, or attempt to bring contraband onto CRTC property. (See Appendix C) (Major)
- 63. A resident may not possess, use, distribute, or attempt to bring in a book or publication that contains material that a reasonable person would interpret as inappropriate for a correctional facility in accordance with CRTC policy, and/or the CRTC Resident Handbook. (Major)
- 64. A resident may not use any computer other than the computers in the GED lab or a work computer as required by his employer. (Moderate)

65. A resident may not loan, trade, sell, rent, gamble, pay for services, or give away his property to another resident or a CRTC staff member. Property includes any commissary, money, personal property, and/or CRTC issued property. (Moderate)
66. A resident may only return from furlough with the same items and clothing he left with unless given prior permission by an authorized CRTC staff member. (Moderate)
67. A resident may not alter, repair, relocate, steal, vandalize, misuse, damage, destroy, or use without proper permission any property or services belonging to another resident, the CRTC, a CRTC staff member, or the public. (Moderate)
68. A resident must ensure that all of the property in his possession has been approved and inventoried by a Resident Monitor. (Minor)
69. A resident must keep all the property in his possession, including clothing, stored neatly (with anything of value or importance in the locker assigned to him) and he must keep his locker locked at all times except when accessing it. (Warning)

Substance Use

70. A resident may not, nor attempt to, possess, use, distribute, or bring into the facility, any intoxicating substance or any paraphernalia associated with intoxicating substances. (Major)

Tablets

71. A resident may not turn on or use a tablet except during the approved periods allowed for his phase or situation as described in this handbook. (Appendix B) (Warning)
72. A resident must return his assigned tablet to the duty station at the assigned time, or when directed to do so by CRTC staff. (Warning)
73. A resident may not use a tablet during an inappropriate phase, during required activities where using a tablet is not expressly allowed, or as otherwise prohibited in this handbook. (Warning)
74. A resident is not allowed to take a tablet outside of the pod building nor into any other building on facility grounds without permission from CRTC staff. (Minor)
75. A resident may not touch, use, or have in his possession a tablet that has not been assigned to him. (Moderate)
76. A resident may not alter, damage, destroy, relocate, repair, steal, tamper with, vandalize, or use a tablet or any of its accessories or parts, for anything other than their intended use. (Major)
77. While using a tablet, a resident may not behave in a way that is inappropriate or disrespectful. This behavior may include but is not limited to, harassing or threatening another person, speaking loudly, screaming, yelling, or making any mention of, or gesture towards, racial slurs, criminal/gang activity, any alcohol and/or drug use, or any behavior that is sexual in nature. (Major)

78. A resident may not request another resident's contact person(s), whether verbally or in writing, to reach out to a family member, friend, associate or acquaintance, on that resident's behalf. (Major)
79. A resident may not request their own contact person(s) to reach out to a family member, friend, associate or acquaintance, on behalf of another resident. (Major)
80. A resident may not have any communication, whether verbal or in writing, or via third party, with any other person or persons, who have not been approved as a contact for that resident (Major)

Transportation

81. A resident may not operate a motor vehicle at any time (including at work or on furlough) unless the resident has prior written authorization from the CRTC Director or designee. (Major)
82. A resident must wear a seatbelt (the way it was designed to be worn) at all times when being transported by any vehicle. (Moderate)

Visitation

83. A resident may not have any type of contact with acquaintances, family, friends, or any other person from outside of the CRTC, unless the specific person(s), the location, date or time and/or method of the contact is pre-approved by a CRTC staff member. (Major)



Information & Procedures

Animals & Creatures

A resident may not bring animals, creatures, or pets to the CRTC. A resident may not catch or keep wild animals, reptiles, bugs, or other creatures. A resident may not feed, give drinks to, handle, abuse, kill or have in his possession any creature or animal.

Behavior

The CRTC has a zero tolerance policy concerning any form of aggressive physical contact. This type of behavior will lead to an unsuccessful discharge from the program and a possible revocation of a resident's probation.

The CRTC also has a "hands off" policy that residents are expected to follow. This means that in no way whatsoever, should a resident ever touch another resident in a way that the other resident would consider to be offensive, unwanted, or would make the other resident feel uncomfortable. Although residents are encouraged to be prosocial, handshakes and other forms of greeting or cordial behavior may be allowed, but in some instances, the other resident may be offended by this behavior, so it is best to avoid any touching of other residents at all. With this in mind, horseplay is strictly not allowed, and residents found to be involved in horseplay will be written up.

The only place where a resident may sleep is in the bunk that is assigned to him.

A resident is not allowed to call another resident by a street name, gang name, or nickname that is not related to the resident's actual name.

A resident may not tell another resident that the Duty Station or a staff member has asked for his presence when it is not true.

Profanity is not forbidden but being disrespectful is. (Some words automatically fall in the disrespectful category like racial slurs, slurs regarding sexual orientation, etc.) If someone tells a resident they feel a certain word is disrespectful – like the F word – a resident should not use that word around that person out of respect for that person.

If a resident has a question or a request for a staff member, a resident should send that person an IOC. A resident should not stop the staff member when he/she is on his/her way to do something else, or just arriving or leaving for the day. Staff understands that it is much easier for a resident to just ask a question, but in order to prevent confusion and document the answer; it would need to be in writing.

If a resident makes a false claim against another resident or a CRTC staff member, he will receive an Incident Report for lying.

A resident cannot initiate a review of saved surveillance video. Surveillance video will be reviewed at staff discretion.

A resident may not stand at the Duty Station and have lengthy chats with CRTC staff. Visiting with staff should be done when they are not monitoring the Duty Station.

When a resident moves into a new room or gets a new desk, the resident must check the room and/or the desk for vandalism and/or contraband. If vandalism and/or contraband is discovered, the resident must notify the duty station immediately. Failure to do this, if and when vandalism or contraband is found, said resident will be held responsible for this and receive an Incident Report for that rule violation.

It is prohibited for any resident to use or possess alcohol, controlled substances, stimulants, depressants, hallucinogens, marijuana, cocaine, harmful drugs, glue or paint (inhalants), incendiary devices or material, lighter fluid, loose tobacco, vape devices (and any substance inside of the vape device), candles, weapons, tools or any chemical compound which might cause intoxication and is not prescribed by a doctor. The above items and/or other similar items, as well as those items listed as contraband located in the Resident Handbook, are defined as contraband. Any resident found with such contraband will be subject to immediate discipline, possible discharge from the CRTC program, and/or prosecution in accordance with the Texas Penal Code.

Big Brother/Little Brother

The Big Brother/Little Brother program is designed to help new residents understand and settle into this treatment facility. Most residents find their first couple of weeks at the CRTC to be stressful. A big brother should help his little brother ease as much of that stress as possible. Being a big brother is a privilege and a responsibility that should be taken seriously. A big brother also helps his little brother learn the rules and the schedule. A big brother should make himself available to his little brother, answer questions, and help when needed. A big brother should introduce his little brother to other residents and staff. He should also sit with his little brother in classes, meetings, and groups for the first couple of weeks. A big brother should be a role model and demonstrate prosocial behavior.

A new resident will be assigned a big brother during the intake process.

Books/Publications

There are times when some books or other publications may be deemed as inappropriate for the residents in a correctional facility.

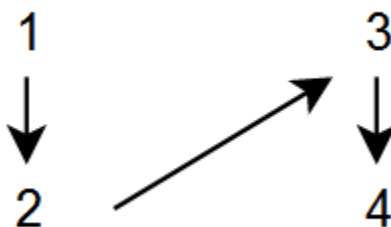
A book or publication may be confiscated and/or rejected by the CRTC if:

- It contains content that could facilitate an escape from jail and/or prison;
- It contains information regarding the manufacture of explosives, weapons, or drugs;
- It contains material that a reasonable person would interpret as written solely for the purpose of communicating information designed to achieve the breakdown of correctional facilities, jails, and/or prisons through resident disruption, such as strikes, disturbances, riots, or security threats;
- A specific determination has been made that the book or publication contains graphic presentations of sexual behavior that is in violation of the law, such as rape, incest, sex with a minor, bestiality, or necrophilia (sexual activities with dead bodies);
- It contains material on the setting up and operation of criminal schemes or how to avoid detection of criminal schemes by lawful authorities charged with the responsibility of detecting such illegal activity; or
- It contains sexually explicit images. However, subject to review by the CRTC Director or designee on a case by case basis, books or publications related to educational, medical,

scientific or artistic materials, which include anatomy medical reference books, or artistic reference material depicting historical modern, or post-modern era art, may be permitted.

If a resident is found to be in possession of, or is using, distributing, or attempts to bring in a book or publication that contains this type of material, they may be written up and receive an IR.

Bunk Assignments



Odd numbers are top bunks and even numbers are bottom bunks. Numbering moves from left to right.

A resident may only move from their assigned bunk with prior approval from the Resident Monitor Supervisor.

Chores

Part of living at the CRTC involves completing chores to assist with the regular upkeep and cleanliness of the facility. A Chore Log of morning chores, afternoon chores, and evening chores will be placed at the Duty Station.

Each resident is responsible for completing the chores he is assigned by the time that they are due. The resident the chore was assigned to must complete the chore. The resident should initial in the appropriate space when he is finished with the chore. A Resident Monitor will check to be sure that the chore was completed correctly and initial in the appropriate space to show that the chore was checked and approved. A resident who does not have his chore completed on time and approved by a Resident Monitor, will receive an incident report for failing to complete/sign off on the chore. A resident must initial on the chore log when his chore is complete. A resident may not start his chore earlier than the allowed time.

Any chore involving water (mop) buckets must be emptied after the chore is complete. A resident should not leave water in the bucket for the next resident.

If a resident is not scheduled to be in the kitchen, he must not enter the kitchen without staff approval. A resident may only enter the kitchen if a staff member gives the resident permission.

Classes & Groups

Classes and groups are some of the activities a resident will be participating in as part of his overall treatment. A lot of the time, class and group topics will specifically focus on substance use treatment and criminal thinking. Some classes and group topics will focus on healthy living, social skills, life management skills, and other areas addressing the overall quality of a person's life.

To get the most benefit from a class or a group, a resident should take responsibility for remaining focused on the interactions and topics. The CRTC staff expects courtesy in a class or group, which means that only one person speaks at a time while the other people present listen to the person speaking. A resident who disrupts a class or a group is keeping others from receiving the full benefit intended; therefore, a disruptive resident may be asked to leave and/or be issued an incident report. The facilitator/leader/instructor/teacher who leads the class or group is the authority and has the final say.

Groups are designed so that a resident can learn from the experiences and struggles of others as well as share his own experiences and struggles. The CRTC staff wants group interactions to be supportive, caring, honest, and sincere. Because of this, a resident should keep personal information shared by other residents to himself. However, a resident should tell a CRTC staff member if another resident shares that he is thinking about hurting himself or someone else, planning to break a CRTC rule, or planning to break a law.

Commissary

The Ray D. Anderson, CRTC has implemented a commissary program for residents. This commissary program is a privilege not a requirement, and may be taken away at any time, with or without notice to the resident.

Residents are able to have family and/or friends send in money that can be used to purchase commissary items. ***Money that is received by a resident must be marked “commissary” in order for the money to be used for commissary.*** Residents are not permitted to give other residents money for commissary.

Cigarettes

A resident may only purchase up to \$56.00 worth of commissary cigarettes each week. If a resident surpasses the \$56.00 limit for cigarette items, the order may be denied altogether, or adjustments will be made to the order at the discretion of the staff member fulfilling the commissary order. The resident may also be subject to receiving an incident report. The pricing and cost(s) for cigarettes may be subject to change at any time due to inflation or other factors. The CRTC reserves the right to change the price for cigarettes in order to make any adjustment(s) for any increase(s).

Food

A resident may only purchase up to \$10.00 worth of commissary food items each week. If a resident surpasses the \$10.00 limit for food items, the order may be denied altogether, or adjustments will be made to the order at the discretion of the staff member fulfilling the commissary order. The resident may also be subject to receiving an incident report.

All residents are required to keep their food commissary in a plastic tote in their locker. When making their first food commissary purchase, a resident will be charged for and given a plastic tote in which to store their commissary items. Sodas and noodle cups are not required to be kept in the plastic tote. The resident will be able to take this plastic tote with him upon discharge from the program.

If a resident's purchase does not completely fit in the plastic tote, the resident will then be issued and charged for a reusable grocery bag in which to store these items. The resident will be able to take this reusable bag with him upon discharge from the program.

All commissary forms requesting to purchase food and/or cigarettes must be turned into the duty station by 9:00 pm on Tuesday evenings, or as directed by CRTC staff.

Hygiene & Other Miscellaneous Items

Hygiene and other miscellaneous items are made available by request from the duty station. These items will be charged to the resident's CRTC account upon receiving the item(s) and no request form is needed.

These items include, but are not limited to body/hair wash, combs, deodorant, disposable razors, toothpaste, toothbrush, over-counter-medication(s), wristwatches, etc. For a complete list of available items, residents should contact any resident monitor at the duty station.

A resident must not barter, gamble, sell, hoard, or trade food commissary items with another resident. A resident may not bully, coerce, or threaten another resident in an attempt to obtain his food commissary items. Failure to comply with these rules will result in an incident report.

Community Service Restitution (CSR)

Community Service Restitution (CSR) involves performing service for an approved non-profit or government agency in the community with no compensation. This symbolizes payment of a debt to society and making amends for antisocial behavior. CSR's therapeutic value is an integral component of a resident's treatment program and helps develop and practice life skills.

CSR is assigned to a resident based on the needs of the program and/or the therapeutic value to the resident rather than the desires of the resident.

There are two types of CSR: onsite and offsite. Onsite CSR may be assigned to any resident. Offsite CSR may be assigned to any resident in phase 2 or higher. A resident's conduct during CSR reflects upon the CRTC. If a resident misbehaves while he is supposed to be doing CSR, or if he is banned from a CSR site, he may be issued an Incident Report. Residents are expected to act in a respectful manner when on any given CSR site.

Onsite CSR

Kitchen duties, building maintenance, grounds maintenance, special projects, tutoring (voluntary only), and hair cutting (voluntary only).

Offsite CSR

Various places in the community depending on the needs of the community.

Computer Use

A resident may not use a staff computer, Wi-Fi, or any other network, or office equipment unless directly supervised in person by a CRTC staff member. A resident may not request to use a computer or use a

computer at a CSR site, outside agency, or employer, unless specifically directed to do so by a member of that location's staff.

Computer Lab

A resident may only use a computer in the CRTC computer lab. A resident may not load or install any software, music, or movies on the computers in the computer lab. A resident may not alter or destroy the computer lab computers or any software already installed on them. Any misuse of the computers, in any way, will be considered alteration or destruction of CRTC property and will result in an Incident Report.

Counselor Sessions

A primary counselor will be assigned to each CRTC resident. A resident will meet with his assigned counselor for individual counseling once per week unless there are extenuating circumstances. If a resident wants to meet with his counselor before his next scheduled session, the resident should send his counselor an IOC requesting to meet sooner than his scheduled session.

Dress & Appearance (See Appendix F for appropriate dress requirements)

The way in which a resident dresses and his overall appearance reflects both on the resident and on the CRTC. It is important that a resident be dressed appropriately and has a well-kept appearance. A resident must wear clothes that are clean and suitable for the activity he is engaged in. See Appendix F for the minimum requirements a resident has for the various activities he will be participating in.

The focus of the CRTC's dress and appearance rules are to keep dress and appearance functional and appropriate. Clothing or accessories that are largely decorative in nature are not allowed for reasons related to the smooth and effective functioning of the CRTC.

If a resident is required to wear a CRTC issued uniform, he must immediately change into his uniform upon return to the CRTC. If he is found to have delayed, for any reason, in putting on the appropriate uniform, he will be issued an IR.

A resident may not have his pants tucked into his socks or tight rolled at the ankle.

A resident may never wear sunglasses or tinted glasses unless he is outdoors and involved in an activity that requires eye protection, unless resident has medical authorization for this type of eyewear. Sunglasses may not be worn on top of a resident's head while in a building.

A wedding ring and a wristwatch are the only jewelry items a resident may wear. A resident may not wear any type of head or hair covering indoors except a hairnet worn while around food.

A resident may not have a decorative item in his hair or on his head. Beads, ribbons, non-prescription glasses, and hair picks are examples of items considered decorative. In addition, a resident wearing sunglasses or having them on top of his head/behind his head/etc., while indoors is considered decorative and is not allowed indoors.

A resident must wear clothing that is his size. Oversized or undersized clothing is not allowed. A resident may not have clothing that is sagging or baggy, and he may not have his underwear visible. Shirts shall be of adequate size and length to cover the resident from the neck to below the waist but not past mid-thigh. Crocs are considered closed toe shoes.

A resident must be fully clothed before leaving his pod. Open toed shoes are only allowed in a restroom or to/from a pod restroom. Otherwise, a resident should be wearing closed toed shoes with socks. When the weather is cold, a resident may wear a long sleeve white t-shirt as his undershirt. Sweatpants are acceptable for sleeping and for gym/sports only; they are not acceptable as regular pants.

Drug Tests

Residents will be tested for drugs and alcohol and/or nicotine every time they return from furlough. Residents will also be tested randomly at other times. Once a resident asked to provide a urine sample for a drug test, he has 3 hours to do so or he will receive an incident report. If a resident refuses to submit to an alcohol/drug and/or nicotine test, an incident report will be issued and will be sanctioned as if the sample was returned as positive. If a resident is waiting to be able to provide a sample, he must remain in the location the Resident Monitor tells him to until he is ready to give a sample.

Education

All residents are required to take the Brigance Test of Essential Skills to determine their levels in reading comprehension, spelling, sentence writing, math computation and comprehension grade level. GED enrollment will be determined by the Education/Life Skills Coordinator. A resident who has questions about education classes, applying for higher education, applying for financial assistance, etc. should send an IOC to the Education/Life Skills Coordinator.

