

# **WHITE COUNTY COMMUNITY CORRECTIONS PARTICIPANT HANDBOOK**

**MONTICELLO, INDIANA  
EFFECTIVE: August 1<sup>st</sup>, 2012  
REVISED: May 17<sup>th</sup>, 2012**

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

**White County Community Corrections  
Participant Handbook Receipt**

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

**Signed:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

**Time and Date:** \_\_\_\_\_

# WHITE COUNTY COMMUNITY CORRECTIONS

## ORGANIZATIONAL PLAN

### Agency Description

We will provide a viable, positive alternative to incarceration for White County. In partnership with other agencies, we will demonstrate leadership and pride by offering community-based sanctions and treatment services for offenders.

We are dedicated, on behalf of citizens, to providing quality supervision to our clients in order to promote public safety.

We recognize that essential components of community corrections are to hold clients accountable for their behavior, and to provide the structure, support and resources necessary for clients to take responsibility for their own lives.

We are dedicated to maintaining a professional relationship with all clients, including their families and/or support systems, treating them with respect and courtesy. We will be receptive to their feelings and respect their differences, while holding them accountable for their actions.

We are committed to maintaining effective communications with the criminal justice system. During all interactions, we will promote professional working relationships, cooperation and respect.

We value ourselves as dedicated staff whose interaction with our clients is the foundation of our agency mission. Staff growth, both personally and professionally, is encouraged through a supportive acknowledgement of accomplishments.

We value professionalism, integrity, efficiency and effectiveness in all agency activities.

We are committed as an agency to developing creative and innovative ways to enhance public safety.

## White County Community Corrections

### Guiding Principles

We believe that the individuals can change and that we can be instrumental on directing that change.

We believe in being sensitive to the needs of victims of crimes.

We believe in promoting and maintaining a positive, safe, and healthy work environment.

We believe in equal access to services that are least intrusive, culturally sensitive, and consistent with the highest professional standards.

We believe that the solutions to crime lie in the strengthening of families, and educational institutions, the involvement of the community and implementation of effective prevention and early intervention programs.

We believe correctional services should be community-based to the greatest extent possible, ensuring public safety, through a well-coordinated continuum of non-secure and secure services that are matched to individual risk, improved productivity and promotes lawful behavior.

We believe services should be cost-effectively implemented and administered to utilized resources wisely.

We believe services should reflect community norms and values.

## General Rules and Regulations

As a participant of any White County Community Correction Program, it shall be required that you adhere to the following rules and regulations. Further specific guidelines and instructions will be provided to you if accepted onto the program.

I hereby agree to the following White County Community Correction agreement. I understand that any violation of this agreement will result in disciplinary action against me and may result in my removal from any White County Community Correction Program.

I further understand that any violation of this agreement may result in the loss of credit time and/or a change in credit time classification in accordance with (IC-35-50-6-5) or loss of privileges.

I understand that evidence obtained in any Community Corrections violation will be admissible in court and will be used against me in any violation proceedings.

I hereby waive my Fourth Amendment rights with regard to search and seizure by any White County Community Corrections Officer.

I understand that this agreement shall remain in effect until I am discharged from my sentence.

I hereby agree to waive extradition from any other state of jurisdiction and agree to return to White County at the request of the Sheriff of White County.

I understand that my place of residence while on the Work Release Program shall be the White County Jail.

I agree to submit to breath, urine or blood testing for alcohol use at the request of the White County Community Corrections Department.

I understand that failure to return to the facility as instructed is a criminal act and a charge of escape may be filed against me.

***Note: It is a Class D Felony crime, punishable by one to three years in prison, if you fail to report back to the Work Release facility as and when required.***

I will not operate any motor vehicle without permission from White County Community Corrections. Any Community Corrections program requires a valid driver's license, proper vehicle registration and insurance as required by Indiana Law are mandatory.

I agree to submit to an IRAS (Indiana Risk Assessment System) evaluation. I further agree to enroll and complete all courses and/or programs recommended by the Community Corrections Staff.

The Director will immediately notify the sentencing Court and Probation Department of all recommended classes and/or programs completions and non-completions.

White County Community Corrections and the White County Government, its personnel, employees, staff and agents will not be liable for any loss or damage to property brought into the facility. By voluntary possession of such property in the Work Release facility, the participant releases all claims of any nature which may exist or occur in the future relative to such property.

I understand that the Community Corrections Program and the County of White, its personnel, employees, staff and agents are not liable for any medical expenses, problems or injuries I incur while on any Community Corrections program or at my place of employment.

I understand that if I fail to abide by the rules of any White County Community Corrections program I may be removed from the program and subject to court imposed sanctions. I understand that if I commit a criminal act or act in a manner that constitutes an immediate threat to the security of any White County Community Corrections program or the staff personnel I will be placed in the White County Jail.

The White County Community Corrections Director will immediately notify the sentencing Court and Probation Department of the facts and circumstances that necessitated the removal.

I agree to submit to a polygraph examination at the request of White Community Corrections staff in regard to actions or events occurring while participating in any Community Corrections Program.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Witness: \_\_\_\_\_

## **PROCEDURES FOR ADMISSION**

Once a White County Community Corrections Staff Member has interviewed the applicant, an admission review will be conducted. This review will include criminal records, all previous jail conduct records, health/treatment history, and personal history. This review may also include interviews with law enforcement officers, family, friends, neighbors, employers, and co-workers.

