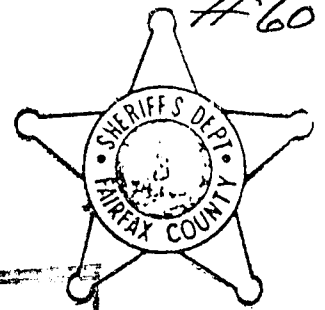


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SHERIFF'S DEPARTMENT
FAIRFAX COUNTY, VIRGINIA



RECEIVED

PRE - RELEASE CENTER

PROGRAM

Adult Detention Center
10520 Jones Street
Fairfax, Virginia, 22030

November, 1977

57542
ORIGINAL

VF 323.20

PRE-RELEASE CENTER
FAIRFAX COUNTY, VA.

JAMES D. SWINSON
SHERIFF

"A BASIC OUTLINE AND GUIDE"

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I. Philosophy and Objectives

The Fairfax County Pre-Release Center Program was established in November, 1973, as a work release program. The program is operated by the Sheriff's Department in coordination with the courts and the community and is a structured community treatment program for offenders. The program is financially supported in part by the taxpayers of Fairfax County and is operated under authority of the Code of Virginia: Sections 53-38; 53-128.7; and 53-166.1.

The overall objectives of the program are to provide:

1. A structured community treatment program as an alternative to incarceration for selected individuals.
2. A program to assist the offender to realize those issues that brought him/her into conflict with the law in the first place.
3. Opportunities to individuals that would not otherwise be available in confinement; e.g., work release, school release, individual and group counseling, involvement in community programs, daily visiting and recreation, and a phased release furlough program.
4. A stable foundation from which an individual may leave the system prepared to handle his/her responsibilities in the community, such as securing employment, obtaining appropriate housing, and accruing savings.

II. The Facility

The Fairfax County Pre-Release Center (PRC) is physically located in a segregated part of the new Fairfax County Adult Detention Center (ADC). It is the minimum security section of the facility containing 30 bedrooms. The Pre-Release Center has a public lobby of its own for visitor waiting, and a pay phone for program participant use. From the lobby and the hallway, the main door to the Pre-Release Center opens into a large multi-purpose room. This room can be used for dining, lounging and visiting, as well as for community programs. Staff offices and a small kitchen are located adjacent to the multi-purpose room. The kitchen contains a stove, refrigerator, icemaker, trash compactor, and appropriate shelving. Meals are prepared in the main kitchen, placed in a steam cart, and brought up to the Pre-Release Center. Each pre-releasee has his own room. Each room has a bed with a drawer for clothing attached to the bottom of it, a desk, and a chair. Female participants will be housed in the female quarters of the main building.

(See Pre-Release Center Rules and Procedures-Appendix D)

III. Eligibility and Admission

There are four groups of people who are eligible to apply for the Pre-Release Center Program.

1. Inmates who are sentenced to jail and are within 120 days of release.
2. Inmates sentenced for non-support to family.
3. Inmates sentenced to state penal institutions, but who are within 120 days of good-time release date.
4. Selected pre-sentence individuals as determined by the Court.

(NOTE: All must have family ties in the Northern Virginia Area.)

County Prisoners:

Any offender, male or female, who is sentenced to jail time and is within 120 days of release is eligible to apply for the Pre-Release Program. After reading this brochure the inmate should determine whether or not he/she desires to "volunteer" for and participate in the program. Inmates who want to participate should contact their assigned classification officer. He will give the inmate an application to complete, with the understanding that he or she will adhere to all of the rules, regulations, and specifications of the contract under court order. A PRC staff member, typically the Pre-Release Center Administrator, will interview the prisoner and determine if he/she is eligible for the program. Ineligible individuals are those with additional charges pending, serious charges, detainers, a recent history of failure in such programs, or a recent escape or attempted escape, or serious psychological or medical problems. After the inmate has been initially screened he/she will be evaluated and placed on tentative suitability/priority list. Each prisoner will be interviewed by the facility psychologists and referred to the Institutional Classification Committee (ICC) for review. If a positive recommendation is made, the judge who sentenced the offender must issue a court order approving the transfer to the Pre-Release Center. The availability of beds will affect when or if an inmate will be placed in the program.

Non-Support Cases:

All non-support cases are eligible to apply for the Pre-Release Center program. After 120 days of successfully paying support to the courts and paying support in arrears, the court will be asked to reconsider the sentence.

State Prisoners:

State prisoners who are within 120 days of their actual release date (exclude parole eligibility date) may also apply for the program in the same way. The same program selection is utilized. State prisoners are reminded that any time prior to their release, they may be transferred to the State Department of Corrections without notice.

Pre-sentenced Individuals:

The Court, on the recommendation of the probation officer, may ask the Center to place a prisoner on work release prior to sentencing by the Court. The Pre-Release Center will give the Court evaluations on each individual in this type of program every 30-45 days.

IV. Three-phased Program Management

Each participant, in conjunction with the staff, reviews his own situation and establishes personal goals or things he/she would like to accomplish while at the Pre-Release Center. While the individual adheres to the general program rules, participates in required activities, and starts accomplishing his personal goals, he moves through the phases and earns more privileges. An individual must be in Phase I for at least 30 days (beginning with the first day of employment), before being eligible to move to Phase II. If in Phase II the person is doing exceptionally well, it is possible to move to Phase III after a minimum of 100 days in the program. However, it must be emphasized that this is based on the individuals performance. (see Appendix C). Some individuals move through the program very rapidly, while others never get out of Phase I, or are moved back a phase because of adjustment problems. Again, those who demonstrate more responsibility gain more freedom. (see Appendix B)

V. Establishing Goals and Program Contracts

The program contracting process is a means of involving each prisoner in the decisions concerning his/her activities while at the Pre-Release Center. The court order placing the prisoner in the program requires the prisoner file with the court a contract concerning the prisoner's activities while in the program.

Identifying Issues:

The first step in forming a Program Contract is for each prisoner to identify those issues that brought him/her into conflict with the law in the first place. Each prisoner must take time to look honestly at him/herself, particularly when confronted with a problem (i.e. being locked up), and ask him/herself, "How did I get myself into this position? What changes must I personally make to insure that this doesn't happen again?" Looking at one's self honestly, not denying the realities of an incident, not making excuses for what happened, or saying it was someone else's responsibility, is very difficult. However, mature adults, must accept responsibility for themselves.