Emergency Evacuation or Drill

Every resident must know the posted evacuation routes and follow them immediately, quietly, orderly, and according to CRTC staff instruction during any type of emergency evacuation, situation, or drill. After exiting the building, a resident should make his way to the grassy area in the center of the circle drive for a head count. A resident may not leave the grassy area in the center of the circle drive nor reenter a CRTC building until he receives permission from a staff member to do so.

Employment

A resident in phase 3 is required to be employed. The CRTC Employment/CSR Coordinator will assist a resident in finding an appropriate job. A resident is not allowed to accept a job that would require him to violate the terms and conditions of his probation.

A resident is not allowed to work more than 12 hours per day.

A resident may not work more than six consecutive days.

A resident may not work more than 65 hours per week.

A resident must stay at their work location unless cleared by a CRTC staff member.

A resident who is laid off or terminated will be required to accept any day labor.

If a resident does not go to work, due to being ill, the resident must log out for the day.

While a resident is at his job site, his conduct strongly reflects on the CRTC, which in turn affects the possibility of future residents working for that employer. If a resident will be missing work, he is required to notify the supervisor as far in advance as possible.

If a resident is having a problem with a job, they must notify the CRTC Employment/CSR Coordinator and he or she will try to help the resident solve the problem.

A resident turn in any keys, tools, or work instruments to the Duty Station upon arrival at the CRTC. They may be retrieved when the resident checks out for work.

A resident's supervisor must call and inform the Employment/CSR Coordinator or the Duty Station if the resident is required to work overtime.

A resident must work 32 hours or more per week to be considered full-time. The schedule a resident is given does not count if the scheduled hours are not actually worked.

Residents may not work for anyone employed by the CRTC.

Phase 3 Unemployed

If a resident is in phase 3 and does not have a full-time job, he must follow the phase 2 schedule while he is on CRTC property. This includes all requirements such as exercise, classes, etc. An unemployed phase 3 resident must be dressed and ready to accept Day Labor jobs.

Exiting the CRTC Treatment Program

Discharge as Successful

A resident who satisfactorily completes all the requirements of the Ray D. Anderson, CRTC will be discharged from the program as **successful**. The best way to get a successful discharge is simply to follow the rules and keep an open mind about what the resident is hearing from staff and other residents. When a resident is discharged as successful, his probation will be transferred back to the original county probation department that transferred his case to the CRTC.

About a week prior to the resident's graduation, the CRTC RCSO will contact the county that transferred the resident and get instructions on when and where the resident will be required to report. Either the day prior to, or the day of the resident's graduation, the RCSO will meet with the resident and provide him with all pertinent paperwork, and advise the resident of the day, time, and location where the resident is scheduled to report. The RCSO will also give the resident the name and contact information of the resident's probation officer so that the resident can contact him or her if there is a problem.

A resident's CRTC account must be paid in full by 12:00 PM on the Wednesday before his graduation or he will be required to extend his stay. A resident may not work the day before or the day of his discharge. The morning of his discharge he must spend the time collecting and verifying the possession of all his property, completing any exit interviews, cashing his refund check, getting the remainder of his medications, returning CRTC property, and finalizing any outstanding issues that need to be addressed. A resident is not considered to be discharged as successful until he completes his graduation ceremony. Rule violations committed prior to his graduation ceremony may result in the resident being required to extend his stay at the CRTC.

A resident may not leave the facility, following graduation, with another resident or previous resident. A graduating resident must arrange, with their counselor or the RCSO, their own transportation from the facility. If a resident requests a ride from the facility, transport will be made only to the resident's referring CSCD.

Graduation Ceremony

A resident is required to attend all graduation ceremonies unless he is taking a Sick Day or has prior permission to miss the ceremony from a CRTC staff member.

Outside Guests for Graduation

Residents in Phase 3 of the program that are scheduled for graduation from the program are allowed to have up to four (4) outside guests attend their graduation ceremony. Guests must be 18 years of age or older and must adhere to the Dress Code in this policy. Guests must enter the CRTC through the administration building only and are prohibited from bringing in bags, cameras, purses, cell phones and/or any other electronic devices (unless medically necessary), recording devices or any other item that any reasonable person may consider as a weapon; contraband and/or any other prohibited items in accordance with this policy.

Guests that come into the CRTC for a graduation ceremony are subject to being scanned with a metal detector device and shall ensure that all pockets to all clothing have been turned inside out in order to ensure compliance with these standards. Guest shall be required to leave all personal belongings including but not limited to cell phone(s) and other electronic devices, monies, jewelry, keys, etc., outside of the facility in their vehicles or with CRTC staff in the reception area. The CRTC, nor the 121st District Court CSCD, is not responsible for any lost, stolen or damaged items.

A valid government issued identification card or driver's license must be presented upon any guest entering the administration building, and must be held and kept in the administration building until the guest's departure from the building. A guest's identifying information must be logged properly before the guest is allowed to proceed into the administration building. All guests must be escorted by CRTC staff to and from the graduation ceremony area.

Guests are prohibited from entering or exiting the CRTC through any other means than the administration building.

Guests are required to leave the facility immediately once the graduation ceremony is concluded. Loitering on CRTC grounds is strictly prohibited. Guests are prohibited from entering any CRTC building or coming back onto the CRTC grounds once the graduation ceremony has concluded.

Guests taking photos of and/or recording any CRTC resident(s) via any means is strictly prohibited.

Any person that fails to comply with these standards, or brings in, or attempts to bring in one or more of prohibited items into the facility, may be required to leave the facility by any means necessary, in accordance with the law, and may be subject to criminal trespass and prosecution.

Discharge as Unsuccessful

There are many reasons why a resident might be discharged as unsuccessful. The most common is that the resident refuses to comply with the rules of the program and commits numerous violations until the treatment team feels that the resident has been provided with every chance to make progress, and yet he refuses to show any growth or change in his criminal thinking patterns.

A warrant will be issued for the residents arrest and he will be transferred back to the original county for a revocation hearing, if applicable.

Absconding

If a resident leaves from the CRTC facility without permission, or any other location where he is supposed to be, he is considered to have committed a felony called Unauthorized Absence from a Correctional Facility. This offense is a state jail felony, which carries a maximum sentence of 2 years in state jail, and up to a \$10,000 fine. Since the offense will have been committed in Terry County, the resident will be charged with the offense here in Terry County. This new felony may cause the resident's current probation to be revoked.

Extended Stay

If a resident is unable to pay his account balance in full by the due date and time prior to his discharge date, his discharge date will automatically be extended by two weeks. If in two weeks a resident is still unable to pay out, he will be extended by another two weeks. The resident will not be charged regular room and board during the extension. The resident's graduation ceremony will be held on the new discharge date.

If a resident has paid his account balance in full by his discharge date but needs extra time to secure a residence, he may stay up to four more weeks (in one week increments). The resident will be charged regular room and board during the extension. The resident's graduation ceremony will be held on his original discharge date.

A resident who has his stay extended, for any reason, is still required to fully participate in the treatment program. An extended stay resident is also subject to being discharged as unsuccessful for violations of CRTC rules. A resident is not eligible to graduate while he is on LOP. An extended stay resident who leaves the CRTC without permission will be charged with absconding.

Evacuation Plans

In the event that there is a fire, weather, or other emergency requiring CRTC staff and residents to evacuate the facility, the following plans will be implemented:

Emergency fire drills will be conducted on a schedule that is determined by the Resident Monitor Supervisor. Whenever the fire alarm sounds, all staff on duty will follow the fire evacuation plan below and check all rooms to ensure that all residents have been evacuated in a timely manner.

Fire Alarm Procedure

The CRTC Director or Resident Monitor Supervisor will conduct emergency fire drills on a schedule that is pre-determined. Whenever the fire alarm sounds, all staff on duty will follow the fire

evacuation plan below and check all rooms to ensure that all residents have been evacuated in a timely manner.

In the event of a fire drill, a staff member on duty will activate the emergency alarm system manually and everyone in the building(s) should proceed to evacuate the building(s) in accordance with the Fire Evacuation Plan.

In case of a fire drill, the most senior staff member on duty will determine when to re-enter the building.

In the event of a fire, as indicated by the sounding of a room smoke detector, or the automatic system sounding, the staff member nearest to the duty station will activate the manual alarm system in the same manner as a fire drill describe above.

Fire Evacuation Plan

In the event of a fire, residents and staff will walk immediately through the nearest exit and make their way to the front grassy area located in the circle drive. Time will not be taken to collect personal items.

Re-entry into the building(s) will be allowed only with the permission of proper authorities.

Severe Weather Procedures & Emergency Plans

The CRTC Director or Resident Monitor Supervisor will conduct emergency weather drills on a random basis.

In the event of a tornado warning or other dangerous weather, all residents in the facility will immediately report to the hallway between POD 1 & 2 and promptly sit on the ground. Mattresses from the rooms in POD 1 & 2 will be used to cover residents to protect them from flying objects and/or debris. The resident monitors will complete a headcount assuring all in house residents are accounted for and then seek shelter in the hallway with the residents.

After the risk of danger has subsided the resident monitors will complete another headcount assuring all residents are accounted for. Any injuries will be assessed and proper medical care will be obtained.

If there is physical damage to the building requiring residents to be relocated, the Director and Residential Community Supervision Officer will immediately seek placement at other facilities throughout the State.

Finances

While a resident is in the CRTC program, a resident's money is held in a trust account, which is administered by the CRTC administrative staff. Deductions are made from that account to pay for charges and fees. Some examples are room and board, transportation, laundry, treatment supplies, medical expenses, restitution for damage to CRTC property, etc. Deductions are also made when a request is submitted for withdrawals for spending cash, bill payment, probation fees, etc.

Family and friends can send cash, check, or money orders to the CRTC via US mail to deposit into a resident's account.

A resident who becomes unemployed after starting work will continue to be charged full room and board and all regular fees/charges.

Room and board charges are deducted weekly with the week starting on Monday and ending on the following Sunday.

A resident will be given a receipt for all the money he deposits into his trust account. Money may be deposited into a resident's account by cash, money order, cashier's check, personal check, or payroll check. All checks must be made payable to the resident's name. When the depositor sends a check or money order through the mail, the resident may request an extra receipt that he himself may mail back to the sender.

A resident's account may not fall below the minimum account balance. (See Appendix E) If a resident makes any withdrawal request that would bring his account below the minimum required, his request will automatically be altered to match the amount available in his account that does not bring the account below the minimum amount. This applies to any type of withdrawal request.

To withdraw money, a resident's account must be current.

At the beginning of the month, a resident will automatically receive a monthly statement detailing his trust account transactions and balances, CSR hours completed, and reward credits earned and used during the prior month.

Upon discharge from the CRTC, a resident shall be issued a check for the remaining balance in his account after his financial responsibilities to the CRTC have been met.

Weekly Allowance Withdrawals

A resident may request a weekly allowance. The amount he may request depends on his phase and status. (See Appendix E) Weekly allowance requests are due each week by a certain day and time. (See Appendix B) A weekly allowance request will be denied if it is not received by the required day and time, or if the resident does not have the available funds in his account.

Special Withdrawals/Charges

Bill Payment

If approved by the CRTC Director or designee, a resident may have a bill (electric bill, water bill, etc.) paid out of his resident account. A resident must attach a copy of the bill to the Special Withdrawal/Charge Request form. The check will be made payable to the company on the bill, not to the resident or to family members without the permission of the CRTC Director or designee. Receipts may be required.

Employment Item Purchases or DPS Fees

When requesting a special fund withdrawal to purchase items for employment and/or DPS issues, an IOC requesting permission to purchase the employment items or the cash for a DPS issue should be sent to the Employment/CSR Coordinator. If approved, the forms

will be forwarded to the Finance Coordinator. If the request is denied, it will be returned to the resident. Receipts may be required.

Furlough Money Request

A resident may request funds for use during a furlough by filling out the appropriate space on the Furlough Request form. If a resident wants more money for furlough than is allowed to be requested on the Furlough Request form, he should put the maximum request on the Furlough Request form and then fill out a Special Withdrawal/Charge Request form for the extra money. A detailed explanation explaining why the extra money is needed is required. The fund request is due by the day and time listed in Appendix B. Fund requests received after the due date and time will be denied. Upon returning to the CRTC, the resident is required to deposit any unspent money and all receipts showing how the spent furlough money was used.

Property and/or Other Purchases

When requesting a special fund withdrawal to purchase property, an IOC requesting permission to purchase the property and the money request form should be submitted to the Residential Community Supervision Officer. If approved, the forms will be forwarded to the Finance Coordinator. If denied, it will be returned to the resident. Receipts may be required.

Food

Residents who will be serving food will eat first under the supervision of the kitchen staff member. After they finish, the kitchen staff member will notify all other residents that the meal is ready to be served. Residents should form a single file line while waiting for their meals. The current resident of the month is allowed to go to the front of the line. A resident who is not assigned to serve the meal may not enter or be in the dining hall while meal service is being prepared. A staff member will notify residents when they may enter. A resident may wait in line outside the dining hall if he chooses.

A resident may not get a second serving until all residents have received a meal and a staff member announces that second servings are available.

If a resident is on the facility property while a meal is being served in the dining hall, he must eat the meal in the dining hall at the designated time unless he is logged out as sick. An employed resident who returns from work after the regularly scheduled mealtime will have a late tray saved for him. He may eat the late tray in his pod but he must eat as soon as he returns to the facility. A resident is not allowed to skip a meal while requesting a late tray be saved for him.

Overnight workers will have a lunch tray saved in the warmer. Overnight workers will need to wake up in time to eat dinner before they go to work. No dinner trays will be saved for overnight workers. Dinner trays will only be saved for day workers coming back to the facility after dinner has already been served. All workers will take a sack lunch to work. No lunch trays will be saved for the day workers unless they are coming back from work early during the lunch hour.

All trash and unwanted food must be disposed of properly.

A phase 3 resident may not fill their water jugs with coffee or tea.

Furloughs

To request a furlough, a resident must completely fill out a Furlough Request form. Submitting a form incorrectly or incompletely will result in the furlough being denied. Furlough Request forms submitted after the deadline will be denied. (See Appendix B) To see an example of how to properly fill out a Furlough Request form, see Appendix J.

A resident is not required to use the entire number of furlough hours he is allowed to take. The number of furlough hours allowed is just the maximum time he may use.

A resident may not leave or return from a furlough on foot. However, a resident may travel between furlough locations on foot if it is on his approved furlough itinerary.

If a resident leaves the CRTC late for a furlough, he forfeits that time. The other times in his itinerary do not change. A resident should be sure to include extra travel time in his itinerary to account for unforeseen events. After a resident leaves the CRTC on furlough, if he returns to the CRTC early then his furlough is immediately ended and he may not leave again.

A resident must be standing at the Duty Station before or at his return time. The resident is late if he is not standing at the Duty Station one minute past his scheduled return time.

Out of state furloughs are only allowed with permission from the CRTC Director and/or designee.

A resident is required to have an approved sponsor with him at all times for all furloughs except under specific circumstances. A resident may not be around anyone on probation or parole without prior authorization from the CRTC Director and/or probation officer. A resident may not operate a motor vehicle of any kind while on furlough.

A furlough may be denied or canceled if the furlough may disrupt CRTC operations. A furlough may be denied or canceled at CRTC staff discretion if it is believed that the furlough would not be in the best interest of the resident. At any time during a furlough, if a resident on furlough is told to return to the CRTC by a CRTC staff member, he must immediately return to the CRTC.

A resident returning from a furlough will be given a drug, alcohol, and/or nicotine test and will be strip searched to check for contraband.

If a resident fails to follow his approved furlough itinerary, it is a violation, and it may be considered absconding. The CRTC Duty Station must know where a resident is and be able to contact him at all times. If a resident needs to change his furlough itinerary, he must first call the Duty Station and get permission to change his furlough before deviating from the itinerary. Changes may only be made to an itinerary if there is an emergency, or anything that occurs that is outside of the resident's control, i.e., stopping for gas, running to a nearby store for forgotten items, or cancellation of plans due to inclement weather. Anything outside of these reasons will result in a denial of the resident's request to change their furlough schedule - especially if it is at the last minute.

A resident must answer the phone or be immediately available to get on the phone when CRTC staff calls him. Calling back or having to wait for the resident is not acceptable. A resident must also expect an in-person furlough check at any time.

A resident may not take over-the-counter medications on furlough with the exception of Tylenol or Advil regular strength. A resident on furlough will not possess and/or use any prescription medication unless

it has been prescribed to him by a doctor. A resident will not possess and/or use, nor be around anyone that possesses and/or uses alcohol and/or drugs and/or any other intoxicating substances while on furlough.

If a resident violates any of the rules of the furlough, he will receive an incident report and may be denied the privilege of furloughs in the future, or even possibly unsuccessfully discharged from the CRTC program.

Overnight furloughs must be 18 hours or longer, and are only allowed in phase 3 weeks 6-15.

Weeks	Qty.	Duration	Days	Leave	Return to CRTC
1 – 5	1	8 Hours	Saturday	6 a.m.	No later than 10 p.m.
6 – 10	2	12 Hours	Saturday <i>*Overnight with Points</i>	6 a.m.	No later than 10 p.m. <i>*No later than 7 p.m. (Sunday)</i>
11-15	3	24 Hours	Saturday – Sunday	6 a.m.	No later than 7 p.m.

A resident may use reward credits to extend a furlough up to half the amount of the original furlough requested. For example, if a resident is requesting an 8 hour furlough, he may use 4 reward credits to extend his furlough to 12 hours.

A resident on furlough has a curfew between the hours of 10:00 PM and 6:00 AM.

All of the probation conditions on a resident's original judgment and any modifications still apply when he is on furlough, and he must continue to follow those conditions at all times. A resident may not possess or use alcoholic beverages or any drugs not prescribed to him. He may not be around anyone who possesses or uses illegal drugs, and he may not be around anyone on probation or parole unless he has prior permission from his probation officer.

