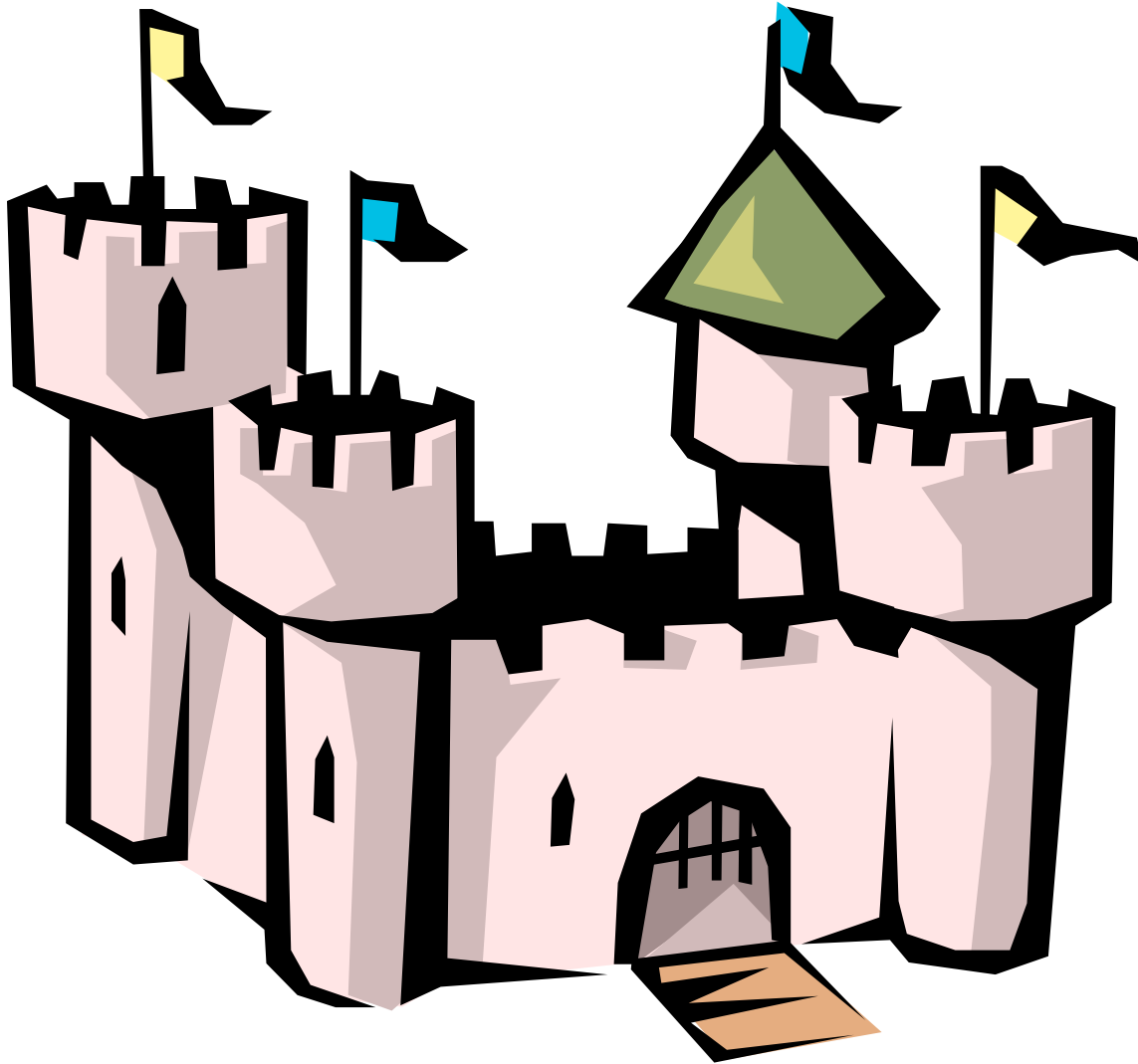


# Bismarck Transition Center

## Family Information



*Don't Let Your Past  
Determine Your Future*

I am pleased to announce your loved one has arrived at the Bismarck Transition Center (BTC). All BTC residents are assigned a Case Manager during their stay at BTC. The Case Manager at BTC play many roles, two of which are to assist your loved one with his/her needs while he/she is living at the BTC and to assist you, as a family member/significant other, in reunification with your loved one. Case Managers are available to answer all your questions and can be reached by phone at 701-222-3440.

