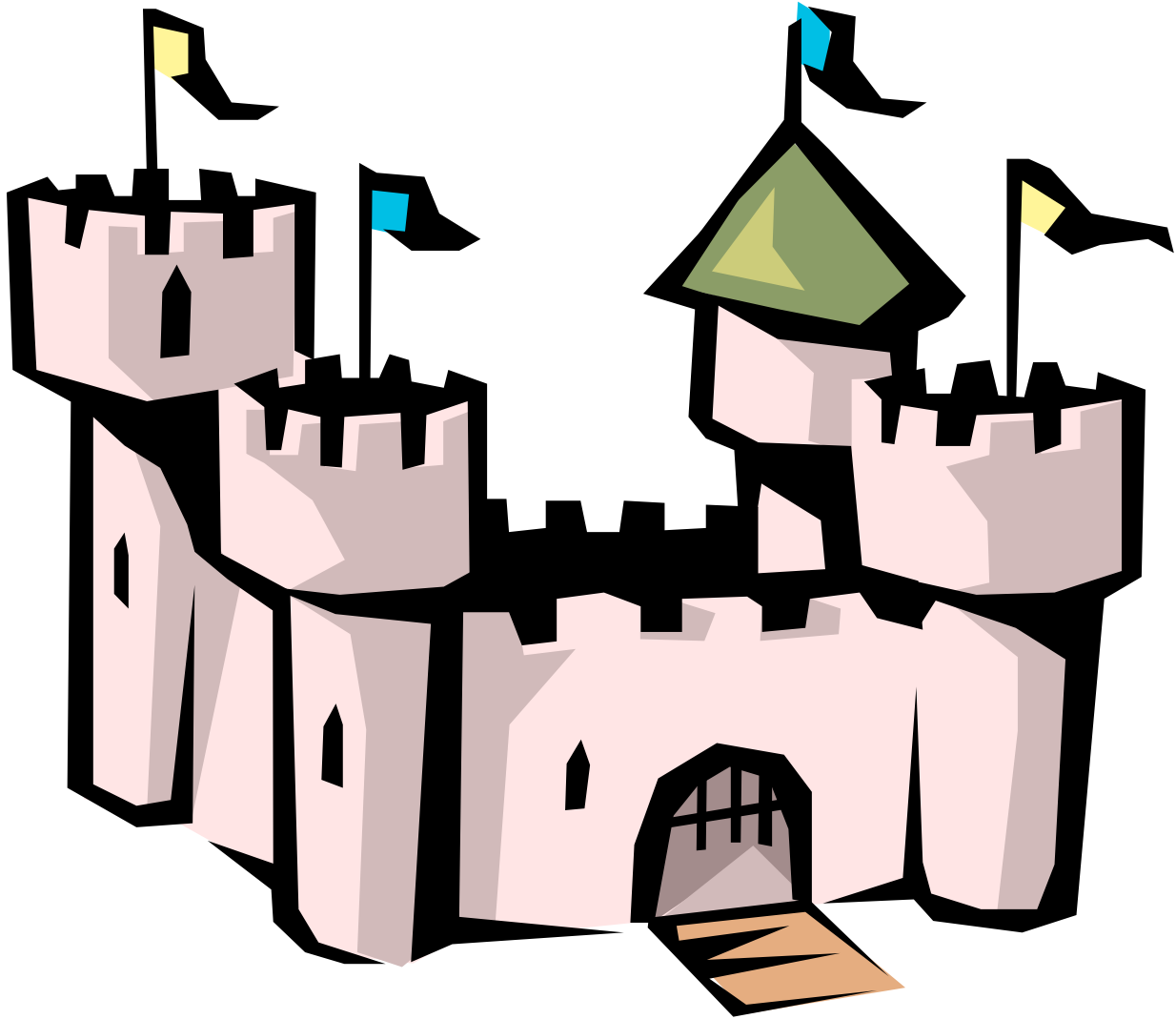


# Bismarck Transition Center

## Family Information



*Don't Let Your Past  
Determine Your Future*

Date:

Dear:

I am pleased to announce (Resident name) has arrived at the Bismarck Transition Center (BTC). My name is (CM) and I have been identified as his case manager during his stay at BTC. My role as case manager is to assist your loved one with his needs while he is living at the BTC. The other role I play is to assist you, as a family member/significant other, in reunification with your loved one. I am here to answer all your questions and can be reached by phone at 222-3440 ext \_????\_.

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 which 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, then contact me at the number listed above and I can mail them 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, but your family as a whole. Do not hesitate to contact me with any questions or concerns you may have.

Sincerely,

# VISITATION

Scheduled visiting hours for the Women's Services Unit are on Mondays – 1 pm – 3 pm and 7:30 pm – 9:30 pm. Visiting hours for the women's Transitional Services Unit and male BTC residents are on Tuesdays – 1 pm – 3 pm and 7:30 pm – 9:30 pm. On designated holidays (New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas) visitation is from 1:00 p.m. to 4:00 p.m.

Visitor's must complete a Visitor/Sponsor Application and be approved for visitation prior to visiting. Resident's 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, they 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 their possessions.