Family Emergency Furlough

If a resident has an immediate family member (See Appendix A) that has a verifiable life-threatening health issue or has died, a resident may be granted a family emergency furlough. A resident may not receive a furlough to visit a dying relative and receive another furlough to attend the deceased relative's funeral. Only one furlough per immediate family member is allowed. An emergency furlough may be granted for any length of time and for any day(s) of the week. Otherwise, all regular furlough requirements apply. An emergency furlough is only for true emergencies. If it is not an emergency, a request for an emergency furlough will be denied. Residents are still required to fill out a furlough request form. Verification of the illness or death is required.

Medical Furlough (Long Term)

In very rare circumstances, a resident may be granted a long medical furlough to recover from a serious hospital procedure that requires weeks of recuperation. These types of furloughs are granted based on medical reports, the resident's attitude, and the resident's ability to maintain his focus on recovery. This type of furlough must have the approval of the sending county's supervision officer. The resident must comply with written rules agreed upon by the resident and the CRTC Director, including reporting dates and methods. The resident must follow his doctor's orders. Any criminal behavior or use of alcohol or non-prescription drugs will result in the resident

being discharged from the CRTC as unsuccessful. When the resident returns to the CRTC, the treatment team will meet to evaluate which phase and week the resident should reenter the program at. The treatment team's decision is not negotiable. Residents are still required to fill out a furlough request form.

Medical Furlough (Short Term)

Under certain circumstances, a resident may be granted a short medical furlough to attend a medical office visit or have an outpatient procedure done. The resident or the resident's sponsor must keep the Duty Station informed of the location and status of the resident at all times. The resident must bring back all the documentation regarding the office visit or procedure. All regular furlough rules still apply. Short-term medical furlough days count as sick days.

Furlough Sponsor

To be eligible to be a sponsor, a person must be at least 21 years old, or legally married to the resident. Proof is required in either case. The person must agree not to use alcohol or drugs during the furlough nor be in situations where drugs or alcohol are around the resident. The person must sign the Furlough Sponsor Agreement form and agree to follow the rules of the agreement. A CRTC staff member may not be a sponsor. A current or former CRTC resident may not be a sponsor. A person who is currently on probation or parole may not be a sponsor. Sponsor approval is not automatic and it can also be revoked at the discretion of the CRTC Director, the CRTC Probation Officer, or a CRTC Counselor. Residents may not share a sponsor.

A Potential Furlough Sponsor Form is given to the resident when he moves into Phase 2 of the program. This allows more than enough time for the resident to think about who he is considering as a furlough sponsor and for the furlough paperwork to be sent out and returned by the potential furlough sponsor.

Please note that a resident must fill out a Potential Furlough Sponsor Form for a sponsor to be considered. A furlough sponsor request form will only be considered for approval up to Week 5 of Phase 3 of the program. If a sponsor request form is submitted after this point, it will be automatically denied.

Thanksgiving & Christmas Holiday Furloughs

At the discretion of the CRTC Director and/or designee, some residents may be granted extra furloughs at Thanksgiving and/or Christmas depending on the following factors:

- Past behavior of the resident;
- His progress made so far in the program;
- His current phase level;
- If he has an appropriate place to spend the furlough;
- If he has an approved furlough sponsor;
- If staffing levels permit; and
- Other relevant considerations

Grievances

The grievance process allows a resident to submit a formal complaint and request for resolution for mistreatment or violations of his rights. A resident may submit a grievance against any staff member or any resident.

A resident will be provided with as many grievance forms as he wants at any time from the Duty Station.

Discouragement toward or retaliation against a resident for using or participating in the grievance process will not be tolerated.

Prior to submitting a grievance, if he is comfortable doing so, a resident should use the conflict resolution skills he is learning and attempt to resolve the issue directly with the person he is having an issue with, including with a staff member.

If the resident is uncomfortable attempting to resolve the issue directly, or he has tried to resolve the issue directly and has been unsuccessful, he should bring the issue to the attention of, in the case of an issue with a fellow resident, a Resident Monitor, or in the case of an issue with a staff member, the staff member's supervisor. (See Appendix G)

If the Resident Monitor or the staff member's supervisor is unable to help the resident resolve the issue, the resident should then submit a grievance form.

Grievance forms go directly to the CRTC Director. If a resident wishes to submit a grievance form against the CRTC Director, he should send the grievance to the CSCD Director. The address is listed below:

**CSCD Director
c/o 121st District Court CSCD
500 W. Main, Room 5B
Brownfield, Texas 79316**

A resident submitting a grievance should put as much detail as possible on the grievance form, including important dates and times. In order to be considered valid, and to receive a response, a grievance form must be signed and dated by the resident who submitted it.

A resident may not submit a grievance on behalf of another resident or on behalf of a group of residents. A resident may only submit a grievance on behalf of himself for mistreatment against him or a violation of his personal rights. A grievance that is submitted on behalf of another resident or on behalf of a group of residents will be returned as invalid.

If a resident wants help in filling out a grievance form, any staff member he chooses can help him complete the form.

Once the CRTC Director receives a grievance, the CRTC Director or his/her designee will investigate the grievance. The CRTC Director will inform the resident who submitted the grievance of any decisions or actions (if applicable) that will be taken with regard to the grievance. The resident may be required to sign acknowledging that his grievance received a response. The original grievance will be kept on file. The resident who submitted the grievance will be given a copy of the grievance for his own records if he requests it.

A resident may not threaten a staff member with the possibility of him filing a grievance. Threatening a staff member with a grievance is considered manipulation and will be sanctioned accordingly. A resident who feels it is appropriate to file a grievance should just do so.

Disciplinary action may be considered against a resident who submits a grievance that is false and is intended to embarrass or harass the individual named in the grievance.

Hair Cutting

A resident may cut his own hair, allow another resident to cut his hair for him, or have his hair cut while on furlough. On CRTC property, hair may only be cut in the gym restroom and only during the approved days/times. (See Appendix B) A resident may not use hair clippers on hair below the neck. Hair clippers should be sterilized before and after use.

Hygiene & Cleanliness

Good hygiene is extremely important in a residential facility where so many people are in such close contact for long periods. Good hygiene helps prevent the spread of germs, bacteria, viruses, and parasites. To maintain good personal hygiene, a resident must, at least once per day, wash his entire body with soap and water, which includes washing head/facial hair with soap or shampoo and water. At least once per day a resident must thoroughly brush his teeth with toothpaste or clean his dentures. A resident is required to wash his hands after he uses the toilet. If a resident needs to cough, he should cough into his elbow to help prevent germs from spreading. A resident must be careful not to expose another resident or a CRTC staff member to bodily fluids. Some examples of bodily fluids are feces, blood, urine, semen, saliva, and mucus, etc.

Cleanliness consists of a resident cleaning up any mess he makes, keeping food out of unauthorized areas, putting things back where they belong, and keeping his personal spaces clean and organized. A resident must wash all his clothes, uniforms, towel, washrag, and bed linens at least once each week.

All hygiene items must be purchased through CRTC commissary. Residents are prohibited from receiving hygiene items through the mail.

A resident should keep his dirty clothes in the mesh laundry bag provided to him. Dirty clothes may not be loose in a resident's locker, under his bed, or in his bunk area.

A resident may not hang anything on their walls or beds (i.e. jackets, cloths, lights, pictures).

A resident may not put or keep anything on top of his locker.

Incident Report (IR)

A CRTC staff member will issue an Incident Report (IR) (sometimes called a "write up") to a resident for violating CRTC rules, policies, or procedures, or for violating the resident's conditions of community supervision.

A resident who receives an incident report will be allowed to read the incident report. He will also be offered the chance to respond to the incident report in writing in the space provided on the front of the report, or on the back of the report if he needs more room.

A resident is encouraged to read, sign, and date the incident report regardless of whether he includes a response or not. Signing the incident report does not mean that the resident admits any guilt or agrees with the incident report; it only means that he was made aware of the incident report and that he was given an opportunity to read and respond to it. If a resident refuses to sign the incident report, a staff member will write on the signature line, "resident refused to sign", and mark their initials next to this, indicating that the staff member wrote "resident refused to sign." The resident will not be written up for refusing to sign an incident report. Once a resident refuses to sign an incident report, he will not be provided another opportunity to sign it.

Lanyard & ID

While on CRTC property, a resident must wear his CRTC issued ID on the appropriate colored CRTC issued lanyard around his neck.

A bright yellow colored lanyard means that the resident is younger than 21 years old and is not allowed to smoke, in accordance with state law. Any other color lanyard means that the resident is 21 years old or older and can smoke, in accordance with state law.

The ID must hang in front of the resident, and his picture must be visible and right side up at all times. The only exceptions to this are when a resident is sleeping, showering, or doing a vigorous activity such as playing sports or working out. A resident may put his ID in his shirt pocket only while doing assigned work in the kitchen.

If a resident will be leaving the CRTC property, he is required turn his ID in to the Duty Station when he checks out and then retrieve it when he returns and checks back in.

Upon successful completion of the CRTC program, the resident is required to give the photo ID portion to the RCSO, or other CRTC staff.

If a resident loses or damages the lanyard or ID, another one may be requested and the resident's account will be charged for the replacement lanyard or ID accordingly.

Loss of Privileges (LOP)

A resident on LOP may not participate in any reward or privilege activities. Additionally, he may not receive awards, rewards, or reward credits for any reason. A resident on LOP will not be assigned offsite CSR unless the CRTC needs him at a specific site for a specific reason. A resident on LOP may not go to offsite AA/NA meetings, be selected as resident of the month, or be the resident of the month's guest to an offsite AA/NA meeting.

Furthermore, he may not go on furloughs. He may not use a phone for any reason except for one brief call to someone to let it be known that he has lost his privileges for a certain amount of time and will not be allowed calls or furloughs. Resident will have 48 hours from the time of sanctioning to place an LOP call.

A resident on LOP may not be in the phone pit. A resident on LOP is not eligible for phase advancement or graduation as successful while on LOP.

When a resident is placed on LOP, he is responsible for immediately going to the Duty Station and informing a Resident Monitor of the conditions of his LOP and that he needs a red uniform. Residents are required to change into a red uniform immediately after being informed of his status of LOP. Failure

to immediately change into a red uniform may result in additional sanctions, up to and including unsuccessful discharge from the CRTC program.

When a resident is assigned LOP extra duty hours, he must complete tasks as assigned by CRTC staff members. A resident is not allowed to choose the LOP task he prefers.

Possible LOP tasks may include:

- Clean ceiling vents;
- Clean lights;
- Clean lint traps and exhaust on dryers;
- Clear the walking track;
- Deep clean restrooms;
- Empty/clean cigarette disposal receptacles;
- Hand weed flowerbeds;
- Sanitize doorknobs, handles, surfaces;
- Sanitize gym equipment;
- Rotate pantry stock;
- Wash trashcan interiors;
- Wash walls, baseboards, windows; and/or
- Any other task assigned by CRTC staff

Sanctions/Sanction Report

Depending on the level of the incident report, it will be forwarded to a specific person or group.

The person or group that receives the incident report will decide if the incident report is valid. If the incident report is determined to be valid, appropriate sanctions will be assigned. Sanctions should be assigned as quickly as possible after the incident report has been determined to be valid. If the incident report is determined to be invalid, it may be sent back to the author for corrections and more supporting information or the incident report may be dismissed.

A CRTC staff member will issue a Sanction Report to a resident which contains the discipline portion for the resident who violated the rules, policies, or procedures, or the resident's conditions of community supervision.

A resident who receives a sanction report will be allowed to read the sanction report. He will also be offered the chance to respond to the sanction report in writing in the space provided on the front of the report, or on the back of the report if he needs more room.

A resident is encouraged to read, sign, and date the sanction report regardless of whether he includes a response or not. Signing the sanction report does not mean that the resident admits any guilt or agrees with the sanction report; it only means that he was made aware of the sanction report and that he was given an opportunity to read and respond to it. If a resident refuses to sign the incident report, a staff member will write on the signature line, "Resident refused to sign", and mark their initials next to this, indicating that the staff member wrote, "Resident refused to sign." The resident will not be written up for refusing to sign an sanction report. Once a resident refuses to sign a sanction report, he will not be provided another opportunity to sign it.

If the facts of the IR more closely fit under another rule, the Director or designee may change the rule the resident was written up under.

When possible, sanctions will be personally tailored to the resident, and the skill he needs to practice that could have helped him avoid committing the violation documented in the incident report.

Warning Level

If a resident violates a rule at the warning level, he will be issued a written warning by the Resident Monitor Supervisor or designee. No sanctions are assigned at the warning level, but the resident is reminded that if another violation of this rule occurs, he will be sanctioned accordingly, up to and including a sanction at the minor level.

Minor Level

If a resident violates a rule at the minor level (or the rule level has been enhanced to the minor level), he will be assigned a sanction by the Resident Monitor Supervisor or designee. A sanction at the minor level could be something like **5 days of LOP and 5 extra duty hours**, or **7 days of LOP and 7 extra duty hours**, or any other similar and reasonable sanction.

Moderate Level

If a resident violates a rule at the moderate level (or the rule level has been enhanced to the moderate level), he will be assigned a sanction by the Residential Community Supervision Officer (RCSO) or designee. The RCSO has discretion to assign any reasonable sanction.

Major Level

If a resident violates a rule at the major level (or the rule level has been enhanced to the major level), he will be assigned a sanction by the Treatment Team, which consists of the CRTC Director, RCSO, counselors, and other administrative staff. The Treatment Team has discretion to assign any reasonable sanction.

If a resident violates a rule at the major level (or the rule level has been enhanced to the major level), and he has violated the same rule at the major level on at least one prior occasion, he will be assigned a sanction during an administrative hearing.

The following is a list of *possible* sanctions. Not every possible sanction is listed.

- Discharged from the Program;
- Loss of Furlough Privilege;
- Loss of Game Room Privilege;
- Loss of Phone Privilege;
- LOP Duty Hours
- LOP Status;
- Phase Reassignment
- Therapeutic Reports;
- Red Uniform Requirement
- Restitution for Damage
- Weekly Allowance Denied;
- Written Warning; and/or
- Any other sanction as determined

As part of the sanctions for any incident report at the level of moderate or major, a resident is required to complete a CB Map regarding the incident for which he received the incident report within seven (7) days after he receives his sanctions. The CB Map must be given to his assigned counselor so the counselor and the resident can review the CB Map together, and process the incident.

Inter-Office Communication (IOC)

A resident must submit an Inter-Office Communication (IOC) to communicate with a staff member.

IOCs should be placed in the drop box located near the Duty Station. IOCs written to the wrong person will be returned with information as to whom the IOC should be sent.

A resident with an emergency issue or an issue requiring immediate attention may ask the Duty Station to call the staff member he needs to see. A resident may receive an incident report if he asks the Duty Station to call a staff member for an issue that is determined not to be an emergency, or one that does not require immediate attention.

Multiple IOCs sent to various people is considered as manipulation and may result in an incident report.

IOCs should be as detailed as possible and must be written clearly and as neatly as possible, so that the issue or question can be addressed appropriately and as quickly as possible. If a resident needs help with writing an IOC, a staff member is available to help him.

A resident should submit an IOC to his assigned counselor when needing to deal with personal or treatment issues.

A resident should submit an IOC to the Employment/CSR Coordinator about any issues regarding his employment or his CSR assignment. Also, send IOCs regarding tickets or court appearances for tickets to the Employment/CSR Coordinator.

A resident should submit an IOC to the RCSO about issues such as speaking with his probation officer, contacting his attorney, or if he has criminal charges or court hearings that are outstanding. Also, send IOCs regarding tickets or court appearances for tickets to the RCSO, as well as Child support hearings.

Do not send an IOC to the CRTC Director without first sending an IOC to the appropriate person to deal with the request, or unless specifically told to do so by the Director.

Laundry

When a resident does laundry, he must document it on the laundry log sheet. He must write the date, his name, the purpose for using the washer, the washer number, the time he put the load in, the time he took the load out, how many detergent pods he used, the dryer number, the time he put the load in the dryer, and the time he took the load out of the dryer. A resident who leaves clothes in the washer or dryer after one (1) hour of the start time will receive an incident report. Any additional time that is needed after one (1) hour must have a new begin/end time entry on the log.

A resident will be charged for laundry accordingly.

A resident must use the laundry pods provided by the CRTC. No other liquid or powder detergents, or softeners are allowed to be used.

Shoes may not be placed in a dryer. This is considered destruction of CRTC property.

Library

The CRTC maintains a library of donated books, DVDs, Blu-ray discs, magazines, and games that a resident may utilize.

Any other books, magazines, or any other form of publications, must be mailed in from a vendor, such as Amazon, or the publisher. These items are not allowed to be sent in from family members, friends, or any other entity.

Mail

Outgoing mail from a resident should have the resident's name and the CRTC's address for the return address. A resident will be charged for an envelope and/or postage in accordance with current postage rates.

Before sealing outgoing mail, a resident must allow a CRTC staff member to check the contents of the outgoing mail and then seal it in the presence of the staff member. In order to control contraband, a CRTC staff member will open all of a resident's incoming mail and packages in the presence of the resident. Outgoing mail, or mail in the resident's possession may be read, rejected, or confiscated as contraband if there is a legitimate interest relating to CRTC order or security.

In order to enhance the safety and security of the facility, beginning June 30, 2025, all resident mail, EXCEPT for funds for commissary, legal and medical mail, must be mailed to the following address:

Name of CRTC Resident Ray D. Anderson, CRTC PO Box 591 Longview, Texas 75606

All funds for commissary, as well as legal and medical mail must be mailed to the CRTC at the address below:

Name of CRTC Resident Ray D. Anderson, CRTC 613 E. Bynum Lane Brownfield, Texas 79316
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Any mail that is sent to the Longview, Texas address for processing will **NOT** be returned or released. Once the mail is processed and received electronically by the resident on a tablet, it will be destroyed. This includes pictures or anything else mailed to the processing facility. By sending the mail to the Longview, Texas address, the sender agrees to the items being destroyed and understands that anything that is mailed to that PO Box, will not be returned or reimbursed for.