The White County Community Corrections Director must approve each applicant.

**Please remember that acceptance into this program is not a right, IT IS A PRIVILEGE.**

### **USER FEES**

The following is a list of fees that are required to maintain proper eligibility in all White County Community Corrections Programs. If a participant becomes more than \$210.00 behind on his/her fees, steps will be taken to remove the participant from the program. The participant may be required to sign a payment agreement if the client's fees become delinquent. Failure to pay outstanding arrearages of White County Community Corrections Programs will result in possible removal from the program and the client being returned to the sentencing court. White County Community Corrections Programs cannot be completed successfully if there are any outstanding arrearages.

**SIGN ON FEES:** Home Detention and Work Release  
\$75.00 initial fee  
\$25.00 initial drug screen fee

**DAILY RATES:** Home Detention and Work Release

The daily rate is \$15.00 daily. Also note that your fee schedule may be modified depending on specialty equipment and/or the sentencing court or the Director of White County Community Corrections. Program fees must be paid weekly to White County Community Corrections.

White County Community Correction fees are set by the White County Community Corrections Advisory Board and approved by the White County Commissioners.

**WHITE COUNTY COMMUNITY CORRECTIONS**  
**915 West Hanawalt Rd**  
**Monticello, IN 47960**

**PERMISSION FOR RELEASE/RECEIPT OF INFORMATION**

TO: WHOM IT MAY CONCERN

Re: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Witness



# COMMUNITY CORRECTION POLICY CONCERNING SEARCH AND SEIZURES

## Waiver of Fourth Amendment Rights

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

You waive your 4<sup>th</sup> Amendment Rights to search and seizure upon reasonable suspicion, including but not limited to the search of your person, property, or vehicles upon the request of any White County Community Corrections Officer. You shall submit to drug or alcohol testing upon the request of a White County Community Corrections Officer, and pay the costs thereof. Your refusal to submit to search and seizure requests, drug/alcohol testing requests, or your submission of adulterated sample, would be considered a violation of White County Community Corrections.

All areas of the Work Release facility are subject to search.

I have been advised of my rights and understand that any Community Corrections staff, may enter my residence at any time without prior notice to search upon reasonable suspicion.

I further understand that any evidence found as a result of said search of my person or property, may be used against me in any disciplinary hearing while with White County Community Corrections, as well as evidence in a court of law.

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

WITNESS: \_\_\_\_\_

## **COMMUNITY CORRECTIONS POLICY CONCERNING DRUGS AND ALCOHOL**

Participation in any White County Community Corrections Program requires strict adherence to a **zero tolerance** policy on the use of **drugs and alcohol**.

**If admitted into any White County Community Corrections program I understand and agree to the following terms, without the right of a disciplinary hearing.**

- A. That if I test positive or found in possession of Marijuana, K2/Spice, Bath Salts or any other illegal drug, or possess or consume alcohol, may result in immediate removal from White County Community Corrections.**
  
- B. Any positive tests for alcohol or illegal drugs may be forward to probation and the sentencing court to initiate further court proceedings.**

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

**I agree to submit to Urinalysis or Breath Testing when requested by Community Corrections personnel or sentencing court.**

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

APPENDIX I: OFFENSES

MAJOR OFFENSES

CODE	TITLE	CODES FOR LESSER INCLUDED OFFENSE(S)
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**CLASS A OFFENSES**

_____100	<b>Violation of Law</b> Violation of any federal, state or local criminal law which involved an offense against a person and/or resulted in serious bodily injury, not otherwise covered by any other disciplinary code offense. Committing any additional criminal acts. a.) The filing of information in any court charging a criminal offense. b.) Failure to advise staff of your being questioned, stopped, arrested or investigated by any law enforcement officer. c.) Any violation of a court order. d.) Any violation of your conditions of probation	
_____102	<b>Assault/Battery</b> Committing battery/assault upon another person with a weapon (including the throwing of bodily fluids or waste on another person) or inflicting serious bodily injury.	212, 213, 372
_____103	<b>Rioting</b> Encouraging, directing, commanding, coercing or signaling one or more other persons to participate in a disturbance to facility order caused by a group of two (2) or more offenders which creates a risk of injury to persons or property or participating in such a disturbance or remaining in a group where some members of the group are participating in such a disturbance.	223, 236, 351, 360
_____106	<b>Possession of Dangerous/Deadly Contraband/Property</b> Possession or use of any explosive, ammunition, hazardous chemical (e.g., acids or corrosive agents) or dangerous or deadly weapon.	218
_____108	<b>Escape</b> Intentionally fleeing from lawful detention or knowingly or intentionally failing to return to lawful detention following temporary leave or other authorized absence granted for a specific purpose or time period within two (2) hours after the designated return time.	219, 355, 363
_____111	<b>Conspiracy/Attempting/Aiding or Abetting</b> Attempting or conspiring or aiding and abetting with another to commit any Class A offense.	
_____113	<b>Trafficking Work Release Specific</b>	233, 306, 353, 361
_____115	<b>Sexual Act with Another Offender.</b>	205, 216
_____116	<b>Refusing a Mandatory Program</b> Refusing to participate in a mandatory program (as authorized by statute or by order of the Director), to include: failure to register for the program, failure to comply with the criteria for participation in the program, failure to cooperate with the staff presenting the program and being terminated from the program based upon failure to participate or for other behavioral reasons. a.) I agree to submit to an IRAS (Indiana Risk Assessment System) or any other evaluation deemed necessary by White County Community Corrections and further agree to enroll and complete all courses and/or programs recommended.	347, 356, 371