Contract Finalization:

Program Contracts must be completed and notification sent to the sentencing Judge within fourteen (14) days of initial entry into the program. Acceptance of the contract is made when the prisoner's primary counselor reviews the program and accepts it. If the contract is not accepted, it is sent back to the prisoner for redrafting and the primary counselor advises the prisoner about the proposed contract. Normally, prisoners complete their contracts without much difficulty within the first week in the Pre-Release Center Program.

Contract Suspension and Renegotiation:

A Program Contract can be suspended or renegotiated. Suspension of a contract may occur if information not previously known is brought to the attention of the staff, or if new events occur which affect the status of the prisoner; e.g., a warrant for the prisoner becomes known to the Pre-Release Center, or if the prisoner is intoxicated or under the influence of drugs upon return from a pass or furlough. On such occasions, the prisoner's contract may be declared null and void or it may be suspended. The Program Contract may be renegotiated when the prisoner is failing to meet the criteria of his own contract or some other important unforeseen or unknown circumstance warrants it.

Non-Acceptance of Contract:

What happens if the prisoner and the Pre-Release Center staff cannot agree on a program contract? If, after fourteen (14) days, a satisfactory contract cannot be worked out between the prisoner and staff, then the prisoner will be required to meet with the Pre-Release Administrator to discuss his/her continuation in the program. A determination is made at that time as to whether the prisoner is accepted on the program or not. If the prisoner's last Program Contract is accepted by the PRC Administrator, the prisoner remains in the Pre-Release Center. If it is rejected, the prisoner may be dismissed from the program and returned to secure custody. The Court will be so notified in writing.

Contract Monitoring:

Each participant's primary counselor will monitor the participant's performance as it compares with the Program Contract. Also, at the participant's monthly meeting with the staff, the participant will discuss his/her performance in terms of his/her Program Contract.

VI. Probationary Period

During the first thirty days of participation in the Pre-Release Center Program, the participants will be in a "probationary status". If, during this "probationary period", a resident fails to take advantage of the opportunities available, fails to become involved in specific program activities, fails to act responsibly, or is unable to adjust to a pre-release environment, the Pre-Release Center Administrator may remove the participant from the program. Within 14 days of assignment to the program each participant must have a job and be placed in a community program. Failure to comply with the court order will be cause for return to secure confinement. (See Phase I. Appendix B)

VII. Program Activities and Services

Each participant in the pre-release program may become involved in work release, school release or vocational training release, counseling activities, community programs, and the "In-Center Community Program."

A. Work Release:

Most participants go to work in the community each day. This activity is coordinated by the participant's primary counselor. Vocational testing and guidance may be arranged for the participants who desire to explore new careers or who would like to know their vocational aptitudes so that they may make better choices as their vocation. Each work releasee will be required to pay \$5.00 per day gainfully employed, to Fairfax County for room and board.

1). Employment Assistance. The staff will provide assistance to participants in their effort to locate employment; however, it is the participant who must put forth his/her best effort at the interview with potential employers. Usually, the staff can arrange to have employers "open their doors" to ex-offenders and give them a fair job interview, but the rest is up to the participant. Offender Aid and Restoration (OAR) provides job counseling skills seminars weekly at the center to increase interviewing skills.

2). Arranging Employment Interviews. Participants are expected to arise at 6:30 AM each day during the week to explore job openings and call prospective employers for interviews. Prospective employers may be located by looking through the newspaper classified ads, the phone book, job banks, staff contacts with employers, or previous participants contacts with employers. All job interviews are to be scheduled and coordinated with the pre-release staff. All participants will participate in job-seeking activities daily, Monday through Friday, unless otherwise released from this activity by the counselor on duty. When participants have spare time on their hands (waiting for results of interviews, etc.), they will be assigned to work on projects in the Pre-Release Center.

3). Job Information/Transportation. When a participant obtains a job, he/she should immediately inform the staff member on duty of all pertinent information. The participant and his/her primary counselor should then discuss transportation time required to and from work and the time he/she will be required to return to the Pre-Release Center at the end of the work day. Participants may not work more than six days in one week and have no more than one job, unless they are in Phase III. (See Appendix B)

4). Overtime/Paychecks/Employment Performance Reports. The staff will contact a participant's employer to make him aware of the conditions of the Pre-Release Program. If an employer desires that a participant work overtime, the job supervisor must call the Pre-Release Center to inform the counselor that the participant will be returning late. All pay must be by check, which must be turned into the pre-release counselor. Employers will be notified that participants are not to be given any cash advances without the approval of the primary counselor. The staff will periodically discuss job performance with employers.

B. Educational Release

Full time educational programs may be undertaken if the sentencing judge is in concurrence. Usually this takes one of two forms:

1. Full time vocational education, such as an auto mechanic's training program.
2. Full time high school or college (Northern Virginia Community College or George Mason University). Participants are required to pay their own expenses for these training programs; however, many programs are provided at a limited cost to students and work scholarships are often available. Participants on study release are not charged room and board, unless they are in a manpower program, for example, where they receive the minimum wage while in training, in which case, participants will be charged room and board at the same rate as work release participants. An individual in a full time academic or vocational program may obtain part time employment if approved by his/her primary counselor.

C. Counseling Activities

All participants in pre-release programs will become involved in "primary counseling" with a staff member and may be required to attend some form of counseling in the community or in the Pre-Release Center.

1). Primary Counselor. Each participant is assigned a primary counselor with whom they meet to discuss their individual needs and goals and current progress in the Pre-Release Center Program. The primary counselor gives the participant a direct link with the staff and with the decision making process which might affect him/her. The relationship between the participant and the counselor is very important and requires involvement, confidence, and trust on the part of both individuals.

2). Counseling Within the Community.

a). Mental Health - The Woodburn Mental Health Center provides a variety of counseling services which are oriented toward understanding one's self and learning new methods of dealing with one's environment. There are also a number of private organizations that provide counseling.

b). Drug Counseling - There are organizations, such as Cross-roads, which provide drug counseling. Individuals who have had problems with drugs come together once or twice a week to discuss other alternatives to their current situation. Participants with drug problems are encouraged to participate in these counseling activities.

c). Alcohol Counseling - In the community there are groups which deal with alcohol problems, such as AA, DAS, ARI, FCAP, and others. Participants are encouraged to attend these counseling activities if they are experiencing problems with alcohol.

d). Family Counseling - Participants who have domestic problems are encouraged to participate in family counseling with a staff member or an outside agency, such as Northern Virginia Family Services. A third neutral party can be very effective in helping to clarify the situation and assist in the development of a more positive and fulfilling relationship between family members.

e). Pastoral Counseling - The Good News Mission provides a full time Chaplain to the ADC. He may provide counseling himself or make referrals to those with other religious beliefs.

f). Other Counseling Activities - As other community programs come to the attention of the staff, the community programs coordinator will make referrals for participants who can make use of them.