Further, the majority of the information you need as a family member of a resident who is residing at BTC can be found at Community Counseling and Correctional Services' (our parent company) website at <http://www.cccscorp.com>; click the link on the left hand side that says "PROGRAMS"; then scroll down until you see "BISMARCK TRANSITION CENTER". From there you will be able to access valuable information about Community Counseling and Correctional Services, BTC and links to all the information we believe to be useful in your efforts to unify you with your loved one. The information that can be found includes:

- ~ Information regarding Visitation
- ~ Allowable and Un-allowable Property
- ~ Telephone Access
- ~ Pass System Information
- ~ Rule and Regulations for Community Passes
- ~ BTC Phase System
- ~ Available Programming at BTC
- ~ BTC Visitor-Sponsor Application/N.C.I.C. Back Ground Check Authorization Form

If you are unable to access the internet or do not have the ability to print, please contact Case Management staff at the number listed above and the information can be mailed to you.

I want to thank you for the support and assistance you have offered your loved one through a difficult period of time; for not only him/her, but your family as a whole. Do not hesitate to contact us with any questions or concerns you may have.

Sincerely,

BTC Case Management Staff

# VISITATION

Scheduled visiting hours are Saturday, Sunday and designated holidays (New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas) from 1:00 p.m. to 4:00 p.m. Residents who are considered Inmate status will have additional visitation time on Wednesday and Sunday evenings from 7:30 p.m. to 9:00 p.m. in the dining hall.

Visitor's must complete a Visitor/Sponsor Application and be approved for visitation prior to visiting. Residents will be notified if a person has been approved or not for visitation, and are responsible for notifying their visitors.

When a resident initially arrives at BTC, he/she may receive immediate family members for their first visit at BTC, for either Saturday or Sunday.

Visitors are not allowed to be on any other corrections visiting list. Visitors must contact BTC twenty-four (24) hours prior to the visit. Residents are allowed up to four visitors at a time.

Some occasions may arise where special visits may be required by program residents. These types of visits may include visits from individuals who have traveled long distances, visits to hospitalized residents, and visits between residents and their attorneys, Clergy, social service representatives, and others. Coordination of such visits can be obtained through contact with assigned Case Managers and the final approval of the Administrator/designee.

The following guidelines pertaining to visitation are:

1. Visitors must receive staff approval to visit twenty-four (24) hours in advance of the scheduled time of visitation.
1. Visitors are to sign in and sign out in the log book located in the Resident Assistant's Office.
2. Visitors are to remain in the designated visitor's area and are not permitted in resident rooms at any time, nor are they allowed to leave and come back into the facility (i.e. smoking, getting something from car, etc.)
4. Children are the sole responsibility of the visitors. Children must remain with the sponsor at all times and not wander through the visiting area.
5. It is strongly suggested that visitors leave their purses/wallets at their homes or locked in their vehicles.
6. Conversation is to be kept at a low level so as not to disturb others.
7. Physical contact with visitors is to be limited to a brief embrace and/or kiss at the times of both arrival and departure. No one may lie down on the couches, chairs, or floor during visitation hours.
8. Visitors who appear to be intoxicated or under the influence of drugs will be asked to leave and will not be permitted to return. Visitors who arrive at the center and are subsequently asked to leave by staff will be removed from the resident's approved visitor's list.
9. Visitors may not arrive before visiting hours begin and are expected to leave promptly at the end of visiting hours.
10. Smoking during visits or in the designated visiting area is prohibited.
11. All visitors are subject to search upon entering the facility and while inside the facility
12. Dress Code: Visitors are to be dressed in proper clothing before entering. Proper clothing includes: underwear, shoes, shirts (no sleeveless shirts), blouses, slacks and jeans. Halter dresses and halter tops are not permitted. Skirts and shorts must be no shorter than 2 inches above the knee.

