COMMUNITY
TRANSITIONAL SERVICES

RESIDENT HANDBOOK

Revised March 2026

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INTRODUCTION

Welcome to Community Transitional Services (CTS) facility. The purpose of CTS is to provide a seamless transition from prison to sobriety in the community. CTS strives to provide sound, evidence-based treatment for drug and alcohol addiction.

CTS staff is here to assist, encourage and support you in your return to the community. Upon your arrival you will be assigned a counselor. He/she will work with you during your stay to ensure a smooth transition back into the community. Please ensure that you keep your counselor updated on issues or concerns that could affect your status in the facility programming.

CTS currently serves men from the Kentucky Department of Corrections who are community custody inmates, probationers, and parolees – primarily participating in SAP. The rules may differ based on your status. It is important to remember what may apply to one resident may not necessarily apply to you. If you are not sure what your status is, please see your Counselor.

Facility rules and operational procedures are contained in the CTS Policy and Procedures Manual. Important changes in policy will be on the facility bulletin boards.

All residents are required to read and understand the rules and this handbook. Everything in this handbook is written policy and failure to abide by the policies will result in disciplinary action. There may not be a specific rule that addresses a specific behavior, but violation of known and/or practiced policies is prohibited.

RESIDENT RIGHTS

As a resident at CTS, you are afforded the following rights:

- *The right to medical and dental services needed to maintain basic health.*
- *The right to be protected from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment.*
- *The right to be free from discrimination in program access, work assignment, living assignment, and administrative decisions based on race, religion, national origin, gender, disability, sexual orientation, or political views. A resident shall not discriminate against another resident or staff for the same reasons.*
- *The right to reasonable access to general public through the communications media, subject only to the limitations necessary to maintain facility order and protect a resident's privacy. The resident shall communicate to the media in an honest manner. The media request for an interview and the resident's consent shall be in writing.*
- *The right to be subjected to a search plan and preservation of evidence that is governed by policy if a resident is suspected of a new crime.*
- *The right of freedom in personal grooming unless a valid interest justifies otherwise. The resident shall be responsible not to jeopardize safety and hygiene requirements by this freedom.*
- *The right to a written grievance procedure shall be available to all residents and will include appeal opportunities. The resident shall be responsible for using the grievance procedure in an honest and constructive manner.*

- *The right to be safeguarded from medical and pharmaceutical testing for the experimental or research purposes and to voluntarily participate in non-medical and non-pharmaceutical testing/research. The resident shall provide honest and truthful responses to testing or research.*
- *The right to have access to religious resources, services, instruction, or counseling on a voluntary basis.*
- *The right to have reasonable contact with an attorney for legal matters (via telephone, mail, visits) and unrestricted/uncensored legal correspondence to/from an attorney and the courts.*
- *Each resident will have an assigned counselor to provide counsel, guidance, and assistance in reaching the resident's transitional goals.*
- *The amount of written mail/correspondence received or sent out will not be limited.*
- *Each resident will have reasonable access to a telephone – which are available in dorms.*
- *Rule violations will be fairly processed.*
- *Residents will not have authority over other residents. Residents will not be given the task of providing services for residents.*

As a SAP Participant, you are afforded the following additional rights:

- *No resident shall be unlawfully discriminated against in determining eligibility for treatment services.*
- *Resident has the right to fair and humane treatment.*
- *Resident has the right to give informed consent to treatment. Client's signature on the program contract/agreement shall be considered informed consent.*
- *Resident has the right to receive confidential treatment services. Any exceptions to confidentiality are outlined in the program agreement/contract.*
- *Resident has the right to provide input into his treatment plan and be informed of its contents.*
- *Resident has the right to receive individual treatment.*
- *Resident has the right to receive aftercare recommendations that are discussed with him.*
- *Resident has the right to refuse or withdraw from treatment at any time. Sanctions may be imposed by the DOC as a result.*
- *Resident has the right to file a grievance in accordance with the institutional policy and file appeals regarding termination according to policy 13.8. Resident may also file a grievance according to CTS policy.*
- *Resident may file a grievance without interference, coercion, discrimination, or reprisal.*
- *Resident has the right to be informed of the rules of client conduct, including the consequences for using alcohol or other drugs, or other infractions that may result in: further assessment; modification of the treatment approach; transfer to a higher intensity level of treatment; disciplinary action or discharge, after review & consideration of alternative interventions, which shall be documented in the client record with an explanation for any decision involving disciplinary action or discharge.*
- *Resident has the right to be treated with consideration, respect, & personal dignity.*
- *Resident may review his record in accordance with AODE's policy*
- *Resident may receive one (1) free copy of his record in accordance with KRS 422.317.*

PROGRAMS AND SERVICES

CTS offers the following services to residents:

SAP New Directions Cognitive-Behavioral Therapy
Clean and safe living conditions
Kitchen & Dining room
Vending area
Transportation Assistance
Indoor/Outdoor Recreation
Drug Testing
Release Placement
Assistance w/ medical insurance
AA/NA
In house religious services
Onsite Medical Services
In house commissary
Portal/New Directions
MRT, Anger Management and Parenting Programs
DOC Portal – New Directions
SAP and MRT Mentor Programs
Referrals for medical, psychiatric, dental, GED, etc.

All MRT and Portal are conducted by DOC approved facilitators. Successful completion of these programs may result in 60-90 days of good time. Residents who arrive from another facility and were participating in any evidence-based programming in good standing will be placed in the equivalent programming at CTS as soon as possible. Others will be placed on the waiting list.
The Department of Corrections only allows residents to participate in two programs simultaneously – SAP being one.

Please note the policies and procedures are explained in this document; although, it may not include every circumstance/situation dealt with in the facility. Per the Kentucky Department of Corrections, CTS staff are not allowed to make exceptions to policies/rules. Making exceptions causes too much confusion.

General Population Residents

Inmates who complete SAP and have not reached their parole date will likely remain at CTS in general population. But, all are expected to behave in accordance with SAP guidelines as a SAP graduate. Transfer to a different facility is determined by the DOC. Inmates are required to work in house each day. Inmates are to respond when paged for work assignments. Failure to work in house will result in forfeiture of your state pay for that day.

ALL RESIDENTS OF CTS ARE REQUIRED TO ABIDE BY SAP RULES. ALL RESIDENTS ARE SUBJECT TO THE ACCOUNTABILITY SYSTEM – REGARDLESS IF THEY ARE IN SAP OR NOT.

SAP/PROGRAM REQUIREMENTS

Upon your arrival into the facility, you will participate in an orientation program. Within 7 days of your arrival, you will meet with your counselor and develop a Treatment Plan. This will serve as a blueprint to guide and assist you in successfully completing the program.

As a SAP participant, your residency will be a minimum of 6 months, if you complete the program successfully. Failure to complete assignments and/or major program violations can result in a longer residency.

All residents are to display their nametag with the CTS ID showing at all times. Other items are not to be placed in the badge holder. Replacement lanyards and badge holders will cost $1 each.

All SAP residents are required to attend Main Development as assigned. Main development is held in the visitation room at 9:00am Monday - Friday. Development will take place in dorms – as Dorm Development on the weekends. You are required to attend all classes and programming Monday through Friday, and any additional mandatory meetings as directed. If the population at CTS reaches over 240, main development will be broken into 2 groups based on dorm assignment – attendance being Monday/Wednesday or Tuesday/Thursday. Dorm development would be held on all other days.

CTS administers New Directions Cognitive – Behavioral Therapy for the SAP curriculum. The New Directions Curriculum will be used as the foundation for the materials/information taught in SAP. CTS is also a licensed Alcohol and Other Drug Entity (AODE) facility. This license may satisfy any DUI program that you may be required to complete for re-issue of your driver's license. The DMV requires an assessment by a certified drug and alcohol counselor. If the counselor recommends that SAP stand to meet your DUI requirement, then the DMV will accept it. CTS is not authorized to provide that recommendation.

Big Brother:

All residents will be assigned a "Big Brother" upon entry into the program. The individual assigned will be someone in the same dorm and who has been at CTS for several weeks. This individual will help you learn the program schedules and expectations. If you have questions or concerns, you are to address them with your Big Brother. This period will last 21 days. You will have a checklist of items to learn in the phase. You will have to test at the end of the Big Brother period. You are in Phase 1 simultaneously with the Big Brother Phase. At the end of the Big Brother Phase, you will be placed in a job in the kitchen. You are welcome to apply for other jobs for consideration.

Asking your "Big Brother" does not substitute for reading the handbook, rules, contraband list, etc. yourself. You are to read the documents yourself so that policies are clear to you.

Phases:

All residents begin the program in Phase 1, followed by Phases 2, 3, and 4 respectively.