D. In-Center Community Programs.

This program is general in nature and covers a wide spectrum of topics which participants have indicated are important to them. The following page gives examples of the types of programs and people involved in this program. Attendance at these programs is required while participants are in a "probationary status". Attendance is taken during the evening and the movement from Phase I to Phase II will be particularly dependent upon attendance at these programs. Such programs will include the following:

TOPIC

SPEAKER

You and Pre-Release

1. General Orientation

Staff

You and Your Job

2. Job Opportunities
3. Employment Aids
4. Unions
5. Keeping Your Job
6. Social Security

Job Placement Counselor (OAR)
Virginia Employment Commission
Representative from AFL-CIO
Businessman & Employee
Social Security Administration

You and the Law

7. Purpose and Function of the Law
8. Motor Vehicle Operation
9. Legal Problems

Fairfax County Police
Commonwealth Attorney
Va. Division of Motor Vehicles
Fairfax Bar Association

You and Your Finances

10. Sensible Spending & Budgeting
11. Income Tax
12. Borrowing & Banking
13. Buying a Car
14. Wardrobe Tips

Businessman
CPA
Credit Association or Banker
Car Dealer
Retail Clothier

You and Your Family

15. The Family
16. Assisting Agencies

Family Counselor
Social Services

You and Your Community

17. Human Relations
18. Insurance
19. Responsible Citizenship
20. Personal Health
21. Manners and Courtesy
22. Religious Activities
23. Veterans Benefits
24. Education

Counselor
Insurance Agent
Civic Leader
County Agency
OAR Volunteer
Good News Mission
VA
Adult Ed & NVCC Counselor

APPENDIX A

PRE-RELEASE CENTER PROGRAM CONTRACT

FAIRFAX COUNTY SHERIFF'S DEPARTMENT
PRE-RELEASE CENTER

TO : Honorable _____
FROM: Pre-Release Center Administrator
SUBJ: PROGRAM CONTRACT

Date: _____

In the case of _____ Docket # _____

Your Honor:

The above named defendant, assigned to the Pre-Release Center by you on _____, has a job/goes to school at _____, Telephone # _____.

His/her supervisor on the job is: _____.

His/her normal days of work are: _____ thru _____.

His/her normal hours of work are: _____ till _____.

(He/she will be given sufficient travel time to and from work.)

ADDITIONAL PROGRAM REQUIREMENTS:

As a part of the defendants contract, the following is required for his/her continued participation in the Pre-Release Center Program.

1. _____.
2. _____.
3. _____.

As a volunteer for the Fairfax County Pre-Release Center Program, I fully understand the requirements of the Court Order placing me in the program and of the Program Contract I am about to sign. I understand that if I violate any of the rules or conditions of my contract, I may be removed from the program, returned to the Court, and that I am subject to disciplinary action, criminal charges, and/or loss of accumulated good time.

Program Participant

Primary Counselor

Respectfully,

Pre-Release Center Administrator

You have been selected for participation in the Pre-Release Center Program. Acceptance into the program and placement in a job will result in a number of changes in your daily routine and will place new obligations on you for proper and responsible action.

The Pre-Release Center reserves the right to terminate your participation and return you to court at any time. Supervisory control is vested in your primary counselor for all aspects of your program while you are absent from the Fairfax County Adult Detention Center. Your primary counselor is the only person who can grant privileges or changes from your previously agreed upon program and schedule.

You will be in the free community during the hours of your employment and participation in your community program. You will travel over a prescribed route within a prescribed time. Failure to report to work at the scheduled time, or failure to return to the Pre-Release Center at the scheduled time, will be considered an escape for which you may be disciplined or prosecuted.

Wages earned by work release employment will be paid to you by check. Do not cash your paychecks. Immediately upon your return, endorse your check, deliver it along with your statement of earnings and deductions to the counselor on duty, and he will give you a receipt. You will be charged for room and board, and other approved expenses, including family support, as agreed upon with your primary counselor.

The following agreement outlines conditions of your participation in the Pre-Release Center Program:

1. I will not enter into any civil contract or incur any indebtedness without the express consent of my primary counselor.
2. I agree to pay for the support of all my legal dependents and other financial obligations as ordered by a court of law. If unable to pay the full amount, I will pay the amount established by my primary counselor.
3. I will not change my place of employment, training, or school without the prior approval of my primary counselor.
4. I will notify my primary counselor immediately upon a change of plan, discharge, lay-off, quitting, or termination of my employment, training, or school.
5. I will return to the Pre-Release Center immediately, if I get out of work/ out of school prior to my scheduled time.
6. I will not drive, or ride in, any private vehicle other than those used in traveling to and from work, or used in carrying out my duties of employment, without the express consent of my primary counselor. I understand that hitchhiking is not permitted.
7. I will not acquire a vehicle of any type without the specific written permission from my primary counselor.

8. I will furnish proof of a valid operator's license to my employer and primary counselor, if operation of a motor vehicle is necessary to my employment or transportation to and from my job.
9. I will not associate with, or contact in any manner, any ex-prisoner or any persons known to have a police record, other than those with whom I must contact, in carrying out authorized work-education functions.
10. I agree to travel directly by the approved method of transportation and return promptly to the Pre-Release Center without unauthorized stops or detours.
11. At no time while I am a participant in this program will I drink, have in my possession, or cause to be brought into the Pre-Release Center, any intoxicating liquor, or narcotic, or hallucinogenic drugs. This includes marijuana, barbituates, LSD, etc.
12. I agree that all correspondence and visits will be within the prescribed policies and regulations of the Fairfax County Pre-Release Center.
13. I will not be in possession of, or use any firearm, dangerous weapon or articles deemed contraband by the Pre-Release Center.
14. I will abide by all rules and regulations set forth by the Pre-Release Center and will conduct myself properly at all times.
15. I will keep only those clothes and personal property needed to sustain myself on the pre-release center program.
16. I understand the Pre-Release Center assumes no responsibility for loss of personal property while I am on the Pre-Release program.
17. I will turn over to the counselor on duty my endorsed paycheck and will retain the issued receipt while I am on the Pre-Release program.
18. I agree that all disbursements from my work release trust account will be as per agreement or as determined to be necessary by my primary counselor.
19. I agree to submit to a stripsearch, urinalysis, or blood/breath tests when requested to do so by the Pre-Release Center staff.
20. I agree not to act as a strike breaker or to participate in any strikes, demonstrations, or similar activities occurring at my place of employment.
21. I agree that in the event I am arrested outside the State of Virginia, I shall waive extradition and return voluntarily to the State of Virginia.

