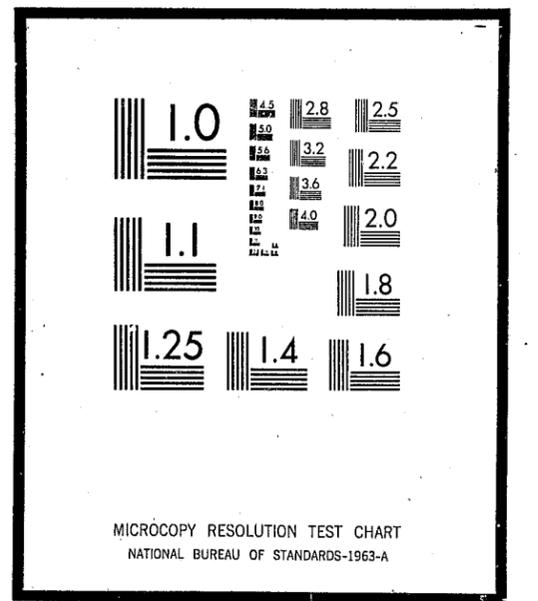


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CORRECTIONS CENTER OPERATING POLICY MANUAL

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NOVEMBER, 1973

014293

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REFERRAL PROCESS

POLICY - Referrals are directed to the PORT residential program director. Ordinarily referrals are made by the official within the justice system who has current jurisdiction over the individual. Other individuals may informally make referrals, but entrance into the program is not possible without the approval of the legally responsible official. In addition, a prospective resident applying from a correctional institution must seek the concurrence of the judge who sentenced or committed him.

Legally responsible official for each legal status:

- 1) Offense - judge
- 2) Revocation - probation/parole officer, with consultation with an attorney mandatory prior to entrance
- 3) Pre-sentence Investigation - Judge, with approval of defense attorney
- 4) Pre-sentence Evaluation - judge
- 5) Voluntary - no specified official.

Procedure: As part of the referral process, the director should receive:

- 1) A written statement regarding the offense and the offender's current legal status.
- 2) All available information, including pre-sentence investigation and court-ordered psychiatric evaluations.

ADMISSION CRITERIA

POLICY - The following criteria define the boundaries within which admissions are ordinarily considered. In cases where an exception to these criteria is sought, the referral will be presented to the Admissions Committee by the residential director. Only when an exception has been explicitly made is the admission process begun.

a) Sex - only males are accepted as residents.

b) Age and Record -

1) Adults - no limitations.

2) Juveniles - no age limit if the reason for referral is a criminal offense. A juvenile referred for a statutory offense will be considered only after all other community resources have been exhausted.

c) Residency -

1) Residency for adults is limited to Olmsted, Dodge and Fillmore Counties. Residency for juveniles is limited to Olmsted and Dodge Counties.

2) Residency is defined as living in the geographical area at the time of the offense and at the time of referral (or at the time of commitment, if the referral is from a state institution).

d) Legal Status - The legal status of residents at the time of admission is defined as one of the following:

1) Sentenced or committed to a state correctional institution, with imposition or execution of sentence or commitment stayed in lieu of completing the program. The choice given to the offender is either to enter and complete the PORT program or to begin the sentence. The understanding at the time of admission is that if the offender does not complete the program, he will be returned to court for imposition or execution of the original sentence or commitment. (Program policy is to recommend strongly that the court disposition be stay of imposition rather than stay of execution, for the sake of reducing the offense on the offender's record.)

ADMISSIONS PROCESS

2) Allegedly having violated probation or parole and referred to PORT rather than to a probation or parole revocation hearing. The choice given to the offender is either to enter and complete the PORT program or to have a revocation hearing. The understanding at the time of admission is that if the offender does not complete the program, a revocation hearing will be held.

3) Pre-sentence Investigation Period - if it is quite clear to all concerned that an individual will fall within category 1 above AND is being held in jail due to inability to post bond, he will be considered for admission while a pre-sentence investigation is being conducted. In anticipation of a court disposition within category 1 and in order to avoid wasting time, the individual will begin the three-week evaluation program.

The choice given to the individual is to enter the PORT program or remain in jail or post bond during the pre-sentence investigation period.

There is a clear 4-week maximum time period for this status, and the understanding at the time of admission is that at the end of seven weeks either it will be clarified that the offender's legal status is one of the others listed in this section or he will be returned to the office with legal jurisdiction.

Note: It must be clear that any information coming to the attention of PORT during this period will become part of a report to the court.

4) Pre-sentence Evaluation - offender is sent by the judge for a three-week evaluation prior to sentencing.

There is a clear three-week maximum time period for this status, at the end of which the individual will be returned to the office with legal jurisdiction.

5) Voluntary - an individual may, if other criteria are met, be accepted into the program on his own volition, free to leave at any time with no attendant legal consequences.

- e) Rehabilitative Appropriateness of Program - no conditions or circumstances are defined as being predictive of success within the program. However, there must, at minimum, be conditions or circumstances which strongly indicate an inability to function with the program (for example, mental retardation would prohibit adequate participation in the group sessions, and other program components.)

PROCEDURE -

1) When a referral is received, the referring person is informed to have the prospective resident contact the director to set up the necessary interviews. If this would be impossible, the director may initiate the first contact.

2) Interviews are arranged within a week of the referral:

a) One interview with a staff member, a counselor and a resident.

b) Joint or separate interviews with two other staff members.

3) Acceptance for three-week evaluation period -

a) If the prospective resident receives three "yes" votes from the five program persons doing the interviewing, he is accepted for the evaluation period.

b) If he does not receive three "yes" votes, the director will arrange interviews with three citizen members of the Admissions Committee and with representative groups of counselors and residents. The three citizens and each group of staff, counselors and residents comprise six votes (groups vote by majority). Four "yes" votes provide acceptance for the evaluation period.

c) The basis for a "yes" vote should include:

1) All admissions criteria are met, including specification of legal status;

2) There are positive indications that control will be possible during this period;

3) The prospective resident clearly states a preference for the PORT program over other alternatives available to him.

4) If accepted for the evaluation period, at the next staff meeting (ordinarily Monday mornings), the resident will be assigned to a group, a roommate will be designated, and the secretary will be informed to prepare sign-out cards and other necessary papers.

5) Prior to the house meeting at which the prospective resident will be introduced, the assigned group leader will invite his parents and/or spouse to attend the meeting, and will inform the counselor or resident designated as his roommate.

6) If a resident is not introduced at the first house meeting after being accepted, the assigned group leader will report in writing to the referral person when the resident will be introduced and the reason for the delay.

THREE-WEEK EVALUATION PERIOD

PURPOSE - The first three weeks in residence in the program are meant to be a time within which everyone in the program and the prospective resident are evaluating:

- 1) Whether the program can control the individual;
- 2) Whether the individual is likely to get something out of the program;
- 3) What should be expected of the individual during the program.

POLICY - Upon entrance, a resident has minimal rights assured him, and it is assumed that a high degree of control is necessary to assure community safety. Further rights and privileges are given only as earned, and freedom is given only as the resident demonstrates the responsibility to use it.