# PERSONAL POSSESSION

Immediately upon arrival at the Bismarck Transition Center, residents will be expected to participate in a complete search and inventory of possessions:

## Allowable Possessions:

- 7 pairs of jeans/casual pants
- 16 shirts
- 3 shorts
- 4 sweatshirts
- 4 sweat pants
- 4 pairs of shoes/boots
- 4 coats/jackets
- 6 seasonal wear/hats/gloves/thermals etc.
  
- 8 jewelry/watches/rings/necklaces etc.
- 1 TV, not to exceed 13"
- 20 cassettes/ CD's/ DVD's (cannot be burned copies)
  
- 2 duffel bags/backpacks
- 20 tools
- 15 miscellaneous (clothing/foot wear/outerwear)

## Un-allowable Possessions:

- NO flammable (ex. hair products)
- NO aerosol spray cans or bottles
- NO drugs-drug paraphernalia-alcohol
- NO over the counter medications that contain DXM
- NO perfumes-cologne
- NO lighter fluid
- NO glue of any kind
- NO white out
- NO cleaning supplies
- NO rubbing alcohol-or anything containing alcohol
- NO shaving CREAM (shaving gel acceptable)
- NO knives of any kind
- NO cardboard boxes
- NO music playing devices with video display capability
  
- NO stereo systems or external speakers
- NO cell phones or cell phone accessories
- NO food or drinks (Christmas/New Years-store purchased treat acceptable)
- NO laundry soap/detergent/bleach
- NO weapons
- NO laxative products
- NO Christmas lights or anything pertaining string or rope lights

NO mouthwash that contains alcohol  
NO checkbooks/credit cards  
NO throw pillows  
NO stuffed animals  
NO burning of sweet grass/incense/candles  
NO pornographic materials (videos/magazines/books) that shows intercourse  
NO computers (case by case basis)  
NO TV's over 13"  
No egg shell mattresses-air mattresses or any type of mattresses  
NO personal chairs/desk tables/TV stands etc.  
NO tattooing material of any kind  
NO pets, including fish  
NO bats/golf clubs/rocks/toys/model toys etc.  
NO ropes (extension cords or multi plugs)  
NO phone books  
NO finger paint/artist paint/spray paint/cans of paint/model paint  
NO hair clippers or other hair cutting equipment (beard trimmers acceptable)  
NO liquid or electrical air fresheners-solid or gel type may be used  
NO oversized bedding  
NO floor fans. 12" of smaller desk or clip fans are acceptable  
NO stackable storage units  
NO hair coloring ingredients of any kind  
NO electrical heating or cooling devices  
NO alcohol based finger nail polish remover

NO video gaming systems of any kind

NO Hair care products such as (flat irons, hair dryers, curling irons etc..)

## **PROPERTY ALLOWED TO BE DROPPED OFF AT BTC BY FAMILY**

All property other than those listed below must be brought to the facility by the resident him/herself or be mailed into the facility by family members.

1. Sealed hygiene products
2. Sealed over the counter medications (must not include alcohol, ephedrine or dextromethorphan)
3. Cigarettes/chew (unopened)
4. Tools
5. Work Clothing
6. TV (approved size listed above)

# TELEPHONES

Resident blue phones are available within the BTC and all telephone calls are collect or you may purchase a phone card from BTC. All personal calls are to be placed on these lines. There is one black house phone available in each building for employment calls and/or job search, and calls to medical facilities.

Phone conversations may be monitored or recorded.

-NOT allowed personal cell phones

-BTC phone cards are \$10.00

-Purchasable through resident's case manager

-General phone cards also allowed (purchased from Wal-Mart etc.) however, these are not allowed to be used while in the facility. Use in the community acceptable.