Phase 1; Intro to Treatment Day 1 - 30

Phase 2; Criminal Thinking and Alcohol and Other Drug Education Day 31 - 76

Phase 3; Socialization and Co-Occurring and Other Disorders (if needed) is facilitated for two weeks within Phase 3 Day 77 - 129

Phase 4; Relapse Prevention and Preparing for Release Day 130 – graduation

Process Groups will be facilitated each Wednesday. All SAP residents are required to participate. Process groups are made up of counselors and the residents assigned to their caseload. Trauma Information Groups are held on Thursdays. The AD of Programs and senior counselors facilitate these

groups. Class assignment is based on caseloads – you will be advised of the time and place of your group.

Life Skills: You will acquire recovery tools necessary for successful reintegration into society.

Jobs: (SAP)

All participants are required to apply for in house job assignments. An application must be completed at the end of your Big Brother assignment period. There are a variety of opportunities: service crew, welcome committee, kitchen, dorm development, sick call monitor, etc. There are applications for all job duties requiring multiple staff signatures. Once completed, your application will be reviewed by the Jobs Duty Counselor and Assistant Director/Programs. CTS Staff will determine who will be placed in particular job assignments. Job assignments can be found on bulletin boards in every dorm and in the control center lobby. It is the resident's responsibility to check the job assignment.

Leadership Positions:

Elders and Sergeant at Arms positions are recommended by Counselors. If your Counselor believes that you are qualified and have the skills to do well in a leadership position, he/she will talk to you about it. Your Counselor will fill out the application for any leadership position recommendation. It is not your place to ask to be placed in leadership. Residents are not to recommend other residents for leadership.

Community Custody Inmates who have graduated SAP and do not meet the parole board immediately are eligible to become a "Mentor" in the CTS SAP. Your counselor must recommend you for the program and the DOC must approve. If approved, you must be in good standing in the position for 6 months. In doing so, one is eligible for up to 90 days of good time credit, after successfully completing 6 months of mentorship.

CARDINAL RULES

Violation of any Cardinal Rule will result disciplinary action – likely Recovery Focus placement or possibly termination from CTS:

1. No drugs or alcohol
2. No violence or threats of violence
3. No stealing
4. No sexual acts or acting out
5. No violating confidentiality
6. No cheating
7. No gambling

HOUSE RULES

1. Therapeutic Community hours are 24 hours a day, 7 days a week. Program activities may be scheduled at any time and compliance with program expectations is required. You are required to be on time to all activities
2. All institutional rules will be followed
3. You are to adhere to the dress code:
    - Shirts are to be tucked in at your natural waistline
    - Nametag must be worn at all times; nothing but your nametag and phase card are to be placed in the ID holder.

- Pants/slacks/shorts/sweats are not to be sagging (your rear-end must be covered by your pants) – pulled to your natural waistline and use of a belt;
- Shoes are to be tied
- Hair must be neat and clean
- Personal hygiene is to be maintained daily
- Belt ends are not to be hanging
- No towels hanging around your neck

4. No sleeping or lying in your bed during program hours; unless you have been approved for sick call – you will be required to move to the dorm assigned for anyone taking a sick call.
5. No use of headphones/earbuds/televisions during program hours
6. No showers during program hours
7. No phone/tablet use during program hours
8. When on sick call, you must adhere to the sick call contract
9. Noise level is to be monitored by the community. Quiet time begins at 9pm each night – lights will remain on until the house closes, but residents are to be respectful of other wishing to sleep, read, study, etc.
10. Room inspections are conducted daily. Beds are to be made military style everyday by 7:30am
11. Leaving class/programming for the restroom is not permitted. Everyone is to take care of business before classes begin as the schedules are posted
12. You are to sit up straight in your chair during class/meetings, no slouching. All four legs of the chair are to be on the floor. Do not put your feet on anything other than the floor. You are not to use CTS issued pillows as seat cushions.
13. You are to pay attention to class/meetings – no reading other material, working on LEs, etc.
14. Food and drink are not allowed in main development; drinks may be taken to class
15. No yelling or use of profanity
16. You must raise your hand before speaking in class/meetings
17. No cutting in line; lines are to be formed single file
18. All dorm lights are to be turned on at 6:00am and remain on until the house closes
19. You must follow the chain of command:
    Peer Community – Sergeant at Arms-Elders-Mentors-Resident Monitors-Counselors/Administrative Staff-Assistant Director/Programs-Director.
    Attempts to circumvent the chain of command may result in disciplinary action.

DISCIPLINARY ACTION

- All residents have access to the facility Rules and Regulations (posted on bulletin board in foyer and on tablets). Residents are responsible for knowing, understanding and abiding by the information contained in the document.
- If a resident cannot read, staff will be available to go over them independently with the resident. Staff will answer questions and/or clarify any confusion a resident may have about the rules and handbook.
- When a rule is violated, a Disciplinary Report will be written by the appropriate staff member. After the report is presented to the resident, it is forwarded to the appropriate Counselor for an investigation and recommended action. Upon initial presentation of the report, residents should read and write any relevant comments and then return the report to staff.
- By signing, the resident is acknowledging a Disciplinary Report has been written however, it is **not** an admission of guilt.
- The Director will review and approve or change the action recommended by the Counselor.

- If a resident feels that an action is not justified, then an appeal may be filed with the Director for review.
- Consistent or severe violations of facility regulations or failing to work toward program goals can result in Recovery Focus placement or termination from the program.
- Some disciplinary issues may result in immediate placement in Recovery Focus. Others may be referred to the Awareness Panel for a team review.

Peer Accountability

In addition to disciplinary action imposed by CTS staff, as a resident, you will be held accountable by your peers. You are also required to hold your peers accountable. This is accomplished through the Accountability Book (which is kept at the control center). When unauthorized behavior is witnessed, you are to hold that person accountable and have them put their name in the Accountability Book or you can place their name in the accountability book. **You must inform the resident that you are holding them accountable.** When residents are held accountable, they are required to complete a Thinking Report for the infraction. Thinking reports are presented in leadership meetings each week.

Residents are also encouraged to offer "push-ups" (commendations) for their peers and CTS staff. Staff can also give push-ups to residents.

AWARENESS PANEL

Awareness panel is held weekly by Administrative Staff. All residents scheduled will be met with by the panel individually. Residents with major rule violations or a pattern of rule breaking will see the Awareness Panel. All Counselors and the Assistant Director/Programs make up the Panel. The Director may attend as well. Seeing the Panel is a final effort in re-directing your behavior and commitment to complete the program. You will receive sanctions from the Awareness Panel. Further disciplinary problems may result in your termination from the program.

All residents with serious program violations are subject to Awareness Panel Review – SAP or non-SAP.

RECOVERY FOCUS

Residents with severe and/or ongoing disciplinary issues may be placed in Recovery Focus prior to or as a result of meeting with the Awareness Panel. Residents in Recovery Focus (RF) are restricted in movement and interaction with other residents. You will be required to wear CTS attire at all times. These items will be given to you by staff. You are not to wear your own clothing, other than underclothes and socks, while in Recovery Focus.

RF residents will be assigned to a specific dorm. You will continue to attend your respective phase and Main Developments. You will be given additional material to work on outside of your phase work. RF residents are required to sign in by 6:00am daily and begin their day in the RF area. You will not mix with the regular SAP Residents. There will be specific times for smoke breaks and recreation allocated. You will eat your meals in the cafeteria prior to the rest of the population. You will be issued CTS attire that you are to wear at all times. You will be required to turn in your clothing (excluding underwear and socks) and electronics (not including clocks/watches) at the time you are placed in Recovery Focus. You will receive all of your clothing and electronics back upon release from Recovery Focus. When allowed to leave the assigned area, RF residents are on dorm restriction – you are to remain in your dorm continuing to work on assignments. Staff will supervise your recreation and smoke breaks; you will not have rec or smoke breaks with other residents. RF residents will be allowed to use the recreation room from 7am to 8am daily. The laundry room will be open for RF residents on Wednesdays after maintenance of the laundry room is completed. You are on dorm restriction from 4pm to 9pm everyday.

You are to be in bed by 9pm each night and up and out of bed by 6am each morning. No electronics are allowed while you are in RF.