PROCEDURE -

- 1) Normally a resident enters the program on Monday prior to the house meeting. The standard exception is that juveniles who have been held in jail for 72 hours will ordinarily be brought into the program immediately. Exceptions are made by the program director, with the concurrence of the group leader.
- 2) Orientation to program by roommate - when the prospective resident comes to the building on Monday, he is met by his roommate whose responsibilities, to be taken care of on the day of entrance, include:
 - a) Explain introduction to be made at the house meeting;
 - b) Introduce to all staff and group members;
 - c) Help move into room, get clean linen, and give room key.
 - d) Brief on program rules and expectations, sufficient to the extent that from this tour ignorance of rules is no excuse from the new resident.
- 3) House Meeting Introduction - the roommate introduces the new resident, who informs the house of his current legal status and of the offense for which he is being referred. Members of the house are then free to ask informational questions, relating to the reason for referral and to the appropriateness of the referral.

Note: No visitors are allowed to attend this portion of the house meeting, except those invited by the resident, visiting professionals from out of town, and persons integral to the resident's participation in the program.

4) Meeting with group leader on Tuesday to cover:

- a) Fill out the personal information card for the secretary;
- b) Discuss finances, including responsibility for tuition, explanation of finance booklet, debts and bills;
- c) Clarify expectations for three weeks:
 - 1) Admissions Committee interviews,
 - 2) Involvement of significant others,
 - 3) Educational/vocational plan,
 - 4) Contract.

ADMISSIONS COMMITTEE INTERVIEWS

PURPOSE -

The community citizens from the Admissions Committee interview each prospective resident in order to introduce community attitudes regarding the offense and the offender into the decision of whether the offender is accepted into the program.

- 1) The prospective resident must receive two "yes" votes from the three citizens in order to be accepted. Any interviewing citizen dissenting from the majority may call a meeting of the entire Admissions Committee to review the case, and a majority vote of the entire committee is the final decision. The vote must be finalized before the resident can present a contract.
- 2) If a resident does not receive the necessary two votes, any person in the program may call a committee meeting to discuss the matter.

PROCEDURE -

- 1) The group leader will set up the interview appointments, inform the interviewer of the nature of the referral offense and of other known offenses, and make available the Pre-Sentence Investigation report if requested (with the prior written consent of the resident and the verbal consent of the agent who prepared the report).
- 2) It is the resident's responsibility to keep the appointment, or to cancel it if necessary, and arrange for another appointment.
- 3) After the interview, the interviewer calls in their comments and vote to either the group leader or to the secretary. This report is dictated and entered on the report form.

INVOLVEMENT OF SIGNIFICANT OTHERS
DURING THE THREE-WEEK EVALUATION

PURPOSE -

Anyone who will seemingly be important in the resident's progress in the program and in his success after leaving the program is contacted during the evaluation period to determine involvement during the program.

POLICY -

If it appears that any individual's cooperation with the program is essential to a resident's success in the program, the resident's contract may be rejected or considered incomplete until that cooperation is assured.

PROCEDURE -

- 1) The group leader is responsible for involving the parole/probation agent in the contract planning.
- 2) The prospective resident is responsible for arranging a meeting of his family (parents and/or spouse) with the group leader and the staff person in charge of family involvement. During this meeting (or meetings):
 - a) The program will be explained.
 - b) The contract will be discussed.
 - c) The degree of further involvement will be determined.

EDUCATIONAL/VOCATIONAL PLAN

PURPOSE -

To determine, at least tentatively, a career plan which the resident can begin during his involvement in the PORT program.

POLICY -

Prior to acceptance into the program and to presentation of a contract, a plan for schooling and/or employment will be determined. The school or job should be one that will continue after leaving the program.

PROCEDURE -

- 1) For juveniles who will be attending school, the group leader is responsible for having him enrolled in the appropriate school and for obtaining a school bus pass.
- 2) If the prospective resident has a job, the group leader contacts him during the evaluation period to discuss job performance, to explain the PORT program, and to explain work reports.
- 3) If the resident does not have a job or is not attending school, the group leader will arrange for him to begin evaluation with DVR. When not occupied with DVR activities, it is the resident's responsibility to begin looking for a job, including contacting the PORT Employment Committee (through the group leader) if appropriate.

CONTRACT

PURPOSE -

The contract provides the basis for an individual's involvement in the program, describing the major areas of concern during the program, criteria for leaving the programs, and tentative post-discharge plans.

POLICY -

- 1) Since the contract is the basis of involvement in the program, a resident is not permitted to remain in the program unless he is involved in planning a contract or is working toward completion of it.
- 2) During the evaluation period, it should be determined in which areas of life the offender was not functioning satisfactorily by local societal standards, especially the areas relating to the offense. The contract should be designed around assuring satisfactorily improved functioning in the problem areas, with each clause stating as a minimum expectations for a problem area the lowest level of functioning which would indicate an ability to maintain a socially acceptable life style within legal limitations after leaving the program.
- 3) The clauses of the contract should be worded in objective behavioral terms to avoid subjective disagreement as to whether a clause has been fulfilled or completed or not.
- 4) When all clauses of the contract have been fulfilled, the resident has satisfactorily completed the program.
- 5) The Residential Director will veto any contract decision which he considers irresponsible to the community's expectation from the program. Such a veto can be appealed by the involved resident to the Board of Directors.
- 6) If the resident is unable to get a contract approved, a meeting will be called by the group leader to discuss the matter with the Admissions Committee.

CONTENT -

A. Mandatory Clauses

- 1) Legal Status
- 2) Financial -

a) Clarification of who is responsible for tuition and a statement that, if the resident is responsible, the tuition be paid in full as part of the contract.

b) Policy on restitution - The contract will ordinarily include full financial restitution to victims unless specifically otherwise ordered by the court.

c) A financial plan regarding debts and other responsibilities (as child support).

3) Educational/Vocational

a) Current plans for full-time employment or schooling, or a combination of the two.

b) Statement of the level of adequacy which will be sufficient for contract fulfillment, defined by: time, performance, earnings, or a combination of these.

4) Residents over 16 years of age must obtain a valid Minnesota driver's license. If the resident is prohibited from obtaining one, he must accomplish as much as possible towards attaining one.

5) Plan for post-PORT residence

a) Ordinarily a plan should be clarified at the time of contract presentation, in order to design a program as preparation for implementing the plan. Contract completion is then contingent on implementing this plan.

b) If this plan cannot be clarified, the contract will have a clause that the plan be presented and approved two weeks prior to moving out of the PORT building.

c) This plan should include type of residence (house, apartment) and others the resident plans to live with (parents, spouse, friends, alone).

B. Optional clauses to be considered:

1) Family involvement during the program.

2) Contact with the victim of the offense and nonfinancial restitution. All victim contact will be initiated by a staff person.

3) Social contact with persons or organizations outside the program.

4) Expectations regarding alcohol or drugs, as use of Antibus, participation in Alcoholics Anonymous, or Awareness House.