# PASS SYSTEM INFORMATION

## PURPOSE

To provide a community release program for residents of the BTC whereby residents may earn more privileges as they demonstrate greater degrees of personal responsibility. The Pass System also provides an opportunity for residents to strengthen family ties, assume parental responsibilities, and develop positive relationships in the community.

## PASS VISITATION RULES

Residents become eligible for passes based on their performance relative to the Phase System. It is the responsibility of each Case Manager to brief their assigned resident caseload in detail regarding all pass rules and regulations.

## PASS ELIGIBILITY

In order to be eligible for passes, residents must have a suitable "sponsor." A sponsor is a parent, relative, spouse, close friend or new acquaintance with whom the resident will spend time with during the pass. The sponsor accepts responsibility to personally account for the resident's whereabouts when the resident is on an approved community release.

An NCIC check is required for sponsor approval. The complete name of the sponsor and their birth date must be supplied by the resident or by the prospective sponsor.

## PASS SUBMISSION AND APPROVAL PROCEDURES

Residents are to turn in pass requests according to the schedule as posted by your Case Manager to be eligible for passes. The pass week will run from Monday through Sunday. If a pass is lacking the required information (i.e. locations and times), it will be returned and may be denied for that time period.

Passes must be detailed, accurate, legible and contain the following:

1. All private residences must include address and telephone numbers. All residences must be inspected by BTC staff and approval given by the Chief of Security prior to the resident being allowed to go there on pass. Homes failing inspection may be re-inspected in 30 days. Residences must be

within Bismarck/Mandan city limits and resident must be able to point out on the map where the address is.

2. Precise times of departure and arrival for each specific destination contained in the pass.
3. The sponsor's full name, address, and telephone number.
4. A description of the type of transportation (i.e. make and model) to be used including license plate number, proof of insurance and valid registration on said vehicle. The operator of said vehicle must be a licensed driver.
5. All resident community passes will be disapproved if the resident owes extra-duty hours as the result of a disciplinary sanction and those hours are still outstanding on Wednesday of that week. Any pending disciplinary actions that occur after passes are submitted to the case manager will result in loss of passes for that week.
6. You will not be allowed to go on pass unless your account is in the positive.
7. All sponsors and residences must be approved before passes are turned in.
8. Residents are required to phone in all location changes.

Each time a pass form is completed; all information must be filled out and include the following: addresses, vehicle information and pass locations and times. Our responsibility is 24 hour accountability of residents to the NDDOCR and the community. If ALL information is not on the pass request, it will be returned and the pass will be denied.

Staff, including Case Managers, will not be allowed to make corrections, changes, or additions to the passes once they are approved and put on the board. Residents will not be able to call in while on pass and ask for changes or additions because they will be denied. If you decide not to go to a location on your pass, you may move on to the next location until the time of your next approved change.

Passes are not allowed 24 hours prior to discharge.

### **PASS VERIFICATION**

The resident's pass activities will be verified by the staff on-duty. Staff working on each shift will make both random visits and routine telephone calls to verify each resident's whereabouts as indicated on the pass. Residents are also required to call the Center on a regular basis while on community pass. The results of these checks will be noted on the pass form. All returning residents will receive both breathalyzer and urinalysis tests.

A resident will be required to do the following:

- Six (6) hour day pass – Phone in halfway through pass
- Twelve (12) hour day pass – Phone in halfway through pass
- Twenty-four (24) hour pass – Return to Center for physical check halfway through pass and two (2) phone ins
- Thirty-six (36) hour pass – Return to Center for physical check every twelve (12) hours and four (4) phone ins
- Forty-eight (48) hour pass – Return to Center for physical check every twelve (12) hours and four (4) phone ins

### **HOLIDAY PASS CONSIDERATIONS**

On Christmas, Thanksgiving, Labor Day, and Memorial Day, Phase I residents are eligible to apply for a six (6) hour sponsored Holiday Pass, Phase II for a twelve (12) hour sponsored Holiday Pass and Phase III a 12 hour unsponsored Holiday Pass. Holiday Passes are subject to the same guidelines concerning approval and verification as regular passes. Holiday Passes, if approved, are in addition to regular passes. They are also good only on the holiday at hand. (Note: There will also be visitation on the above Holidays as well as the

regular weekend visitation schedule.)