Please be aware of the following mailing guidelines:

- All envelopes and mail must include the CRTC resident's name as well as a return address. Only mail that is within 8.5 inches wide x 11 inches tall will be accepted.
- Mail sent to residents must contain **NO MORE THAN 5 PAGES**. Anything that is over 5 pages will **NOT** be scanned and sent to the resident and will be returned to the sender.
- All mail that is scanned into the system will be scanned front side only. **Do NOT write on the back of pages**. Any mail with writing on the back will be returned to sender.

- Residents may receive a maximum of **(one) 1** photo per mailing. If more than (one) 1 photo is mailed, the entire letter and all its contents will all be returned to sender and nothing will be scanned in or delivered to the resident.
- **No legal or medical mail will be accepted. Legal and medical mail must be sent to the CRTC where the resident is housed following the CRTC Mail guidelines.**
- **No magazines, newspapers, bulk mail or books will be accepted at the Longview, Texas or Brownfield, Texas address, and will be returned to sender.**
- Once the mail is received for processing in Longview, Texas, it will be scanned in at the central processing location, and then will be sent to the resident electronically via the messaging system and the resident can then view it on their personally assigned tablet.

There will be no exceptions for receiving mail that does not follow the above guidelines.

A resident may not send or receive mail to/from a former CRTC resident.

Medical

A resident who needs emergency medical services should let a staff member know immediately. A resident who needs non-emergency medical services should submit an IOC to the RMS.

If a resident has medical, dental, or vision insurance of any kind, it is important that they let CRTC staff know, and provide a copy of the insurance card as soon as possible. This allows for lower out-of-pocket costs for the resident.

Unless a resident goes to a medical, dental, or vision services provider that has a contract with the Ray D. Anderson CRTC, a resident is responsible to pay for all services he receives directly to the provider. If a resident sees a service provider that has a contract with the Ray D. Anderson, CRTC, the CRTC is given a reduced rate, which the CRTC will pay to the provider and then charge the resident's CRTC account for the amount paid on his behalf.

A resident's account will be charged for transportation to all doctors' appointments.

The initial costs for a doctor's office visit is \$100.00. Any additional services provided by the doctor's office will be billed to the resident, such as, lab tests, imaging, injections, or any other service.

The initial cost for an emergency room visit is \$300.00. Any additional services provided by the doctor's office will be billed to the resident, such as lab tests, imaging, injections, or any other service. Any additional emergency room bills will be sent directly to the resident.

Blood Pressure

A personal automatic blood pressure monitor is kept at the Duty Station and is available to any resident who wishes to check or monitor his blood pressure.

Dental Visits

For dental service providers, the CRTC will only allow a resident to charge tooth extractions to his CRTC account. A resident is responsible for paying the provider directly for any other dental services he agrees to. The CRTC will not allow a resident to charge a tooth extraction to his account until he has been a resident for over 30 days.

Eye Exams

For eye exams, the CRTC will only allow a resident to charge costs for eye exams and the least eyeglasses possible. These costs will be billed to the resident. The CRTC Director will consider the length of time that the resident has been in the CRTC program as well as the overall necessity of eye care, before a resident is allowed to receive eye care. Contacts are not allowed to be worn by residents in the CRTC program.

Medication

Medication must be stored at the Duty Station unless it is approved as Keep-on-Person (KOP) medication. A resident must sign or initial for medication as he takes it. If a resident has a KOP medication, he is responsible for having it on his person or having it locked up at all times, and ensuring that other residents do not have access to the medication.

Except for Keep-on-Person (KOP) medication, all medication (prescription and non-prescription medication) must be taken at the Duty Station while being observed by a CRTC staff member.

A resident may not possess or take any prescription medication not prescribed to him.

A resident may not participate in any type of medical or pharmaceutical research or testing of any product.

Medication times are as follows:

6:30 AM – 7 AM	Pod Restricted
12:30 PM – 1 PM	Open Call
8:00 PM – 8:30 PM	Pod Restricted
<i>*These times are subject to change at any given time, with or without any notice to the resident.</i>	

Quarantine

A resident that has, or is suspected of having, a severe or unusually contagious illness may be placed in quarantine. Special quarantine rules will apply. The resident will be notified of the changes to regular rules that he will be required to comply with.

Sick Day

If a resident does not feel well and wants to take a sick day, he must notify the Duty Station. Any classes, chores, or other requirements of the resident that were due before he notifies the Duty Station that he is taking a sick day are not excused by logging out as sick. Only requirements that are due after the resident takes a sick day are excused.

If a resident takes a sick day, it lasts from the time he notifies the Duty Station until the scheduled wake-up on the next business day. Sick Day restrictions remain fully in effect the entire time and a resident may not cancel the sick day and/or log back in without prior approval from CRTC staff.

When a resident is out sick, he must remain in bed with his bedroom door closed except for visiting the restroom, eating during mealtimes, taking medication, going to a medical

appointment, or calling to notify his employer that he is taking a sick day. A resident logged out sick may not use tobacco or nicotine products (i.e. take smoke breaks). He must eat his meals in his pod bedroom with the door closed. Staff will bring the resident his meal tray when it is time to eat and pick up the tray once mealtime is over. A resident logged out sick may not go on furloughs or use the telephone.

For every 7 days that a resident takes a sick day, regardless of the phase in which he took the sick days, 7 days will automatically be added to the end of his current phase.

A resident who takes a sick day will be charged rent for the number of days he is out sick unless he has a doctor's note verifying an illness.

Meditation

Meditation is an opportunity for a resident to focus on himself for the day. A resident will meet in his pod for meditation. One resident will volunteer to read the meditation for the day, and then all the residents will share their thoughts with the group one at a time on the meditation topic. During meditation, a resident must keep his head up and his eyes open. A resident may not be working on, or have open any other materials other than the meditation book. If all residents have shared before the end of the meditation period, each resident must sit silently with his eyes open and think about what has been shared with the group until the time for meditation is over.

Meetings (Alcoholics Anonymous (AA) or Narcotics Anonymous (NA))

A resident is required to attend four (4) AA and/or NA meetings every week. A resident should maintain the confidentiality of anything shared during a meeting unless a resident says that he may hurt himself or someone else, or if a resident intends to break a CRTC rule or break a law.

During a meeting, only one person is allowed to talk at a time. A resident must show respect for other residents and the experiences they share. Typically, there will be a guest speaker on the 1st & 3rd Thursday of each month.

A resident may not leave the meeting for any longer than 10 minutes. If a resident is gone from a meeting longer than 10 minutes, he will not receive credit for attending that meeting, and may be subject to receiving an incident report.

Chairing Meetings

During Phase 2, a resident will chair at least 3 meetings. During Phase 3, a resident will chair at least 5 meetings. The chair opens and closes the meetings. The chair should pick residents to read introductory readings according to fellowship literature. The chair is responsible for keeping order in the meeting and ensuring it stays on topic. A resident monitor will attend the meeting to back up the authority of the chair.

Lubbock (Outside) Meetings

The lead counselor assigns residents to attend an AA or NA meeting in Lubbock on Friday nights. A resident who is assigned to the meeting is required to attend. The lead counselor will post a schedule of which residents are required to attend on which date. The trip to the Lubbock meeting may include a stop at a convenience store prior to the meeting. The trip back may

include a stop at a fast food restaurant. Meetings in Lubbock are a privilege, which may be revoked at any given time.

Onsite Open Meetings

The CRTC hosts open meetings that are open to the public. A member of the public is required to conform to rules that are specific to a meeting at the CRTC. A previous resident may attend open meetings if he is in compliance with his probation. A resident who has been discharged as unsuccessful may not attend meetings at the CRTC. A resident may not visit with a non-resident unless the non-resident is a CRTC approved speaker.

Listed below is the schedule of meetings:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AA	Life Stories	AA /NA	AA	Guest Speakers	NA	AA
(Phase 3 Only)	(Closed)	(Open)	(Open)	(Closed)	(Open)	(Open)

**Please note that all meetings are scheduled to begin at 7 p.m., except for Sunday meetings, which begin at 8 p.m., in the CRTC dining hall.*

Phase Advancement Tests

In order to be eligible to meet with the Treatment Team to interview for a phase advancement, a resident must first pass the appropriate phase advancement test. Phase advancement tests require a resident to demonstrate that he has learned the rules of this handbook and the material he has been taught in his current phase, as well as all previous phases. A score of at least 75% correct is required to be eligible to interview for phase advancement.

Phasing Up

Progressing from one phase to the next in the CRTC program is not automatic. After passing the appropriate phase advancement test, a resident will meet with the Treatment Team when he is eligible to move to the next phase. A resident must demonstrate to the Treatment Team, his knowledge, understanding, and application of the skills he has gained during his current phase. Phases begin on a Monday and a phase week is from Monday to Sunday.

Phone Use

A resident must have permission to use any phone. All the calls a resident makes will be documented. A resident may not use the Duty Station phone except under very specific circumstances. The only calls a resident will be allowed to make or receive at the Duty Station are:

- When a resident first arrives at the CRTC, he may make a phone call to let the significant people in his life know where he is, the facility's address, as well as any approved property that he needs, etc.
- If a resident is placed on LOP, he may make a single, two-minute phone call to someone to let it be known that he has lost his privileges for a certain amount of time and will not be allowed

calls or furloughs. A resident will have 48 hours from the time that he is sanctioned to make his LOP phone call.

- When a resident's furlough request is denied, he may make a single, very short phone call to his furlough sponsor to let it be known that the furlough request was denied. This phone call is only allowed if he is unable to access any other outside form of communication(s).
- If a resident is going to be late or absent from work, he may call his supervisor to inform them of the situation. A resident may receive a call from his employer if leaving a message for the resident is not sufficient.
- If he has permission documented in the communication log to make a call because the call needs to be made outside of regular business hours.
- A resident may receive a call from a current staff member or a probation officer from his original county.
- If a resident wishes to call Voice of Hope (806-763-7273).

Calls regarding legal matters are made from the RCSO's office with the RCSO present. If a resident needs to speak to the probation officer from his original county, speak to an attorney, or call about some legal matter, the resident should send an IOC to the RCSO with the request. (The RCSO will allow a call to an attorney to be private.)

Calls regarding personal or therapeutic matters are made from a counselor's office with the counselor present. If a resident needs to speak to his family or friends, the resident should send an IOC to his counselor with the request.

Calls regarding employment matters (including getting a valid ID or Driver's License so a resident will be able to get and keep a job) are made from the Employment/CSR Coordinator's office with the Employment/CSR Coordinator present. If a resident needs to speak to his employer about anything other than being late or absent, or he needs to make calls regarding his license or warrants, the resident should send an IOC to the Employment/CSR Coordinator with the request.

The staff member allowing or supervising the call will dial the phone number for the resident if he is using a CRTC business phone, and document what number was called, who was called, and what the purpose of the call was.

The CRTC does not accept collect calls.

A resident may not use a phone for a personal call at a CSR site, his place of employment, or an office where he is receiving any type of service. He may not use a co-worker's cell phone or the cell phone of another resident.

A resident may not make a call on behalf of another resident for any reason.

A resident who is not eligible to make phone calls because of phase or status may not be in the phone pit area.

Messages

CRTC staff will only take a message for a resident if the message is from a friend or family member regarding an emergency, or if the friend or family member will not be attending a previously planned furlough. CRTC staff will also take a message if it is from the resident's employer. While staff will pass messages regarding an emergency and updates about the emergency to a resident, that does not mean the resident may make or receive calls about the emergency at the Duty Station.

Mobile Phones

A resident is not allowed to possess or use a mobile phone unless it is required for his employment and is approved in writing by the CRTC Director. If the use of a mobile phone is necessary for a resident's job, the resident's employer must write a letter addressed to the CRTC Director explaining that a mobile phone is necessary for the resident's work duties and requesting that the resident be allowed to have a mobile phone while he is at work.

If the CRTC Director approves a mobile phone for the resident to use, the resident must give the phone to the Duty Station when he checks in from work, and may retrieve it when he next checks out for work. A resident with an approved mobile phone may not let another resident use the mobile phone. If a resident is approved to have a mobile phone, he must inform the CRTC Director or designee of the phone number for the phone. Residents are not allowed to text, send or receive emails, nor access any other application or features on the phone besides being able to use the phone to make or receive calls.

Resident Phone System (Securus)

The phones in the phone pit (pay phones outside the Duty Station) may be used by a resident according to his phase and status. If another resident is waiting to use the phone, the resident using the phone should limit his call to 15 minutes. A resident may not be on the phone during a required activity, while on LOP, or when he is logged out for a Sick Day.

A resident's friends and/or family may set up an account for the resident by going to securustech.net. They should select the Ray D. Anderson Community Corrections facility. An account may be set up over the phone by calling 1-800-844-6591. If the person attempting to set up the account has problems, Securus can be reached by calling 1-800-844-6591, and then pressing 5, and then pressing 3.

Only the two resident phones outside the Duty Station entrance door may be used by residents to make calls. This area is commonly referred to as "the phone pit." A resident in phase 0, or 1 may not be in the phone pit. Also, a resident on LOP may not be in the phone pit.

Probation Office Visits

A Residential Community Supervision Officer (RCSO) (also known as a probation officer) will be assigned to a resident upon his arrival to the CRTC. A resident's RCSO will meet with the resident at least once every other month.

If a resident needs to see his RCSO before the next regular office visit, the resident should send an IOC to the RCSO.

Property

All of a resident's property must be approved and recorded by a CRTC staff member. A resident may not have anything dropped off at the facility. A resident cannot have hygiene nor cigarettes mailed to the facility. Any other property that the resident receives from a family member or other person must be sent through the mail. The amount/number of any particular item in a resident's possession may not exceed the maximum allowed as indicated in Appendix H. A resident's property that is not allowed or exceeds the maximum number allowed in his possession will be stored in the property room until the resident's discharge from the CRTC program, or until he makes arrangements to send the property home.

Items listed on Appendix H do not need to be pre-approved. Those items are approved by default. Only items not listed on Appendix H or exceeding the maximum number of items on Appendix H requires approval.

All property received by the CRTC through the mail will be searched through thoroughly by CRTC staff before a resident is allowed to have access to it.

The CRTC's storage space in the property room is limited; therefore, the CRTC may limit or prohibit the type or amount of personal property a resident may keep stored in the property room.

The CRTC or CRTC staff are not responsible for a resident's property that is lost, damaged, destroyed, or stolen. A resident is required to be responsible for all of his personal property.

A resident may not use motorized tools, equipment, or machinery without prior permission from a CRTC staff member, and is required to fill out the tool log before and after use.

A resident is responsible for making sure that he takes all of his property, including medication, with him upon his discharge from the CRTC. Any property he leaves is considered to be abandoned.

A resident may not bring back any property from furlough that he did not leave with unless he has prior permission from the appropriate CRTC staff member via an IOC that is submitted along with the Furlough Request Form. Any requests to bring property back from furlough after the Furlough Request Form has been approved will be denied.

If a resident is arrested while at the CRTC, the property he leaves at the CRTC will be made available to be released to the resident or his chosen representative for 30 days after the resident's arrest. Property that is not claimed by the resident or his chosen representative(s) within 30 days of his arrest is considered to be abandoned.

A set of hand tools are kept at the Duty Station for use in normal situations. At the discretion of the Duty Station, a resident may check out a tool for an approved task by using his resident ID and filling out the tool log. Once he completes the approved task, the resident must return the tool to the Duty Station and claim his ID.

A resident may not change the Duty Station whiteboard without prior approval.

A resident may not have any property other than his own pre-approved and properly inventoried property in his assigned locker.

A resident may not cover or block the window in any pod, room, or interior door, at any time for any reason.

A resident is not allowed to wear clothing with any insignia, text, or logos that advertise, promote, or suggest the use of alcohol or other drugs, depict gangs or gang activity, display profanity, or are sexually suggestive. If a resident is wearing a button down shirt, he is not allowed to have only the top button(s) clasped.

A resident is responsible for the maintenance of his CRTC issued property, which includes his lanyard, ID, and uniforms. A resident will be charged for lost or damaged CRTC property that was issued to him regardless of the circumstance.

A resident who misuses or damages property that does not belong to him, even by accident, may be required to pay to replace the misused or damaged property. A resident is not allowed to use any property in a way in which it was not intended to be used. For example, a resident may not lean back in a chair, bounce in a chair, rock in a chair, put his feet on furniture, write on furniture, use seat cushions as pillows, drop weights on the gym floor, slam doors, hang on doors, etc.

Marking/drawing/coloring on books, signs, posters, etc. is not allowed. Taping, tacking, tooth pasting, gumming, or otherwise attaching things to walls, doors, bunks, light fixtures, lockers, desks, or other facility surfaces is not allowed.

Abandoned Property

The CRTC Director will dispose of abandoned property as he/she deems appropriate. Typically, abandoned property is kept in Donated Property to be given to a future resident that has need of it.

Absconder Property

If a resident absconds from the CRTC, the property he leaves at the CRTC is considered to be abandoned.

Donated Property

A resident may donate property to the CRTC that he does not wish to keep. Donated property will be kept for future residents who need it. A resident may get items from donated property only if he does not have the maximum amount of clothing allowed in this handbook, or if he does not have appropriate clothing. A resident may not have donated property just because he likes/wants it.

Property Storage Transfers

If a resident wishes to store property in the property storage room, retrieve property from the property storage room, or exchange property from the property storage room, he should send an IOC to the RMS listing the property he wants to transfer or exchange. If approved by the RMS, then on the approved day and time for property storage transfers as listed in Appendix B, the resident will be notified to meet a staff member outside the property room and have his transfer or exchange completed. The staff member will modify the computer records for the resident to reflect the changes to the property in his possession.