PROCEDURE TO CONTRACT APPROVAL

- A. Contracts can be approved only at a house meeting.
- B. Before presenting a contract, the prospective resident must have:
- 1) Been in the program for three weeks,
 - 2) Met with three members of the Admissions Committee and received at least two "yes" votes.
- C. The resident is responsible for having in attendance at the house meeting:
- 1) His probation/parole agent,
 - 2) His spouse or parents,
 - 3) Anyone else who is a significant part of the contract.
- If these persons are not present and have not reviewed the contract adequately (as determined by the group leader), the contract cannot be presented.
- Other visitors are not present during this time.
- D. The resident explains his contract and answers any questions.
- E. Voting
- 1) If the contents of individual clauses are disputed, the final form of those clauses is decided individually by a majority vote within each of two of the three groups (residents, counselors, staff) voting.
 - 2) When the final form is so determined, the contract is voted on as a whole. If the contract is approved by a majority within two of the three groups voting, the resident is accepted into the program with that contract as the basis of his participation in the program.
- F. If the contract as presented by the resident is not accepted by the house, he may present a new contract in subsequent weeks. In no case can a contract revision be made without the consent of the resident. If no mutually acceptable contract can be negotiated, the offender is not accepted into the program.
- G. The group leader is responsible for dictating approved contracts and for having them signed by himself, the resident, the parole/probation agent, parents or spouse, and significant others. This signature indicates an assent to the content of the contract and a willingness to cooperate in its completion. If anyone who is significant to the contract does not approve and sign its final form, the group leader reports this to the house meeting for consideration of whether the contract becomes meaningless without the approval.

- H. On the day following the final contract approval or rejection, the group leader informs in writing the three members of the Admissions Committee involved with the resident of:

- 1) The six votes, with comments,
- 2) The general content of the contract.

If the offender was not accepted into the program, any member of the Admissions Committee may request a review by the whole Committee.

CONTRACT RENEGOTIATION

Anyone signing a contract may request that its content be renegotiated. The person requesting the change is responsible for having all co-signers informed of the change and invited to attend the meeting. The change is reviewed at the house meeting and can be made by a majority within two of the three groups voting.

PROGRESS WHILE WITHIN THE PROGRAM
STATUS SYSTEM

PURPOSE -

Completion of the contract is designed to be the indicator--an indication whose advancement is completely under the control of the offender--of when a resident is functioning sufficiently well to leave the program and live acceptably under regular probation/parole.

However, it is felt that the progression from tight controls with minimal responsibility to leaving the program with the accompanying freedom should be more than a one-step process. The status system provides a five-level progression from tight controls to increased freedom for increased responsibility. This progression is intended to both:

- 1) Recognize and maintain the existing responsibility of the resident,
- 2) Encourage the development of increased responsibility through giving proportionally increased freedom and privileges.

POLICY -

Since the issue of relative levels of freedom and responsibility is a subjective issue and an issue influenced by diverse individual standards, this issue does not affect the resident's legal status apart from the program. That is, the subjective issue is considered important by the program and thus affects status within the program, but is not regarded as a major factor in decisions relating to leaving the program. Leaving the program resides completely with the more objective, less value-laden contract.

CONTENT -

Each status defines the basis of what an individual resident may, must, and cannot do.

ADVANCEMENT -

The process of receiving a status is defined within each status. If a vote is involved, it must be remembered that the decision is subjective (i.e., based on more than objectively clear and defined behavior), but yet each vote and its rationale must be--even though subjectively--relaxed to the freedom and responsibility of the status involved in the vote.

STATUS LEVEL 1 - Controlled Supervision

Attained - Automatic while resident in the program.

Rights - Right to use of all program facilities (room, meals, shower, laundry, TV, pool table, and recreation equipment), the right to maintain employment held prior to entering PORT, and the right to attend school.

Limitations -

- a) May leave program building only with a staff member or counselor except (with a group leader's approval):
 - 1) To go to work or school, with immediate return,
 - 2) To attend DVR evaluation activities,
 - 3) To look for work 8 - 12 A.M. Resident must report his schedule to the group leader as specified on page III - 36.
 - 4) To keep Admissions Committee interviews.
- b) Works around program building on clean-up or repairs, 1 - 4 P.M. unless involved with DVR.
- c) 10:30 bedtime on week nights and 11:30 on Friday and Saturday, unless participating in a Recreation O.D. with a counselor, (bedtime means: lights off, undressed and in bed).
- d) Only immediate family may visit without prior approval of group. Other visitors only with prior approval.
- e) Money is handled by staff and budgets must be approved by staff.
- f) No consumption of alcohol, regardless of age.
- g) May not drive a car.

STATUS LEVEL 2 - Learning Responsibility Under Controls

Attained - Both 1) has a contract approved, and 2) has a full-time job (30 hours/week) or attending school full-time. For juveniles under 16, lawn crew suffices for the job requirement, if the lawn crew supervisor states is working full-time; and receives unanimous group vote that he is ready for the increased responsibility.

Changed Privileges and Limitations -

- a) May request group permission to leave building except for job or school without staff or counselor, stating exact time and place in the request.
- b) Eligible to request from group use of own car to and from work (blanket approved) or for other use (approval needed for each use).
- c) Eligible to request from group extension of bedtime to 12:30.
- d) Eligible to request from group approval for use of alcohol (within legal limitations).
- e) May receive any visitors within the lobby or kitchen area.
- f) Right to one home visit per week of 10 hours.

STATUS LEVEL 3 - Maintaining Responsibility Under Controls

Criteria for Eligibility - Full-time job or school, approval from group to ask.

Attained - By unanimous vote at the house meeting.

Changed Privileges and Limitations -

- a) Requests must state only time during which resident will be absent from building. It is expected that the resident exhibit responsible judgment in determining place. The resident must report where he can be reached.
- b) Resident does not need prior approval for spending money, and may request to handle own money.
- c) Eligible to request from house (majority vote) blanket use of own car.
- d) Sets own bedtime.
- e) May receive any visitors within the program building.

STATUS LEVEL 4 - Maintaining Responsibility Under Supervision

Criteria for Eligibility - Have been a 3 for a month.

Attained - Unanimous vote of a house meeting.

Changed Privileges and Limitations -

- a) Sets own hours, but main residence is still program building. (The resident will report time of expected return and place where he can be reached.
- b) Attends all group and house meetings.
- c) May have and control own bank account, with group leader reviewing bank statements and receipts on debt repayment.
- d) Free use of own car.

STATUS LEVEL 5 - Maintaining Responsibility Particularly For Contract Completion On Own

Criteria for Eligibility -

- a) Full-time job or school.
- b) A living arrangement approved at least two weeks earlier.
- c) Own bank account.

Attained -

- a) Unanimous vote at house meeting that resident:
 - 1) Is prepared for the increased responsibility, and
 - 2) Has a satisfactory plan for monitoring the contract completion.

Changed Privileges and Limitations -

- a) Lives outside program building
- b) Does not pay tuition
- c) Attends all house meetings.

LOSS OF STATUS -

Automatic - If eligibility criteria are not maintained (e.g., loss of job or expulsion from school automatically reduces resident to 2 status).

Other -

- a) By majority house vote

- b) By unanimous group vote
- c) Group leader unilaterally
- d) Any staff member may reduce a resident in status temporarily until the next group meeting.

Appeal - A resident has the right to appeal a loss of status to the Appeals Committee.

To Regain Status - The regular procedure for attaining status advancement is followed.