_____208	<b>Security Threat Group/Unauthorized Organizational Activity</b>	223, 246, 351, 360
	Engaging, pressuring or authorizing others to engage in security threat group or unauthorized organizational activities, meetings or criminal acts; displaying, wearing, possessing or using security threat group or unauthorized organizational insignia or materials; or, giving security threat group or unauthorized organizational signs. Unauthorized organizational activity shall include engaging in the above activities by or on behalf of an organization that has not been approved by the Department of Correction.	
_____209	<b>Impairment of Surveillance</b>	352, 364, 465
	Using curtains, coverings or any other matter or object in an unauthorized manner that obstructs or otherwise impairs the line of vision into an offender's cell or room or which obstructs or otherwise impairs any viewing panel or surveillance equipment, either audio or visual within the facility.	
_____212	<b>Assault/Battery</b>	236, 360, 372
	Committing a battery/assault upon another person without a weapon or inflicting bodily injury.	
_____213	<b>Threatening</b>	348, 364
	Engaging in any of the following:	
	1. Communicating to another person a plan to physically harm, harass or intimidate that person or someone else.	
	2. Communicating a plan to cause damage to or loss of that person's or another person's property.	
	3. Communicating a plan to intentionally make an accusation that he/she knows is untrue or false	
	4. Establish or any attempting to establish any type of dorm/facility boss system.	
_____215	<b>Unauthorized Possession of Property</b>	228, 306, 353
	Unauthorized possession, destruction, alteration, damage to, or theft of county property or property belonging to another.	
	a.) Possession of contraband including but not restricted to weapons or anything that is not on the approved participant property list, and not approved by the director.	
_____218	<b>Possession of Plans for Weapons</b>	
	Possession of literature or plans regarding an explosive, ammunition or a dangerous or deadly weapon.	
_____219	<b>Possession of Escape Paraphernalia</b> <b>Work Release Specific</b>	352, 353, 364
	Possession of escape paraphernalia including: a disguise, a mask, or a dummy or dummy-like object or a map or maps related to an escape or escape attempt or that may be used to aid an escape.	
_____222	<b>Arson</b>	305
	Setting a fire without authorization.	
_____223	<b>Group Demonstration/Work Stoppage</b>	347, 351, 352, 356, 364
to work.	Engaging in, or encouraging others to engage in, a group demonstration, work stoppage or refusal	
_____226	<b>Tampering with Lock</b> <b>Work Release Specific</b>	352, 364, 469
	Tampering with, altering or blocking any locking device or mechanism or possession of any device that may be used to pick locks.	
	a.) Tampering with any ventilation, plumbing, electrical, recreational or communication systems, or any emergency, fire, or regular doors.	

_____228	<b>Possession of Altered Property</b>	353
	Unauthorized possession of any item of property that has been altered or modified from its intended use for the purpose of being used as a weapon.	
_____230	<b>Counterfeit Documents</b>	350, 353
	Counterfeiting, forging, or unauthorized reproduction or possession of any document, article, identification, money, passes, security or official paper.	
_____231	<b>Intoxicants</b>	344
	Making or possessing intoxicants, or being under the influence of any intoxicating substance (e.g., alcohol, inhalants, K2-Spice, Bath Salts).	
_____233	<b>Bribing/Giving</b>	306, 353
	Giving or offering a bribe or anything of value to a staff member, authorized volunteer, visitor or contractor or giving to or accepting from any person anything of value without proper authorization.	
	a.) Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others.	
_____235	<b>Fleeing/Resisting</b>	347, 352, 364, 366
	Fleeing or physically resisting a staff member in the performance of his/her duty.	
_____240	<b>Conspiracy/Attempting/Aiding or Abetting (Class B)</b>	
	Attempting to commit any Class B offense; aiding, commanding, inducing, counseling, procuring or conspiring with another person to commit any Class B offense.	
_____243	<b>Filing Frivolous Claims</b>	
	Filing a civil claim or action found to be frivolous, unreasonable or groundless by a federal, state or administrative court.	
_____246	<b>Possession of Offensive Material</b>	353, 360
	Unauthorized possession and/or display of any symbol, paraphernalia, photograph or any other item or behavior which is prohibited by WCCC policies, procedures or rules or which is offensive based upon an individual's gender, race, religion, ethnic or personal background or which may intimidate another person based upon their gender, race, religion, ethnic or personal background, such as materials relating to a security threat group.	
_____247	<b>Possession or Solicitation of Unauthorized Personal Information</b>	361, 364
	Possessing or soliciting unauthorized personal information regarding another offender, ex-offender, victim/witness or current or former staff person, including but not limited to personnel files, offender packets, medical or mental health records, photographs, Social Security Numbers, home addresses, financial information, or telephone numbers, except as authorized by a court order or as approved in writing by the Director.	