I have read or had read to me the above agreement, and it has been discussed with my primary counselor. I understand that any deviation may result in my removal from the program and possible punitive action.

DATE: _____ SIGNED: _____

WITNESSED: _____

E S C A P E F R O M C U S T O D Y

RE: CODE OF VIRGINIA - SECTION 53-166.1

I, the undersigned, understand that as a participant in the Fairfax County Pre-Release Center Program, am subject to the official detention of the Sheriff of Fairfax County and that it is unlawful for me to escape from such detention. I understand that escape includes any unlawful departure including failure to report to my assigned work/school, leaving my assigned travel route, and failure to return to custody after temporary leave granted for a specific purpose or limited period. I am aware that if I escape from the Pre-Release Center, I will be prosecuted for a crime punishable by further imprisonment.

DATE: _____

SIGNED: _____

WITNESSED: _____

Page 4 of 4 pages.

APPENDIX B

PRE-RELEASE CENTER PROGRAM OPERATIONS

- 1). TEAM MEETINGS
- 2). AUTHORIZATION TO LEAVE CENTER & ACCOUNTABILITY
- 3). FINANCES (WORK RELEASE ACCOUNTS)
- 4). PHASE I
- 5). PHASE II
- 6). PHASE III

APPENDIX B. PRE-RELEASE CENTER PROGRAM OPERATIONS:

1). Team Meetings.

The first Wednesday of each month, the entire staff meets with all participants of the Pre-Release Center. These meetings are held to discuss problems in the Pre-Release Center, and to try to avert potential problems. You will also meet with your primary counselor to review your progress and discuss your accomplishments as well as specific problems you may be experiencing. It is also at team meetings that Phase movement is recommended and considered by the staff. These meetings give the participants a chance to ask questions of the staff and clarify issues that are important to you. All participants are required to attend.

2). Authorization to Leave the Center and Accountability.

The Pre-Release Center is a highly structured community treatment program. As such, participants are accountable at all times for their whereabouts to the Pre-Release Center staff. A Pre-Release Center staff member (excluding Correctional Officers on temporary assignment to the PRC) must authorize any participant's absence from the Pre-Release Center. You must provide information concerning time, place and purpose of your trip. This information will be verified by a staff member (i.e., an interview or doctor's appointment). Special release time is not to be used for visiting family or friends, but is to be used for job interviews, legal appointments, community service activities (which will be a part of your program), and similar pre-arranged trips.

3). Finances (Work Release Account).

a). Legal Responsibility for Financial Control: The Pre-Release Center has responsibility for controlling your earnings as provided in the State Code - Section 53-166.1, which states (in part): "the court may designate the terms and conditions of the work release employment and require the defendant to pay such portion of his earnings after standard payroll deductions required by law as the court may determine for the following purposes:

- 1). To pay an amount determined to be the cost of his keep.
- 2). To pay travel and other expenses made necessary by his work release employment.
- 3). To provide support and maintenance for his dependents.
- 4). To pay any fines or costs.

Any balance of earnings remaining at the time of the defendant's release shall be paid to him."

The Pre-Release Center Administrator shall credit the remaining balances to the work release account to be disposed of as requested by the releasee and approved by his/her primary counselor.

Accountability for releasee funds shall be in a manner prescribed and approved by the Fairfax County Sheriff's Department. A yearly audit of work release funds shall be made by the Sheriff's Department.

b). Earnings: Advances from Employers/Receipts. All monies earned while in the program must be turned over to the Pre-Release Center. That means all your earnings, less standard deductions, such as taxes, FICA, group medical insurance, and retirement. You may not obtain an advance pay from your employer, nor may you borrow money from your employer without clearance from your primary counselor. While in Phase I and II you will bring in your own paycheck, endorse it, and obtain a receipt. You must also turn in your payroll deduction slip. After the information from the deduction slip is recorded it will be returned to you. The check will then be sent to the financial clerk to be credited to your account. If you are in Phase III you will bring in your bank deposit slip, showing the amount deposited on your account with a bank of your choice. (this is a voluntary program in Phase III) You will also be required to bring in enough money to deposit on your account weekly, for your room and board charges. Your account, regardless of what phase you are in, will be kept open until you are discharged from the ADC.

c). Program Costs. Five Dollars (\$5) will be deducted from your account for each day you are gainfully employed for partial payment of program costs (room, board, utilities, etc.). Participants' payments towards program costs amounts to only about 1/3 of the actual operational costs. The room and board charges are deducted from the individuals' accounts on the last day of each calendar month. If you are released in the middle of the month, money will be left on your account, for the room and board charges for the days you have worked prior to release. The money will then be deducted at the end of the month with the rest of the accounts.

d). Weekly Expense Money. A mutually agreed upon sum will be deducted from your account and given to you in the form of a check for "weekly expenses" on the weekend. In other words, you may pick up your expense money for the up-coming week from the staff office, after you check in from work on Friday. Each of you must recognize the fact that this money is used for your transportation and incidentals while away from the institution for the entire week. The amount agreed upon by you and your primary counselor may be increased or decreased, but you must prove that an increase is essential. You must learn how to budget this money for the entire week.

e). Family Support Payments. Support payments may be made to your family by two methods: (1) A regular support plan can be worked out with your primary counselor when you first enter the program, so that a pre-determined amount of money can be given to your family (if you supply a stamped addressed envelope, it may be mailed), or (2) Money may be requested for your family occasionally as necessary. Court ordered payments (support, court costs, restitution, etc.) have priority over other obligations.

f). Advance Notice for Money Requests.

It is expected that you will use judgment in spending your money since requests will only be granted for legitimate and reasonable purchases. Your primary counselor may require receipts for some or all of your purchases. Two days advance notice is needed for requests to be reviewed and approved and to have a check available to you.

g). Checking Your Account/Account Balance Sheets.