Recreation

Recreation is a period during the weekday during which a resident is required to be active. Some recreation periods are structured and some recreation periods are unstructured. Structured recreation usually involves team sports such as softball, volleyball, or basketball. Unstructured recreation allows each resident to select his own form of recreation which may include weightlifting in the gym, walking, jogging, playing Frisbee, playing horseshoes, playing card games, playing board games, playing table tennis, playing darts outside, playing dominos, throwing a football around, etc.

All recreation equipment must be put into its' designated area after each use. Failure to do so may result in the loss of this equipment.

Sitting or lying down listening to music, talking, playing video games, or watching television, do not qualify as being "active."

Gym

Being allowed to use the CRTC gym is a privilege. A resident who chooses to use the gym and its equipment should take special care to not damage the equipment, to return the equipment to its proper storage location when he is done using the gym, and for cleaning the equipment he used after he is finished.

A resident who repeatedly violates the rules in the gym may not be allowed to enter the gym building.

A resident who chooses to use the CRTC gym does so at his own risk.

Rewards & Reward Credits

75+ Club for the Month

A resident who completes 75 or more CSR hours during a full calendar month is awarded a reward credit for that achievement.

Exemplary Report

An exemplary report is the exact opposite of an IR. It is written acknowledgement that a staff member saw or knows a resident went above and beyond in doing something prosocial. An exemplary report isn't just that someone saw a resident following the rules or doing what a resident was already supposed to be doing. It is about selflessly doing a lot more than what a resident is expected to do. It's about acknowledging positive choices and behavior when it was really difficult or very uncomfortable to behave that way. A resident who receives an Exemplary Report is awarded a reward credit.

If a resident asks for a reward credit in exchange for completing a task, he will be automatically disqualified from receiving a reward credit.

At no time is a reward credit given to a resident that is on LOP status.

No IRs for the Month

A resident who does not have a minor, moderate, or major IR during a full calendar month is awarded a reward credit for that achievement.

No Sick Days for the Month

A resident who has not logged a Sick Day during a full calendar month is awarded a reward credit for that achievement.

Recognition Awards

Awards are given when a resident has shown the characteristics needed to deserve the award. Each reward earns the resident it is presented to a reward credit.

Most Improved Resident

This person has shown progress in the development of more positive patterns of thinking and behaving. This person has shown advancement in having a more prosocial attitude.

Most Motivated Resident

This person has shown that he is finding drive and direction within and that he is engaged in putting forth effort.

Most Supportive Resident

This person has shown to be positively encouraging others around him. He motivates others to do their best.

Most Open-minded Resident

This person has shown that he is willing to consider new ideas and views.

Positive Attitude Award

This person does things that need to be done, many times without being asked. Without grumbling or complaining, he does his work and what is required of him.

Resident of the Month

This is awarded to a resident who has shown overall growth and is frequently observed making use of many different skills that he has learned thus far in the program.

The Resident of the Month is allowed to be first in line for meals, ride in the front passenger seat during transports, is allowed to invite an additional resident, who is in phase 2 or higher and not on LOP, to the weekly outside meeting in Lubbock.

Resident/Room/Pod Challenges

A resident, room, or pod that wins a challenge competition may be awarded a reward credit, among other privileges, for that achievement.

Furlough Extension

A resident may extend an eligible furlough by an hour for every reward credit he redeems on the Furlough Request Form. Reward credits may not be applied retroactively to excuse a resident returning late from furlough.

Rent Reduction

A resident may have his rent reduced by a day for every 3 reward credits he redeems. Only a resident who is being discharged as successful may redeem reward credits for rent reduction. Discharge as Other than Successful does not get to use rent credits

Searches & Contraband *(See Appendix C for a partial list of contraband)*

In order to control contraband and/or locate lost or stolen property, searches of the CRTC, residents' property, and residents themselves will be conducted. Contraband is subject to being discarded or destroyed at the discretion of the CRTC Director and/or designee.

A resident, a bedroom, or a pod may be searched at any time. Bedroom and pod searches may be conducted with or without a resident present. A search of a resident's area will be thorough but orderly.

A pat-down and/or strip search of a resident may be conducted at any time. Only a staff member who is the same gender as the resident will conduct a strip search of the resident. Female staff members may conduct pat-down searches on residents.

In cooperation with law enforcement agencies, the use of a canine (dog) trained in the detection of narcotics and other substances, may be in conjunction with or separate from searches conducted by CRTC staff.

Study Time

A resident in phase 0, 1, or 2 is required to participate in a scheduled study time. During Study Time, there should be complete silence. A resident may listen to music with headphones/earbuds as long as no other residents can hear it. A resident may not sleep or keep his eyes closed during Study Time. He must be sitting with his feet on the floor. Primarily, a resident should be studying the materials and subjects he has covered in class. However, a resident may also read, draw, write letters, journal, and work on written assignments. A resident is not allowed to play games, complete facility chores, complete personal chores, or do other tasks during Study Time. If a resident needs help studying, he and an approved study partner can study together in a separate area with the approval of CRTC staff.

Tablets

The tablets that are provided for residents are a privilege. They are meant to be a way for residents to more frequently and more effectively communicate with family members and loved ones. Therefore, residents are expected to treat the tablets as the privilege that they are.

Listed below are some guidelines and expectations for the tablet that a resident has been assigned.

1. Each resident will be assigned a tablet upon intake. The only tablet that a resident should touch is the tablet that has been assigned to him.
2. If a resident damages or breaks a tablet, that resident will be responsible for the cost to repair or replace the tablet. In addition, that resident may be held criminally responsible for any damage to the tablet.
3. The external audio for the tablets has been disabled. A resident must use the headphones provided when using a tablet. If a resident needs to replace the headphones, he may purchase another set from the duty station.
4. Besides being a way that a resident can virtually visit with family members or loved ones, residents will also have the ability to listen to music, watch movies, read books, and play games on the tablets. Since music will be available on the tablets, CD's will no longer be allowed at the facility.
5. Residents' family members or loved ones will be able to deposit money onto the residents' NCIC account to allow a resident to listen to music, watch movies, send messages and receive video visitation. However, a resident will still have the opportunity for movies and music without money on their account. In order to take advantage of this feature, a resident can complete educational modules on the *Schoolhouse* platform. Completion of educational modules will allow a resident to earn points that can in turn be used to purchase movies and music.
6. **Residents in Phases 0-2, and those who are on Loss of Privileges (LOP) are restricted from all platforms on the tablet, except for the educational modules, entertainment platforms, and having access to mail.**
7. Tablets will only be able to be used inside of the pod building. Therefore, residents are not permitted to take their tablet into any other facility building, i.e., administration, dining hall, gym.
8. Tablet use during study time is prohibited.
9. Residents will still be responsible for completing all tasks, assignments, chores, meetings, etc. Being on a tablet, for whatever reason, is not an excuse as to why a residents was late to, did not complete, or missed anything.
10. **Money for commissary will still need to be sent to the facility address.**
11. A resident's behavior during a video visit matters! If a resident is behaving in a way that is deemed inappropriate, the visitation can be ended without warning, and can also lead to visitation privileges being taken away. Inappropriate behavior may include but is not limited to, harassing or threatening another person, speaking loudly, screaming, yelling, or making any mention of, or gesture towards, racial slurs, criminal/gang activity, any alcohol and/or drug use, or any behavior that is sexual in nature.
12. Tablet use will not be permitted during any programming activities, i.e. classes, GED, process group, etc.

Tablet Use Times

Tablet Time Allowed	
Phase 0-2 & Phase 3 Unemployed	Monday – Friday 6:30 AM – 8:15 AM; 11:20 AM – 1 PM; 2 PM – 6 PM; & 7 PM to Lights Out
Phase 0-2 & Phase 3 Unemployed	Weekends & Holidays – Wake Up to Lights Out
Phase 3 Full-time Employed	Every day from Wake Up to Lights Out

Messaging on Tablets

If a family member of a resident wishes to send documents, photos and mail to residents, we now have a quicker and more efficient method using our new Resident Messaging system where a family member can go to www.NCIC.com and set up an account. This allows family members to easily send messages to a resident for instant delivery. Family members can also take a picture of any documents and attach them to these messages. Text messages are only \$0.25 per message, and Picture Messages / Documents are only \$0.35 per picture. This is much cheaper than postage and envelopes, as well as the time it takes to mail a letter; and the resident will receive the message and/or picture instantly. There are no limits on how many messages and photos that can be sent to the residents.

Television, Game Room, Music & DVD's

A resident, who is not employed full-time, may watch TV or utilize the game room according to the approved schedule. (See Appendix B) A resident, who is employed full-time, may watch TV or utilize the game room after work and on his days off.

A CRTC staff member has complete authority over any TV/game system and may select the channel, volume, or whether the TV/game system is on or off. The volume level of the TV cannot be so loud that it can be heard inside a bedroom, outside the pod, or so loud that people are unable to speak to each other in the pod without raising their voices. Otherwise, residents may select the channel to watch by majority vote or by using a reservation system written on a whiteboard. Arguing or excessive noise may result in the TV being turned off.

A resident listening to music from an alarm clock music player in his room must keep the volume low enough that another person cannot hear any sound from the player outside the room. If a resident's roommate objects to music being played out loud, the resident playing the music must use headphones or earbuds. A resident listening to music in the gym must keep the volume low enough that another person cannot hear sound outside the gym. A resident listening to music or watching television in the dining hall, must keep the volume low enough that another person cannot hear sound outside of the dining hall.

A resident on LOP is not allowed to listen to personal music on any type of device.

The TV in the dining hall may not be used by residents in any phase until after 5pm Monday through Friday.

All DVD's need to be kept in their cases when not in use. There is to be no more than 1 DVD per person checked out from the library. All DVD's need to be returned to the library on the following library day. If the DVD's are not taken care of, they will be confiscated and the privilege will be revoked.

Tobacco

There are 27 other facilities similar to this one in Texas. The Ray D. Anderson, CRTC is the only facility that allows smoking. The State of Texas would prefer us to ban all tobacco use by residents. So far, we have chosen not to do so. Please do not underestimate what a privilege it is to have the freedom to smoke at this facility. The freedom to smoke cigarettes at the facility may be taken away if residents do not follow the rules.

A majority of medical studies prove that tobacco use is unhealthy. The CRTC prefers that residents do not use tobacco. We will help residents to stop using tobacco if they ask for help. We have several resources we can offer to help a resident quit smoking.

A resident may only smoke under the covered patio outside of the dining hall, and only when the schedule in this handbook allows it. If a resident smokes anywhere but under the covered patio outside of the dining hall, or at any time not approved in this handbook, he will receive an IR. If a resident chooses to smoke, it should be understood that a resident is not allowed to take partially smoked cigarettes inside any building. Residents may not dispose of cigarettes anywhere but in the special disposal containers under the covered patio.

A resident may only receive cigarettes by ordering them through the facility commissary form.

A resident may not receive cigarettes through the mail nor have them dropped off at the facility. If a resident receives money in the mail specifically for cigarettes, this money must be marked specifically for "commissary" in order for those funds to be applied to his commissary balance.

All cigarettes must remain in their original packaging unless they are being used or disposed of.

A resident may only smoke during his free time or when specifically allowed by a CRTC staff member. A resident may not smoke during required activities or take breaks from required activities to smoke. A resident may not smoke inside CRTC vehicles at any time.

A resident may smoke at offsite CSR and/or employment work sites during breaks, only if allowed to do so.

Any form of electronic cigarettes and/or vaping devices are not permitted at the CRTC, or any other offsite location where CRTC residents are present.

Any form of chewing tobacco is not permitted.

Under 21 Years Old

A resident who is under 21 years old may not purchase, use, or possess cigarettes, e-cigarettes, a vape, or tobacco products. A resident who is over 21 may not purchase on behalf of or otherwise provide cigarettes, e-cigarettes, a vape, or tobacco products to a resident under 21 years old.

Transportation

A resident is not allowed to drive unless he has a valid driver's license, the vehicle he will be driving is properly insured, and he has written permission from the CRTC Director. (See Personally Owned Vehicle (POV)).

A CRTC staff member or a resident's employer will transport him to and from work. The sponsor for the resident must provide transportation while he is on furlough. A resident must always wear a seatbelt (the way it was designed to be worn) any time he is being transported.

A resident's account will be charged for transportation accordingly.

Personally Owned Vehicle (POV)

Under very specific circumstances and with written permission from the CRTC Director, a resident in phase 3 may request to use a vehicle that he or his employer owns to transport himself to/from work and between work sites as required by the employer. A personally owned vehicle is for employment use only and cannot be used on furloughs or to transport another resident for any reason.

A resident who is allowed a POV must give the vehicle keys to the Duty Station while he is at the CRTC and retrieve them from the Duty Station when he is authorized to leave. A resident may not bring a personally owned vehicle onto CRTC property until he has received written permission from the CRTC Director to do so.

In order to be considered for permission to be granted the privilege of using a POV, a resident must be in full compliance with all the requirements of the CRTC treatment program, have demonstrated a history of personal growth and maturity, and have demonstrated a prosocial skillset equal to the responsibilities of utilizing a personally owned vehicle.

The Treatment Team via majority vote agree that the resident requesting POV privilege meets these qualifications. In addition, the resident must be able to prove that he has a valid driver's license, proper vehicle registration, and liability insurance in the amount required by the law. He must also sign a statement agreeing to be responsible for the maintenance and repairs for the vehicle. The resident must also sign an agreement that he will obey all traffic laws and notify the CRTC if he receives any type of ticket/citation or is involved in a vehicle accident/collision. If the resident meets all these requirements, the CRTC Director will issue written permission allowing the resident to operate a personally owned vehicle subject to all the requirements the resident has agreed to.

A resident who is granted permission for a POV will not be charged transportation fees.

Unauthorized Areas

A resident may not enter or remain in unauthorized areas unless he has prior approval from a CRTC staff member.

The following are areas a resident may not go without prior approval:

- A bedroom that the resident is not assigned to;
- Any CRTC attic space;
- Any CRTC mechanical room;
- Any CRTC shed;
- Any CRTC staff member's office;
- Any CRTC staff restroom;
- Any CRTC storage room;
- Any unoccupied CRTC office;
- All fields behind CRTC buildings;
- Beyond any CRTC door with a sign that reads "Staff Only";
- Bynum Lane on foot (street directly south of the CRTC);
- CRTC administration building;
- CRTC Duty Station;
- CRTC garden;
- CRTC parking lot;

- Tool room in the gym building;
- Outside the inner chain-link fence from 9:00 PM to 6:00 AM when parking lot lights come on;
- Outside the resident's assigned bedroom when logged out for a Sick Day or when room restriction is announced or scheduled;
- Outside the resident's assigned pod when pod restriction is announced or scheduled;
- The CRTC driveway between the speed bump and Bynum Lane, on foot;
- The CRTC kitchen, unless the resident is scheduled to work there at that time;
- The hallway leading to a pod that the resident is not assigned to;
- The pantry hallway or pantry rooms in the CRTC gym building;
- The property hallway or property rooms in the CRTC gym building;
- The roof of any CRTC building, shed, or other structure;
- The area behind the gym building; or
- Any other area as determined by the CRTC Director or designee

A resident may not leave CRTC property without permission. A resident may not leave a CSR or employment site to which he is assigned without the permission of his supervisor.

A resident may not be in the CRTC dining hall within 30 minutes before a scheduled meal unless he has permission from a CRTC staff member. A resident may not use the outside kitchen door as an entrance. A resident may not knock on a staff member's window or closed door. A resident may not open, hold open, or stand in the entryway to any door to any pod or bedroom to which he is not assigned.

Except for weekends and holidays, a resident may not remain in his bedroom longer than necessary to get something he needs or put something up.

Video Game Room

A resident is allowed to play video games outside of scheduled game room hours (See Appendix B).

Walk/Jog

During Walk/Jog, a resident is required to walk or jog around the circle drive and/or the dirt track in the field in front of the CRTC property, unless he has a doctor's note excusing him from the exercise, or a CRTC staff member cancels Walk/Jog due to weather conditions.

A resident must participate in Walk/Jog if the temperature is 32 degrees or warmer. A resident may not participate in Walk/Jog if the temperature (with or without wind-chill) is below 32 degrees. A resident may not participate in Walk/Jog if the temperature is 100 degrees or above. A resident may not participate in Walk/Jog if it is raining or during inclement weather.



Appendix A - Definitions & Descriptions

Bedroom A room where a resident is assigned to sleep, which contains his bunk and his locker

Bedroom Restriction A condition when a resident is not allowed to exit his assigned bedroom other than to use the restroom, or eat. The most common reason for this is when a resident is logged out sick

Bunk Area The area assigned to a resident that contains his bunk, locker, and personal space inside his assigned bedroom

Cognitive Behavioral Therapy Cognitive behavioral therapy (CBT) is a common type of therapy that helps you become aware of inaccurate or negative thinking so you can view challenging situations more clearly and respond to them in a more effective way

CRTC Initials which stand for Court Residential Treatment Center. The Ray D. Anderson facility is a CRTC and is commonly referred to as the CRTC for short

IOC (Inter Office Communication) A form that a resident fills out in order to make a request or speak with a specific CRTC staff member

Immediate Family Parent, child, spouse, brother, sister, grandparent, grandparent-in-law, parent-in-law, brother-in-law, sister-in-law, and grandchildren of the resident or his spouse

Lights Out The time at which a resident must be in bed with the lights off and ready for sleep

Meditation A time set aside to read the meditation book and then share thoughts about the reading with other residents

Pat Down A less thorough search of a resident's person which includes him taking off his socks and shoes, emptying his pockets, removing gloves and jackets, and his wallet being searched

Pod The common area in the middle of the bedrooms and bathrooms that serves as a living area with desks, couches, chairs, tables, and a TV

Pod Restriction A condition when a resident is not allowed to exit his assigned pod

RCSO Residential Community Supervision Officer (Probation Officer)

Resident Monitor (RM) A CRTC staff member that is in charge of monitoring residents in their day to day activities at the CRTC

Resident Monitor Supervisor (RMS) The direct supervisor of resident monitors

Study Time A time set aside for a resident to study the materials he has been learning. A resident may also do other activities such as write letters, read, color, draw, listen to music using headphones, or other similar activities. Playing games is not allowed during study time and each resident must be 100% quiet

Treatment Team Administrative staff that includes the CRTC Director, RCSO, Lead Counselor, Counselors, RMS, Employment/CSR Coordinator, and the Education/Life Skills Coordinator. The treatment team meets on a regular basis in order to make important decisions regarding residents' treatment and rehabilitation

Wake Up The time at which a resident must wake up and get out of his bed

Walk/Jog A period of exercise during which a resident walks or jogs around the dirt track or the paved circle on weekday mornings. Walking in the parking lot or down the driveway is not allowed. A resident must participate in Walk/Jog if the temperature is 32 degrees or warmer. A resident may not participate in Walk/Jog if the temperature (with or without wind-chill) is below 32 degrees. A resident may not participate in Walk/Jog if the temperature is 100 degrees or above. A resident may not participate in Walk/Jog if it is raining or during inclement weather.