INDIVIDUALIZED BEHAVIOR PLANS

PURPOSE -

These plans state clearly and in detail the consequences of behavior. They are intended to provide:

- 1) For the program, a tool for helping a resident develop increasingly responsible behavior by making rewards and punishment clearly and immediately related to behavior.
- 2) For the resident, a means of clarifying how he receives rewards and punishments to a greater extent than this is clarified by the status system ("optional privileges are given by subjective group decisions") and the behavioral expectations and limitations ("desired behavior is rewarded and unacceptable behavior is not").

POLICY -

These plans follow the policy under "behavior expectations and limitations," plus:

- 1) The plans cannot set more privileges or limitations than are available within the resident's status level.
- 2) Once a plan has been accepted by the resident's group, it is followed consistently unless explicitly revised. (Obviously, the purpose of the plans is defeated if the rules of the game are regularly changed because of unanticipated circumstances.)
- 3) The plans are in operation only while a resident is a 2 status. (It is felt that anyone at Level 3 responsibility should be able to manage under general subjective decisions.)
- 4) The plans are optional for adults (the decision made by the group), but are standard for juveniles.

PROCEDURE -

An individual plan is agreed upon within the resident's group. The plan should also clearly state the relationship between subjective considerations (e.g., the group's trust of the individual) and objective behavior (e.g., whether the individual went to work that day) within the process of granting privileges or limitations.

SAMPLE PLANS -

Point System (taken economy) - immediate, indirect reinforcement.

- 1) This system defines behavior desired of the residents, unacceptable behavior, remarks desired by the resident, and punishment undesirable to the resident.

- 2) A point value is given to each defined behavior (+ value for desired behavior and - value for unacceptable behavior), with the relative value based on the relative desirability of the behavior (e.g., +5 for highly desirable behavior, -2 for somewhat undesirable behavior, and -50 for highly undesirable behavior).
- 3) A point value is given to each reward and punishment (+ totals entitle to rewards, - totals entail punishments), with relative value based on the relative desirability of the reward or punishment. Punishment may be excluded from the plan, with outcome relying completely on the rewards.
- 4) As the behavior is exhibited, points earned are totaled, and are used in granting privileges or limitations.

SRC System (Stimulus - Response - Consequence) - delayed, direct re-enforcement

- 1) This system defines, as response (R) to the program's expectations (Stimulus - S), desired behavior (R+) and unacceptable behavior (R-). Desired rewards (Consequences - C+) and undesired limitations or punishments (C-) are identified.

- 2) The consequences are then made contingent on the responses (R+ -- C+; R- -- C-). Ordinarily individual Rs are related to specified Cs, but this is not essential.

Ordinarily the identified Cs are available only through the defined Rs.

- 3) To avoid inflation of the system, the relative desirability of behavior must be related to the relative desirability of the consequences (e.g., R +5 -- C +5; R -2 -- C -2).

Undesired limitations or punishments (C-) may be excluded from the plan, with outcome relying completely on the rewards.

Options for the relationship between subjective considerations and objective behavior:

- 1) Emphasis may be placed on the objective behavior by "guaranteeing" (within the boundaries defined by status level and the behavior limitations) that performance of the behavior will result in the promised consequence.

In this case, the subjective element and the anticipation of possible extenuating circumstances enters in at the level of plan development.

- 2) A combination of the factors is involved when the desired or unacceptable behavior makes the person eligible to request a reward or subject to a punishment, but the implementation of the reward or punishment is determined by subjective decision.

REVIEW OF PROGRESS WITHIN THE PROGRAM

PURPOSE - To assure that regularly there is a formal review of the appropriateness of each resident's continued participation in the program.

POLICY - It is the group leader's responsibility to have a clear plan for each member of his group regarding:

- 1) Control
- 2) Contract progress
- 3) Problems regarding responsibility but not covered by the contract. This includes an individualized behavior plan for appropriate 2 status level residents.

PROCEDURE -

- 1) Every six weeks the group leader drafts a progress report to a resident's probation/parole agent.
For residents who do not have an agent, the letter is directed to the referral source.
- 2) It is read at a group meeting and discussed
- 3) The report is used as a basis for the regular review which is done at a staff meeting. Appropriate persons may be invited to attend this staffing, either by the group leader or the resident.
- 4) The report is finalized by the group leader and sent to the agent, with copies to the resident, his parents and/or spouse, and the members of the Admissions Committee who interviewed him.

RESIDENT'S FILE

PURPOSE - To maintain a report of each individual's progress in the program, for purposes of communication with other agencies and of program evaluation.

POLICY -

- 1) All entries made by the program are available to the resident upon request, and are given to him prior to being filed.
- 2) Information received from persons outside the program will be available only to program staff unless prior approval for sharing the information is obtained from the source.

PROCEDURE -

- 1) Any material entered into a resident's file is first reviewed by the group leader.
- 2) The regular progress reports to the probation agent are entered in the file.
- 3) All significant incidences and activities should be reported in the chronological log, with the author of each entry clearly identified. At a minimum, these entries should cover status changes, contract progress, and AWOL's.

CONFIDENTIALITY

PURPOSE - To permit freedom of discussion within the program, while assuring civic responsibility.

POLICY -

- 1) Discussions held in group meetings are not to be shared with anyone outside the program.
- 2) Personal information gathered within the program is not to be shared with anyone outside the program.
- 3) In cases of illegal activity or other behavior threatening to the community, appropriate persons outside the program will have to be informed, either by the resident involved or by the staff.

BEHAVIOR EXPECTATIONS AND LIMITATIONS DURING THE PROGRAM

PURPOSE - The contract defines the conditions for an individual's completion of the program; the status system broadly defines the boundaries within which behavior is limited and freedom is given; this statement is intended to provide:

- 1) A basis for anticipating the consequences of behavior;
- 2) Guidelines for granting or withholding privileges within a status level;
- 3) A Clarification of the relative value of various kinds of behavior within the program.

POLICY - The following are the basis for determining consequences of behavior:

- 1) Desired behavior is rewarded, and rewards are contingent on the desired behavior;
- 2) Unacceptable behavior results in either punishment, withdrawal of privileges, or withholding of further privileges;
- 3) Consequences of both desired and unacceptable behavior are proportional to the seriousness of the behavior;
- 4) The concrete implications of these policy statements are clear to everyone in the program.

CATEGORIES OF BEHAVIOR AND CONSEQUENCES
ACCORDING TO RELATIVE SERIOUSNESS

<u>Behavior</u>	<u>Consequences</u>
1) Completion of contract terms	1) Discharge from the program
2) Significant responsibility	2) Advance in status
3) Improving responsibility	3) Giving the privileges optional within each status level
4) No observed relevant behavior	4) Nothing more nor less than basic rights and privileges previously granted
5) Irresponsible or nuisance behavior	5) Withdrawing optional privileges within the resident's status level
6) Not maintaining required conditions for a status level, or behavior indicating insufficient responsibility for current status level	6) Drop of one or more status levels
7) a) Being AWOL; returning on own	7) a) Resident drops to a 3 status; more will be expected in behavior category 3 above
b) Being AWOL, returning with program participants	b) Resident drops to a 2 status; more will be expected in category 3 above.
8) No observed relevant behavior for an extended period of time	8) Resident is in jail (or elsewhere, at the discretion of the legally responsible agent) until his group feels he is ready to start accomplishing something
9) Illegal behavior self-reported to group or a staff member	9) Resident will not be allowed to leave the program without staff or counselor, until group determines that the resident can be trusted The offense must be cleared with law enforcement and with victim before there is anymore advancement through the program.