## MINOR OFFENSES

### CLASS C OFFENSES

- \_\_\_\_ **302**      **Sexual Gestures**  
Making overtures of a romantic nature or sexual gestures towards any Community Corrections or Jail staff member.
- \_\_\_\_ **304**      **Disfigurement**  
Disfiguring, cutting, piercing, removing, mutilating, discoloring, tattooing anyone's body, including ones own body, or possession of paraphernalia that can be used for this purpose.
- \_\_\_\_ **344**      **Misuse of Medication**  
Misuse of authorized medication or possession of unauthorized medication.  
    a.) No medication containing alcohol will be allowed.
- \_\_\_\_ **346**      **Business Activity**  
Unauthorized participation in any business activity or any activity not authorized.
- \_\_\_\_ **347**      **Refusing an Order**  
Refusing to obey an order from any staff member. An offender may be guilty of this offense if the offender knew or reasonably should have known that the order existed or was in effect.
- \_\_\_\_ **348**      **Insolent/Vulgar/Profane Behavior**  
Insolence, vulgarity or profanity toward staff or visitors.  
    a.) Throwing or projecting any item,
- \_\_\_\_ **350**      **Lying to Anyone**  
Lying or providing a false statement.
- \_\_\_\_ **351**      **Unauthorized Meeting**  
Participating in any unauthorized meeting or gathering.
- \_\_\_\_ **352**      **Interfering with Counts      Work Release Specific**  
Failing to stand count, being late for count or interfering with the taking of count.  
    a.) Failure of participant to be in his/her own bunk at lock up.  
    b.) Failure to follow policy in regard to: meals, commissary, check-in/check-out, participant vehicles.
- \_\_\_\_ **353**      **Unauthorized Possession of Property**  
Any unauthorized possession, alteration, removal or relocation of personal property.
- \_\_\_\_ **356**      **Refusing an Assignment**  
Refusing to work or accept a work, program or housing assignment or unauthorized absence from any work or program assignment.
- \_\_\_\_ **357**      **Motor Vehicle Violations**  
Unauthorized use, operation or possession of a motor vehicle, driver's license, motor vehicle keys or registration.  
    a.) Failure to arrange your own transportation to and from work in a manner approved by White County Community Corrections.  
    b.) Failure to inform Community Corrections staff of changes in transportation arrangements.
- \_\_\_\_ **360**      **Disruptive Behavior      Work Release Specific**  
Disruptive, unruly, rowdy conduct, making unreasonable noise or disturbing other people, arguing or horseplay.  
    a.) Any unauthorized non-sexual interaction between a Work Release participant and a Work Release participant of the same and/or opposite sex.

- \_\_\_\_\_ **361 Abuse of Mail/Telephones/Visits Work Release Specific**  
Unauthorized use or abuse of mail, telephones, or visitation.
- \_\_\_\_\_ **362 Conspiracy/Attempting/Aiding or Abetting (Class C)**  
Attempting to commit any Class C offense; aiding, commanding, inducing, counseling, procuring or conspiring with another person to commit any Class C offense.
- \_\_\_\_\_ **363 Community Re-Entry Center/Community Transition Program Violations**  
Commission of any of the below acts by Community Re-Entry Center/Community Transition Program participants:
- (A) Refusing employment or the opportunity to seek employment, resigning or being discharged from employment without the approval of the Director.
  - (B) Failure to turn in all wages, tips, monetary compensations, pay stubs or statements of earnings to staff.
  - (C) Securing or using any identification card other than the approved offender identification card unless approved by the Director or designee to possess an employment identification card from the offender's approved place of employment.
  - (D) Failing to report to work/school as scheduled, being absent from work/school, failing to return to the center/program within prescribed time limits unless approved by the Director.
  - (E) Failure to go to, or from, the approved destination, by the approved route or approved method of transportation.
- \_\_\_\_\_ **364 Interfering with Staff**  
Interfering with a staff member in the performance of his/her duties.
- \_\_\_\_\_ **366 Unauthorized Area**  
Entering or remaining in a room or area other than the room or area to which the offender is assigned, without permission of authorized staff, or leaving a room or area where the offender is required to be, without permission of the staff person supervising the activity or without a valid pass to go somewhere else at that time. This offense includes entering the living area (cell, bed area, etc.) of another offender without permission from staff or facility rules or permitting another offender to enter the offender's living area without permission from staff or facility rules and includes reaching or leaning into or putting any object or part of the body into another offender's living area.
- \_\_\_\_\_ **367 Gambling**  
Gambling or possession of gambling paraphernalia, or preparing or conducting a gambling pool, lottery, drawing or other game of chance.
- \_\_\_\_\_ **370 Cruelty to Animals**  
Striking, hitting, punching or kicking any animal or deliberately abusing or mistreating any animal, including those under the care and control of the Department.
- \_\_\_\_\_ **371 Inadequate Work/Study Performance**  
Failing to meet the standards set for performance on a work assignment or program assignment if the offender has the ability to meet those standards, including: failure to submit program assignments, deliberately participating in a work slowdown, refusing to follow work standards established for a work assignment.
- \_\_\_\_\_ **372 Fighting**  
Participating in a situation where two (2) or more people are trying to injure each other by any physical means where no weapons are involved and no serious bodily injury occurs.
- \_\_\_\_\_ **373 Punctuality and Attendance**  
Failure to attend and be on time for all activities for which an offender is scheduled, unless:
1. The offender is sick and reports this to staff as required by the facility.
  2. The offender has a valid pass to be in another location.
  3. The offender is authorized to not attend the event or activity.



\_\_\_\_\_ **374**      **Sexual Contact**              **Work Release Specific**  
Contact between persons that includes any of the following:

1.        Kissing and hugging, except for that allowed under Department policy and administrative procedures;
2.        Handholding, except for that allowed under Department policy and administrative procedures;

**CLASS D OFFENSES**

\_\_\_\_\_ **465**      **Violating Facility Rule**  
Violating any facility rule, regulation, or standing order if said rule, regulation, or standing order has been posted or otherwise communicated to the offender.