Appendix B – Times & Schedules

Laundry Hours	
Pod 1 Phase 0-2	Monday, Wednesday, & Friday 4:00 PM – 10:50 PM
Pod 2 Phase 0-2	Tuesday, Thursday, & Saturday 4:00 PM – 10:50 PM
Pod 3 & 4	Anytime other than during pod restriction or lights out
Resident Pay Phones	
Phase 0 & 1	No use allowed
Phase 2 & 3	Unlimited during free time
Tablet Time Allowed	
Phase 0-2 & Phase 3 Unemployed	Monday – Friday 6:30 AM – 8:15 AM; 11:20 AM – 1 PM; 2 PM – 6 PM; & 7 PM to Lights Out
Phase 0-2 & Phase 3 Unemployed	Weekends & Holidays – Wake Up to Lights Out
Phase 3 Full-time Employed	Every day from Wake Up to Lights Out
TV/Game Room Time Allowed	
Phase 0-2 & Phase 3 Unemployed	Monday through Friday – From 5:00 PM to Lights Out
Phase 0-2 & Phase 3 Unemployed	Weekends & Holidays – From Wake Up to Lights Out
Phase 3 Full-time Employed	Every day From Wake Up to Lights Out
Sleep/Allowed in Room	
Phase 0-2 & Phase 3 Unemployed	Monday through Friday – From 5:00 PM to Lights Out
Phase 0-2 & Phase 3 Unemployed	Weekends & Holidays – From Wake Up to Lights Out
Phase 3 Full-time Employed	Every day From Wake Up to Lights Out
Medication Dispensing	
Morning	6:30 AM to 7 AM
Evening	8:00 PM to 8:30 PM
Weekly Forms Due	
Commissary Request	Tuesday by lights out
Furlough Request	Tuesday by lights out
Special Withdrawal/Charge Request	Tuesday by lights out
Weekly Allowance Request	Tuesday by lights out
Chores Due	
Morning Chore	Monday – Friday by 8:00 AM
	Weekends and Holidays by 10:30AM
Afternoon Chore	Monday – Wednesday by 3:00 PM
Evening Chore	Every day by 9:30 PM
Wake Up	
Monday through Friday	6:30 AM
Weekends & Holidays	10:00 AM
Pod Restriction	
Daily for Phases 0-2	6:30 AM – 7 AM
Daily for All Phases	8:00 PM – 8:30 PM
Lights Out	
Sunday through Thursday	10:30 PM
Friday, Saturday, & Holiday Eves	12:00 AM
Meals	
Breakfast (Self-Serve)	Monday through Friday 7:00 AM – 7:30 AM
	Weekends & Holidays 6:30 AM – 9:00 AM
Lunch	12:00 PM – 12:30 PM
Dinner	5:00 PM – 5:30 PM
Property Storage Transfers	
Monday	8:30 PM
Hair Cutting	
Sunday	All phases – Any time during free time
Tuesday	All phases – After 5:30 PM during free time
Thursday	Phase 3 – Any time during free time



Appendix C – Contraband

Any resident found with contraband will be subject to immediate discipline, up to and including possible discharge from the CRTC program, and/or criminal prosecution in accordance with applicable law.

It is prohibited for any resident to receive, purchase, or deliver contraband. Contraband is any item not specifically approved which includes, but is not limited to the following:

- Aerosol products of any kind
- Alcohol and/or any product containing alcohol
- Ammunition, explosives, or any items/substances used to create these
- Any clothing item that has a hood
- Any substance found inside a vaping device
- Audio tapes
- Auxiliary cables
- Books/publications found to be inappropriate in accordance with the CRTC policy and Resident Handbook
- Box cutters/blades
- Cameras
- CDs (no matter their origination)
- Cell phones and other accessories
- Chemical weapons
- Chewing tobacco
- Cigarettes that are not purchased from the CRTC
- Cigarettes/tobacco products found to be in the possession of a resident under 21
- Cologne
- Computer devices
- Controlled substances
- Creatine
- Debit, credit, or phone Cards
- Dice
- Dietary supplements other than solid vitamin pills
- Digital storage devices/drives
- Drugs
- Drug paraphernalia
- Earrings
- Electric/Battery operated toothbrushes
- Electronic smoking devices
- Extension cords/multi-plug receptacles
- External speakers
- Gambling paraphernalia
- Glue
- Gum
- Guns
- Hair clippers
- Headbands
- Heaters
- Intoxicating substances
- Items used to pass/tamper with alcohol/drug test
- Jewelry
- Keys
- Knives
- Lamps
- Laser pointers
- Lighter fluid
- Lottery/scratch-off tickets
- Make-up products
- Nightlights
- OTC medications not dispensed by the Duty Station
- Pagers
- Pepper spray and other similar chemicals
- Perishable edibles
- Permanent markers
- Pornography
- Protein shakes, bars, powder, or supplements
- Razor blades
- Removable Teeth Grills
- Scissors
- Sewing materials
- Sharp objects
- Stickers of any kind
- Tasers
- Wireless headphones/earbuds
- Vaping devices & any substances contained therein
- Or any other item(s) deemed as contraband by the Director and/or designee



Appendix D – Fees & Prices

The cost(s) and/or price(s) for all items and/or services are subject to change at any time due to availability, inflation, CJAD standards, and/or other factors. The CRTC reserves the right to change the price(s) and/or cost(s) of these items and/or services at any time with or without notice to CRTC residents.

Clothing Items

Item	Price/Each
Beanie	\$1.43
Boxers (M)	\$3.13
Boxers (L)	\$3.13
Boxers (XL)	\$3.13
Boxers (2XL)	\$3.50
Boxers (3XL)	\$3.50
Glove (Cloth)	\$1.51
Mask	\$1.00
Shower Shoes (M)	\$4.32
Shower Shoes (L)	\$2.09
Shower Shoes (XL)	\$2.09
Shower Shoes (2X)	\$2.09
Shower Shoes (3X)	\$2.09
Socks	\$1.54
Thermal Pants (L)	\$8.40
Thermal Pants (XL)	\$8.40
Thermal Pants (2XL)	\$8.40
Thermal Pants (3XL)	\$8.40
Thermal Shirt (L)	\$9.44
Thermal Shirt (XL)	\$9.44
Thermal Shirt (2X)	\$9.44
Thermal Shirt (3X)	\$9.44

Commissary Items (Food/Cigarettes)

Prices for these items can be found on the Commissary Order Form

First Aid Supplies

Item	Price/Each
Bandage	\$0.08
Gauze Pad (3x3)	\$0.15
Gauze Pad (4x4)	\$0.04

Hygiene Items

Item	Price/Each
Antiperspirant/Deodorant	\$2.94
Body Powder	\$4.45
Body Wash	\$3.13
Coconut Oil for Hair	\$1.01
Comb	\$0.04
Foot Powder	\$4.15
Hair Gel	\$2.88
Lip Balm	\$1.02
Lotion	\$3.85
Q-Tips (Package)	\$1.16
Razor	\$1.98
Shampoo	\$1.19
Shaving Cream	\$2.59
Shower Caddy	\$3.11
Soap Bar	\$0.77
Soap Dish	\$0.44
Toothbrush	\$0.13
Toothbrush Holder	\$0.32
Toothpaste	\$1.05

Miscellaneous Items

Item	Price/Each
12 Qt. Commissary Tote	\$2.89
AA Battery	\$0.88
Bic Lighter	\$1.09
Book Light	\$3.54
GED Certificate Copy	\$5.00
Greeting Card	\$0.30
Tote Exchange	\$1.96
USB Charging Block	\$1.75

Office Supplies

Item	Price/Each
Binder	\$3.02
Black Folder	\$1.12
Colored Pencils	\$1.31
Envelope (Large)	\$0.26
Envelope (Manilla)	\$0.17
Envelope (Small)	\$0.02
Eraser	\$0.03
Folder	\$0.25
Highlighter	\$0.75
Notebook Paper (Pack)	\$2.22

Pen	\$0.15
Pencil	\$0.61
Pencil Pouch	\$1.02
Spiral Notebook	\$2.50

Over-the-County (OTC) Medication

Item	Price/Each
Acetaminophen 500 mg	\$0.10
Allergy (Diphenhydramine) 25 mg	\$0.12
Aspirin 325 mg	\$0.01
Cold & Flu Daytime Powdered Drink	\$1.22
Cold & Flu Daytime Caplet	\$0.37
Cold & Flu Daytime Soft Gel	\$0.51
Cold & Flu Nighttime Powdered Drink	\$1.03
Cold & Flu Nighttime Caplet	\$0.37
Cold & Flu Nighttime Soft Gel	\$0.51
Cough Drop/Throat Lozenge	\$0.09
Ibuprofen 200 mg	\$0.02
Melatonin 5 mg	\$0.05
Stomach Relief Bismuth	\$0.18
Tums Extra Strength	\$0.05
Laxative	\$0.10

Personal Property Items

Item	Price/Each
Alarm Clock	\$12.59
Clip On Fan	\$14.88
Commissary Storage Tote	\$1.15
Cooler Jug (Gallon)	\$20.95
Cooler Jug (1/2 Gallon)	\$16.95
Cup	\$1.05
Ear Plugs	\$0.50
Fan	\$13.63
Fingernail Clippers	\$0.42
Laundry Bag	\$3.98
Pillow	\$5.12
Pillow Case	\$2.06
Socks (1 Pair)	\$1.68
Spork	\$0.15
Towel	\$3.08
Washcloth	\$0.33
Wristwatch	\$17.86
White T-Shirt (L)	\$3.00
White T-Shirt (XL)	\$4.00

Postage

Item	Price/Each
Postage (Extra)	\$0.01
Stamp	\$0.69

Program Materials (Books)

Book Title	Price
Alcoholics Anonymous Big Book 4 th Edition	\$11.28
Criminal Conduct & Substance Abuse Treatment	\$46.00
Daily Reflections for Recovering Addicts	\$11.75
Narcotics Anonymous 6 th Edition	\$13.60

**Charges will be applied in Phase 3 of the program.*

Replace/Reimburse Costs to CRTC

Item	Price
Bed Sheet (Fitted)	\$8.42
Bed Sheet (Flat)	\$6.53
Blanket	\$7.94
Coat (42-44)	\$26.63
Coat (50-52)	\$31.98
Coat (54-56)	\$31.98
Coat (58-60)	\$38.44
Coat (66-68)	\$38.44
It Works: How & Why	\$9.55
Resident Handbook	\$5.00
Resident ID Complete	\$5.00
Resident ID Lanyard Only (Black)	\$0.29
Resident ID Lanyard Only (Yellow)	\$0.65
Resident ID (Plastic Pouch)	\$0.71
Resident ID (Plastic Snap)	\$0.13
Sweatshirt (L)	\$10.28
Sweatshirt (XL)	\$10.28
Sweatshirt (2X)	\$11.81
Sweatshirt (3X)	\$14.13
Sweatshirt (5X)	\$18.24
Uniform Pants (L)	\$11.72
Uniform Pants (XL)	\$11.72
Uniform Pants (2X)	\$11.72
Uniform Pants (3X)	\$13.29
Uniform Pants (4X)	\$10.21
Uniform Pants (5X)	\$13.29
Uniform Shirt (M)	\$9.00
Uniform Shirt (L)	\$9.00
Uniform Shirt (XL)	\$9.00
Uniform Shirt (2X)	\$9.48

Uniform Shirt (3X)	\$10.00
Uniform Shirt (4X)	\$10.58
Uniform Shirt (5X)	\$11.14

Special Transportation Trips

City	Price
Lubbock; Levelland; or comparable # of miles	\$15.00
Midland; Odessa; or comparable # of miles	\$30.00
Amarillo; or comparable # of miles	\$30.00
Other cities	Varies by # of miles

Other Items

Item	Price
Daily Laundry Fee	\$0.40
Daily Rent	\$20.00
Daily Transportation Fee Phase 3	\$1.00
Daily Transportation Fee Phases 0-2	\$0.33

**Charges will be applied from Day 1 of the program at Phase 3; and then on a daily basis thereafter.*



Appendix E – Phase Privileges, Responsibilities, & Eligibilities

Financial (Maximum)	Phase 0	Phase 1	Phase 2	Phase 3
Amount of cash a resident may have possession of	\$0.00	\$0.00	\$0.00	\$100.00
Amount of weekly a resident may request	\$0.00	\$0.00	\$0.00	\$100.00
Amount of furlough funds a resident may request				\$200.00
Balance a resident must maintain in his account	\$25.00	\$25.00	\$25.00	90/10*

**So long as a resident is employed in Phase 3 of the program 90% of the paycheck must be available for billing, while 10% is eligible for allowance.*

Furlough Eligibility (Phase 3 Only)	
Weeks 1 – 5	One 8 Hour Furlough
Weeks 6 – 10	Two 12 Hour Furloughs
Weeks 11 – 15	Three 24 Hour Furloughs

Meeting Attendance	Phase 0	Phase 1	Phase 2	Phase 3
Monday	Optional	Optional	Optional	Optional
Tuesday	Optional	Optional	Optional	Optional
Wednesday	Optional	Optional	Optional	Optional
Thursday	Required	Required	Required	Required
Friday	Optional	Optional	Optional	Required
Saturday	Optional	Optional	Optional	Optional
Sunday				Required

**Please note that all meetings are scheduled to begin at 7 p.m., except for Sunday meetings, which begin at 8 p.m., in the CRTC dining hall.*

Miscellaneous	Phase 0	Phase 1	Phase 2	Phase 3
Offsite CSR			Allowed (Week 5)	Allowed
Tablet Messaging/Phone Use			Allowed	Allowed
All Other Tablet Applications	Allowed	Allowed	Allowed	Allowed
Furlough Eligibility				Allowed



Appendix F – Dress Requirements

Offsite CSR

A resident may wear his street clothes but they must be in good condition and reflect positively on both him and the CRTC.

Onsite CSR

A resident must wear the appropriate standard uniform for his phase or status.

Gym/Sports

When working out or doing a vigorous activity, such as playing sports, a resident must at minimum wear underwear, some type of shirt, socks, close-toed shoes, and shorts, pants, or sweatpants.

Kitchen

A resident must wear the standard uniform appropriate to his phase and status. A resident in the kitchen or serving food must wear hairnets that cover all exposed hair and wear gloves when working with or around food.

LOP (Loss of Privileges)

A resident on LOP must wear a full standard CRTC red uniform at all times except when sleeping, taking a shower, at a medical appointment, performing offsite CSR, or when he is at his place of employment. Other red clothing, like a red t-shirt, is not an acceptable substitute for the facility issued uniform.

Medical Office Visits

A resident may wear his street clothes, but they must be in good condition and reflect positively on both him, and the CRTC.

Pod (Weekdays from 6:30 AM to 8:30 PM)

While in his assigned pod on weekdays from 6:30 AM to 8:30 PM, a resident must wear the appropriate standard uniform for his phase or status.

Pod (Weekdays from 8:30 PM to 6:30 AM & Weekends & Holidays)

While in his assigned pod on weekdays from 8:30 PM to 6:30 AM, on weekends, and holidays, a resident must wear, at minimum, underwear, t-shirt, socks, shoes, and shorts or pants.

Sleeping

During sleep, a resident must at minimum wear underwear.

Standard Uniform

For a resident in phases 0-2, the standard CRTC uniform consists of a solid white undershirt tucked in to the uniform pants provided by the CRTC. A CRTC provided uniform shirt must be worn over the undershirt, and a resident is required to wear underwear. The resident must also wear socks and close-toed shoes. The color of the CRTC provided uniform is tan, blue, or red depending on the wearer's phase and status.

For a resident in phase 3, the standard CRTC uniform consists of his street clothes. His street clothes, at a minimum, must consist of a shirt, underwear, pants, socks, and close-toed shoes.