10) Being AWOL, picked up by law enforcement

11) Illegal behavior detected by other program participants

12) Illegal behavior detected by persons outside the program

13) Behavior consistently not in accord with contract terms

10) Resident remains in jail until his group has developed a plan for controlling him

11) Contract is suspended until offense is cleared with law enforcement and with the victim, at which point the resident may present the same or a new contract

12) a) Contract is suspended;
b) Resident is in jail (or elsewhere, at the direction of the legally responsible parole agent), and will not be considered for re-entry into the program until the offense has been cleared.

13) Thrown out of program and returned to office with legal responsibility. Offender is always able, as far as the program is concerned, to begin the admissions process again.

LEGAL OFFENSES DURING THE PROGRAM

PURPOSE - The purpose of this policy is threefold:

- 1) To protect the community;
- 2) To insist that the offender takes responsibility for the offense;
- 3) To assist the offender in dealing with problem behavior.

POLICY -

- 1) Program staff will cooperate openly with law enforcement on investigations initiated by law enforcement;
- 2) Any offenses coming to the attention of program staff will be dealt with in such a way as to clear the offense from police records;
- 3) The program will insist on restitution and any other appropriate contact with victim;
- 4) Consequences of offenses are such that:
 - a) While the program encourages residents to deal with problem-causing behavior and assists them in doing so, the program in no way tolerates or accepts illegal offenses;
 - b) If offenses are committed, there will be an incentive to self-report them;
 - c) There will be incentives for peers within the program to report offenses not self-reported prior to their being reported by law enforcement or others outside the program.

USE OF CHEMICALS: Smoking, Alcohol and Drugs

PURPOSE - To be in accord with all pertinent laws and to insist that if use of these chemicals is significant to the offense, its use be appropriately modified.

POLICY -

- 1) All relevant laws are to be followed;
- 2) Regarding smoking, as a private residence the program building is not considered open to the public. Thus juveniles will be permitted to smoke in the building unless their parents specifically state otherwise;
- 3) No alcoholic beverages are permitted in the building;
- 4) If use of alcohol was involved in the offense - directly or indirectly - the resident will be required at minimum to attend 6 weekly consecutive AA meetings, the full Thursday night alcohol lecture series, or similar involvement;
- 5) The taking of Antabuse (under prescription) may be required if deemed necessary to control use of alcohol;
- 6) The program director or group leader may require alcohol or drug detection tests at their discretion.
- 7) For residents who have had problems with alcohol and in whose cases it has not been decided that they will not drink at all, a plan permitting increased consumption is ordinarily used as a means of teaching and maintaining increased responsibility regarding alcohol.

AWOL

PURPOSE - To differentiate between a late return to the building and a departure from program supervision.

POLICY -

- 1) Ordinarily a resident is considered AWOL after missing a group meeting without approval;
- 2) The appropriate parole agent is notified by the group leader, who issues a pick-up order to law enforcement.

Background On The Development Of The PORT Corrections Center Operating Policy Manual

The writers of this manual feel that the following comments on the context in which this manual was developed would assist in giving the reader perspective.

After three and a half years of operation the PORT program had taken on a pattern of operation which was generally understood by all staff persons, counselors, and residents. However, in view of national trends regarding due process and clients' rights, persons in the program decided to put in writing basic program tenets. This was intended to serve both as a written statement of the rights and obligations of persons in the program, and as a clear delineation of the boundaries within which residents determine their own fate. This manual is also intended to serve as an evaluation tool through defining the program which is being evaluated and providing a basis for defining what deviations from the program should be included as variables in the study.

Two comments about the format should be made. First, each item is preceded by a statement of purpose in an attempt to avoid institutionalizing procedures beyond the point where they fulfill their original purpose. Second, the loose-leaf arrangement readily permits program revisions to be made as necessary while keeping the policy statements up to date.

If this manual can provide a clear guide of program operation and assure clients' rights to clarity and consistency in the demands made by the program, while still allowing the program to remain alive and fluid, the authors' purposes will have been fulfilled.

Gay B. Urness

Michael W. Weber

USE OF JAIL

PURPOSE - To clarify program authority, to define circumstances for its use, and to insure due process.

POLICY -

1) Of its own, the program has no authority to use jail. It must rely on the authority of the resident's parole/probation agent. The agent or his supervisor determines whether this authority is to be delegated on a case-by-case or on a blanket basis.

2) Within the program, use of jail (or another place at the discretion of the agent) only for:

- a) being AWOL and picked up by law enforcement,
- b) illegal behavior detected by persons outside the program,
- c) behavior consistently not in accord with contract terms,
- d) no observed behavior relevant to the program for an extended period of time.

In cases (c) and (d), the Appeals Committee must review and approve the jail recommendation prior to its implementation.

3) Use of jail is considered a last resort, used only for each of less serious alternatives for controlling behavior or seeking progress on the contract.

4) If a resident decides to accept the alternatives to completion of the PORT program and wants to return to the jurisdiction of the referral person, he will be placed in jail if the referral person cannot be immediately contacted. This contact will be made as soon as the person is available.

DUE PROCESS POLICY

PURPOSE - This policy is designed to assure to all constitutional rights in all legal, punitive, and therapeutic decisions made within the program.

POLICY -

1) This policy is generally concerned throughout the entire program, but specifically is to be consulted in cases of

- a) expulsion from the program,
- b) use of jail by program personnel,
- c) any form of punishment (under no circumstances is physical punishment ever used),
- d) loss of basic program rights (status level 1),
- e) loss of earned privileges or status.

2) Punishments are never imposed nor are basic rights or earned privileges ever taken away except in instances

- a) when a resident has failed to comply with a clearly defined expectation,
- b) when the resident was allowed sufficient time for fulfilling the expectation, and
- c) when the imposed consequence had been clearly connected to failure to meet the expectation.

These requirements of prior clarification of expectations and consequences are fulfilled by statement within this policy manual, common custom within the program, or specific statement to the resident.

3) All residents have recourse to a review process if there are questions about whether this policy has been followed. This review process consists of:

- a) Appeals Committee--
Optional to the resident in cases described by (1) c,d, e, above;
Mandatory in cases described by (1) a, b, above;
- b) Appeals to the program director, by the resident involved or by a dissenting member of the Appeals Committee;
- c) Appeal to the PORT Board of Directors.

GROUP MEMBERSHIP

4) Residents always have free access to the official who made the referral to the program, and may at any time request to leave the program and accept the alternative.

PROCEDURE FOR APPEALS COMMITTEE -

Membership - Three individuals make up the Committee: one staff person, one counselor, and one resident. The counselor and resident are representatives elected regularly by their peers. When the Committee convenes concerning an individual, the staff person is not his group leader, the counselor is not his roommate, and the resident is not a member of his group.