\_\_\_\_\_ **469**      **Violation of Safety/Sanitation Rules**      **Work Release Specific**  
Failure to follow safety or sanitation regulations, using any equipment or machinery unless specifically authorized to do so or operating such equipment or machinery in a manner contrary to instructions or posted standards.  
a.) Violation of the cleaning or laundry policy

\_\_\_\_\_ **472**      **Failure to Maintain Personal Hygiene Standards**      **Work Release Specific**  
Being unsanitary or untidy; failure to keep ones person or ones quarters in accordance with standards which have been posted or otherwise communicated. This offense includes failure to maintain personal cleanliness or grooming to the point that the offender presents a health hazard or is offensive to others and who has knowledge of this condition and the opportunity to correct it. Offenders shall be expected to shower daily unless the offender has a documented medical excuse.  
a.) Violation of the Hair Grooming Policy  
b.) Failure to follow dress code requirement  
c.) Wearing unauthorized or inappropriate clothing

\_\_\_\_\_ **473**      **Unauthorized Contact**              **Work Release Specific**  
Unauthorized contact with the public including physical contact with a member of the public and oral communication with the public which has not been approved by staff.

# Violation Procedure

## RIGHTS

ALL PARTICIPANTS HAVE THE FOLLOWING RIGHTS CONCERNING THIS MATTER:

1. You will be given a Notice of Infraction of the charges within 24 hours of the incident or discovery of the alleged violation. You are requested to sign the written notice of infraction when delivered to you to acknowledge that you have received it and are aware of the charge. Your signature is NOT an admission of guilt.
2. You will be scheduled for a hearing before a Hearing Panel or Hearing Officer within 72 hours of the time you are given your Notice of Infraction of the charge, excluding weekends and holidays. The disciplinary hearing will be held within seven (7) working days from the date of the incident or from the date the offender first becomes aware of the alleged violation.
3. You have the option to admit your guilt, and waive your hearing.
4. You have the right to have an impartial Hearing Officer.
5. You have the right to appear and speak in your own behalf.
6. You may call witnesses, but if not practical for safety and security reasons, you may be asked to submit questions you want asked of them. Witnesses may be other participants or staff. The number of witnesses for you may be limited to three (3). At the end of the hearing, the Hearing Officer will review the facts and testimony and will make a finding. A written copy of the findings will be given to you showing the penalties recommended by the Hearing Officer. If you are found not guilty, all reference will be removed from your file.
7. You have the right to have the assistance of a lay advocate (the Department will require that the advocate be an employee of, or a fellow participant of the same sex, in the same facility).
8. You have the right to have an administrative review of the Hearing Officers decision by the Director upon written appeal by you, submitted within seventy-two (72) hours after an adverse determination of the Hearing Officer.

## VIOLATION SANCTIONS

### Class A, Major Violation Sanctions

- a. Termination from the program and transfer to the White County Jail.
- b. Loss of good time credit.
- c. Work Crew Hours

### Class B, Major Violation Sanctions

- a. Written reprimand, and/or
- b. Loss of good time credit.
- c. Work Crew Hours
- d. Termination from the program and transfer to the White County Jail.

### Class C, Minor Violation Sanction

- a. Written reprimand
- b. Loss of good time credit
- c. Work Crew hours/In House duties (not to exceed 40 hours)

### Class D, Minor Violation Sanction

- a. Written Reprimand
- b. Work Crew Hours/In House duties (not to exceed 40 hours)

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

	Class <u>A</u>	Class <u>B</u>	Class <u>C</u>	Class <u>D</u>
<u>Sanction</u>				
Loss of Earned Credit Time	24 months	6 months	3 months	None
Work Crew/In House Cleaning	80 hours	60 hours	40 hours	40 hours
Loss of privileges	180 days	120 days	90 days	45 days

**Loss of Earned Time Credit**

Authority for White County Community Corrections to grant or deny credit time or to assign a participant to different Credit time Class rests in, and is in compliance with, Indiana State Statutes **IC35-50-6** and **IC4-22-2**. All participants who have lost credit time are afforded the opportunity to regain credit time by applying for a review of their credit time status thirty (30) days following the hearing in which credit time changes were made. You must make a request in writing to the Director.

**URINALYSIS POLICY**

1. Each participant will immediately be tested when starting any Community Corrections Program.
2. Each participant will be tested periodically for drug/alcohol abuse by urinalysis.
3. Refusal to provide a urine sample may result in immediate removal from any Community Corrections program and transfer to the White County Jail.
4. Participants unable to provide a specimen one (1) hour after being requested to do so will be considered refusing to provide a specimen.
5. Tampering, switching, adulterating or in any manner attempting to provide deceptive urine specimens will be considered a refusal to submit a specimen.
6. All confirmed positive urine specimens will be reported to the sentencing court and/or probation.
7. Evidence of drug abuse after entering any Community Corrections Program will result in disciplinary action and removal from further participation in any Community Corrections Program.
8. Baseline drug screens have a cost of \$25.00 and must be paid for during your initial sign on. Any additional negative drug screens will cost \$10.00 per screen, \$25.00 if positive and sent to laboratory for confirmation.