Any participant at any time may check his account by merely requesting it from a Pre-Release Center staff member. You may request that a copy be made for you. If you have any questions concerning your account or any deductions, ask your primary counselor, or the Pre-Release Center Administrator. Since accounting procedures are rather complicated to the novice, be sure to ask questions if you don't understand. On the second or third day of each month (weekends excluded), you will receive a copy of your account showing the money in and out of your account. This is accomplished immediately after your room and board is subtracted for the month and may not show an entry that occurred on the last or first day of the month.

h). Receiving Money at Release.

When you are ready to be released from the Pre-Release Center, you will receive your account balance in the form of a check, less the deduction made for program cost which is computed at a cost of \$5.00 per day for each day gainfully employed from the first of the month. You will also receive a copy of your account.

C. RESIDENT PHASE SYSTEM.

1).

PHASE I

When you have been accepted and transferred to the Pre-Release Center, you will AUTOMATICALLY be placed in Phase I. (Probationary Period)

In Phase I, you will be expected to accomplish the following:

- a. Within two weeks of transfer to the Pre-Release Center:
 - 1). Obtain a job.
 - 2). Be enrolled in a community program.
(exception- participants serving less than 30 days)
 - 3). Program Contract filed with the court.
- b. Participate regularly in the "In-Center" Community Program.
- c. Have a weekly conference with your primary counselor.
(You are expected to initiate these conferences)
- d. Follow all of the rules and procedures of the program and of your program contract.
- e. Complete your cleaning tasks.
(Your room daily - Clean up detail weekly)

In return for your responsible performance in the above areas you will earn:

- a. Daily phone call privileges.
- b. Weekend visiting, plus evening visiting in the Pre-Release Center when possible during the work week. (evening visits will not interfere with programs which require your attendance).
- c. Supervised Center Recreation.
- d. One shopping pass approved by your primary counselor.
(You must have been employed two weeks to be eligible for pass)

2)

PHASE II

After a minimum of 30 days from your starting employment, your primary counselor may recommend that you be moved to Phase II, if the following Standards have been met:

- A. You must be actively involved in your community program and must be meeting all requirements of your program contract and court order.
- B. You must have been attending the "In-Center" Community Program. (classes are repeated to allow you to make up the nights you missed due to your community program)
- C. You must have a satisfactory job report and at least an average of 3.0 on your Pre-Release Rating Standards.
- D. Starting to accumulate a savings in your Work Release Account.

In Phase II you are expected to meet the following requirements and standards:

- A. Maintain satisfactory work performance on your job or training program and Pre-Release Ratings.
- B. Maintain satisfactory performance level in your community program.
- C. Continue meeting with your primary counselor, weekly, showing positive attitude change.
- D. Continue following the rules and procedures of the program.
- E. Two weeks prior to your release, present your counselor with a release plan.
- F. If you are being released to probation, two weeks prior to your release, arrange a meeting with your probation officer.
- G. Continue keeping your room clean and performing satisfactorily in your weekly cleaning assignments.

In Phase II you may earn these privileges:

- A. Continued use of the telephone.
- B. Visiting daily and on the weekends in the Pre-Release Center.
- C. Recreation.
- D. Furloughs.

Overnight furloughs, from 0900 Saturday til 2100(9PM) Sunday.
Overnight furloughs will be given on the following weekends after you enter Phase II: 1-3

Weekend Furloughs, from 1700(5PM) Friday till 2100(9PM) Sunday.
Weekend furloughs will be given on the following weekends

after you enter Phase II: 5-7-9-11-13

Special Pass - A six hour pass as planned and approved by your primary counselor. This pass is designed for holidays.

NOTE: All passes and furloughs end at 2100 hrs (9PM). If a holiday is on a Monday and you are eligible for a six hour pass, and you have a furlough on the same weekend, you must return from furlough on Sunday night and then you may check out on Special Pass on Monday, as arranged with your primary counselor.

3)

PHASE III

Phase III is the phase for those releasees who have been in the program at the Pre-Release Center for at least 100 days and have performed at an above average level. Movement into this phase is definitely not automatic and, in fact, most residents will not move into this phase at all, since the standards are so high. To enter this phase the following criteria must first be met.

- A. All job reports and Pre-Release Ratings must be above average.
- B. Accumulated savings must equal two weeks take home pay.
- C. No adjustment reports.
- D. Be recommended by your primary counselor.
- E. Positive feedback from community programs.
- F. Must be seen as trustworthy by the Pre-Release Center Staff.

In Phase III you are expected to participate in the following activities:

- A. Continued activities and program as defined in Phase II.
- B. Continued above average performance toward program and personal goals.
- C. Finalize release plans.
- D. Assist in group counseling sessions.
- E. On a voluntary basis, open your own banking account (check or savings) showing your primary counselor your bank deposits. Take responsibility for paying your own bills. Pay your room and board to the Pre-Release Center on a weekly basis. You must however, keep two weeks accumulated savings in your account at the facility.

In Phase III you may earn these privileges:

- A. The same basic privileges as in Phase II.
- B. One weekend furlough per week.

The weekend prior to your release, your furlough will allow you to leave for work on Friday morning and return on Sunday at 2100 (9PM).

APPENDIX C

PRE-RELEASE CENTER RATING STANDARDS FOR PERFORMANCE

APPENDIX C. PRE-RELEASE CENTER RATING STANDARDS FOR PERFORMANCE.

Each participant is rated on his/her performance by the staff and is regularly given an evaluation by his/her primary counselor, and periodically by the staff, on how he/she is doing. This evaluation will be specific in nature, requiring the staff to focus on and state specific problem areas, based on specific behaviors, and through the primary counselor relationship, assist the participant in modifying his/her behavior. This feedback is intended to be constructive and helpful to the participant so that he/she can gain greater understanding of his or her own behavior and others' reaction to it, so the opportunity for change is possible.

Each of the following items or areas will be considered:

- a. Identifies and acts on major problems.
- b. Daily problem solving skills.
- c. Job/training performance.
- d. Punctuality/accountability.
- e. "In-Center" responsibilities.
- f. Participation in "In-Center" Community Program.
- g. Interpersonal functioning/authority.
- h. Interpersonal functioning/peers.
- i. Interpersonal functioning/intimates.
- j. Acceptance of responsibility for own actions.
- k. Primary counseling involvement.
- l. Use of community services.
- m. Educational participation.
- n. Responsible use of money.
- o. Drug/alcohol abstinence.
- p. Suitable living conditions.
- q. Leisure activities and furloughs.
- r. Other.