Concerns - The Committee:

- 1) May be called at the request of a resident if he wants to appeal loss of program rights, of status, or of earned privileges.
- 2) Must be convened if a resident is to be thrown out of the program or if the program is recommending use of jail for any period of time.

Convening - Once it is requested that the Committee convene, all members are contacted by the group leader and a time set for the meeting. There must be at least 4 hours before convening the meeting, during which time the resident may wish to prepare a defense. The meeting must be held within 24 hours, and if regular members cannot attend, the elected alternates are contacted.

Content - The meeting will review the matter in terms of the following issues, with a clear separation of the issues:

- 1) Fact finding - are the allegations correct, and has the behavior been constant.
- 2) Alternatives - what alternatives to jail or expulsion from the program have been tried by the group.
- 3) Disposition - it is to be determined that expulsion or recommendation of jail time are to be used only if the alleged behavior has been constant and if all other reasonable methods have been tried.

Attendance - a majority of the resident's group will attend, and the meeting is open to anyone in the program. In addition, the resident may--at his own discretion--invite a lawyer, his probation officer, family or friends, or others he considers significant to the issue.

PURPOSE -

The program relies heavily on peer support and pressure in helping a resident improve his ability to function in society.

POLICY -

1) Responsibilities of the Group -

- a) Control - to assure community safety and assure that residents are living up to their status and contract conditions.
- b) Planning - to have a defined plan for each individual to assist him in status or contract advancement.

2) Authority -

- a) The group's primary control tools are informal peer pressure and authority to grant or withhold privileges within a status level and to drop a member to a lower status level.
- b) The group leader can veto any group decision and can remove any or all program rights or privileges from the group as a whole for not fulfilling the above responsibilities.
- c) The group can appeal any decision of the group leader to the Corrections Center Director.

3) Visitors -

Any member or the leader may invite visitors, but the group's permission must be asked before the visitor comes and any member may veto the visitor's attending.

4) Each group develops its own operating procedures.

HOUSE MEETING

PURPOSE -

This meeting serves as the weekly administrative meeting of the program, and is the major mechanism for communication for the house as a whole.

POLICY -

1) Responsibilities -

- a) All major decisions regarding resident advancement in the program, including admission, contract approval and renegotiation, change to status levels 3 - 5;
- b) Discussion of policy reviews;
- c) Dealing with all "housekeeping" problems - concerns (including building cleanliness, responsibility for touring visitors, recreation plans, etc.);

2) Authority -

- a) The Corrections Center director (or his representative) runs the meeting and can veto any decision made;
- b) Voting -
 - 1) On contract approval and renegotiation, a majority of two of three groups (staff, counselors, residents) is required;
 - 2) Raising status level--unanimous vote is necessary;
 - 3) Lowering status level--a majority vote is necessary;
- c) The house can make recommendations regarding revisions of program policies.

3) Visitors -

Guests of program participants are welcome to attend, with the following conditions:

- a) When a new resident is being introduced, no visitors are present unless invited by the new resident, except visiting professionals from out of town and persons integral to the resident's participation in the program (probation agent, parents, etc.);
- b) During contract presentations, renegotiations, and status changes, the resident involved may request that local visitors are not present.

O.D. - (On Duty Person)

PURPOSE - One responsible person is specifically designated as being in charge of the building during hours when a number of residents are ordinarily present in the building, in order to increase peer culture control, to assure reporting of significant occurrences to staff persons, and to reduce the program budget by not assigning paid staff on a 24-hour basis.

POLICY -

- 1) Except during ordinary work and school hours (Monday - Friday, 8:00 A.M. - 4:30 P.M.), one counselor or resident will be designated as O.D.
- 2) At least one staff member is always available to the O.D. by telephone.
- 3) The O.D. is in charge of the building, is responsible for making necessary decisions, and has the authority to enforce these decisions. The O.D. is responsible to the staff person on call, or if none is designated, to the Corrections Center director, for making necessary decisions and for the decisions themselves. The O.D.'s decision is to be followed unless and until appealed to a staff person.
- 4) No resident or counselor will be assigned O.D. duty until trained and approved by the Corrections Center Director.

PROCEDURE -

- 1) The designated staff person will regularly set up training sessions and/or procedures.
- 2) The designated staff person will personally approve individuals before they are assigned to O.D. duty.
- 3) A blank schedule is posted weekly for those who are to be on duty to pick their shifts.
- 4) Once the schedule is finalized and posted, any changes are to be approved by the designated staff person.
- 5) On daytime shifts, the O.D. will remain on duty until his replacement is there or until a staff person assigns a replacement.
- 6) The O.D. for the late shift (8:30 - 12:30 A.M.) is to remain in the building and be in charge until 8:00 A.M.

O.D. Role While On Duty

- 1) Answer the phone,
- 2) Assure that calls on the lobby phone are limited to 3-minute incoming calls,
- 3) Be aware of who is in the building and record names hourly,
- 4) Record all significant events and interactions,
- 5) Make decisions necessary for smooth operation within the building,
- 6) Immediately inform staff on medical emergencies, contact by law enforcement, AWOL's, and similar important occurrences,
- 7) At least once each shift check the request sheets to assure that all persons are accounted for, and randomly check on a few persons on request to assure that they are where they're supposed to be. Record the results.

O.D. BOOK

INCLUDES -

- 1) Record of each shift - to be kept by the assigned O.D.;
- 2) Request sheets for each resident, with each group-approved request recorded by the group leader. No resident below a 4 status should be absent from the program building, except for work or school or in the company of a staff person or counselor, unless a request is recorded;
- 3) Record of long-distance phone calls.

STAFF ON-CALL

PURPOSE - To provide staff coverage of the program at an appropriate level.

POLICY -

- 1) It is expected the program participants will maintain the program at a satisfactory level regardless of whether a staff member is present in the building or not. If circumstances indicate that this expectation will not be fulfilled, a staff member will be present in the building and actively in charge.
- 2) Whenever no staff member is present in the building, one is available by telephone.
- 3) A staff member is to be called:
 - a) in cases of medical emergency,
 - b) If any resident becomes unmanageable,
 - c) If serious problems develop among residents,
 - d) If law enforcement officers make any formal contact with the program,
 - e) In cases of similar emergency.

PROCEDURE -

- 1) On weekends a staff member is designated as the on-call person. He is responsible for leaving the phone number where he can be reached. This number will be in the O.D. log.
- 2) On occasions when no one is designated on-call, staff members should be called in order of their relationship to the issue.
- 3) The O.D. is ordinarily the person who makes the call to a staff person; however, the O.D. is not to refuse access to the staff if the matter cannot be resolved otherwise.
- 4) Staff on-call may approve special requests which could not have been anticipated and requested in group (e.g., serious injury to or death of a relative, illness of a child or family member, etc.). Such approval will be given only after consultation with available group members.

COUNSELORS

PURPOSE - Live-in counselors, approximately the same age as the majority of residents, contribute to the positive orientation of the peer culture in the program, provide models of legal life styles, and serve as a budgetary asset through reducing the need for 24-hours' coverage by paid staff.