After getting up at 6:00am and signing in, you are to go to the community room and work on your assignments until mealtime – you will go eat and return to the community room when finished. At 8:00am, you will go to your dorm and complete your cleaning assignment. You will remain in the dorm until staff clears your dorm. After you are cleared, you will return to the community room to work on your assignments. You will attend Main Development (sitting in the front of class) at 9:00am and then return to the community room and work on your assignments. You will eat lunch and attend class afterwards. After class, you will return to the community room until 4pm. From 6am to 4pm, you are to be in the community room working on assignments. You will leave that room for the following reasons only: cleaning, meals, main development, class, breaks monitored by staff, being called out by staff. Being found out of place will result in prolonged recovery focus placement. You will remain in the community room for headcounts that occur from 6am-4pm. This schedule is for every day of the week, including weekends.
RF residents must petition the Awareness Panel to come out of Recovery Focus. The Awareness Panel will determine if a resident will be allowed to leave RF. Residents may be given extra work if they are not allowed to leave RF at the time of their petition. The petition must demonstrate that you understand the thinking errors associated with the program infraction; the corrective action to be demonstrated/displayed in moving forward; you must have clear conduct for no less than 7 days prior to the petition. Failure to successfully petition out of Recovery Focus within 21 days may result in a request for termination.

Recovery Focus is a final effort on the part of CTS staff to work with a resident. If a resident does not respond well to RF treatment, it may result termination from CTS SAP.

CONTROL CENTER

Residents who need staff attention are to report to the Control Center. Residents are not to approach the window until advised to do so – there are pink tiles to stand behind until you are told to approach the window.

Residents are not to congregate in the Control Center area. Residents who are taking care of business in the area are the only persons who should be in the area.

Medication call is completed at the Control Center. Residents scheduled for medication are to report to the Control Center with a drink.

Residents who are checking out of the facility on any type of pass will do so at the Control Center. Even when leaving the building with staff, residents are to check out using the finger vein system.

Residents are not to go to administrative offices without staff "buzzing" you back and giving you permission to do so.

COUNSELORS

All residents are assigned a Counselor within 24 business hours of arrival. Your Counselor is required to meet with you within 5 working days of your arrival, sooner if possible. You should address all needs and concerns with your Counselor. As needs/concerns arise, you are to send a message to your Counselor via the tablets. Residents should allow 24 business hours for an answer. If you have a need that cannot

wait 24 hours, please advise staff at the Control Center. You will need to tell staff the purpose to see your Counselor ASAP.

RESIDENT BULLETIN BOARDS

- All residents are required to read the Resident Bulletin Boards on a daily basis.
- They are located in the main entrance lobby.
- Changes in procedure, notice of meetings, etc. will be posted on the boards.
- Bulletin boards are also located in each dorm – important information can be found on those boards as well.

HOUSING AND BED ASSIGNMENTS

- Housing and bed assignments will be based on the resident's physical needs and bed availability – extra mattresses are not available.
- All residents will be placed in a top bunk upon intake unless it is visibly apparent that he should have a bottom bunk.
- Movement from a top bunk to a bottom bunk is made by CTS management only.
- Residents must not change bed or living unit assignments without prior approval. To request a move the resident must contact management.
- RESIDENTS ARE NOT ALLOWED TO UTILIZE UNASSIGNED/EMPTY LOCKERS, BEDS, MATTRESSES. ITEMS FOUND IN UNASSIGNED LOCKERS WILL BE CONFISCATED AND DISPOSED OF.

COMMUNITY MOVEMENT

Movement in the community is granted on a case-by-case basis and is determined by the necessity of the movement and one's level in the program. You have been placed at CTS to complete SAP, so movement outside the facility will be greatly restricted.

Requests for passes must follow the chain of command. You are to submit/discuss pass requests with your assigned Counselor. Final approval/denial of passes is made by the CTS management, and may require approval from Probation and Parole.

Being unaccountable in the community is a serious violation and may warrant termination of privileges or program termination. Ensuring accountability is important for the protection of the community and residents.

HEAD COUNTS

- There will be at least three (3) counts per day at random times. These counts will be on a scheduled and nonscheduled basis. When a headcount is announced, all residents are to immediately report to their living unit and bed area.
- No residents are to be in the bathroom or shower, on the phone, on a table, or have televisions or headphones on during count time.
- All headcounts are "standing counts." But, residents who are asleep during count may remain asleep in their bed – except for the count at 7:30am each morning & during program hours.
- Staff will announce that it is time for a headcount. ***All residents are to report to their assigned dorm and bed. When staff enters the dorm and announces "headcount," residents are to***

stand/sit by their bed (in the proximity of their bed area), ensure all televisions are off, and remain silent during the count.

- Once the count is completed in the dorm, residents may leave their bed area and televisions may be turned on, along with tablets and phones; but they are to remain in their assigned dorm until staff announce that the count is clear and the house is open.
- Counts completed after house closing will not be announced. Staff will complete the count with a flashlight. Residents are to sleep without covering their face so that staff may verify your identity during count. If you choose to sleep with your face covered, you can expect your sleep to be disturbed.
- "Tents" are not allowed on any beds at any time – staff must have clear view of all residents at all times.
- Residents assigned to the kitchen are not required to leave their kitchen duty during count, but are required to remain in the kitchen until the count is clear.

ESCAPES AND ABSCONSION

- Any community custody or HIP resident (inmate) who escapes or attempts to escape from the facility will be prosecuted.
- Please note that escape is a Class D felony charge. The proper legal authorities will immediately be notified of any unauthorized absence from the facility by a resident.
- Unauthorized absences from the facility will be considered escape or absconsion from supervision.
- Parolees/Probationers who leave without permission or fail to return will be reported as absconders.
- Absconders will be reported to their supervising authority who will issue a warrant for his arrest.
- Property of absconders/escapees will not be released until he is in custody. If the absconder/escapee is not apprehended within 45 days, the property may be disposed of at that time.

FACILITY SANITATION

- Each resident is responsible for the cleanliness of his own living area. Residents must clean their living area daily.
- Inspections are completed on a daily basis and residents will be notified of deficiencies.
- Clothes and other items are not to be left on the floor, on top of lockers, or on beds. Dirty laundry may be stored in laundry bags under your bed.
- Nothing is to be left hanging on the bed posts or at the foot of the bed (except towel and washcloth – may hang to dry, but place in locker when dry). Shoes are to be placed neatly under one's bed.
- Personal televisions, radios, CD players, clocks, etc. (all appliances must be clear) must be placed on the provided tray at the end of the beds.
- Locks for the locker will be issued to each resident. Residents are not permitted to use personal locks. Lockers are to be locked when not in use.
- You are not to take chairs/step stools into the shower.
- Step stools are to remain beside the assigned bed. If the top bunk is not in use, the step stool is to be placed upside down on the top bunk.
- Mattresses are not to be folded or propped for any reason.
- Beds are to be made military style when resident is not in the bed for the night.

- No cardboard boxes, laundry baskets, totes, suitcases, duffle bags, backpacks, etc.
- Shoes and laundry bags are the only items to be placed under the bed.
- No items are to be stored on top of the lockers.
- Televisions are to be no larger than 15 inches diagonal, and must be clear.
- Drinks with a lid may be brought into the room.
- Personal blankets and pillows may be utilized (limit of 1 each), but must be on the bed under the issued blanket. Personal sheets are not allowed. Personal pillows must be new, in package upon arrival to CTS and may be accompanied with a pillow case. You may not give/leave your pillow for another resident.
- All valuables are to be locked in your locker – CTS is not responsible for loss of items.
- The cleanliness of the entire room is the responsibility of everyone in the room.
- The rooms are to be dusted daily.
- The floors are to be mopped & swept daily.
- Improperly stored items and contraband will be confiscated and not returned.
- Standing on/leaning in issued chairs is prohibited. Damage to chairs will result in a fee to be paid.
- The hallway window is not to be blocked/covered. CTS furniture – beds, lockers – are not to be moved.

RESTROOMS AND SHOWERS

- Residents are to flush the toilets after each use.
- Toiletries are not to be left in the restrooms or showers.
- Water is to be turned off when not in use.
- Showers should be no more than 10 minutes in duration.
- CTS employs females; therefore, all residents must be aware of a female entering the bathroom at any time. Residents are not to exit the shower or toilet stall until they are appropriately covered/dressed with under garments and/or pants. Female staff will announce "female staff" prior to entering or crossing the bathroom. Residents are expected to announce if they are at the urinal or otherwise "indecent" at that times so that the female staff can give you time to finish up/get dressed. Male staff are not required to announce their entry into the bathroom area.
- Suspicious behavior in the bathroom (more than 1 man in a toilet stall, standing in a shower or toilet stall for a long period of time, etc.) will result in disciplinary action.