The above items are rated on a scale of 1 to 5. The ratings generally mean the following:

- 5 = Outstanding performance, excellent, very reliable, far exceeds an adequate functional level.
- 4 = Very good performance, well above average, generally reliable, definitely beyond adequate functional level.
- 3 = Acceptable performance, average, usually reliable, meets adequate functional level.
- 2 = Poor performance, below average, only occasionally reliable, not up to adequate functional level.
- 1 = Extremely poor performance, unacceptable, rarely reliable, far below adequate functional level.

It is very important to remember that ratings involve movement up and down in the phase system. For example if you are in Phase II and your ratings fall below average, you may be dropped back to Phase I. If you show more responsibility, you receive more freedom, and the reverse is also true, less responsibility for your actions, and you will receive less freedom.

APPENDIX D

PRE-RELEASE CENTER RULES AND PROCEDURES

APPENDIX D: PRE-RELEASE CENTER RULES AND PROCEDURES.

1). Orientation.

Each individual accepted into the program will undergo an orientation period with his/her primary counselor. The primary counselor will completely go over the participant's program with him/her. The court notification for program contract will be filled out and sent to the Pre-Release Center Administrator. The Pre-Release Center operations, rules, and procedures in this guideline and all aspects of the program will be discussed with the participant. The program participant will know at the end of the orientation period what is expected of him/her and what he/she can expect from the program.

2). Alcolysers/Breathalizers.

Breath tests for alcohol will be given to all participants randomly. They will also be given after passes and furloughs or at a staff members discretion. Participants are prohibited from taking any substance which contains alcohol, unless it is under written doctor's orders. Failure to submit to an alcolyser test is considered a positive result.

3). Adjustment Reports and Hearings.

All program participants are under the rules and procedures of the program, and as such subject to disciplinary action by the ADC Adjustment Committee. A copy of the disciplinary action procedures are attached to the bulletin board. The staff, in their daily conference, will consider all reports and make recommendations for counseling action, down phase movement, or a hearing in front of the Adjustment Committee. Violations of the following rules in the program contract will be cause for movement to secure detention while awaiting board action: Escape clause; Program Contract Rules 4; 5; 10; 13; and 19. (See Appendix A)

4). Alarm Clocks.

Being punctual and on time is not only very important, but shows acceptance of responsibility. All participants will be required to have an alarm clock (electric or manual) within a week of arriving at the Pre-Release Center. If you have a problem of sleeping through alarms, find another releasee who gets up at about the same time as you, to help get up on time. The staff will not be waking you, except in certain emergencies (power failures, etc.).

5). Dress.

The Pre-Release Center is a "public facility". Proper attire is required in public areas. Proper attire, shall include at a minimum: pants; shirt; shoes; etc. Robes and bathing attire are not allowed in public areas.

6. Emergencies.

Emergency exits are marked and escape routes are posted in the hallways

at each end of the Pre-Release Center. Any emergency on the job will be conveyed to the Pre-Release Center as soon as possible. If you are injured on the job, your supervisor should seek medical attention for you and then notify the Center as soon as possible. Your workman's compensation on the job, or medical coverage by your employer will be used to cover medical expenses.

7). Entering and Leaving the Pre-Release Center.

Participants leaving the Pre-Release Center for any reason or returning to the Pre-Release Center will check in and out with the staff member on duty. There will be no loitering in the Pre-Release or Detention Center lobbies.

8). Finances.

All of your checks will be turned in on paydays. You will sign the check, give it to the staff member on duty, and receive a receipt for the check. If you are in Phase III and are operating a bank account, you must show your primary counselor your deposit slip, so that it can be recorded. Your room and board will be paid on the last day of every month. Phase III participants will pay the Pre-Release Center weekly for their room and board. (For further explanation, see Appendix B.)

9). Gambling.

Gambling of any form is not permitted in the Pre-Release Center. Violators may be removed from the program.

10. Pre-Release Center Clean-up.

Housekeeping is the responsibility of Pre-Release Center program participants. Each participant will be assigned one evening each week when he is responsible for cleaning a particular area of the Pre-Release Center. If you are outside of the Pre-Release Center during the normal cleaning hours (9PM to 10PM), you will be expected to participate on your return. A roster indicating your area of responsibility will be posted on the bulletin board.

11. Illness.

If you are unable to work because of illness, it is expected that you will call and notify your employer. You must also notify the counselor on duty. The time of sick call at the Detention Center will be posted on the bulletin board. In addition, the physicians assistant will visit the Pre-Release Center each evening to see the participants and to leave medication for the following day.

12. Injuries on the Job.

As previously indicated, if you are injured on the job, your employer should see that you get medical attention immediately. The cost of such medical treatment is the responsibility of either workman's compensation or medical insurance supplied by your employer. You will notify the Pre-Release Center at your earliest convenience concerning the injury. The Fairfax County Sheriff's Department assumes no responsibility for job related injuries. A report from the attending physician will be forwarded to the ADC Medical staff.

13). Job Checks.

It is required that your employer know of your involvement in the Pre-Release Center program. He will be contacted by your primary counselor at least once every two weeks and asked about your attendance and on the job performance. Unannounced job checks will be carried out periodically. Your supervisor will be required to call the Pre-Release Center to get overtime and additional work days approved. You will receive reports on these job checks.

14). Laundry.

Laundry days will be posted on the bulletin board. Linen and personal laundry will be washed by the ADC Laundry facilities, although, your family may do your laundry and give it to you during visiting.

15). Meals and Kitchen Hours.

Three meals a day are served in the Pre-Release Center. Program participants are not allowed into the center kitchen. There is an inmate cook assigned to the center kitchen, who will prepare all of your meals and hand them to you through the serving window. On the check in/out sheet there is a column for you to initial if you desire a sack lunch for the following day. Visitors and guests are not allowed in the kitchen and are not to use Pre-Release Center food. The kitchen is open normally during the following hours:

Breakfast	5:00 AM to 7:00 AM
Lunch	11:00 AM to 1:00 PM
Dinner	5:00 PM to 7:30 PM

Participants working odd hours will make special arrangements with his primary counselor for eating. There will be no midnight or bedtime snacks. Participants will strictly adhere to all rules posted at the kitchen.