POLICY -

- 1) Counselors will be viewed primarily as employees of the program, who are reimbursed by room and board.
- 2) Counselors share in all residential responsibilities, including building maintenance details.
- 3) Ex-residents must spend a minimum of one month out of the program before being considered as a counselor.

PROCEDURE -

- 1) Applications should be obtained from the program secretary, filled out and returned, at which time interviews will be scheduled.
- 2) Applicants will be interviewed by the Corrections Center Director, then jointly by a group leader, a counselor, and a resident.
- 3) Acceptance will be decided at a staff meeting, and applicants accepted will be assigned to a group leader. The secretary will prepare necessary time cards, etc.
- 4) The group leader will orient the counselor to the program and assign a room and roommate.
- 5) At his first house meeting, the counselor will be introduced. Three weeks later the house will evaluate his performance as a counselor. The Corrections Center Director will then make the final decision on the applicant's acceptance as a counselor.
- 6) The Corrections Center Director will be responsible for ongoing training, supervision, and evaluation of counselors. The assigned group leader will be responsible for supervising the counselor's direct involvement with specified residents.

COUNSELOR'S ROLE -

- 1) To serve as a model of legal life style and assist residents in developing their own legal life styles;

- 2) To assist in maintaining a positive culture within the program;
- 3) To assume responsibility in assisting primarily one resident to complete the program satisfactorily;
- 4) To provide supervision outside the program building for residents of a 1 status.
- 5) To assist in recreational activities, including Rec. O.D.;
- 6) To share in O.D. responsibilities.

STUDENT INTERNS

PURPOSE -

To make the PORT Corrections Center Program available as an educational experience for students, and to expand the program's scope through regular input from students.

POLICY -

- 1) Students are accepted by the program only on an individual basis, and will not be assigned unilaterally by the school.
- 2) The student's program will be clearly defined early in the internship.
- 3) Students will be expected to operate under existing program policies.

PROCEDURE -

- 1) The student will initially arrange an interview with the Corrections Center Director.
- 2) If a student is accepted, one staff member will be assigned as the immediate supervisor. The supervisor will be responsible for liaison with the school and to insure that the internship meets the expectations of the student, the school and the program.
- 3) The supervisor will arrange an initial two-week orientation period for observation of the PORT program and of the local criminal justice systems.
- 4) At the end of the two weeks, a detailed job description for the student will be designed, including role, hours, and supervisory conference time. Ordinarily the description will require that the student keep a daily log. This description will provide the basis for supervision and evaluation.
- 5) At the end of the internship, the student will be expected to provide a final evaluation of the program, including suggested program revisions.
- 6) The supervisor will discuss grades with the student prior to submitting them to the school.

VOLUNTEERS

PURPOSE -

To involve lay citizens in the correctional process and to increase contacts between residents and other community residents.

POLICY -

- 1) Any formal involvement of citizens with the program and/or any residents must have the approval of the Corrections Center Director.
- 2) Volunteers trained and assigned by the local correctional volunteer program will be able to take residents from the building with the same authority and under the same conditions as program counselors.

PROCEDURE -

Volunteers are assigned by the local volunteer director and can be requested by the resident or the group leader.

FAMILY CONTACTS

PURPOSE -

To maintain family ties as much as possible, and facilitate the return of residents to their family if feasible.

POLICY -

- 1) Contact with immediate family members is considered a right within the program. Persons of 2 status have a right to one home visit per week of at least 10 hours.
- 2) Marriage and/or family counseling will be arranged for or provided by the program when appropriate.
- 3) Home visits are considered essential prior to returning home to live.

PROCEDURE -

After home visits, the group leader (or a designated group member) will discuss the visit with the parents.

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Federal Probation, 36:3, pp. 35-40, September, 1972

SCHOOL

PURPOSE -

To coordinate the efforts of school personnel with the program in working with residents attending school.

POLICY -

- 1) Any resident wanting to attend school will be allowed to do so.
- 2) Residents who have not graduated from high school will be urged to attend school. However, residents over 16 years of age who are not willing to attend school will not be forced to do so. In such cases, parents of juveniles will be consulted.
- 3) In the case of any resident under 16 who does not want to go to school, program staff will meet with school personnel and parents to consider whether a work-education program would be feasible and more productive than regular school attendance.
- 4) The school attended is ordinarily the school the resident will attend upon leaving the program.

PROCEDURE -

- 1) In meeting with the resident the first day of the evaluation period, the group leader confirms a plan of whether the resident will be involved in school or in a job.
- 2) If the resident will be attending school, the group leader:
 - a) Obtains a school bus pass;
 - b) Assists the resident in enrolling in the appropriate school;
 - c) Meets with all teachers and the assistant principal during the first two weeks of the resident's evaluation period. (If school is not in session during this period, this meeting should be held immediately when the session begins.);
 - d) Receives regular reports from the teacher;
 - e) Meets monthly with all teachers and the assistant principal.

JOB

PURPOSE -

To prepare a resident for financial independence insofar as will be necessary for him relative to his post-PORT plans.

POLICY -

- 1) All residents not attending school full time will be employed full time (30 hours/week) or seeking full-time employment. Those attending school part time will be employed as necessary to assure financial stability.
- 2) Insofar as is possible, residents will be employed in jobs that hold some career promise for them.

PROCEDURE -

- 1) If unemployed and a 1 status, the resident will be seeking employment or participating in DVR evaluation activities from 8 - 12 A.M. While seeking employment, the resident will report to the group leader each day:
 - a) Jobs applied for,
 - b) times at each place of business,
 - c) name of person contacted at each business.The group leader will randomly call at least one of the business places to confirm this report.
- 2) If necessary, the resident can contact the PORT Employment Committee through his group leader.
- 3) For employed residents, the group leader will:
 - a) regularly receive work reports,
 - b) meet monthly with the resident's immediate supervisor.

FINANCES

PURPOSE -

To develop the resident's financial responsibility to a level appropriate to his post-PORT plans.

POLICY -

- 1) Residents are expected to assume responsibility for their previous debts and to enter into no debts while in the program without group leader approval.
- 2) The program assumes some degree of financial irresponsibility on the part of the new resident, and consequently controls funds. These controls relax as described in the status system.
- 3) Adult residents and juveniles working full time are responsible for the \$18 weekly tuition. Non-working juveniles' tuition is ordinarily assumed by the source of financial responsibility prior to the resident's entrance into the program.

PROCEDURE -

- 1) On the first day of the evaluation period, the group leader identifies all debts and financial obligations, discusses procedures for handling money, and arranges for tuition payments.
- 2) During the evaluation period the group leader contacts all creditors and a budget counselor if necessary and sets up a repayment plan. This payment plan is part of the contract.
- 3) While the resident is status 1 - 3, he turns in his paycheck and all other income over \$1.00 to his group leader and receives a receipt. The group leader deposits this with the program secretary for the resident's revolving account.
- 4) At a time designated by the group leader, a request for weekly expenses and reason for them is presented to the group leader. Residents of 1 and 2 status need group leader's approval of these expenses.
- 5) Group leader writes a check from the resident's revolving account and gives it to him.
- 6) For tuition payments, the group leader writes the resident a check for \$18 from his revolving account, the resident endorses it, and the group leader deposits it with the secretary in the resident's tuition account.
- 7) Residents needing loans may apply to the Corrections Center Director.