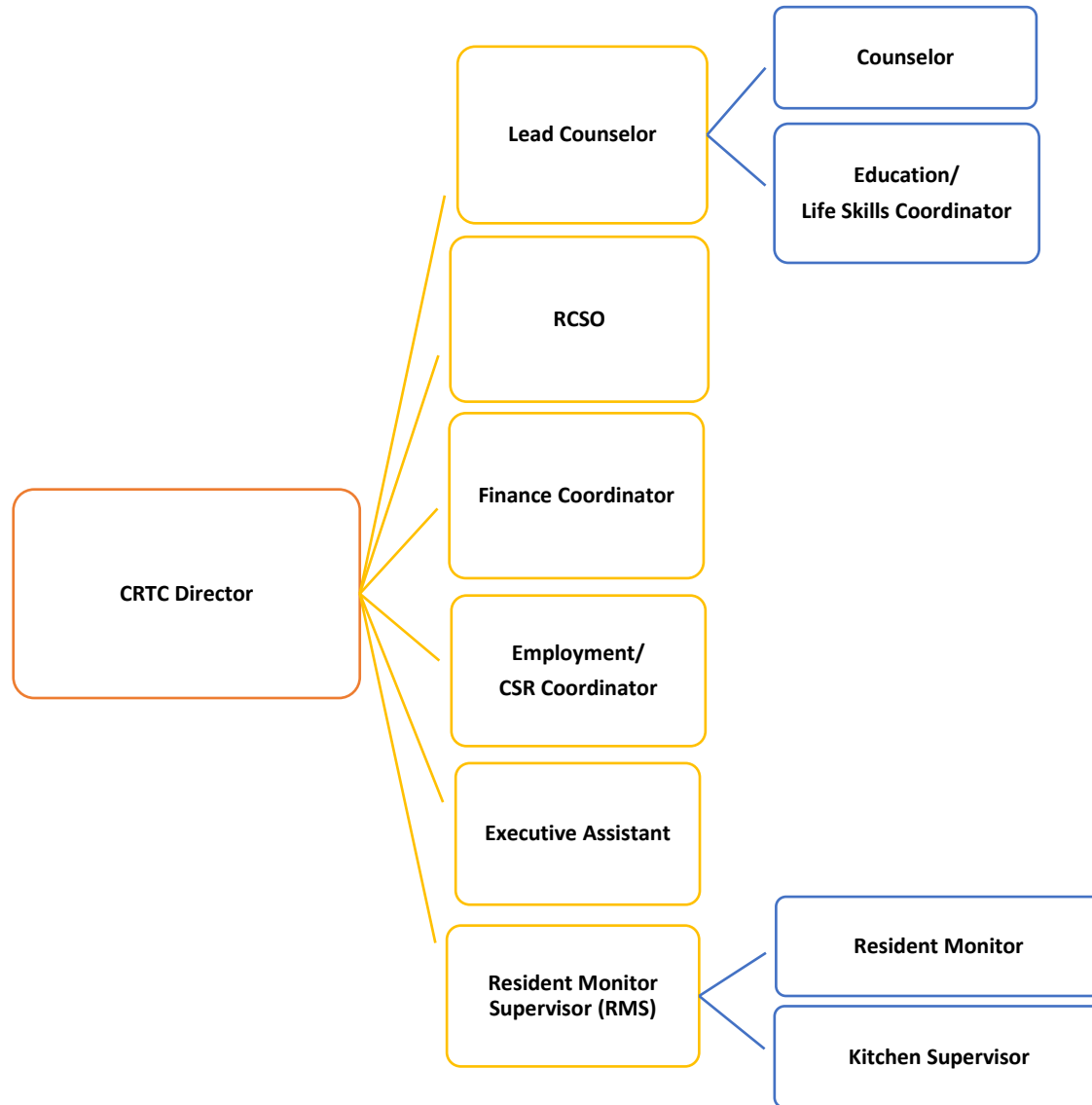
Work

A resident must dress in a professional manner consistent with his employer's expectations



Appendix G – Organizational Chart

This organizational chart displays the supervisory chain of command. It does not indicate level of authority.





Appendix H - Approved & Maximum Allowed Property

Clothing Items (Total Allowed)	Phase 0	Phase 1	Phase 2	Phase 3	Hygiene Items	Total Allowed
Bathrobe	1	1	1	1	*Bar of soap	3
Beanie – (woolen/knitted/seamed fabric type for cold weather)	1	1	1	1	Bath sponge/puff	1
Belt			1	1	Body Powder (18 ounces or less)	1
Coat, Jacket, or Sweater (without a hood)	1	1	1	2	Body Wash bottle (18 ounces or less)	1
Glasses	1 pair	1 pair	1 pair	1 pair	Comb or plastic hair pick	1
Hat (baseball cap, cowboy hat, visor, etc.)	1	1	1	1	Conditioner bottle (18 ounces or less)	1
Pants (jeans, dungarees, Dockers, etc.)	3	3	3	7	Cotton Swabs container	1
Ring (wedding ring, etc.)	1	1	1	1	*Deodorant & Antiperspirant container	1
Shirts (t-shirt, polo, button-down, etc.)	3	3	3	7	Disposable Razors	1 pack
Shoes (shower shoes, athletic shoes, boots, etc.)	3 pairs	3 pairs	3 pairs	3 pairs	Facial scrub/cleansing cream (18 ounces or less)	1
Shorts – knee length (athletic, jersey, mesh, cotton, etc.)	3 pairs	3 pairs	3 pairs	3 pairs	Foot Powder (18 ounces or less)	1
*Socks	10 pairs	10 pairs	10 pairs	10 pairs	Hair gel/product (18 ounces or less)	1
Sunglasses	1 pair	1 pair	1 pair	1 pair	Hairbrush	1
Sweatpants	1 pair	1 pair	1 pair	1 pair	Lip balm	1
Sweatshirt – no hood	1	1	1	1	Lotion (18 ounces or less)	1
*Undershirts – solid white t-shirts	7 pairs	7 pairs	7 pairs	7 pairs	Mouthwash (18 ounces or less)	1
*Underwear (boxers, briefs, boxer briefs, thermal sets, etc.)	10 pairs	10 pairs	10 pairs	10 pairs	Nail clipper (without nail file)	1
Work Gloves				1 pair	Shampoo bottle (18 ounces or less)	1
Work Headgear (hardhat, welding mask, etc.)				1	Shaving cream/product	1
Work Shoes (work boots, steel toe, non-slip, Wellington, etc.)				1 pair	Soap dish	1
Workout Gloves (weightlifting, fingerless sparing, etc.)		1 pair	1 pair	1 pair	Shaving cream/product	1
Wristwatch	1	1	1	1	Soap dish	1

Other Items (Total Allowed)	Phase 0	Phase 1	Phase 2	Phase 3
Alarm clock (AM/FM/CD Not Allowed)	1	1	1	1
*Blanket	1	1	1	1
Book Light	1	1	1	1
*Cup	1	1	1	1
Disposable Lighter	1	1	1	1
*Mesh laundry bag	1	1	1	1
Personal fan	1	1	1	1
*Pillow	1	1	1	1
*Plastic Spork	1	1	1	1
*Solid colored twin size sheet set (1 fitted/1 flat/1 pillowcase)	1	1	1	1
*Towel	1	1	1	1
*Washcloth	1	1	1	1

- Items marked with an asterisk will be made available to the resident upon arrival to the CRTC. Depending on availability, other items may be available through commissary or the donations department.
- All hygiene and over the counter medications and items are not allowed to be brought in, mailed to, or dropped off at the CRTC.
- Books and other publications must be shipped from the publishing company and/or vendor only. These items will be subject to approval.

If a resident is found to be in possession of any other item(s) not included in this list, without CRTC staff approval, he may be in violation of the CRTC's contraband policy, and may be subject to disciplinary action, up to and including: an incident report, loss of privileges, unsuccessful discharge from the CRTC, and/or criminal prosecution in accordance with the law.



Appendix I

Prison Rape Elimination Act (PREA)

PREA Coverage

- A. The Ray D. Anderson CRTC has a zero tolerance policy relating to any sexual misconduct between staff, volunteers, contractors, and residents or their family members. Moreover, all forms of forced, coercive, or consensual sexual misconduct occurring among residents will be fully investigated, sanctioned (if authority to do so exists), and referred for prosecution if the prohibited conduct violates state criminal laws.
- B. The Prison Rape Elimination Act (PREA) covers incidents involving staff, residents, volunteers, and collateral contacts.
- a. Sexual abuse of a resident by another resident, staff member, contractor, or volunteer includes any of the following acts with or without consent: without consent includes if a resident is coerced into such an act by overt or implied threats of violence, or is unable to consent or refuse.
 - b. Sexual abuse is defined by the following:
 - (a) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
 - (b) Contact between the mouth and the penis, vulva, or anus;
 - (c) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
 - (d) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.
- C. Sexual abuse of a resident by a staff member, volunteer, visitor or contractor. Sexual abuse of a resident by a staff member, volunteer, visitor or contractor, includes any of the following acts, with or without consent of the resident:
- a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
 - b. Contact between the mouth and the penis, vulva, or anus;
 - c. Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
 - d. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, volunteer, visitor or contractor has the intent to abuse, arouse, or gratify sexual desire;
 - e. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, volunteer, visitor or contractor has the intent to abuse, arouse, or gratify sexual desire;
 - f. Any attempt, threat, or request by a staff member, volunteer, visitor or contractor to engage in the activities described in paragraphs (a)-(e) of this section;
 - g. Any display by a staff member, volunteer, visitor or contractor of his or her uncovered genitalia, buttocks, or breast in the presence of a resident; and
 - h. Voyeurism by a staff member, volunteer, visitor or contractor.

- D. Resident on Resident Sexual Abuse: Sexual contact between residents without the resident's consent, or in which the resident is unable to consent or refuse.
- a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
 - b. Contact between the mouth and the penis, vulva, or anus;
 - c. Contact between the mouth and any body part where the resident has the intent to abuse, arouse, or gratify sexual desire;
 - d. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that has the intent to abuse, arouse, or gratify sexual desire;
 - e. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that has the intent to abuse, arouse, or gratify sexual desire;
 - f. Any attempt, threat, or request by a resident to engage in the activities described in paragraphs (a)-(e) of this section;
 - g. Any display by a resident of his or her uncovered genitalia, buttocks, or breast in the presence of a resident; and
 - h. Voyeurism by a resident.
- E. Staff Sexual Misconduct: Any behavior or act of a sexual nature whether it be consensual or non-consensual directed toward a resident by an employee, volunteer, contractor, visitor or other CRTC representative.

Staff Responsibilities

- A. The Director or designee will act as the PREA Coordinator and is responsible for the oversight of all PREA related activities including but not limited to Administrative Investigations.
- B. The Brownfield Police Department will act as the PREA Investigator and will conduct investigations of all incidents of sexual misconduct.

Resident Orientation & Education

- A. During the intake/orientation process, all residents shall receive information in a manner that is understandable regardless of individual limitations explaining:
 - a. the CRTC's zero-tolerance policy regarding sexual abuse and sexual harassment;
 - b. how to report incidents or suspicions of sexual misconduct;
 - c. their rights to be free from sexual misconduct and retaliation for reporting such incident;
 - d. CRTC policies and procedures for responding to such incidents; and
 - e. Consequences of false allegations.
- B. Staff will document verification of resident orientation and education on PREA by completing the Prison Rape Elimination Act (PREA) Orientation Acknowledgement with the Employment CSR Coordinator. The Sexual Victimization/Abusiveness Screening Form and PREA Acknowledgment Form are completed with the RCSO maintained in the resident's probation file, maintained by the Residential Community Supervision Officer.
- C. The CRTC will ensure that key information is continuously and readily available to residents through posters, resident handbooks, brochures or other written formats.

Screening for Risk of Victimization & Abusiveness

- A. Within 72 hours of a resident's arrival at the CRTC, the assigned Residential Community Supervision Officer will administer the Sexual Victimization-Abusiveness Screening Form and PREA Acknowledgement Form with the resident to assess the resident's risk of victimization or abusiveness.
- B. The intake screening addresses the following information:
 - 1. Whether the resident has a mental, physical, or developmental disability;
 - 2. The age of the resident;
 - 3. The physical build of the resident;
 - 4. Whether the resident has previously been incarcerated;
 - 5. Whether the resident's criminal history is exclusively nonviolent;
 - 6. Whether the resident has prior convictions for sex offenses against an adult or child;
 - 7. Whether the resident is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender nonconforming;
 - 8. Whether the resident has previously experienced sexual victimization; and
 - 9. The resident's own perception of vulnerability.
- C. The intake screening shall consider prior acts of sexual abuse, prior convictions for violent offenses, and history of prior institutional violence or sexual abuse, as known to the CRTC, in assessing residents for risk of being sexually abusive.
- D. A resident's risk level shall be reassessed when warranted due to a referral, request, incident of sexual abuse, or receipt of additional information that bears on the resident's risk of sexual victimization or abusiveness.
- E. Residents refusing to answer or for not disclosing complete information to the following questions will not be disciplined:
 - 1. Whether or not they have a mental. Physical, or developmental disability;
 - 2. Whether or not they are or are perceived to be gay, lesbian, bisexual, transgender, intersex or gender non-conforming;
 - 3. Whether or not they have previously experienced sexual victimization; and
 - 4. Their own perception of vulnerability.
- F. Within 15 to 30 days of arrival residents will complete a Sexual Victimization/Abusiveness Screening form with their primary counselor to reassess the resident's risk of victimization or abusiveness. The reassessment is to gather additional relevant information received from resident that has come to light since his arrival at the Facility.
- G. The CRTC shall use information from the risk screening required by § 115.241 to inform housing, bed, work, education, and program assignments with the goal of keeping separate those residents at high risk of being sexually victimized from those at high risk of being sexually abusive. Any misuse of the information discovered in either the pre-screening or the reassessment will be grounds for disciplinary action.
- H. The Residential Monitor Supervisor has access to the RCSO's initial screening and can make bed assignments and in-house CSR assignments to ensure high risk victims are kept away from sexually abusive residents. The monitor also uses this information to determine the above mentioned for transgender or intersex resident while considering the resident's concern for their safety.

Reporting Sexual Misconduct

- A. Residents who are victims of or have knowledge of sexual abuse and/or sexual harassment should immediately report the incident to a staff member or residents may utilize the formal grievance procedure to report sexual misconduct. However, residents are not required to go through the informal resolution step to report allegations of sexual misconduct. Grievances will be given high priority in accordance with established facility policy.
- B. Staff shall accept reports made verbally, in writing, anonymously, and from third parties and shall document any verbal reports immediately and contact their supervisor and CRTC Director.
- C. Residents are not required to file written reports; however, staff members who receive verbal reports from residents are required to immediately file written incident reports, notify their supervisor, and the PREA Coordinator.
- D. Residents may report abuse or harassment to the Brownfield Police Department or private entity or office that is not part of the CRTC and that is able to receive and immediately forward resident reports of sexual abuse and sexual harassment to the CRTC director, allowing the resident to remain anonymous upon request.
- E. Disciplinary sanctions may be given to a resident for filing a report related to alleged sexual abuse only where the CRTC demonstrates that the resident filed the report falsely or in bad faith.
- F. Disciplinary sanctions will not be given to a resident that reports sexual abuse made in good faith based on a reasonable belief that the alleged conduct occurred, even if an investigation does not establish sufficient evidence to substantiate the allegation.

First Responder Duties

- A. Staff members who receive an initial report of sexual misconduct will ensure that the victim is safe and kept separate from the alleged aggressor.
- B. Preserve and protect any crime scene until appropriate steps can be taken to collect any evidence.
- C. If the abuse occurred in a time frame that still allows for the collection of physical evidence, request that the alleged victim and alleged abuser not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating. If the first responder is not a staff member, the responder shall be required to request that the alleged victim not take any actions that could destroy physical evidence and then notify the appropriate CRTC staff.
- D. Ask the resident and document the questions listed below.
 - a. What type of alleged sexual misconduct occurred?
 - b. Who was involved in the misconduct?
 - c. When did the misconduct occur?
 - d. Where did the misconduct occur?
- E. The CRTC shall not rely on resident interpreters, resident readers, or other types of resident assistants except in limited circumstances where an extended delay in obtaining an effective

interpreter could compromise the resident's safety, the performance of first-response duties under § 115.264, or the investigation of the resident's allegations.

- F. The first responder will immediately notify the PREA Coordinator who will immediately notify the Brownfield Police Department by calling 911. An ambulance will be dispatched and the resident is then transported to UMC.
- G. The investigating authority is recommended to follow the National Protocol for Sexual Assault Medical Forensic Examinations (www.ncjrs.gov/pdffiles1/ovw/206554.pdf).
- H. The PREA coordinator will act as an ongoing liaison between the facility and the investigating authority.

Sexual Misconduct Grievance Process

- A. The following is the administrative procedure dealing with grievance specifically regarding PREA.
- B. A resident may submit a grievance regarding an allegation of sexual misconduct at any time, regardless of when the incident occurred.
- C. No formal grievance process is required nor is the resident required to attempt to resolve the incident with staff regarding an allegation of sexual misconduct.
- D. Nothing in this policy shall restrict the CRTC's ability to defend against a lawsuit filed by a resident on the grounds that the application statute of limitations has expired.
- E. The CRTC shall ensure:
 - a. a resident who alleges sexual misconduct may submit a grievance without submitting it to a staff member who is the subject of the complaint;
 - b. such grievance is not referred to a staff member who is the subject of the complaint;
 - c. the CRTC shall issue a final decision on the merits of any portion of a grievance alleging sexual misconduct within 90 days of the initial filing of the grievance;
 - d. computation of the 90-day time period shall not include time consumed by the residents in preparing any appeal;
 - e. The CRTC may claim an extension of time to respond, of up to 70 days, if the normal time period for response is insufficient to make an appropriate decision. The CRTC shall notify the resident in writing of any such extension and provide a date by which a decision will be made;
 - f. at any level of the grievance process, including any properly noticed extension, the resident may consider the absence of a response to be a denial at any level;
 - g. third parties, including fellow residents, staff members, family members, attorneys, and outside advocates, shall be permitted to assist residents in filing requests for a grievance relating to allegations of sexual misconduct, and shall also be permitted to file such requests on behalf of residents;
 - h. if a third-party file such a request on behalf of a resident, the facility may require as a condition of processing the request that the alleged victim agree to have the request filed on his or her behalf, and may also require the alleged victim to personally pursue any subsequent steps in the grievance process; and if the resident declines to have the request processed on his or her behalf, the CRTC shall document the resident's decision.

F. Emergency Grievances

- a. The CRTC has the following procedures in place for the filing emergency grievance alleging that a resident is subject to a substantial risk of imminent sexual abuse.
- b. The CRTC staff receiving an emergency grievance alleging a resident is subject to a substantial risk of imminent sexual abuse, shall immediately forward the grievance (or any portion thereof that alleges the substantial risk of imminent sexual abuse) to the director for immediate corrective action to be taken and the director shall provide an initial response within 48 hours, and shall issue a final CRTC decision within 5 calendar days.
- c. The initial response and final decision shall document the CRTC's determination whether the resident is in substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance.
- d. Disciplinary sanctions may be given to a resident for filing a grievance related to alleged sexual abuse only where the CRTC demonstrates that the resident filed the grievance in bad faith.
- e. Disciplinary sanctions will not be given to a resident that reports sexual abuse made in good faith based on a reasonable belief that the alleged conduct occurred, even if an investigation does not establish sufficient evidence to substantiate the allegation.