**HOME DETENTION SPECIFIC POLICY AND RULES**

**Check-in Procedures**

(SUBJECT TO CHANGE WITH 5 DAYS NOTICE)

1. **Each program participant is required to report every Friday to the third floor of the White County Government Building (110 N. Main St. Monticello, IN 47960) between the hours of 8:30am to 11:30am, and 1:00pm to 3:30pm.**
  - **An additional check-in time for those unable to attend due to employment scheduling will report to the White County Sheriff’s Department (915 W. Hanawalt Rd. Monticello, IN 47960) from 4:30pm to 6:30pm.**
2. Participants may be asked to submit to a urine screen, breathalyzer, or search of their person.
3. Participants are required to fill out a weekly schedule.
4. Weekly fees can be paid during this time by money order only.
5. You must also provide a copy of your pay stub and time card at this time.

# ELECTRONIC MONITORING PROGRAM FORMS

In order to assist the participant, Community Corrections has several forms to facilitate any requests. It is important that the participant uses the forms correctly, and in the proper manner so that he or she will get to the appropriate person to approve/disapprove the requests.

## **Program Participant Schedules:**

Program participants will turn in a weekly schedule to White County Community Corrections Staff at check-in. This schedule will include all activities the program participant needs time out to complete. The White County Community Corrections Staff member will review the schedule for compliance to program policy and either approve or disapprove the schedule. Should a schedule be disapproved, the White County Community Corrections Staff will work with the program participant until an approved schedule is completed. It is important that the participant places all the information that is known on this form. Dental, medical and other personal appointments must be submitted on the weekly schedule. The program participant must indicate the name, address and telephone number of the service provider. The program participant must be able to provide documentation of attendance to the White County Community Corrections.

Program participants **may** be given up to two hours a week to do grocery shopping and/or laundry at a location approved by their White County Community Corrections Staff. This privilege depends on each program participant's individual living situation.

Every effort should be made between the White County Community Corrections Staff, the program participant, and the program participant's employer to have the program participant's work schedule available on or before the day of check-in. If this is not possible, the program participant should complete the schedule as much as possible. The program participant should then call White County Community Corrections with the work schedule as soon as it is available in order to complete that week's schedule. If White County Community Corrections Staff is not immediately available, the program participant should leave a message.

**The White County Community Corrections Staff will return the call when they are available.**

**No schedule is approved until the White County Community Corrections Staff and program participant speak with each other.**

***Leaving a message does not mean that the request has been approved.***

## **Grievance Report/Request Slip:**

A grievance/request may be filed by a program participant to express a real or imagined complaint concerning a department policy, facility condition, staff misconduct, as a response to access to medical care, or general request. A program participant may file a grievance without being subject to any adverse action. The grievance should be filed on the *Grievance /Request Form* and placed in the White County Community Corrections mailbox. The Director should respond to the program participant in writing or in person within ten (10) business days.

## **Verification Pass:**

A Verification Pass is used for documentation of participation in a program such as: AA, NA, church, private counseling, or any other program for which the participant's White County Community Corrections Staff needs documentation. The program participant must have the leader of the group, minister, counselor, or instructor sign and date the pass

# White County Community Corrections

## Electronic Monitoring Handbook Rules

### VISITORS

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

### HOLIDAYS

Privileges may be suspended on certain holidays due to certain restrictions. **The following holidays are subject to this procedure: Labor Day, July 4<sup>th</sup>, Thanksgiving, Christmas Eve (after 6pm), Christmas Day, New Year's Eve (after 6pm), and New Year's Day.**

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

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

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

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

White County Community Corrections Staff will have final discretion as to who will be allowed to work on these days.

### RELEASE PROCESS

One week prior to your earliest possible release date you will be advised of the date and time of your release and release procedures.

# WORK RELEASE SPECIFIC POLICY AND RULES

## **WHITE COUNTY WORK RELEASE FACILITY**

**915 West Hanawalt Road  
Monticello, Indiana 47960**

### **WHITE COUNTY COMMUNITY CORRECTIONS**

#### **Work Release Program Admittance Guidelines**

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

- Must be recommended by the sentencing court.
- Must be physically fit and able to work at least 35 hours per week.
- Must be 18 years of age or over, or convicted in an adult court.
- Must have all courts recommending Work Release if you are serving sentences out of more than one court.
- Must not be deemed an escape risk.
- Must have no conviction (past or present) of a violent crime:
  1. Murder (I.C. 35-42-1-1)
  2. Battery with a deadly weapon (I.C. 35-42-2-1)
  3. Kidnapping (I.C. 35-42-3-2)
  4. Confinement with a deadly weapon (I.C. 35-42-3-2)
  5. Robbery resulting in serious bodily injury (I.C. 35-42-5-1)
  6. Arson for hire or resulting in serious bodily injury (I.C. 35-43-1-1)
  7. Burglary resulting in serious bodily injury or with a deadly weapons (I.C. 35-43-2-1)
  8. Resisting law enforcement with a deadly weapon. (I.C. 35-44-3-3)
  9. Escape with a deadly weapon. (I.C. 35-44-3-5)
  10. Rioting with a deadly weapon. (I.C. 35-45-1-2)
  11. Sexual battery with a deadly weapon (I.C. 35-42-4-8)
- Must have no conviction (past or present) of a sex crime.  
Listed in (I.C. 35-42-4)  
The following crimes are considered sex crimes.
  1. Rape (I.C. 35-42-4-1)
  2. Criminal deviate conduct (I.C. 35-42-4-2)
  3. Child molesting (I.C. 35-42-4-3)
  4. Child Exploitation (I.C.35-42-4-4)
  5. Vicarious Sexual Gratification (I.C. 35-42-4-5)
  6. Child Solicitation (I.C. 35-42-4-6)
  7. Child seduction (I.C. 35-45-4-2)
  8. Sexual Battery (I.C. 35-42-4-8)
  9. Sexual Misconduct with a minor (I.C. 35-42-4-9)
  10. Sexually Violent Predator (I.C. 35-42-4-10)
  11. Unlawful employment near children by a sexual predator (I.C. 35-42-4-10)
  12. Prostitution (I.C. 35-45-4-2)
  13. Patronizing a prostitute (I.C. 35-45-4-3)
  14. Incest (I.C. 35-46-1-3)