RECREATION

PURPOSE -

To encourage residents to find and utilize legitimate means of relaxation and enjoyment.

POLICY -

The program sponsors a minimum of its own recreational activities in order to encourage participation in outside community activities. The activities that are program-sponsored are envisioned as much relevant social interaction as simple recreation.

PROCEDURE -

- 1) At least every Friday and Saturday evening, a counselor is in charge of a Recreation O. D., with the activity determined by the participants.
- 2) Counselors may plan other recreational activities, but for general purposes a formal Recreation O. D. is defined as a recreational activity, supervised by a counselor, with two or more residents participating.

VISITORS

PURPOSE -

To preserve the privacy of program residents as well as to make their guests welcome.

POLICY -

- 1) Guests of residents, counselors, and staff are welcome. The general public is also welcome, but will take a look at the building or program only after checking with the receptionist and only in the company of a person within the program.
- 2) Program participants are responsible for their visitors.
- 3) Female visitors are permitted on 2nd and 3rd floor for a maximum of 15 minutes.
- 4) Overnight guests are to be approved by staff.

LAUNDRY

PROCEDURE -

- 1) On the day a prospective resident enters the program, his roommate gives him two sheets, a pillow case, two towels, and two washcloths.
- 2) After each house meeting, residents turn in soiled linen to the counselor in charge in exchange for clean.
- 3) The counselor in charge prepares the soiled linen for collection the next morning by the State Hospital laundry service.
- 4) Laundry facilities are available in the program building and residents are expected to do their own laundry.

MEALS

PROCEDURE -

- 1) All PORT residents and counselors receive meal tickets at the end of the house meetings.
- 2) This meal ticket is for PORT personnel only and is not to be used by anyone outside of the program, except for program visitors cleared by staff.

BUILDING MAINTENANCE

PURPOSE -

To recognize the right of all to live in a clean and safe building.

POLICY -

Persons living in the program building share in its daily maintenance.

PROCEDURE -

- 1) The chores of building maintenance are divided into details of approximately equal difficulty, in sufficient number that each person living in the building has one.
- 2) The person in charge of details assigns one to each new resident and counselor their first week in the program. This assigning includes explanation of the expectations and of the procedures necessary in accomplishing the detail.
- 3) The person in charge of details (or his representative) daily checks each detail and rates it satisfactory or unsatisfactory.
- 4) Counselors' performance on details will be part of their overall job evaluation.
- 5) Major repairs needed should be reported to the staff person in charge, who will arrange for the repair with State Hospital Maintenance.

TELEPHONE USE

PURPOSE -

To make phones available to residents while keeping a line open for emergencies.

PROCEDURE -

- 1) All outgoing calls are to be made from the 2nd floor phone.
- 2) Phone on O.D. desk is for emergency outgoing calls and for incoming calls. Incoming calls limited to 3 minutes on this phone.
- 3) Long distance calls should be immediately recorded in the book provided (person calling and number called) and will be charged to the caller when the bill is received. There is a 50¢ fine on calls not recorded.

CARS

POLICY -

- 1) Residents are not allowed to drive any cars not covered by liability insurance. Residents may not drive their own cars unless a copy of their insurance policy is on file with their group leader.
- 2) Counselors may not give rides to residents unless a copy of their insurance policy is on file with the program director.

PROCEDURE -

- 1) All program participants and guests will park in the lot west of the program building. Maximum 5 minute parking in front of the building.
- 2) Residents or counselors will not keep inoperative cars in the parking lot.

MEDICAL CARE

PURPOSE -

To have medical care available which is adequate for good health, is within the financial means of residents as much as possible, and is dispensed under normal community conditions.

POLICY -

Residents should ordinarily inform staff of any need for major medical care, including hospitalization, prior to receiving the care. In case of emergency when immediate treatment is necessary, staff should be called from the hospital or emergency room as soon as possible.

PROCEDURE -

- 1) Emergency treatment - (including appendectomy, broken bones, etc.) - this is handled either by the facility of the resident's choice or by the State Hospital.
- 2) General medical care and hospitalization - this is handled by the resident or his parents, either through insurance or direct payment.
- 3) Medication - the State Hospital Pharmacy is available for filling prescriptions.
- 4) Dental - State Hospital is available for such service.

EXPULSION FROM THE PROGRAM

PURPOSE -

To clarify that there is a limit to the amount and seriousness of problems that will be dealt with within the program.

POLICY -

- 1) No resident will be expelled for reasons not clarified to him previously. These reasons include the grounds listed below and any conditions clearly stated to the individual.
- 2) Grounds -
 - a) An inability of the program to control the resident, as demonstrated by repeated or serious illegal offenses or contract failures;
 - b) Failure of the resident to make significant progress within the program, particularly in reference to his contract, after the group has tried all other reasonable motivating or assisting techniques.
- 3) The Appeals Committee will manditorily review the case prior to expulsion.
- 4) If a resident is expelled, his probation agent will be notified that the offender is being returned to the appropriate jurisdiction.
- 5) The resident is never prevented from applying again for admission.

VOLUNTARILY REJECTING THE PROGRAM

PURPOSE -

To assure that all residents freely accept the PORT program as the most desirable alternative currently available to them.

POLICY -

- 1) Residents always have free access to the official who made the referral to the program, and may at any time request to leave the program and accept the alternative available.
- 2) The program strongly encourages that the referring official consistently hold the alternative available at the time of referral the alternative throughout the resident's time in the program.
- 3) Any resident who personally prefers an alternative actually available to him, will not be kept in the program.

LEAVING RESIDENTIAL SETTING AS A 5 STATUS

PURPOSE -

To insure sufficient program supervision and assistance until the 5 status resident has completed his contract.

POLICY -

- 1) A supervisory plan, including monitoring contract completion, must be approved as part of granting a 5 status.
- 2) This plan is to be under the supervision of a staff member, a counselor, or a volunteer, and is under the direction of the group leader.
- 3) 5 status residents will attend house meetings weekly and will briefly report on progress on his contract at his second and fourth house meetings, and monthly thereafter.

COMPLETION OF CONTRACT AND DISCHARGE FROM PROGRAM

PURPOSE -

Contract completion serves as the indication that the purposes of the referral to PORT have been fulfilled.

POLICY -

- 1) PORT's jurisdiction over and responsibility for a resident is not formally terminated until the contract is verified as fulfilled.
- 2) After contract completion there is no formal contract with the offender by the program; however, informal contact is encouraged and the ex-resident hopefully will feel free to contact the program regularly.

PROCEDURE -

- 1) The resident is responsible for having in attendance at a house meeting his probation agent, parents or spouse, his supervisor while a 5 status, and anyone else significantly involved in the contract.
- 2) The resident presents to the house his contract achievements, including appropriate reports from others.
- 3) A unanimous vote of the house is necessary to confirm contract completion. Negative votes must include clarification of what else must be done.
- 4) When the contract is accepted as completed, a letter so stating is sent by the group leader to the referring person, with copies to the probation agent, the defense and prosecuting attorneys, the members of the Admissions Committee, and to other significant persons (parents, school officials, employer, creditors).

END