Evidence Protocol & Forensic Exams

- A. The CRTC is responsible for investigating allegations of sexual abuse on an Administrative basis only. The CRTC follow a uniform evidence protocol that maximizes the potential for obtaining usable physical evidence for administrative proceedings and criminal prosecutions.
- B. The CRTC shall offer all victims of sexual abuse access to forensic medical examinations at University Medical Center (UMC) in Lubbock, without financial cost, where evidentiary or medically appropriate.
- C. The examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) at UMC.
- D. The CRTC shall make available to the victim a victim advocate from Voice of Hope – Rape Crisis Center in Lubbock. The Voice of Hope operates both a crisis line and has advocates available twenty-four hours a day.
- E. If a resident requests, the victim advocate, CRTC staff member shall accompany and support the victim through the forensic medical examination process and investigatory interviews and shall provide emotional support, crisis intervention, information, and referrals.

Confidential Support Services

- A. Residents have access to Voice of Hope – Rape Crisis Center in Lubbock victim advocates for emotional support services related to sexual abuse. Voice of Hope (806) 763-7273 or P.O. Box 2000 Lubbock, TX 79457. This information is also available on PREA Posters, brochures and in the Resident Handbook. Residents may speak to a victim advocate on the phone, preferably, away from the duty station to allow the resident privacy. Residents are made aware before they call Voice of Hope the extent to which calling them will be monitored and the extent to which reports of abuse will be forwarded to the Director or Brownfield Police Department in accordance with mandatory reporting laws. Residents are made aware before they call Voice of Hope of the mandatory reporting rules governing privacy, confidentiality, and/or privilege that apply to disclosures of sexual abuse

made to outside victim advocates, including any limits to confidentiality under relevant federal, state or local law.

- B. The evaluation and treatment of all residents who have been victimized by sexual abuse in any prison, jail, or lockup shall include, as appropriate, follow-up services, treatment plans, and, when necessary, referrals for continued care following their transfer to, or placement in, other facilities, or their release from custody.
- C. The facility will refer victims to medical and mental health services in Lubbock consistent with the community level of care.
- D. Resident victims of sexual abuse while incarcerated will be tested at UMC, as part of the hospital's protocol, for sexually transmitted infections as medically appropriate.
- E. Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.
- F. The facility shall refer residents for a mental health evaluation of all known resident-on-resident abusers immediately learning of such abuse history and offer treatment when deemed appropriate by mental health practitioners.

Administrative Investigations

- A. As soon as the director arrives at the facility all actions of first responders shall be followed.
- B. The director attempts to determine whether staff actions or failures to act contributed to the abuse; and documents in written reports that include a description of the physical and testimonial evidence, the reasoning behind credibility assessments, and investigative facts and findings.
- C. The CRTC shall keep all written reports of this section for as long as the alleged abuser is incarcerated or employed by the CRTC, plus five years.
- D. The departure of the alleged abuser or victim from the employment or control of the facility or CRTC shall not provide a basis for terminating an investigation.
- E. Any State entity or Department of Justice component that conducts such investigations shall do so pursuant to the above requirements.
- F. When outside agencies investigate sexual abuse, the facility shall cooperate with outside investigators and shall endeavor to remain informed about the progress of the investigation.

Reporting Investigation Findings

- A. Following an administrative investigation into a resident's allegation of sexual misconduct suffered the CRTC, the CRTC shall inform the resident as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded.
- B. The CRTC Director shall request the relevant information from the Brownfield Police Department in order to inform the resident.

- C. Following a resident's allegation that a staff member has committed sexual misconduct against the resident, the CRTC shall subsequently inform the resident (unless the CRTC has determined that the allegation is unfounded) whenever:
 - a. the staff member is no longer posted within the resident's area;
 - b. the staff member is no longer employed at the facility; and/or
 - c. The CRTC learns that the staff member has been indicted of a charge related to sexual misconduct within the CRTC.
- D. Following a resident's allegation that he or she has been involved in an incident of sexual misconduct by another resident, the CRTC shall subsequently inform the alleged victim whenever the CRTC learns that the alleged abuser has been convicted on a charge related to sexual misconduct within the facility.
- E. All such notifications or attempted notifications shall be documented.
- F. The CRTC's obligation to report under this standard shall terminate if the resident is released from the CRTC's custody.

Disciplinary Sanctions

- A. Residents shall be subject to disciplinary sanctions pursuant to a formal disciplinary process following an administrative finding that the resident engaged in resident-on-resident sexual abuse or following a criminal finding of guilt for resident-on-resident sexual abuse.
 - a. Sanctions shall be commensurate with the nature and circumstances of the abuse committed, the resident's disciplinary history, and the sanctions imposed for comparable offenses by other residents with similar histories.
 - b. The disciplinary process shall consider whether a resident's mental disabilities or mental illness contributed to his or her behavior when determining what type of sanction, if any, should be imposed.
- B. If the resident is not unsuccessfully discharged from the program referrals to specialized counseling will be made to address and correct underlying reasons or motivations for abuse.
- C. The CRTC may discipline a resident for sexual contact with staff only upon a finding that the staff member did not consent to such contact.
 - a. For the purpose of disciplinary action, a report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred shall not constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation.
 - b. The CRTC prohibits all sexual activity between residents and may discipline residents for such activity. The CRTC may not, however, deem such activity to constitute sexual abuse if it determines that the activity is not coerced.

Retaliation

- A. Retaliation against residents, employees, or other parties for reporting sexual misconduct will not be tolerated. Those who retaliate may face disciplinary action up to and including unsuccessful discharge for residents and dismissal for employees. Failure to report retaliation and/or information that may have contributed retaliation will bring disciplinary action up to and including unsuccessful discharge for residents and dismissal for employees.

- B. Protection measures by the CRTC include but are not limited to the following: room or POD changes or transfers for resident victims or abusers, removal of alleged staff or resident abusers from contact with victims, and emotional support services for residents or staff who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigation.
- C. For or at least 90 days following a report of sexual abuse, the CRTC staff predominately residential monitors, counselors, RCSO and the director shall monitor the conduct and treatment of residents or staff who reported the sexual abuse and of residents who were reported to have suffered sexual abuse to see if there are changes that may suggest possible retaliation by residents or staff.
- D. Items the CRTC should monitor include any resident disciplinary reports, housing, or program changes, or negative performance reviews or reassignments of staff. The CRTC shall continue such monitoring beyond 90 days if the initial monitoring indicates a continuing need or terminated if the allegation is determined to be unfounded.
- E. If any other individual who cooperates with an investigation expresses a fear of retaliation, the CRTC shall take appropriate measures to protect that individual against retaliation.

Data Collection & Review

- A. Upon receiving an allegation that a resident was sexually abused while confined at another facility, the director that received the allegation will notify the director of the facility or appropriate office of the CRTC within seventy-two hours where the alleged abuse occurred; all correspondence must be documented, including the directive to investigate using PREA standards.



Appendix J - Chores and Descriptions

All CRTC residents will be assigned daily chores and responsibilities to complete around the facility on a daily basis. It is important to remember that, although a resident's stay at the CRTC is only temporary, it is still considered to be a resident's home in the meantime; so chores being completed properly and on time is everyone's responsibility to ensure that the CRTC is clean and safe for everyone.

All residents will be required to complete their assigned chore(s) and sign off on the chore list at the duty station. Failure to complete or sign off on an assigned chore will result in an incident report.

Administration Building – Empty all trash bins from all offices, vacuum all areas, and sweep, wipe down and mop all restrooms. Other duties may be assigned as directed by admin staff.

Court Yard/ Phone Pit – Pick up any trash in the area and sweep sidewalks. Residents with the 2 PM – 4 PM chore will sweep, scrub and rinse the sidewalks in the area.

Dock – Straighten and put up any items that may have been left out. Sweep, scrub and rinse the dock area thoroughly.

Duty Station – Empty all trash. Sweep the duty station and surrounding area, and mop with fresh water.

Flower Beds – Water and pull out all weeds in all flower beds, including administration building flowerbeds. Weather may affect this chore.

Game Room – Straighten and wipe down all areas and gaming equipment. Sweep and mop the room with fresh water.

Hallways – Sweep and mop thoroughly and wipe down all window seals.

Kitchen – See kitchen chore list located near the duty station.

Laundry Room – Wipe down all the white wall boards. Wipe down the washers and dryers. Make sure all lint is in the trash. Wipe down the counter top. Wash and dry any dirty laundry that is in the bin. Sweep and mop with fresh water and empty the trash.

Library – Straighten the shelves of books and vacuum the floor thoroughly.

Living Area – Empty all trash cans in living area. Sweep the area and mop with fresh water.

Mop Room – Sweep and mop this area and check that there is no water left in the mop buckets. Straighten the shelves up. Wash the mop heads at least every Saturday.

Pick up Trash Outside – Walk around areas of the facility and pick up trash and discard appropriately. Weather may affect this chore.

Restrooms – Clean inside and outside of toilets thoroughly. Clean sinks and counter tops with cleaner. Clean mirrors, scrub and clean tubs and showers (no soaps or shampoos should be left in the restroom). Be sure to clean unused shower stall as well. Sweep the floors and mop with fresh water. Empty the trash, and make sure that towel and soap dispensers are full.

RM Supervisors Office – Empty the trash and vacuum the floor as needed. Check with the RM Supervisor for specific instructions.

Smoke Pit – Empty all smoke cans, pick up any trash in the area, clean the tables, and sweep the area. Residents with the 2 PM – 4 PM chore will scrub and rinse this area. If the tables must be cleaned underneath, please lift the tables on their sides and place the tables back down carefully once cleaning underneath is completed. Slamming the tables back down onto the concrete can break and damage the concrete as well as the tables. If this happens, the resident(s) who slammed the tables down will be held responsible for the damage and will be written up and/or criminally charged for the cost(s) of the damage.

Staff Restroom – Same as all other restrooms. (See above)

Sweep Sidewalks – This means all sidewalks on the campus, inside and outside of the gates. Residents with the 2 PM – 4 PM chore will scrub and rinse the sidewalks.

U/A Restroom – Same as all other restrooms. (See above)

Wash & Detail CRTC Vehicles – Clean and dust the inside of the vehicles, including all windows (inside and out) and wash and dry the outside of the vehicles. Weather may affect this chore.

Weight Room – Clean and stack weights. Empty any trash and sweep the floor. Clean restrooms as described above. Residents with the 2 PM – 4 PM will mop the weight room as well.

****** Any chore involving water buckets, must be emptied before another resident uses it. Do not leave water in the bucket for the next resident. ******

This list is subject to change at any time, with or without notice to the resident. Other chores, duties, or responsibilities may be assigned at any time by CRTC staff.



Resident Monitor Use Only

Date/Time Request Received:

____ / ____ AM/PM

Received Before Deadline:

☐ Yes / ☐ No

RM Initials: _____

Resident Furlough Request

Failure to fill out this form completely may result in a delay and/or denial of your request.

Resident Name:		Phase:		Week:	
Sponsor Name(s):		Relationship:			
Sponsor Phone #:		Sponsor E-Mail Address:			
Furlough Date:		Furlough Time:		AM	PM
Return Date:		Return Time		AM	PM

Furlough Type:	☐ 4 Hour	☐ 8 Hour	☐ 12 Hour	☐ 24 Hour
	☐ Family Emergency	☐ Medical	☐ Other:	
Extension:	☐ I will use _____ reward credits to extend my furlough. (One Reward Credit = One Hour)			

Funds Request:	☐ I request \$_____ for use during my furlough.
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I understand that the requested amount may not exceed \$200.00, and that any unused amount of money AND receipts of ALL financial transactions for money spent SHALL be tendered to the Duty Station upon my return.

Resident Signature

Date

Furlough Request Decision

☐ Approved ☐ Denied

Staff Comments _____

Staff Signature

Date

Check Issued & Receipt Acknowledgment

(If Applicable)

☐ Funds Approved

☐ Funds Denied

Resident has no available funds in account

Other Disposition:

☐ Check amount was adjusted to match the amount of available funds in the resident's account.

Date: _____

Check #: _____

Amount: \$ _____

Bookkeeper Signature

Date

By my signature below, I acknowledge receiving a check for the amount above from the Ray D. Anderson CRTC. I also understand, and agree to turn in any unused money and all receipts from financial transactions made during the period that I was on furlough.

Resident Signature

Date

Resident Itinerary

LEAVING FROM THE CRTC

Date: _____ Time: _____

Full Address: 613 E Bynum Ln, Brownfield TX

Person Transporting: _____

ARRIVING 1

Date: _____ Time: _____

Full Address: _____

Location Phone: _____

Location Name: _____

Reason/Activity: _____

LEAVING 1

Date: _____ Time: _____

Person Transporting: _____

ARRIVING 2

Date: _____ Time: _____

Full Address: _____

Location Phone: _____

Location Name: _____

Reason/Activity: _____

LEAVING 2

Date: _____ Time: _____

Person Transporting: _____

ARRIVING 3

Date: _____ Time: _____

Full Address: _____

Location Phone: _____

Location Name: _____

Reason/Activity: _____

LEAVING 3

Date: _____ Time: _____

Person Transporting: _____

ARRIVING 4

Date: _____ Time: _____

Full Address: _____

Location Phone: _____

Location Name: _____

Reason/Activity: _____

LEAVING 4

Date: _____ Time: _____

Person Transporting: _____

ARRIVING 5

Date: _____ Time: _____

Full Address: _____

Location Phone: _____

Location Name: _____

Reason/Activity: _____

LEAVING 5

Date: _____ Time: _____

Person Transporting: _____

ARRIVING 6

Date: _____ Time: _____

Full Address: _____

Location Phone: _____

Location Name: _____

Reason/Activity: _____

LEAVING 6

Date: _____ Time: _____

Person Transporting: _____

ARRIVING 7

Date: _____ Time: _____

Full Address: _____

Location Phone: _____

Location Name: _____

Reason/Activity: _____

LEAVING 7

Date: _____ Time: _____

Person Transporting: _____

ARRIVING 8

Date: _____ Time: _____

Full Address: _____

Location Phone: _____

Location Name: _____

Reason/Activity: _____

LEAVING 8

Date: _____ Time: _____

Person Transporting: _____

ARRIVING 9

Date: _____ Time: _____

Full Address: _____

Location Phone: _____

Location Name: _____

Reason/Activity: _____

LEAVING 9

Date: _____ Time: _____

Person Transporting: _____

ARRIVING 10

Date: _____ Time: _____

Full Address: _____

Location Phone: _____

Location Name: _____

Reason/Activity: _____

LEAVING 10

Date: _____ Time: _____

Person Transporting: _____

ARRIVING 11

Date: _____ Time: _____

Full Address: _____

Location Phone: _____

Location Name: _____

Reason/Activity: _____

LEAVING 11

Date: _____ Time: _____

Person Transporting: _____

ARRIVING 12

Date: _____ Time: _____

Full Address: _____

Location Phone: _____

Location Name: _____

Reason/Activity: _____

LEAVING 12

Date: _____ Time: _____

Person Transporting: _____

ARRIVING TO THE CRTC

Date: _____ Time: _____

Full Address: 613 E Bynum Ln, Brownfield TX

Resident Furlough Agreement

In accordance with the *Ray D. Anderson CRTC Resident Handbook and Information & Procedures*, you hereby acknowledge and agree to abide by the following terms and conditions: *(Please initial below)*

_____ 1. If I leave the CRTC later than my scheduled time for furlough, I understand that I am prohibited from making up that time. I also agree that if I return to the CRTC earlier than expected from the approved furlough, the furlough is considered complete and I am prohibited from leaving the CRTC again during the same furlough period.

_____ 2. I will return to, and check into the CRTC Duty Station at or before the scheduled time of return from furlough and I understand that any time of return thereafter shall be considered as a late return from furlough.

_____ 3. I will not travel outside of the state of Texas while on furlough without prior authorization from the CRTC director and/or probation officer; nor will I operate a motor vehicle of any kind while on furlough.

_____ 4. I will immediately return to the CRTC as soon as practically possible if requested to do so by CRTC staff while on furlough.

_____ 5. I will submit to, and provide a specimen for, testing of alcohol and/or drug and/or nicotine use upon my return to the CRTC from furlough.

_____ 6. I will follow my approved furlough itinerary. CRTC staff must first approve any changes to my itinerary, and I will make myself readily available for ALL phone calls from the CRTC staff while on furlough.

_____ 7. I will abide by a curfew between the hours of 10:00 PM and 6:00 AM while on furlough.

_____ 8. I will not possess and/or use over the counter medication while on furlough, except for acetaminophen (Tylenol) and/or ibuprofen (Advil). I will not possess and/or use prescription medication unless prescribed to me by a doctor. I will not possess and/or use, nor be around anyone that possesses and/or uses alcohol and/or drugs and/or any other intoxicating substances while on furlough.

_____ 9. I will remain with my furlough sponsor at ALL times and not be around anyone currently on probation or parole without prior authorization from the CRTC director and/or probation officer while on furlough.

_____ 10. I will abide by all of my court ordered conditions of community supervision while on furlough.

Resident Furlough Admonitions

In accordance with the *Ray D. Anderson CRTC Resident Handbook and Information & Procedures*, you are hereby admonished of the following:

Failure to abide by the agreement listed above may result in an incident report with subsequent sanctions; loss of furlough privileges; a setback in the program; or an unsuccessful discharge from the program.

By my signature below, I, _____, hereby acknowledge that I understand, agree to, and have been admonished of the terms and conditions of furlough as set out before me.

Staff Signature

Date

Resident Signature

Date