- **Must have no conviction (past or present) of an offense related to controlled substances listed in (I.C. 35-38-1-7.1) for which a Class A or B felony is imposed., unless otherwise approved by the sentencing court.**  
**The following crimes are considered offenses related to controlled substances:**
  1. **Dealing in cocaine or narcotic drugs (I.C. 35-48-4-1)**
  2. **Dealing in schedule I, II or III controlled substance (I.C. 35-48-4-2)**
  3. **Dealing in schedule IV controlled substance. (I.C. 35-48-4-3)**
  4. **Dealing in schedule V controlled substance. (I.C. 35-48-4-4)**
  5. **Possession of cocaine or narcotic drug. (I.C. 35-48-4-6)**
  6. **Possession of controlled substance (I.C. 35-48-4-8.2)**
  7. **Dealing in paraphernalia (I.C. 35-48-4-8.2)**
  8. **Possession of paraphernalia (I.C. 35-48-4-8.3)**
- **Must have transportation to and from work.**
- **All fees must be paid in full from any previous times on any Community Corrections Program.**
- **Prior violations may prohibit you from placement on the Work Release Program.**

## **GUIDELINES FOR OUT OF COUNTY ADMISSIONS**

1. You must live and/or work in White/Carroll County. Subject to Director and/or sentencing court approval..
2. The sentencing court order must state that the defendant may serve his/her court ordered time on the White County Work Release Program if accepted to said program.
3. He/she would be ordered to pay all Work Release fees.
4. THE COURT ORDER must further state that should the Defendant herein violate any rules as set forth by the Work Release Program rules and regulations, the Defendant herein shall be removed from Work Release and placed in the White County Jail and shall be returned to the Sentencing County's Jail by the Sheriff of said county for further court proceedings.
5. Pay a sign-on fee of \$100.00(\$75.00 initial fee + \$25.00 initial drug screen fee). An additional transfer fee of \$75.00 will be applied for a total of \$175.00.
6. All White County Work Release participants are charged \$15.00 daily. Subject to change.

### **REPLACEMENT FEES**

All issued Work Release property is considered property of the White County Sheriff's Department. Any damage or replacement costs are at the discretion of the White County Sheriff's Department.

## **SEARCH POLICY**

### **Individual**

All participants are subject to search at the discretion of the White County Jail Staff/White County Community Corrections Staff. All participants will be pat down searched before entering the Day Room from the Check-in area.

Strip searches will be done on a random basis and for probable cause. However, no member of the opposite sex shall be authorized to conduct a strip search of a participant in the Work Release Program. Any strip searches of a Work Release participant will be conducted only according to staff policy, and unless exigent circumstances warrant; two staff members will be present.

### **Facility Areas**

All areas of the Work Release facility are subject to search. Included in the search area are lockers, drawers, or any other areas that the participants can come in direct contact with.

Participants will be disciplined for any contraband found in areas under their control.

## **BREATH EXAMINATIONS POLICY**

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

## **VEHICLES POLICY**

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



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

If any participant receives a traffic ticket for any offense while on the Work Release Program, that participant may lose his/her driving privileges and possibly other disciplinary action may be taken.

**BICYCLES:** All bicycles must be tagged. All bicycles used after dark must have lights on the front and back that can be seen 500 feet away, it's the law. If seen by a law enforcement officer without lights you could be or will be ticketed.

I agree and understand that the usage of any White County Work Release bicycle will become my own responsibility and Work Release assumes no liability. I will further be liable for any damage to the bike, as well as any mishap that may occur while the bicycle is in my possession. This includes any medical expense should an accident occur.

## **SICK PARTICIPANTS POLICY**

**Any emergency medical situation will require the participant to be transported to the IU Health White County Memorial Hospital via ambulance. Immediately upon release, return transportation will be arranged with approval from White County Community Corrections or Jail staff.**

## **MEDICATION POLICY**

All medication distribution is subject to the rules and policies of the White County Jail.

## **MAIL POLICY**

1. Work Release participants may receive mail by having it addressed as follows:

Mr. John/Jane Doe  
C/O White County Jail  
915 West Hanawalt Rd  
Monticello, IN 47960

2. All incoming mail shall be opened and inspected by Jail or Corrections staff for the presence of contraband.
3. Only letters will be accepted into the Work Release facility. No books, magazines or packages will be accepted for participants. (This means NO BOOK OR MUSIC CLUBS.)
4. Change of address DO NOT AT ANY TIME do a **Permanent** change of address to our facility. This is because; when you leave our facility the Post Office will not forward your mail. So if you have no other option than to have your mail delivered here then go to the Post Office to have a TEMPORARY ADDRESS CHANGE card filled out. The Work Release Office will not be responsible for forwarding your mail. All mail will be returned to sender once you leave our facility.