CLEANING ASSIGNMENTS

- Every resident is given a cleaning assignment based on his bed assignment. These assignments are posted on the bulletin boards throughout the facility. All residents are to be completing their cleaning assignment at cleaning time. Your cleaning assignment is separate from your in-house job that you applied for.
- The facility is shut down twice a day – in the morning (8:00am) & evening (8:00pm) for the cleaning of the entire facility. No one is to be in the bathroom, other than those assigned to clean it, for the duration of cleaning time.
- The house will remain closed until all cleaning jobs are complete. The amount of time depends on how much time each resident takes to complete their job. There is no set time limit. If you complete your job quickly, you are welcome to help others complete their assignments.
- Cleaning the facility is part of living here and every resident is responsible to assist.

- No other business is to be done during cleaning time. Residents are to report back to their bed assignment after their cleaning task is completed.

DINING ROOM

- CTS provides in-house dining for residents.
- Meals are provided at no charge and menus are posted on the Bulletin Board in the lobby and in the cafeteria.
- Residents are allowed only one serving during each meal. Residents are not permitted behind the serving line or in the kitchen unless assigned to work.
- Meals must be eaten during the scheduled meal times and in the cafeteria. **At no time is food or provided drink to be taken from the dining facility** – leftovers, fruit, etc cannot be taken to the dorm. In addition, residents are not to bring their own bowls/containers to the cafeteria at mealtime.
- **If a resident requires a special diet for health or religious reasons, a request must be submitted to the Facility Director through the Telmate system for approval.** Verification of health or religious requirements is required before special meals will be approved. Once approved, you will receive your meal by knocking on the kitchen door and letting kitchen staff know that you would like your special tray.

MEDICAL/DENTAL SERVICES

- Bradley Recovery provides medical (primary care), MAT and psychiatric services. Residents must request to be seen in writing. When approved, an appointment will be made. Medical appointments are usually scheduled right away. Your appointment will be scheduled when there is an available appointment time.
- Residents will be referred to Bradley Recovery for MAT, medical, and mental health requests. If an outside referral is necessary, Bradley Recovery will coordinate the appointment. Request forms for medical care with Bradley Recovery are available in the control center lobby. Residents must fill out the form completely and accurately for it to be processed for an appointment.
- Residents must specify each issue that they would like addressed at their appointment time. Issues not cited on the medical request form will not be handled/addressed by Bradley Recovery.
- Parolees, Probationers, and HIP Inmates are responsible for their own medical/dental costs. Bradley Recovery will bill medical insurance for services. Non-HIP Inmates will be seen at the expense of CTS – resulting in a copay for non-indigent residents (non-HIP inmates will not be able to see Bradley Recovery's psychiatrist – if psychiatric care is necessary, it will be referred to Park Duvalle or Family Health Center).
- Residents in need of dental attention will need to fill out a request for Medical/Dental Attention – found in the lobby. CTS will coordinate an appointment with Family Health Center or another community provider. KARE provides onsite dental weekly for residents who have some type of insurance. The appointment is scheduled through CTS. Bradley Recovery may see residents who have infections in their mouth and provide an appropriate referral for treatment after antibiotics.
- Residents are required to pay the Family Health Center co-pay – Medical $20; Psych/Dental $40, unless you are considered indigent or have insurance. CTS will pay the co-pay for non-HIP inmates. All residents sent to Family Health Center (or any other community provider) must return with their Clinical Summary, and turn it into the Administrative Assistant upon return. Failure to do so will result in a Disciplinary Report for being unaccountable in the community. All residents attending medical/dental appointments must return with proof of the appointment.
- Non-HIP inmates may be charged a $2.50 co-pay for all appointments paid by CTS.

- All referrals outside of Bradley Recovery and Family Health Center will be coordinated by the Administrative Assistant.
- Any residents requiring immediate medical attention should report their condition to the control center staff and then it must be approved by the Director before giving permission to leave the facility for emergency care.
- Residents who go to the emergency room/hospital must return with and turn in discharge paperwork to CTS staff. It will be returned to you.
- CTS does not provide/have "medical mattresses." No resident will be issued more than one mattress. Only one CTS pillow will be issued as well.

All CTS staff will be trained in CPR and First Aid.

MAT (Medicated Assisted Treatment)/HEPATITIS C TREATMENT

Residents who arrive and are currently receiving suboxone/sublocade or Vivitrol assisted treatment may continue that treatment at CTS through Bradley Recovery. Residents with insurance may request to be assessed for MAT. Forms/Requests to be seen by Bradley Recovery are located in the lobby mailboxes. Bradley Recovery will determine the appropriateness of residents' participation in MAT. Inmates may request MAT – the request will be sent to the DOC Addiction Services. The number of people beginning MAT each week is limited, so residents may be placed on a waiting list prior to being seen.

Parolees/Probationers who would like to receive good time for participating in MAT must submit a request indicating their desire to do so (referred to as SAMAT). An appointment will be set up with the SSC for an evaluation. If approved, you will be given the paperwork to be completed by the provider each month. It is your responsibility to get the paperwork to the Director to be sent to the SSC. You must complete 6 months of MAT to receive good time. You will not get credit for treatment prior to approval by the SSC.

HIP Inmates may participate in MAT, but are not eligible for good time for MAT (SAMAT).

Anyone seeking/needing treatment for hepatitis C may request screening and/or treatment by filling out the same form to see Bradley Recovery. Bradley Recovery will perform lab tests and coordinate treatment. Telehealth appointments and have necessary medications mailed to CTS. You must have insurance to seek this treatment.

MEDICATION

- Upon arrival, all prescribed medications are to be logged in by staff.
- Residents may be eligible to keep their medications in their locked locker. Once approved, medication will be returned for storage and safe keeping in one's locked locker.
- Medications will be assessed by CTS to determine appropriateness for self-administration program. Those that are not appropriate will be kept at the control center for dispensing.
- Outdated medications or medications that are not stored in the proper container or have mixed medications in them will not be dispensed. This will result in the disposal of the medication. If necessary, the resident will be referred for appropriate medical treatment. If a resident intends to have non-issued medication distributed to them while out on pass, they must obtain an adequate supply from the medical storage area. All residents are authorized to keep authorized over the counter medications in their property in accordance with DOC practice.

- At no time is a resident authorized to possess or use items that have a sleeping aid. Caffeine type medications (stimulants), laxatives, and water pills are also prohibited unless prescribed by a physician.
- Medications that are kept in the control center will be dispensed at medication call times. Medication call times are posted on the bulletin board at the main entrance. If a resident is required to take a medication at a different time, he may go to the control center at the prescribed time to take the medication.
- Residents who are unable/unwilling to take medication as prescribed will have all of their medication in the Control Center for dispensing.
- Residents obtaining prescription medication in the community are not allowed to take any of the medication until CTS staff has counted and documented the medication.
- **Inmates** in need of medication refills from Diamond pharmacy are required to turn their refill request into the Administrative Assistant no later than 4pm Monday for refill requests to be sent on Tuesday. Requests received after that time will be sent the following week.
- New prescriptions are to be turned in right away. CTS management will determine when and where to have the prescription filled. Most prescriptions will be filled by Hometown Pharmacy for residents who have insurance.
- You must notify your counselor and provide the form of payment for your medication if not fully covered by insurance. Non-HIP inmates do not provide payment, but may be charged up to $2.50 per prescription/appointment if not indigent.

HIV/AIDS INFORMATION

Acquired Immune Deficiency Syndrome (AIDS) is a disease that can kill you. You can catch AIDS by having sex or sharing a needle with an infected person. There is no cure for AIDS but it can be prevented. You can avoid catching AIDS by not having sex or sharing needles with an infected person. AIDS symptoms resemble the flu (night sweats, fever, cough, swollen glands, sore throat, diarrhea, and weight loss). If you have these symptoms, report to CTS staff.

HIV is the human immunodeficiency virus that can lead to acquired immune deficiency **s**yndrome, or **AIDS**. Within a few weeks of being infected with HIV, some people develop flu-like symptoms that last for a week or two, but others have no symptoms at all. People living with HIV may appear and feel healthy for several years. However, even if they feel healthy, HIV is still affecting their bodies.

HIV is spread primarily by:

- Not using a condom when having sex with a person who has HIV. All unprotected sex with someone who has HIV contains some risk. However:
    - Unprotected anal sex is riskier than unprotected vaginal sex.
    - Among men who have sex with other men, unprotected receptive anal sex is riskier than unprotected insertive anal sex.
- Having multiple sex partners or the presence of other sexually transmitted diseases (STDs) can increase the risk of infection during sex. Unprotected oral sex can also be a risk for HIV transmission, but it is a much lower risk than anal or vaginal sex.
- Sharing needles, syringes, rinse water, or other equipment used to prepare illicit drugs for injection.

- Being born to an infected mother—HIV can be passed from mother to child during pregnancy, birth, or breast-feeding.

Ways to prevent HIV infection:

- Abstain from sexual activity or be in a long-term mutually monogamous relationship with an uninfected partner.
- Limit your number of sex partners. The fewer partners you have, the less likely you are to encounter someone who is infected with HIV or another STD
- Correct and consistent condom use. Latex condoms are highly effective at preventing transmission of HIV and some other sexually transmitted diseases. "Natural" or lambskin condoms do not provide sufficient protection against HIV infection.
- Get tested and treated for STDs and insist that your partners do too.
- Do not inject drugs. If you inject drugs, you should get counseling and treatment to stop or reduce your drug use. If you cannot stop injecting drugs, use clean needles and works when injecting.
- Obtain medical treatment immediately if you think you were exposed to HIV. Sometimes, HIV medications can prevent infection if they are started quickly. This is called post-exposure prophylaxis. *(Information was taken from Centers for Disease Control (CDC) website, 2011)*

  Please report to CTS staff, if you think you may have been exposed to the HIV virus.

ALCOHOL TESTING AND URINE SURVEILLANCE

- All residents are subject to be tested for the use of alcohol and drugs. When requested to submit to either test, residents must comply. Failure or refusal to submit to the testing will constitute an assumed positive result and appropriate action will be taken.
- Residents are given three (3) hours to provide a urine specimen. Once they are advised that they are to submit for a test, they are to remain with the requesting staff person until a specimen is produced. If a resident fails to produce within 3 hours, a disciplinary report is written. But, the resident remains with staff until he is able to produce.
- Residents are allowed to consume one 8 ounce cup of water each hour administered by staff after being notified of the test requirement. Residents are not allowed to eat anything or leave staff's sight when waiting to produce.
- Water is to remain off and toilets are not to be flushed in the bathrooms when producing.

FIRE DRILLS

Fire Drills are conducted no less than one time per month. They may be conducted at any time on any day. Immediate response is required.

When the fire alarm sounds, residents are to evacuate the building **immediately** (you are not to go to your dorm, locker, etc to get a coat, or anything else – you are to stop what you are doing and exit the building) using the NEAREST emergency exit. There is an emergency exit on every level of the building. Emergency exits are located at the north end of each hallway, through administrative offices, and at the front entrance.

Once outside, residents are to walk quietly down the sidewalk and go directly to 15th Street side of parking lot. Residents are not to walk through the parking lot to reach their assigned location. There are

labeled lines in the parking lot – residents are to line up according to their dorm assignment and remain quiet. Smoking is prohibited during fire drills.
Staff will come out after they have checked the facility to ensure everyone is out. Staff will conduct a headcount through a roll call. As a resident's name is called, he is to respond with his bed number. The more orderly residents are, the sooner you will be allowed to return to the facility. Residents are not to interact with/converse with passersby in the parking lot or on the street. Residents will be advised when to return to the building – dismissal is conducted one dorm at a time and you will be told which entrance to go to – Jefferson Street or the glass doors.
If the Louisville Fire Department responds to the CTS alarm, staff will begin the headcount after the fire department has given the okay to return to the building. Residents are to remain in their assigned line while quietly waiting.

Posted throughout the facility are EMERGENCY EVACUATION PLANS which outline all the emergency evacuation procedures, fire exits, location of first aid supplies, and fire equipment. Residents are required to familiarize themselves with the plans.

Although drills are conducted, every fire alarm is to be treated as a true emergency and quick response is mandatory. Residents are expected to evacuate immediately.

SEVERE WEATHER

In the event of severe weather, all residents are to go to the hallways of the 1st and 2nd floor. Residents will be directed by staff.

OFFENSES AND PENALTIES

The Kentucky Category of Offenses and Penalties established in Corrections Policy and Procedures 15.2 shall apply to Pre-Release Residents (Inmates).

RESTRICTED AREAS

To provide proper security for the residents and facility staff, certain areas of the facility are designated as restricted areas without specific authorization. These areas shall be but not limited to:

- The Control Center
- Roofs
- Kitchen
- Behind a locked door
- Fire escapes except for emergencies
- An unassigned living unit
- Administrative offices
- First floor & Basement

SEARCHES

At any time, a search may be conducted by staff of your personal belongings or your person. Residents are not required to be present at the time of a dorm/locker search. Items that are considered contraband will be confiscated and disposed of. The Contraband List is posted on the bulletin boards.

Pat search procedure:

- Coats/jackets, shoes, and belts are to be taken off before being searched.
- All items are to be removed from pockets.
- Arms are to be held up and out and legs are to be spread at least shoulder width apart

- Metal detectors may be used during all searches upon entering the building.
- Random breathalyzer tests are to be administered at staff's discretion, in addition to each time a resident returns to the facility from the community.

Dorm searches will also be conducted which will include a search of each individual's bed, locker, all belongings in bed & locker, and all common areas of the dorm, including the bathroom (residents are not present during dorm searches).

K9 Searches

CTS does conduct multiple K9 searches each month. K9 searches of the dorms are done while residents are not present in the dorms.

VENDING SERVICES

Vending services are provided in house. Any profits generated by the vending machines will be used for the benefit of the residents.

Please do not hit, shake, kick, or tip the vending machines over to retrieve jammed items. Abuse of the vending machines WILL result in disciplinary action (automatic Recovery Focus) and a fine of $10. Residents use the vending machines at their own risk. Refunds will only be issued if the loss of money was witnessed by a CTS staff member, and the proper form is submitted and completed (forms can be found in lobby).

TELMATE TABLETS

Telmate tablets can be found in each resident dorm. Upon your arrival, a PIN is generated that is unique to you. CTS will give you the PIN information upon intake. If you believe that someone has learned your PIN and is using it, please advise staff immediately.

Your PIN can be used to access the tablets and the phones. Your PIN will work only on the tablets and the phone in your dorm. Tablets will not function outside the assigned dorm. If you move beds/dorms, your PIN will change. You will need get your new PIN from staff – only administrative staff can assign a new PIN.

Your "booking" number is the PIN for commissary. If you are not given that number upon intake, please ask staff for the number prior to attempting to access commissary.
The first time you use the commissary, you will enter your booking number (obtained from staff) as your login. You will enter your booking number twice when it first asks for a password. After you login, it will prompt you to create your own password.

Free Side of Tablets
Anyone can utilize the tablets to send requests to staff members and grievances to CTS management. The Resident Handbook, Contraband List, Property List, and Grievance Procedure can also be reviewed on the free side of the tablet (in addition, all are posted on the bulletin board in the Control Center foyer). A law library is accessible for free as well.

Please note: All requests and grievances are to be submitted through the Telmate tablets – handwritten, paper requests/grievances will not be accepted. Residents shall only write one person/request per concern. Abuse of the request system will result in disciplinary action.

Commissary orders are placed on this side of the tablet as well. Residents must have funds in their account in order to place a commissary order. Again, your PIN for commissary is your booking number with CTS – any staff can provide you with this number. If your PIN does not work, administrative staff will have to set a new PIN.

Phone calls to the PREA hotline and PREA counseling services are free to all residents. These calls are not recorded.

Residents are to use the tablets for requests and grievances. Requests to see any administrative staff should be submitted through a Telmate request. Residents who have an emergency and must see their counselor immediately should go to the Control Center and advise staff that you have an urgent need that cannot wait for an answer through Telmate.

Paid side of Tablets
Residents may utilize the paid side of the tablets for a variety of functions. In order to access the paid functions, residents must have funds in their account. Funds may be placed on one's account by family/friends via the internet or the kiosk on the first floor. Or residents may place funds on their account via the kiosk in the Control Center foyer. Funds may be placed in the Telmate account or commissary account. There are fees associated with funds in the Telmate account.

Family and Friends may add funds via: Phone 866-516-0115; Web www.gettingout.com.

The Telmate account funds can be used to make phone calls on the phones in the dorms (PREA phone calls are free). Residents may also message family/friends and receive pictures. There is highly limited internet access as well. Residents may also utilize the tablets to watch movies.

Video Visitation: The tablets may be utilized to conduct video visitation with family/friends. When in video visitation mode, the tablet cannot be removed from the charging station. If it is removed, it will revert to audio mode. Residents are to be respectful of those utilizing the tablets for a video visit. Residents are not to purposely allow or attempt to be seen in a video visit with other residents' videos. Family/friends who are participating in the video visitation must be fully clothed and act appropriately or the video will be cut off. Videos can and may be reviewed by CTS staff. Violation of standards will result in disciplinary action. Residents are required to conduct their video visitation with headphones.

Privacy Policy: Residents are hereby advised that any and all activity on the tablets and phones is subject to review and viewing by CTS staff. CTS staff have access to read all messages, listen to personal phone calls (except calls to PREA), view photos, view video visits, review commissary orders, review credits to accounts (made by the resident and those made by family/friends), etc. All pictures are reviewed by a call center prior to them being forwarded to the resident. If the picture is deemed to be inappropriate at all, the picture will not be forwarded to the resident, but the sender will still be charged for the transaction.

COMMISSARY

CTS provides non-vending machine items in commissary through Aramark and they are ordered on the Telmate tablets. Residents are to purchase hygiene items, laundry, stationary, and approved food items commissary. Consumable items are not allowed to be mailed or brought in during visits due to the potential of contraband being placed in items. Commissary is delivered one time per week.

Should a resident have a special need, he may request that an item be added to the commissary order by writing a request to the Director. If it cannot be added to commissary, CTS administrative staff will ensure getting the item – if it is an item that is necessary.

Proceeds from commissary are used to benefit CTS residents.

TOBACCO/NICOTINE PRODUCTS

Residents are allowed to use tobacco products on the deck only. Chewing tobacco is allowed, but may only be used on the deck. Residents are not to spit on the deck or in the ashtrays. Those who use chewing tobacco may carry something to spit in. It is to be emptied in a toilet immediately after use. Storing containers with spit in them is a violation. Loose tobacco and rolling papers for making cigarettes is prohibited. Residents may purchase tobacco products from the CTS vending machines. Matches are not allowed.
Use of tobacco in the building will result in being placed into Recovery Focus immediately.
Nicotine pouches are also available in the vending machines. These items may be used in the building as they do not require spitting. But, they are not allowed to be in use during classes/meetings.
Boxes for the chewing tobacco and nicotine pouches are to be placed in the container on top of the vending machine. Otherwise, it may result in an increase in prices.

The Kentucky Department of Corrections has mandated that inmates in halfway houses settings are not allowed to purchase, possess, or use tobacco/nicotine products, including lighters. CTS will adhere to this directive. Tobacco and related products are considered dangerous contraband and may result in a Category III write up.

ATM

Residents who do not receive funds through the mail or visitation, but have an ATM card for an account that belongs to him, may request through their Counselor to be put on the list for the trip to the ATM once per week. Inmates are not eligible. This is a privilege and staff have the discretion to cancel the trip for any reason. Residents must demonstrate a need to access funds through an ATM rather than having money orders mailed in.

RESIDENT PHONE ACCESS

There are phones available for resident use in the dorms. The phones are operated by Telmate

Upon arrival, all residents will be given the opportunity to make one phone call to inform family/loved ones of his location and/or needs.

Phone calls to/from attorneys, state agencies, federal agencies, medical providers, etc. may be coordinated through your counselor. Final approval for use of the phone is determined by CTS management. Residents who have scheduled attorney meetings, court appearances via telephone or zoom, conference calls with agencies shall notify their counselor ahead of time. CTS will ask that authority requesting the meeting/conference with the resident contact the counselor directly.

Requests to use the business phone for “emergencies” or personal use will be denied. Consideration will be given to indigent residents when an emergency/issue is known.

RESIDENT MAIL

- Any mail that is received for a resident is opened & examined for contraband/inappropriate content, logged in JailTracker, and distributed to residents. Legal mail and mail from KYDOC will not be opened.
- Packages containing clothing and other non-consumables may be received during the months **April 1-30**, and **October 1-31** of each year. During the months of April and October, residents may receive up to 2 packages. Packages received in the months of April and October are for the necessary items residents may need for the upcoming change in season – primarily clothing. Consumables will not be accepted from any source during these months. Seasonal packages must be postmarked by the last day of the given month; others will be returned.
- Each resident receiving a package is responsible for maintaining the property limits. Excess property received will not be stored. It will be considered contraband and be disposed of or donated.
- Residents may receive packages in the first 30 days of their residency. Packages in the first 30 days are limited to no more than 2. Residents may receive packages containing hygiene items from a third-party vendor via delivery by UPS, USPS, FEDEX, Amazon – ***in their first 30 days only***. Packages/Items delivered via door-to-door services (ie doordash, Instacart, WalMart delivery, etc) will not be accepted.
- The control center staff will distribute mail by paging residents a few at a time to retrieve their mail. Mail is distributed no later than the following business day after it arrives.
- The resident must sign for his mail by staff. Records for receiving mail are in JailTracker.
- For the resident's security, cash or personal checks are not to be sent to the resident via mail. Letters with such items will be returned to the sender. USPS money orders are permitted – no more than $75. Money orders received in the mail in any amount over $75 will be returned to sender. Residents are not to have multiple money orders sent in at one time for later use.
- Money orders will be removed from envelopes by CTS staff. The amount of the money order and the money order tracking number will be written on the envelope which will be distributed at mail time. The resident will then know he has a money order that will be cashed. Money orders are cashed by CTS once per week. Residents will be called to sign for the receipt of the cash and sign the back of the money order at the time of cashing.
- Consumables (no food) may be sent to residents through third party vendors (Amazon, WalMart, etc.) in their first 30 days only.
- CTS will not hold mail. CTS is not responsible for mail that has not been received at this location.
- Mail shall have proper postage and a return address which includes the resident's name and the facility address:

Name/DOC #; CTS
1407 West Jefferson Street
Louisville, Kentucky 40203

Outgoing mail is to be placed in the secure mailboxes on each floor. CTS staff will collect mail Monday-Friday and place it in the mailbox for the US Postal service to pick up.

IN-HOUSE VISITATION

All residents are afforded visitation in the facility on the scheduled days and times. The days and times of visitation are posted on the Resident Bulletin Board. Under special circumstances residents may request a visit from family members on a day and time that is not part of the routine visitation schedule – but, it

may not occur during required program hours. If the resident requires a visit with an attorney, clergy, etc, he may let his Counselor know and approval will be made by the Director/Assistant Director. The request is submitted to the Counselor or Director who provides a written response and/or approval for the visit.

Individuals must be on your approved visitor's list in order to visit you at CTS. Your approved visitation list from the previous institution will be utilized at CTS. Per DOC policy, you can make changes to your visitation list one time every six months only – in the months determined by the DOC. Inmates' visitation list must be approved by P&P before CTS can allow visitation. Revisions may be made in the month coordinating with the last number of your DOC number: Jan and July = 1 & 2; Feb and August = 3; March and September = 4 & 5; April and October = 6; May and November = 7 & 8; June and December = 9 & 0.

Packaging containing clothing in the resident's first 30 days or during April and October may be brought in during the resident's scheduled visit. The items must be boxed/packaged and labeled as though it is going to be placed in the mail. Items not packaged properly will be turned away. The package cannot contain any consumable items and cannot put the resident over property limits. Packages coming for new arrivals will not be accepted in visitation after 30 days of residency (exceptions may be made ONLY if the resident is not able to get an approved visitation list from Probation and Parole in a timely manner). The packages will be searched and distributed on the next business day.

Food to have during visitation may be purchased in the visitation room. No visitors are allowed to bring food or drink into the facility.

Visitors are not to bring anything in the building other than their necessary items, appropriate clothing, keys, and identification. No one is to wear coats, jackets, hoodies, sweaters (any outer clothing) into the building. No drinks or food can be brought in. If someone enters with outer clothing, they may immediately return it to their vehicle or they may place it in the locking cabinet for the duration of the visit.

Residents can only conduct one visit per visitation day. Once that visit ends, no other visitors are allowed to come for a visit. In addition, visitors who arrive with 30 minutes or less left for visitation will be turned away.

Below are the guidelines for visitation:

1. <u>All</u> visitors including children, must sign in at the control center and present a picture ID each time they visit (children under the age of 18 do not need an ID).
2. No obscene gestures or language is permitted.
3. No interaction between a visitor and a resident is to take place until the visitor is officially signed in, searched, cleared to visit, and has reached the visitation area.
4. Visitors must be properly dressed. Shoes and shirts must be worn. Shorts, skirts, dresses tank tops and halters are not allowed. Pants must be no higher than knee length. Staff may turn a visitor away if not appropriately dressed, if staff deem the attire inappropriate.
5. All visitors and their belongings are subject to search. Visitors will not be allowed to carry bags, purses, cell phones, etc. into the facility.
6. Visitors and residents are not allowed to have bodily contact except a short kiss and/or hug upon departure.
7. The resident will be paged to the visiting area after the visitor(s) has been properly checked into the visiting area.

10. Residents must remain in the visitation area until their visitor has left the building.
11. Visitors are not allowed to leave the building and then return. Once they exit the building, the visit is terminated. Visitors will not be allowed to go back to their vehicle to retrieve "drop off items" for the resident.
12. Visitors must be orderly and children must be kept under control, or they will be asked to leave.
13. No one will be permitted to visit if he/she is under the influence of drugs or alcohol.
14. An adult must accompany persons under the age of 18.
15. Visiting is confined to the visiting area only.
16. Without prior approval, visits are limited to four visitors at one time.
17. Staff may terminate a visit if necessary. If a visitor(s) acts inappropriately, they may not be allowed to return to the facility without a review and approval from the Director.
18. Convicted felons are not allowed to visit without written approval from the Director and the appropriate supervising authority.
19. Visitors who arrive 30 minutes or less prior to the end of visitation time will not be allowed to visit.
20. Staff has the authority to refuse or terminate a visit at their discretion if the safety of residents, other visitors, staff is in jeopardy; if the visitor's or resident's behavior is disruptive; if prohibited activity is attempted.
21. Parents of children visiting are responsible for supervising their children in the Kids area. Failure to do so will result in your visit being terminated.

Issues with contraband coming during visitation may cause procedures to be modified to include no tables being set, no use of the bathroom, etc.

Staff is available to take photos for residents and their visitors during visitation. The pictures are $1.00 each and are available on site.

INCOMING RESIDENT PROPERTY

Items that are not considered contraband and/or are allowed at CTS will be allowed to be brought in with a resident upon intake. Residents transferring from another institution will be allowed to keep allowed consumables brought with them. Residents reporting to CTS from "the street" will be allowed to bring in limited amounts of consumables (detailed on property list). From that point forward, "consumables" can only be purchased through the commissary or mailed in the first 30 days of residency through a THIRD PARTY VENDOR via USPS, UPS, Amazon, or FedEx – in order to reduce the possibility of contraband entering the facility.

If a resident has family, friends, etc. who are willing to bring clothes, money, shoes, etc. – items may be brought to resident during visitation or through the mail in the resident's first 30 days of residency. Items brought through visitation are to be packaged just as though they were going through the mail. The package will be processed and distributed on the next business day. CTS does not accept "drop offs."

RELIGIOUS SERVICES

In house church services are available at CTS for residents who wish to attend. Service times are available on the resident bulletin board. Residents may request to attend services outside of the facility. These requests will be considered on a case-by-case basis. A request must be submitted to the Director for consideration. Coordination with location one chooses to attend will be required.

LAW LIBRARY

A law library link can be found on the free side of the Telmate tablets. All residents have access.

EDUCATION

Residents who do not have a high school diploma or GED will be referred upon request and when classes are available. Classes cannot interfere with SAP classes.

DRESS CODE

All residents must be fully clothed while in the facility to include living unit. Sleeveless attire such as tank tops is not allowed outside of one's assigned dorm – this will include the deck. Sunglasses and headgear are not allowed to be worn by residents when in the facility. The facility will assist the resident in obtaining suitable clothing if needed. "Crocs" and open toed shoes may be worn in the dorms only.

Dining Room dress code:

- Shirt, shoulders and armpits must be covered
- Closed toed shoes only

ISSUED PROPERTY

All residents are issued: a pillow, blanket, 1 towel, 1 washcloth, pillow case, 2 sheets, 1 padlock, 1 cup, 1 sport, 1 AA book (SAP only), and a nametag.
Personal blankets may be purchased by the resident however, it must be placed underneath the issued one or neatly folded at the end of the bed. Residents may also have one personal pillow (must be new, still in packaging upon arrival) placed in their personal pillow case. Pillow, pillow case and blanket are the only personal bedding allowed. Each resident is responsible for laundering his linens and towels once a week.
The AA books are issued to residents by Counselors.
Upon release, residents are to return ALL CTS property. If any CTS property is missing or damaged, the resident will be required to pay for it prior to release.

CTS will issue every resident one roll of toilet paper and one laundry pod each week. The laundry pod is for the resident to wash his bed linen. Each resident is responsible for providing his detergent for laundering his own clothing. Distribution is one time each week. Indigent residents may be provided with more supply.

HYGIENE

If needed, the following hygiene items may be issued to indigent residents: toothbrush, toothpaste, denture adhesive, soap, disposable razor, shaving cream, shampoo, etc. Any resident needing hygiene items must notify their counselor; CTS will supply items to indigent residents. To be placed on the indigent list, you must complete an Indigent Request Form and turn it in to your Counselor. Indigent supplies are handed out one time every week. Indigent status is reviewed at least monthly by the Director/Assistant Director.

All residents are required to maintain suitable hygiene at all times. This will include daily showers, brushing teeth twice per day, and laundering clothing. If one's hygiene becomes an issue, you may be placed on a hygiene contract and be required to check in with staff daily prior to and immediately after showering. Ongoing problems with hygiene may result in disciplinary action.

LAUNDRY

The CTS facility has six washers and six dryers on the premises at no expense to the residents for personal laundering needs. The laundry room will be open from 5:00 am to house closing daily. Laundry days are assigned according to dorm assignment. The schedule is posted on the laundry room door. Residents are not allowed to use more than 2 machines at any time simultaneously.

The laundry room is closed on Wednesdays until 4pm for maintenance – the laundry room is open at that time for Recovery Focus ONLY.

PERSONAL PROPERTY

- Every resident's property must be kept inside their issued locker. Laundry bags and shoes may be under the bed. Trash bags are not be substituted for laundry bags.
- Excess property must be removed from the facility or it will be confiscated and properly disposed of.
- Residents are not to loan, trade, give, or sell any of their property to other residents.
- In the event that a resident escapes or is taken into custody, etc., the property in that resident's living area becomes a part of his property inventory and will not be given to any other resident for any reason.
- Each resident may view the Personal Property List and Contraband List upon arrival; they are also posted on the foyer bulletin board and found on the tablets.
- Televisions, radios, CD players, and other appliances (all must be clear) shall be equipped with head phones/earbuds. They are to be used at all times to control the noise level in the living units.
- Appliance cords are not to be altered in any way.

Excess items and/or items not allowed that are brought in at intake will be boxed up and stored until the resident's release. A receipt will be issued. It is the resident's responsibility to advise his counselor that he has stored items upon release. Items that are illegal will not be stored but will be disposed of.

In the event that a resident is taken into custody, escapes, or absconds from supervision, his property will be handled in the following manner:

Abscond or Escape: The property will not be released while the resident is unaccounted for by CTS and/or the Parole Officer. If the resident has not been arrested or turned himself in within 45 days, the property will be disposed of. If the resident is arrested or turns himself in within 45 days the individual listed on the Property Form will be contacted and given seven (7) days (from the date of notification) to pick up the property.

Taken into Custody: The individual listed on the Property Form will be contacted and given seven (7) days to pick up the property.

RECREATION

The CTS Facility will provide at a minimum the following activities:

1. Cable television in each community room and dining room
2. Movies
3. Board and card games
4. Pool table
5. Recreation areas: weight/rec room, day room, outside deck
6. Tournaments are held on weekends, with prizes provided by CTS for some events

Outside Recreation guidelines:

1. The recreation areas will be open anytime the house is open. The recreation areas are closed anytime the house is closed. Residents are not to be in any recreation area if they are scheduled to be in programming or classes.
2. Anyone attempting to have anything dropped off at the area from non-residents or non-employees will lose the privilege of going to the rec. area. This includes throwing items over the fence.
3. If, at any time, a dorm smells of cigarette, cigar smoke, everyone in that dorm will lose rec yard privileges for a period of time to be determined by staff on duty.
4. Residents may take their chairs to the rec area provided they are used responsibly – as they are intended, to be sat in. The chairs are not to be used as ladders or step stools.
5. Food and drink may be taken to the rec area. Trash is to be disposed of properly. If the rec area is found with litter, rec yard privileges will be suspended. It may also result in the loss of the privilege of taking food and drink outside.
6. Shirts with sleeves must be worn and left on while on the deck. No sunbathing is allowed. Hat for warmth may worn on the deck in cold weather only – otherwise, no head gear is allowed on the deck.
7. Horseplay, wrestling, etc. is not allowed.
8. Anyone found attempting to or climbing the fence or damaging any property in the rec area will lose the privilege of using the rec area for an undetermined amount of time.
9. Staff on duty may suspend rec area privileges at any time.

Anyone violating any rules listed above will lose the privilege of the rec. area for an amount of time deemed appropriate by administrative staff.

Recreation/Weight Room

CTS provides weight lifting, pool table, and television in the recreation room. Exercise, work-out, and weight equipment is used at your own risk. CTS is not responsible for injury sustained while using the equipment. Residents are to be respectful of others – limit your time on the equipment; do not drop and/or break any of the equipment; the television is to be kept down to a reasonable volume; residents are to clean off equipment after use; weights are not to be slammed/dropped on the floor.

POINT REWARD SYSTEM

CTS administers a positive reward system through points. All residents are eligible to participate in the point system – except those in Recovery Focus. Entry into Recovery Focus voids all points, including unredeemed rewards earned at the time of entry to RF. Residents may begin participation after petitioning out of RF.

The point system rules are posted in the lobby. Points are earned from the 1st to last day to the last day of the month. Residents are required to complete one of several activities outlined on the point sheet in order to continue participation in the point system.

Point redemption begins on the 1st of the following month. Point redemption sheets must be turned in to **management staff** by noon on the 3rd of the following month. **Any redemption sheets turned in after that time will be forfeited.** Once points are redeemed, changing rewards is not allowed. Unused points will not carry to the next month. Point rewards cannot be back-dated.

Please stay up to date on guidelines by reading the rules and points sheets every month. Ensure that you are using the most recent version of the Point Award Sheet and Point Redemption Sheet. They are updated frequently. Residents will be notified when updates are made.

Be sure to have your counselor sign off on points that require his/her signature prior to turning in your point sheet, otherwise the points will be forfeited.

Residents do not have a right to points.

TRANSPORTATION

If needed, residents will be provided bus tokens for program related activities. Staff may provide transportation in emergency situations only.

GRIEVANCE PROCEDURE

Residents who have a problem or complaint should first address the issue with their Counselor. Residents have the right to file a grievance utilizing the facility's grievance procedure – through the Telmate tablets – paper grievances will not be accepted. Grievance forms are available for all residents and will be reviewed by the Director. Residents are encouraged to attempt to resolve the grievance informally whenever possible.
Residents may use the grievance process to report a PREA violation.
If resolution is not satisfactory, residents may then file a Grievance to be forwarded to the Facility Director or Assistant Director or Assistant Director/Programs.
If resolution is still not satisfactory, residents are to write to (do not call) the Department of Corrections – attaching in house grievance responses.

Contract Management Branch
672 David Avenue
Danville, Kentucky 40422

DOC Ombudsman, Allyson Lambert
PO Box 2400
Frankfort, Kentucky 40601

AODE
Office of the Ombudsman
kyombud@ky.gov
209 St. Clair Street
Frankfort, KY 40601
(866)596-6283

All CTS residents may file appeals with:
Bill Seabold, CTS Vice President of Operations or Steve Smith, CTS Executive Vice President
1115 South 4th Street, Louisville, Kentucky 40203

PRISON RAPE ELIMINATION ACT

The Prison Rape Elimination Act of 2003 (PREA) was enacted by Congress to address the problem of sexual assault of persons in the custody of U.S. correctional agencies. The Act applies to all public and private institutions that house adult or juvenile offenders and is also relevant to community-based

agencies. Major provisions of the PREA include development of standards for detection, prevention, reduction, and punishment of prison rape; Collection and dissemination of information on the incidence of prison rape; and Award of grant funds to help state and local governments implement the purposes of this Act. The following information is provided for your information and protection:

Sexual Abuse/Assault Prevention/Awareness/Intervention
PREA – Prison Rape Elimination Act

All residents will receive PREA training information, including residents who transfer from another facility where they may have received the same training.

It is policy that any interaction of a sexual nature between residents or staff and residents is prohibited and there is **ZERO** tolerance for violations. For the purpose of this policy, sexual behavior is defined as:

Verbal or physical conduct of a sexual nature directed toward an inmate by another inmate, or by staff members, agents or volunteers of a correctional facility, department or private organization. Sexual misconduct by corrections staff against a prisoner…is prohibited by policy. Sexual misconduct, as it relates to prisoners, is: a sexual advance, welcome or not, by an inmate, staff member, agent or volunteer of a corrections agency, department or private organization. It is illegal and a violation of Federal Law.

Inmate on Inmate Sexual Abuse/Assault: One or more residents engaging in, or attempting to engage in a sexual act with another resident. The use of threats, intimidation, inappropriate touching, or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act. Sexual acts or contacts between residents even when no objections are raised, are prohibited.

Staff on Inmate Sexual Abuse/Assault: Engaging in, or attempting to engage in a sexual act with any resident, including the intentional touching of an inmate's genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person. Sexual acts or contacts between a resident and a staff member, even when no objections are raised, are illegal.

Sexual harassment: Repeated and unwelcome sexual advances, request for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one resident toward another; and,
Repeated verbal comments or gestures of a sexual nature to a resident by a staff member, contractor, volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

REPORTING SEXUAL ABUSE/ASSAULT/HARASSMENT

If you are a victim of sexual abuse/assault/harassment by another resident or employee, or you witness or suspect a sexual assault/abuse/harassment of another resident, you may privately report it by speaking to any CTS staff, asking to see the Director or Assistant Director on an emergency basis, by filing a grievance, writing or calling Probation & Parole or the Department of Corrections (contact info posted on bulletin board), placing a letter in one of the outgoing mailboxes located on each floor, passing the information to a third party to report it (another resident, your family/friends, etc) . You may file a report either anonymously or as identified. Residents are not to file or attempt to file a report of abuse with a

staff member who is subject of the allegation. Reports may also be filed by calling the PREA hotline – the phone number is posted near the phone in every dorm (833-362-7732). The call is a free call that requires no calling card. Receiving assistance in regard to sexual abuse can be obtained by calling this number as well.

Allegations of abuse are taken very seriously and no resident should feel concerned about retaliation as a result of filing a report. CTS has a zero-tolerance policy and will fully investigate every allegation to ensure the safety of all residents. Investigations will be completed and decision rendered in no less than 90 days of receiving the report.

Residents who file or cooperate in the investigation of a PREA allegation will be monitored for retaliation from others for no less than 90 days. If a resident suffers any type of retaliation for cooperating in a PREA investigation, CTS will coordinate with the DOC to ensure it ceases – whether it requires discipline of other residents or staff or transfer to other facilities. Residents filing a report will be notified in writing of the outcome of the investigation as soon as the investigation is complete.

Residents may seek the assistance of third parties in filing for administrative remedy relating to allegations, this includes, but is not limited to: other residents, family members, attorneys, CTS staff, community advocates. PREA reports will be accepted in many forms: from the PREA hotline; phone calls from family, friends, concerned citizens; written reports to staff; through Telmate requests/grievances; verbal reports to CTS staff or Parole Officers, medical/mental health providers; anonymous letters; or any means a resident chooses.

If a resident becomes a victim, or is a past victim or perpetrator of a sexual abuse incident and would like to seek mental health treatment, CTS will accommodate. Residents will be asked in their first meeting with their counselor. Of course, the resident may change his mind if he initially declines treatment. The counselor will give the resident the phone number to call, allow him to make the call in a private office on the business line that is not monitored or recorded. CTS will cooperate/assist with follow up appointments whether via telephone, zoom, or in person.

RIGHTS

As a victim of sexual abuse/assault you have the following rights:

- You have the right to be heard in a respectful, supportive, and non-judgmental way
- You have the right to be provided immediate safety from the perpetrator
- You have the right to a medical examination, to include collecting medical evidence
- You have the right to be referred for psychological counseling for crisis intervention and follow up

EDUCATE YOURSELF…….SEXUAL ASSAULT CAN HAPPEN TO YOU

- MYTH: "It can't happen to me." Rape is an isolated, infrequent event that only happens to certain kinds of people: attractive, young women, women who are promiscuous or provocative.

  FACT: Anyone can be sexually assaulted. Studies show that victims include infants to people in their nineties, people of color, lesbians/gays, people with disabilities, and people from every race, ethnic, religious, economic and social background. According to a study published by the National Victim Center and the Center for Crime Victims Treatment and Research, approximately 683,000 American

women were sexually assaulted in 1990, which averages to 1.3 rapes every minute. When the number of children and males assaulted during that same period were are added, it is likely that well over twice that many Americans were sexually assaulted.

- MYTH: "The best way for survivors to get over a sexual assault is to act like it didn't happen, to put it behind them, get on with their lives and be "normal" again."

  FACT: Speaking out about sexual assault might be an essential part of the recovery process for survivor…every survivor is the expert on his or her own recovery. For many, recovery becomes an ongoing process of healing, change and empowerment. All survivors have a right to support and validation from friends, family and service providers, no matter where they are in their individual healing process or how long ago the assault occurred.

Sexual assault is a violation of one's sexual identity and sexual safety. It can create long-term disturbance for the victim.

Residents of CTS must stay aware that the facility employs female staff. Staff will announce at the beginning of each shift if a female is on duty. No staff will announce themselves entering the dorms. But, female staff will announce themselves as they approach the bathroom door. Residents are to make sure that they have their under clothing on prior to exiting the shower or toilet stall. If a resident is at the urinal, he is to announce that he is there to delay the female staff's entrance until he can finish and be properly clothed.