16). Person and Property Searches. (no drugs, alcohol, or weapons)

All work release participants will, at a minimum, be pat searched upon returning to the Pre-Release Center. In addition, you will be subjected to searches of your person and property (including vehicles) at all times while a participant at the Pre-Release Center. One of the staff's responsibilities is to ensure that the Pre-Release Center is drug free as required by law, as well as expected by the community. Experience has demonstrated that the only way to ensure drugs and alcohol are not brought into the Pre-Release Center is to randomly strip search participants, as well as their personal property and cars. Anyone found in possession of drugs and/or alcohol in the Pre-Release Center will be charged and removed from the program - returned to secure detention. A report will be sent to your sentencing judge. Narcotics "works", marijuana pipes, screens, cigarette rolling papers and roach clips are also contraband and not allowed in the Pre-Release Center. If your job requires the use of a knife or other such instrument, leave it on the job, it will not be allowed in the Pre-Release Center.

17). Quiet Hours.

Noise in the Pre-Release Center must be kept to an absolute minimum between the hours of 11:00PM and 6:30 AM, so that other residents may sleep. Consideration of others is asked at all times. For example, the television shall be turned down, radios in individual rooms must be turned down, and the telephone should not be used during quiet hours.

18). Participants Vehicles.

In order to drive any vehicle while on the Pre-Release Center Program, it must first be cleared with your primary counselor. To drive, you must provide the Pre-Release Center with: 1) proper registration; 2) papers demonstrating proper insurance coverage; and 3) a valid operators license. Individuals may not keep a vehicle at the Center if they do not have a valid license. Vehicles will be parked at Police Headquarters. Inoperative vehicles or vehicles without proper tags cannot be parked in the parking lot or in the county complex area.

19). Responsibility for Destruction of Property.

The Fairfax County Code, Section 2-1-7, entitled "Damaging or Removing County Property", states:

"No person shall damage, destroy, deface, remove, and/or carry away any real or personal property belonging to the County. The violator shall be liable for the replacement or repair of the County property affected, in addition to the penalty provided in Section 1-1-12, a Class 2 Misdemeanor.

In addition you may be removed from the program and returned to security detention.

20). Rooms.

You will be responsible for the key to your room. The fee for lost keys is \$1.50. You are allowed to decorate your rooms with such items as throw rugs, and pictures, however, use framed pictures on desks only. Nothing will be hung on the walls or on the back of doors. You are financially responsible for any damage caused to your room. All rooms shall be kept clean and orderly at all times. Room inspections are made daily, and these checks are considered when approving passes and furloughs. Those who continue to keep dirty, messy rooms can expect to lose pass time to give them time to get their rooms in shape. Snacks, such as fruit, cookies, crackers, chese spread, etc., shall not be kept in the rooms because of sanitation and vermin problems. Due to fire regulations, hot plates, candles, and incense are not allowed in rooms. VISITORS ARE NOT ALLOWED IN THE ROOMS. Each participant should insure that his or her room is free of contraband. Your room is your "turf" and you are responsible for anything in your room. You have the key. If drugs or alcohol are found in your room, you will be charged and returned to secure detention.

21). Staff Areas.

You are not allowed to wander in and out of the staff office areas, nor are you allowed to use the telephone in these areas. Since counseling and meetings are ongoing in these areas, you should always knock and obtain permission before entering a staff office.

22). Telephone Courtesy.

There is one (1) public telephone for 30 participants at the Pre-Release Center. In the evenings, this phone is in constant use and participants may need to make important phone calls. Thus, each participant is asked not to "monopolize" the telephone and limit his conversation to a reasonable period of time (no more than 10 minutes). If another participant needs to make a telephone call and asks you for the telephone, you are expected to hang up within 5 minutes. Each participant must be considerate of other participant's needs.

23). Transportation.

Public transportation is available within three blocks of the Pre-Release Center. Plans should be made to take the bus or arrangements should be made with family, friends, or employers to provide transportation for you to and from work, if you are not allowed to drive. You are responsible for your own transportation to your job and your community program, although some of the community programs will be able to pick you up at the Pre-Release Center.

24). Unemployed Participants to Work Around Pre-Release Center.

Unemployed participants, when not actually seeking employment, will be expected to work at the Pre-Release Center and do general cleaning which will include such things as cleaning floors and windows, etc. Unemployed participants are expected to be out of bed and in the dining area by 6:30 AM each week day to review the plan of action, job seeking activities and cleaning assignments for the day.

25). Urinalysis.

Urine samples for drug testing are required of all participants. All participants will be tested randomly, except those whose contract states they will be on regular urinalysis testing. These individuals will be tested at least twice weekly. It is the participant's responsibility to give a sample and he must give a sample in the presence of a staff member within three hours after being notified. Not giving a urine sample within three hours of notification in the presence of a staff member will be considered the same as a positive urine test result. Participants are not to consume any medication without staff knowledge and all medication must be approved by the ADC physician. Also, participants will not consume anything containing quinine, as any urine sample containing quinine will be considered a positive result (quinine is used to cut heroin).

26). Valuables.

The Pre-Release Center cannot and will not be responsible for your valuables. You have a key to your own room. It is your responsibility that it be locked at all times. One of the major objectives of the program is to teach responsibility and an unlocked room will be counted against you in your evaluations.

27). Visiting.

Visiting is conducted daily between the hours of 5:00 PM and 9:00 PM, seven days a week. You will be allowed visits twice a week from your visitors list. Visiting takes place in the lounge area of the multi-purpose room. All visitors will sign in at the staff office. Visitors are not allowed at the Pre-Release Center if they are intoxicated. (alcohol or drugs). Visitors are not allowed in the kitchen or individual rooms. Phase I participants will not allow visiting to interfere with their participation in "In-Center" Community Programs. We encourage participants to visit with their families and friends. Co-defendants and others with criminal histories will not be allowed to visit. If all of your friends have criminal backgrounds, it may be time to change your group of friends.

NOTE: Loss of this booklet, will be charged against your work release account for \$1.50.

APPENDIX E

PRE-RELEASE CENTER FURLoughs AND SPONSORS

APPENDIX E. PRE-RELEASE CENTER FURLOUNDS AND SPONSORS.

1). Earning furloughs and sponsors.

Home visitations provide an opportunity for participants to continue their relationships with their spouses, children, parents, and friends. They are earned by responsible behavior; they are an earned privilege approved by the Pre-Release Center Administrator, not something you can automatically expect. Before a participant is permitted a furlough, a staff member (usually your primary counselor) will be in contact with your sponsor. Your sponsor is the individual with whom you have a close relationship and with whom you will be spending the majority of your pass. This will usually be a parent or spouse. The sponsor, shall account for your whereabouts while on pass and be aware of your activities and whereabouts at all times.