### **NEW YEAR'S AND FOURTH OF JULY**

All program passes, including leisure passes will be prohibited on New Year's Eve, and the Third of July after 6:00 p.m. and all day on the Fourth of July. Each December and July, a memo will be posted to this effect by the Chief of Security or Administrator to provide advance notice of this policy.

## **RULES AND REGULATIONS FOR COMMUNITY PASSES**

Should a resident violate these rules and regulations it will be an automatic loss of passes for two weeks, with the possibility of disciplinary write-ups and further loss of passes, dependent on violation.

1. Upon changing locations, residents will call the BTC with their new location.
2. Resident will physically check in with the BTC on the following schedule:
  - a. 10 and 12 hour passes-halfway through the pass.
  - b. 24 hour passes-physical halfway through and 2 phone-ins.
  - c. 36 and 48 hour passes-physical every twelve hours and 4 phone-ins.
  - d. 5 and 6 hour passes require a phone-in halfway through.
3. Resident will not leave Bismarck/Mandan city limits.(Unless proper approval is given).
4. Resident will not operate a motor vehicle.
5. Resident will not possess or use any alcoholic beverages.
6. Resident will not possess or use any controlled substances.
7. Resident will not falsify his/her pass application.
8. Resident will accurately list all locations and times on his/her pass.
9. Resident will remain with his/her sponsor at all times (on sponsored passes).
10. If problems develop on his/her pass, resident will call the BTC or immediately return to the BTC.
11. Resident understands that final sign in time is 11:00 p.m.
12. Resident understands that if he/she is on pass for Super Clean, resident will return to the BTC for the super clean.
13. Resident will not be in any unauthorized location.
14. When at Kirkwood Mall, resident will designate to the best of his/her ability, the major stores that he/she will be shopping in.
15. Personal residences will be inspected and approved prior to submitting resident's pass for approval.
16. Only residences of approved sponsors will be eligible for pass locations.

## **Phase System**

### **GOALS**

Each resident, in conjunction with his/her Case Manager, reviews his/her own situation and establishes personal goals and incorporates these into a Case Plan. When the individual adheres to the general program rules, participates in required activities, and starts accomplishing his/her personal contracted goals, he/she moves through the phases and earns more privileges. On the following pages is a summary of the Phase System. An individual must be in Phase I at least four (4) weeks before being eligible to move to Phase II. If in Phase II the resident is doing exceptionally well, it is possible to move to Phase III after a minimum of four (4) weeks in Phase II. However, it must be emphasized that this is based on the resident's performance and the Case Manager's recommendation.

Phase movement *is not* automatic and residents must submit phase change requests to their respective Case Manager. Some residents move through the program very rapidly and others never get out of Phase I. Others are moved back in phase because of adjustment problems. Again, those who demonstrate responsibility earn more privileges.

## **PHASE I**

When a resident has completed the requirements of the Orientation Phase, is enrolled in applicable treatment or working, has completed intake, has begun individual sessions with his/her Case Manager, has signed the Case Plan and secured employment, he/she may petition to advance to Phase I status. Residents will be in Phase I status a minimum of four (4) weeks.

### **In Phase I status, a resident will be expected to participate in the following:**

1. Define needs and begin working on preliminary goals.
2. Locate and be active in full-time:
  - a. Employment or;
  - b. Vocational training program; or
  - c. Educational programming.
3. Actively participate in all recommended programming.
4. Establish weekly contact with the assigned Case Manager (one session).
5. Submission of weekly budgets, schedules and pass requests within the set timelines of his/her case manager.
6. Adherence to the rules of the BTC.
7. The resident must complete **25 hours** of community service prior to applying for Phase II.