## **PROGRAMS AND SERVICES**

Participants will be able to attend programs and/or services at the discretion of White County Community Corrections in conjunction with the sentencing court and the probation department when applicable.

## LAUNDRY POLICY

The White County Work Release Program will maintain a laundry service within the facility for jail issued clothing only.

## PARTICIPANT DORMS

Jail Staff members will assign bunks and lockers to participants. And at no time may a participant change his/her assigned bunk and locker without permission of the staff.

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

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

1. **Bunks shall be made when not occupied for the purpose of sleeping.**
2. No more than one mattress and one pillow may be on a bunk.
3. Floors, walls and furnishings must be clean, orderly and clutter free.
4. No items may be placed on or over any light fixtures.
5. All participants are expected to clean up after themselves. **If you make the mess, clean it up.**
6. Dirty clothing will be kept in a laundry bag and NOT on the floor. Clean clothing will be kept in the locker or storage drawer provided.
7. Participants are responsible for their personal property and the security of that property. All property must be locked in the locker you are assigned.
8. NO horseplay or other inappropriate conduct will be tolerated.
9. If a participant destroys County or Work Release property, he/she will be held responsible for any repairs or replacements, and may be subject to criminal prosecution.
10. At no time shall a participant deface Work Release or County property. Participants are not permitted to attach materials or objects to the walls, bunks or ceilings.
11. At no time shall a participant hang any item that will obstruct the Staff Officer's view of the participant. Absolutely NOTHING is to be on the floor or hanging on the bunks when you leave (including hats, belts and shoes-these items go in the locker bay area).
12. NO FOOD OR DRINK IS PERMITTED IN THE DORMS EXCEPT COMMISSARY ITEMS.
13. Contents in the Locker should be arranged in a neat and orderly manner.

## WORK DETAIL

Work Details will be assigned by White County Jail/Community Corrections staff.

## TELEVISION POLICY

The use of the television is at the discretion of White County Jail/Community Corrections staff.

## **PARTICIPANT PERSONAL HYGIENE POLICY**

All White County Community Corrections Work Release Program participants are expected to maintain proper personal hygiene which includes the following:

1. Shower shoes **MUST** be worn at all times in the shower area.
2. Dirty clothing will not be allowed to accumulate in the bunk or storage areas.
3. All participants are expected to shower daily.
4. Bunk areas to be free of trash and clutter.

## **HAIR GROOMING POLICY**

Hair grooming is provided by the jail barber. If not available during normal barber hours arrangements can be made at the Community Corrections Director's discretion.

## **DRESS CODE**

Participants will be required to wear uniform provided by the White County Jail while in the facility. Otherwise appropriate work attire will be permitted when leaving the facility.

## **SCHEDULING**

Program participants are required to submit their weekly schedule no later than Friday at 3:00pm to Community Corrections staff for approval. Your weekly schedule will include all activities that you are requesting to be approved for the following week. **Failure to submit a schedule on time will prohibit you from leaving the facility.**

## **CELLULAR PHONES**

Cellular phone are **NOT ALLOWED** inside the White County Jail.

## **LOITERING**

Upon your return to the White County Jail you are to enter the jail **immediately**. **No loitering will be tolerated.** This includes all areas of the south parking lot. Any violation of this policy is subject to sanctions against you.

**WHITE COUNTY COMMUNITY CORRECTIONS PROGRAM  
PARTICIPANT AGREEMENT**

**The Following is a Legally Binding Document; your signature acknowledges that you have accepted all policies and procedures of White County Community Corrections.**

I, THE UNDERSIGNED HAVE READ AND/OR HAD READ TO ME THE AFOREMENTIONED RULES OF WHITE COUNTY COMMUNITY CORRECTIONS AND BY MY SIGNATURE DO ACKNOWLEDGE MY UNDERSTANDING OF AND AGREE TO ALL RULES AND POLICIES. I ALSO AGREE TO THE STANDARD RULES OF PROBATION AND ANY OTHER RULES IMPOSED BY THE SENTENCING COURT.

I FURTHER AGREE THAT IF I AM ARRESTED ON A WARRANT ISSUED FOR A VIOLATION OF ELECTRONIC MONITORING/HOME DETENTION, I WAIVE EXTRADITION TO THE STATE OF INDIANA AND THIS COURT.

I UNDERSTAND, AND AGREE, THAT THE WHITE COUNTY COMMUNITY CORRECTIONS DEPARTMENT AND WHITE COUNTY ARE NOT TO BE HELD RESPONSIBLE FOR ANY ACCIDENTS OR LOSS WHILE ON THIS PROGRAM.

I UNDERSTAND THAT ANY UNAUTHORIZED ABSENCE FROM MY RESIDENCE, TAMPERING WITH MONITORING EQUIPMENT, FOUND TO BE AT AN UNAUTHORIZED LOCATION, OR FAIL TO RETURN TO THE WORK RELEASE FACILITY I MAY BE CHARGED WITH ESCAPE UNDER INDIANA CODE 35-44-3-5

I HAVE RECEIVED A COPY OF THE WHITE COUNTY COMMUNITY CORRECTIONS RULES AND I DO AGREE TO ABIDE BY THEM.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PRINTED CURRENT ADDRESS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARTICIPANT

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE