Community Transitional Services
Facility Rules and Regulations
Reviewed and Revised March 2026

As a resident of Community Transitional Services, you are required to read (or have someone read to you) the following rules. You are also required to abide by the rules while residing in the facility. Please advise staff of any questions you may have regarding these rules and procedures.

1. Community Movement

(a) Residents are required to properly sign in and out of the facility with a staff member approving – scanning finger on finger vein reader at the time of departure and return
(b) Residents must provide the full and exact name, address, phone number, and purpose of their trip (verified through assigned counselor) prior to leaving.
(c) Residents are responsible for knowing their return time; they are to get a return time from staff prior to leaving the Center. Residents are not permitted to be late returning to the facility.
(d) Residents are to sign out and return at the time assigned by the approving staff member and to adhere to established policies regarding arriving and leaving the facility.
(e) Residents are not to sign out prior to the time assigned.
(f) Residents must go directly to and return directly from any approved destination, even if they will be returning early. Destinations that are not prior approved are prohibited.
(g) Residents are not allowed to be unaccountable. Staff must know all residents' whereabouts at all times.
(h) Residents are required to produce verification of whereabouts upon return to CTS: this will include, but not limited to: receipts, medical/dental/mental health appointment verification, etc.
(i) Residents must remain arrest free. Any contact with legal authorities must be reported to Staff immediately.

2. Facility/Dorm Cleanliness and General Housekeeping

(a) Residents are to complete cleaning assignments (per bed assignment) at assigned times.
(b) All urinals and commodes must be flushed after use.
(c) Showers and water faucets must be turned off after use.
(d) Residents will not shower or use the toilet facilities during count or cleaning time.
(e) Residents are to clean up after themselves after using common areas.
(f) Beds and lockers are not to be moved.
(g) Items are not permitted on windowsills at any time.
(h) Residents are not permitted to paste, nail, or tape any articles to the walls, doors or furnishings, including lockers.
(i) Nothing shall be hung from the ceiling, pipes, sprinkler heads, or light fixtures. Ceiling lights or vents will not be covered with paper or any object.

(j) All personal items must be kept in neat order in one's locker. No items of any kind are to be kept under mattresses.

(k) Residents are to be fully clothed when out of their dorm (pajamas/bed clothes, sleeveless shirts are not allowed outside one's dorm).

(l) Clothing changes are to take place in the bathrooms only. Residents must exit the shower or bathroom stall wearing at a minimum, underwear or shorts/slacks. Under no circumstance is any resident to be completely naked outside of the shower/bathroom stall.

(m) Residents are not to enter any dorm but their assigned dorm for any reason.

(n) Dorm doors are not to be propped open at any time for any reason.

(o) Each resident is responsible for the cleanliness of his or her assigned living area & room and for the security of his or her personal property.

(p) All lights and electrical equipment must be turned off when room is unoccupied. Personal televisions must be turned off when the resident is not in their bed area.

(q) Personal radios and televisions must be used with headphones/earbuds, but headphones must be worn around the neck or only one earbud in the ear – residents need to be able to hear the intercom system and alarms.

(r) All electronics (televisions, radios, lights, tablets, etc) are to be turned off no more than 30 minutes after the house closes.

(s) Residents may only use linens issued by the facility. A personal blanket and (new) pillow may be utilized, along with CTS issued items. (Personal pillowcase are allowed with a personal pillow)

(t) Lockers must be locked when not in use. All locks must be the property of CTS.

(u) Mattresses are not to be moved from one bed to another.

(v) Residents are not allowed to sit/lie on others' beds or chairs.

(w) Residents are not allowed to use empty/unassigned lockers or bed.

(x) Residents are not to utilize CTS pillows to sit on.

(y) Smoking/chewing tobacco is not to be used in the dorms or bathrooms.

3. <u>Unauthorized Items</u>

(a) Anything listed on the Contraband List is not allowed on the property. Possession of any item considered to be contraband is prohibited. Confiscated contraband is disposed of.

(b) Residents are not to consume or use any product that may cause a positive reading on breathalyzer or drug screen, unless prescribed by a physician.

(c) Residents are not to consume any prescription medication unless prescribed to them by a physician.

(d) Use or possession of alcohol or drugs is prohibited.

(e) Gambling is prohibited.

(f) Use of gang signs, paraphernalia, or anything showing allegiance to a gang is prohibited.

(g) All tobacco and related items (including lighters) are dangerous contraband for all inmates.

4. Program Requirements

(a) Residents must submit to an ALCO (breathalyzer) test and/or drug screen (urinalysis) when requested by Staff. (no exceptions).
(b) Residents must submit to a search of their person when requested by staff – no exceptions.
(c) Fraudulent use of the food program is prohibited.
(d) Taking or attempting to take more than one meal tray is prohibited.
(e) Residents are not allowed to bring their own bowls/containers into the cafeteria at mealtime.
(f) Residents are not to take food served at meal time to their dorm (including leftovers, fruit)
(g) Residents must attend all required meetings, groups, and classes as scheduled.
(h) Leaving classes or meetings is prohibited. All business (including restroom use) shall be taken care of before the beginning of the class/meeting or on designated breaks.
(i) Residents are to read the bulletin boards on a daily basis as they are responsible for compliance of posted information.
(j) Residents will quickly evacuate to the designated meeting area and act in an orderly manner during emergency drills (no smoking allowed).
(k) Residents will obey all orders imposed by their Supervising Authority, their Individual Program/Treatment Plan, CTS Staff, and the Resident Handbook.
(l) Facility recreational equipment is not to be utilized until all programming requirements and duties have been met or completed.
(m) Residents must wear nametag with the CTS ID showing at all times. Other items are not to be placed in the badge holder.

5. In House Visitation

(a) Visitors may visit only during designated times unless approved by Director.
(b) Residents are responsible for the conduct of their visitors (Staff is authorized to terminate any visit if behavior is inappropriate).
(c) Residents are to clean up after their visitors.
(d) Residents are to take care of personal business prior to going to visitation room.
(e) Physical contact must be limited to a short kiss and hug at the end of the visit.
(f) Ex-residents and convicted felons are not allowed to visit residents without special permission from the Director and the Supervising Authority.
(g) Residents and their visitors are to follow the guidelines set forth in the visitation policy found in the resident handbook.

6. General Behavior

(a) Residents are to treat all Staff and other residents with respect.
(b) Residents will be truthful in all statements to Staff
(c) Residents are to obey all direct orders and instructions from Staff.
(d) Double asking (triangulating) is prohibited; this is the act of receiving an undesired answer from one staff member then asking a different staff member the same question for a more desirable one.

(e) Use of profanity, racist, prejudicial, or derogatory language is prohibited.
(f) Statements that may cause hostility with others is prohibited.
(g) No resident may have authority over another resident
(h) Harassment in any form is strictly prohibited.
(i) Horseplay or loud and unruly conduct is not permitted while in this facility.
(j) Romantic relationships and physical contact between residents or staff are prohibited.
(k) Residents are to remain in their dorm when the house is closed. Any business outside the dorm must be taken care of prior to the house closing.
(l) Residents are not allowed in unauthorized areas.
(m) Residents will not falsify, destroy, or alter records, documents, or statements.
(n) Residents will not vandalize, deface or destroy facility property. Facility property is not to be removed from the facility for any reason.
(o) Residents are not to give, share, lend, borrow, buy for, or exchange money, property, services, etc. This includes the purchase of items for another from commissary, vending, take out, receiving items through the mail, sharing PINs, giving property, etc.
(p) Headgear, sunglasses, and tank tops are not permitted to be worn by residents when inside the facility/deck. Nylon caps ("doo rags") may be worn while in bed only.
(q) No sunbathing on the deck. Proper attire must be worn.
(r) Residents are not to congregate in the control center foyer area. You are not to walk past the pink tiles until you are advised to do so.
(s) Residents will not jeopardize others' safety in any way while in the facility or in the community.
(t) All residents in the facility will honor and respect the rules implemented in SAP.
(u) Any activity or behavior not specifically listed in these rules which staff consider to violate the intentions and goals of the program; endanger the security of the facility or its residents or the community; or creates hostility or disorder among residents or staff is prohibited.
(v) Violation of any CTS or DOC rule or policy that is policy that is posted, distributed, communicated is prohibited.
(w) Violation of any known/practiced policy whether or not specifically stated in writing is prohibited.
(x) Selling or purchasing of property to/from other residents is prohibited.
(y) Residents are not to enter the administrative office area without permission.
(z) Residents are not to enter the medical room unless they are called there for an appointment.

8. <u>Medication</u>

(a) Residents must inform Staff of any prescribed or over the counter medication they are taking. All prescription medication must be logged by Staff.
(b) All prescription medication must be turned in to Staff. CTS Staff will determine if the resident may keep the medication in their possession.
(c) Medication approved for self-administration must be kept LOCKED up in one's locker

(d) Residents must take medication as prescribed.
(e) Over the counter medication containing sleep aid, alcohol, or stimulants is prohibited.
(f) Residents are not to give their prescription medication to anyone else.
(g) All prescribed medications not approved for self-administration will be stored and dispensed by staff monitors only.
(h) "Cheeking" or "cuffing" medications during medication distribution is prohibited.

9. Tobacco Use

(a) Tobacco use is allowed on the deck and outside the facility only (this includes "dip")
(b) Possession of matches is prohibited
(c) Tobacco use is allowed on the deck anytime the deck is open. The deck is open when the house is open.
(d) Everyone is responsible for keeping the deck clean of tobacco products and trash. Items are to be disposed of properly.
(e) Cigarettes must remain in proper container until use. Placing cigarettes behind the ear, in pockets, etc. is prohibited.
(f) "Dip" cups are to be emptied in a toilet or trashcan (w/ a trash liner) immediately after use. Storing used dip containers in bed area/locker is prohibited.
(g) Inmates are not allowed to use and/or possess tobacco/nicotine products

10. Telmate

(a) Residents will not share their PIN with anyone else.
(b) Residents will not order commissary for other residents.
(c) Residents will not communicate with offenders on supervision through Telmate: phone, video visitation, messaging.
(d) Residents will not participate and/or intentionally be seen on the video visitation of other residents.
(e) Residents will not abuse the request system – one request to one staff per issue. Residents are not send the same request to multiple staff.

Sanctions for rule violations will be based on the severity of the violation. Resident attitude and previous violations are also considered. At the discretion of Staff, a verbal or written warning may be given for minor, first time violators. Sanctions imposed may include, but are not limited to the following:

(1) Dorm Restriction
(2) Loss of Privileges
(3) Placement in Recovery Focus
(4) Termination from the Program

Any Other Sanction Deemed Appropriate by Administrative Staff.