### **In return for the resident's responsible behavior in regard to the preceding areas, he/she is able to earn the following privileges:**

1. Participation in supervised recreational outings.
2. The privilege to have approved visitors during scheduled weekend visiting hours.
3. The privilege to maintain up to \$15.00 in "**unreceiptable**" money on his person. (all money that is not used must be turned in with receipts on Tuesday nights).
4. Residents may contract with their Case Manager for access to leisure-time activities. Leisure-time activities are considered privileges and cannot be utilized unless the resident has available funds to participate in them and can demonstrate a clear commitment to and progress within all assigned treatment programs. Residents can schedule up to two (2) hours total per day for leisure opportunities.

Leisure activities must be pro-social and the following are examples of approved activities:

- a. Walks on approved paths – 1 hour
- b. Bicycling
- c. Public library (1 time per week)
- d. Local gym
- e. Park – Frisbee Golf (Sibley Island)
- f. Bowling Alley
- g. Heritage Center
- h. Capital – Tours and Legal Library
- i. Tennis Complex

- j. Buck Stop Junction (Museum)
  - k. Railroad Museum
  - l. Children's school events (your children)
  - m. Ice skating
  - n. Community Service
  - o. Sand volleyball/horse shoe park – Sertoma # 10.
5. Residents may participate in a variety of religious or cultural activities one (1) time per week.
  6. Residents must have budgeted money on their weekly budget for all activities.
  7. Residents in Phase I are eligible for two- (2) six (6) hour sponsored day passes or one (1) twelve (12) hour sponsored pass per month. Residents are allowed six locations during pass.
  8. Residents in Phase 1 may obtain rides to and from work with approved co-workers/employers upon Case Manager agreement, with appropriate paperwork (valid driver's license, vehicle registration and vehicle insurance).

## **PHASE II**

After a minimum of four (4) weeks in Phase I, residents may apply for and Case Managers may recommend to the Case Manager Supervisor that the resident be moved to Phase II if the following standards have been met:

1. The resident must be adhering to his/her established Case Plan.
2. The resident must have full-time (32 hours per week) schedule of vocational training, employment placement, or educational placement (or a combination of two or more of these components totaling 40 hours. If in school, residents will be required to obtain a part time job to pay rent and other expenses while residing at the facility.
3. The resident must have positive feedback on all work reports and have no negative comments from employers, regarding current employment performance.
4. The resident must be regularly participating in all recommended programming.
5. The resident must be actively making restitution and fine payments.
6. For a period of thirty (30) days prior to the application, the resident has had no disciplinary actions in which he/she has been found guilty.

Residents will be in Phase II a minimum of four (4) weeks.

### **In Phase II, the resident is expected to participate in the following activities:**

1. Maintain an acceptable rating in all work reports received by the Case Manager.
2. Maintain satisfactory performance in those areas specified by the Case Plan.
3. Attend all recommended programming.
4. Community service – additional **20 hours**.
5. Attend weekly sessions with Case Manager.

### **In Phase II, a Resident may be awarded the following privileges:**

1. All privileges accorded the resident in Phase I.
2. The privilege to keep up to \$15.00 of "***unreceiptable***" money in his/her possession. (All unused money must be turned in with receipts on Wednesday evenings prior to new budget period.)
3. One (1) unsupervised three (3) hour movie pass per week in movie theatre only (1 in every 7 days) with staff approval.
4. Make appropriate use of leisure time with pro-social activities (all activities listed in phase 1),