2). Furlough applications and activities.

Furlough applications must be turned in directly to your primary counselor no later than 9 AM the Wednesday before you wish to go on pass or furlough. Your pass activities must be pre-planned and specific. Activities are limited to the Washington Metropolitan area. You must, however, have a specific reason and a special endorsement on your pass to gain permission to leave the State of Virginia. It is required that you give complete verifiable details for all activities, including names, addresses, and phone numbers. Furlough applications not fully completed will not be accepted. One activity per day may be to an unverified location (picnic in a park, etc.), otherwise the Pre-Release Center must be able to get you by phone at all other times, throughout the day and night. All passes are reviewed by your counselor and forwarded through the PRC Administrator, to the ADC Chief Correctional Officer for final approval.

You should be in contact with your sponsor to determine your plans for your furlough. On the Thursday before your pass, a staff member will contact your sponsor to determine if the proposed activities are agreed upon by the sponsor. Telephone contact will also be made with you, on a random basis, while you are on pass to determine your presence at the scheduled activities. A list of approved passes will be posted on the dining room bulletin board on Thursday evenings.

You are expected to be where you said you would be while on furlough. If it becomes necessary to change your plans, you must first call the Pre-Release Center for approval.

3). Furlough Types and Times.

Only one home visitation furlough will be approved per weekend or seven day period. Depending on your Phase (see appendix B), there are specific passes available to you. These are:

Overnight Pass: from 9 AM Saturday til 9 PM Sunday. Sponsor Required.
Weekend Pass : from 5 PM Friday til 9 PM Sunday. Sponsor Required.
Shopping Pass : a two hour period Saturday between 10 AM and 8 PM.

It is approved by your primary counselor and a sponsor is not required. This pass is to be used to go to a nearby store to purchase necessities - health and welfare items.

Furlough Types and Times (cont.)

Special or Holiday Pass: A special six (6) hour pass may be requested by anyone who has been employed for 18 days on the following holidays: Easter; Memorial Day; the 4th of July; Labor Day; Thanksgiving; Christmas; and New Years Day. If you are required to work on that day, you will not be allowed a pass. This is in addition to and does not affect your other passes, however, they cannot be taken consecutively. The holiday pass cannot extend beyond 9 PM. This pass does require a sponsor and requires a location and telephone number.

4). Furlough and Pass Money.

You may use money from your account, if available, for pass or furlough activities. In order to draw money for passes, you must have the specified amount over \$50 in your account as of the Wednesday preceding the pass (the \$50 is to cover next week's room and board and your expense money).

Shopping pass : \$10 maximum, although you may request money for a specific item costing more, and provide your primary counselor with the receipt.

Overnight pass: \$15 maximum.

Weekend pass : \$25 maximum.

Pass money can not be obtained for a holiday pass.

5). Passes and Your Work Schedule.

If you request a pass on a day you are scheduled to work at your place of employment, you are expected to go to work (without exception). When possible, you should arrange your passes around your work schedule. If you work on weekends and your normal days off are in the middle of the week, special arrangements may be made for you to have your passes or furloughs on those days. The same amount of time is allowed as if your pass was on the weekend.

6). Returning from Passes or Furlough.

Each participant is expected to be back at the specified time from furlough or pass without exception, so be early in returning. If a participant does not return on time, he is in an unauthorized absence status and may be charged with escape. Breathalizers and urine samples may be required after returning from a pass or furlough.

APPENDIX F

OPPORTUNITIES FOR SUCCESS AT THE PRE-RELEASE CENTER

APPENDIX F. OPPORTUNITIES FOR SUCCESS AT THE PRE-RELEASE CENTER.

For some people, the Pre-Release Center can be a crossroad in their life. Some participants take every opportunity: to get a good job, make a "bundle" of cash for release, line up good places to live, become seriously involved in the counseling opportunities and really "get it together." These participants tend to demonstrate all of the same kinds of characteristics. They tend to be dissatisfied with themselves for getting involved in the criminal justice process, in the life of crime, and incarceration. They seem to be committed to becoming involved in doing something with themselves. They look seriously and honestly at their own problems and needs. They establish realistic goals and then look at different ways to reach their goals and select a reasonable way. To these individuals, adhering to the program rules is only a small part of the program. They are really interested in "making it" in the community and in life and here lies the real challenge.

Some residents do not perform well and in effect discharge themselves from the program. Less than 2% of the residents walk off. These are often the very immature residents who simply can't handle the program. They give up. They get disgusted with themselves. They hit a problem they don't understand or they don't know how to handle, and do not seek assistance getting advice for their problem, and they end up leaving, only to return in a matter of days or months to face escape charges and spending a much longer time in confinement.

Approximately one (1) out of five (5) are removed from the program. These residents are typically still "playing games." Such residents have the attitude, "I'll get away with what I can" or "I don't care." Eventually they get caught violating some of the rules. The staff counsels them or drops them a phase, but nothing happens. They get caught again and finally have to be removed from the program and be returned to lock-up.

Then, there are some residents who simply have a chip on their shoulder. They think the world is out to get them "or" against them! Opportunities are available to them, but they won't take them. They feel their problems aren't their problems, but everyone else's problems: "it's society; it's the staff; or it's the system." Such residents are reluctant to participate in the counseling sessions, never identify why they are having problems, and eventually press the program and its rules to the point where they have to be removed.

Success or failure in the program or in the community is really your choice. Which crossroad will you take? Four out of five participants make it through the program and are released to the community with a good job, money in a savings account, a place to live, and increased problem solving skills. That 80%, to one degree or another, "make it." It's up to you, it's your future.

IT IS FREEDOM THROUGH RESPONSIBILITY.....

You've read a lot here, but what are the Basic Do's and Don'ts?

DO'S:

1. Be "straight" with yourself and others, and cut out the "games".
2. Use good problem solving methods to deal with daily frustrations.
3. Develop realistic goals for employment, housing, finances, leisure time, etc., and work consistently towards these goals.
4. Demonstrate responsibility through your actions, thus gaining freedom and control your own life. Show society that you are responsible enough to live in the free community.

DON'TS:

1. No unauthorized absences.
2. No drugs, alcohol, or weapons.
3. No violence or threat of violence.
4. No crime!

Participants who behave consistently with the basic Do's and Don'ts are successful on the Pre-Release Center Program.

END