**plus:**

- Golf Dome/Courses
  - Raging Rivers Water Park – seasonal but includes miniature golf/laser tag and video arcade the rest of the year
  - Fishing at Meriwether’s and Fox Island
  - Bismarck State College – different classes that run one night per week such as cooking, dancing, art, pottery- one flat fee per class
  - Massage Therapy at any legitimate business that offers
  - Wachter Aquatic Center
  - Carmike Theaters
  - Grand Theaters
  - Walking to DQ – Expressway Location
  - Watch Softball
  - Church Extracurricular Activities
  - Skateboarding on approved bike path or skate park
  - Old car shows (at Scotty’s and Burger King - Mandan).
5. Four (4) passes may be earned per calendar month. One (1) pass request per week, passes cannot be combined and must be separated by twenty-four (24) hours. Resident may choose from the following:
- Two (2) six (6) hour day passes, *un-sponsored*.
  - Two (2) twelve (12) hour day-passes, *un-sponsored*.
  - One (1) overnight twenty-four (24) hour pass, *sponsored*.

**NOTE SPECIAL SITUATIONS:**

If residents are moved back into Phase I as a result of an Adjustment Committee action, they must remain in Phase I for a minimum of four (4) weeks before they reapply for Phase II.

**PHASE III**

Phase III is for residents who have been in Phase II for at least four (4) weeks and have performed at an exceptional level. To enter this phase, the following criteria must be achieved:

1. Positive performance report.
2. Positive account balance of at least \$150.00 (excluding restricted account funds).
3. No disciplinary actions in the past four (4) weeks.
4. Participation in all recommended programming.
5. Must have accomplished an additional **15 hours** of community service within four (4) weeks of acquiring Phase III status.

**In Phase III a resident is expected to participate in the following activities:**

- a. Continued activities and program as defined in Phase II.
- b. Continued positive performance toward personal and program goals.
- c. Finalize release plans.

**In Phase III a resident may be awarded the following privileges:**

1. All privileges associated with Phase I and II.

2. Fellowship following attendance at AA/NA meetings will be allowed at approved locations upon the approval of the clinical team.
3. Make appropriate use of leisure time with pro-social activities (all activities listed in phases I and II), **plus:**
  - Pool Hall
  - River Boat
  - Fort Lincoln State Park – seasonal
  - Sibley Island Park
  - Bobcats Hockey games
  - Wizards Basketball games
  - Restaurants for dinner
  - Civic Center Events
  - Barnes and Noble
  - Parades (Christmas)
  - Speedway car races (summer).
4. Sponsor approval and supervision for Phase III passes are not required; however, residents may not be with non-approved persons and must still be at approved locations. Pass application procedures and checks are still maintained.
5. Five (5) passes per calendar month may be earned. One (1) pass request per week, passes cannot be combined and must be separated by twenty-four (24) hours. Residents may choose from the following:
  - Four (4) six (6) hour day passes
  - Three (3) twelve (12) hour day-passes
  - One (1) overnight twenty-four (24) hour pass
  - One (1) thirty-six (36) hour pass
  - One (1) forty-eight (48) hour pass

Residents are allowed ten locations during pass.

6. Residents in Phase III may also take one three (3) hour leisure pass for going to movies, restaurants, or gym, with Case Manager approval.

Passes in Phase III are unsponsored. Passes may not begin before 6:00 a.m. and curfews for all program passes are 11:00 p.m.

Any disciplinary actions while in Phase III will result in Phase reduction and may lead to removal to a higher level of custody. When residents are moved back into Phase II they must wait a minimum of four (4) weeks before reapplying for Phase III.

## Available Programs

BTC offers cognitive theory based programming, as well as, substance abuse and wellness programming. The primary focus of all programming at BTC is to lower the risk of incarceration, re-incarceration and or parole/probation revocation. For this reason all of our programming is evidence based and cognitive theory based (focusing on the residents examining their feelings and beliefs which lead to decisions and

ultimately behavior). All residents of the BTC are involved in some form of cognitive theory programming. Further, BTC offers Thinking for a Change and Family Systems (parenting) groups.

We offer Level I Aftercare programs and Level II.1 Intensive Outpatient Treatment. We offer assessment and evaluation services through the Assessment Center.

Revised 1/10/12