Property can be brought to the facility by the resident him/herself, mailed into the facility or dropped off by another person between 9am and 4pm Monday – Thursday only. It is the responsibility of the resident that all incoming property be accompanied by an inventory sheet, receipt, packing slip or some other type of documentation listing a detailed description of the item(s) to be brought into the facility. It is highly recommended that residents purchase a lock and do not bring valuables into the facility

All personal property is required to fit into and be secured in the resident issued tote or hanging in the assigned shelf/rack. Any excess property will need to be exited, mailed out, picked up or disposed of at the resident's expense. After 7 days the property will be considered abandoned and will be donated or disposed. BTC is not responsible for any lost, stolen, damaged or abandoned property.

### Allowable Property:

- 5 pair of shoes/boots
- 4 coats/jackets
- 6 seasonal wear/hats/gloves/thermals etc.
- 6 electronics (1 flat screen T.V not to exceed 19 inches)
- 2 duffel bags/backpacks/luggage
- 12 tools
- 1 bike
- 4 locks/chains
- 10 miscellaneous (cups, lunchbox, mugs)

### Non allowable Property:

- Aerosol spray cans or bottles
- Wire Hangers
- Drugs – drug paraphernalia – alcohol
- Protein power and/or supplements containing ephedra, creatine, DHEA (there is a possibility these compounds may affect the results of your UA testing. Positive UA results no matter what the cause will be the responsibility of the resident to reimburse the cost of the test and suffer the consequences. Residents are limited to 1 container at a time (full or empty)
- Over the counter medications that contain ephedrine, DMX, alcohol
- Lighter fluid
- Glue of any kind
- White out
- Cleaning supplies
- Rubbing alcohol – products containing alcohol as the first 4 ingredients
- Shaving cream (shaving gel is allowed)

- Knives of any kind
- Cardboard boxes
- Musical Instruments
- Music playing devices with video display capability
- Stereo systems or external speakers
- Cell phones or cell phone accessories
- Food or drinks (allowable instant coffee, individual powdered drink mix packets, powered or liquid creamer packets, individual sugar and/or artificial sweetener packets)
- Laundry soap/detergent/bleach – may be purchased at BTC
- Weapons
- Laxative products
- Christmas lights, string lights or rope lights
- Mouthwash that contains alcohol
- Checkbooks/credit cards/gift cards
- Throw pillows
- Stuffed animals
- Cologne/perfume/Body Spray/
- Tobacco/Tobacco Products or any product containing nicotine (WSU Only)
- Non surge protected extension cords
- Incense/candles/sweet grass/sage – sweet grass and sage require prior approval
- Pornographic materials (videos, magazines, books) that show penetration
- Computers (case by case basis)
- Fire rated Egg shell, foam, memory foam mattresses – (need medical approval)
- Personal chairs/desks
- Tattooing material of any kind
- Pets, including fish
- Bats/golf clubs/Footballs/rocks/toys/model toys etc.
- Phone books
- Finger paint/artist paint/spray paint/cans of paint/model paint (nail polish and non-acetone remover is allowed)
- Hair clippers or other hair cutting equipment (bread trimmers allowed)
- Liquid or electrical air fresheners – solid or gel type may be used
- Oversized bedding
- Floor fans – 12 inches or smaller or clip fans allowed
- Stackable storage units
- Hair coloring ingredients of any kind
- Electrical heating or cooling devices (blow dryers, curling or flat irons allowed – not allowed in WSU)
- Makeup and nail polish – not allowed in WSU.
- Video gaming systems of any kind
- Non-flat screen T.V.s or Flat screen T.V.s over 19in
- Personal apparel containing logos of
  - Alcohol beverages or establishments
  - Gang related lifestyle
  - Drugs or related lifestyle
  - Law enforcement emblems, badges, or acronyms

## **EMERGENCY PROPERTY ALLOWED TO BE DROPPED OFF AT BTC ANYTIME**

- Sealed hygiene products
- Prescription medications in the original pharmacy package/bottle
- Sealed over the counter medications (must not include alcohol, ephedrine or dextromethorphan)
- Cigarettes/chewing tobacco (unopened)

## **TELEPHONES**

Resident 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. Passes are 4 hours and 8 hours in length.

### **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, (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 (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, including 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 tests and urinalysis testing.

### **HOLIDAY PASS CONSIDERATIONS**

On Christmas, Thanksgiving, Labor Day, and Memorial Day, Phase II residents are eligible to apply for an eight (8) hour (8) sponsored 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, resident will call the BTC with my new location.
2. Resident will not leave Bismarck/Mandan city limits.(Unless proper approval is given)
3. Resident will not operate a motor vehicle.
4. Resident will not possess or use any alcoholic beverages.
5. Resident will not possess or use any controlled substances.
6. Resident will not falsify his/her pass application.
7. Resident will accurately list all locations and times on his/her pass.
8. Resident will remain with his/her sponsor at all times (on sponsored passes).
9. If problems develop on his/her pass, Resident will call the BTC or immediately return to the BTC.
10. Resident understands that final sign in time is 11:00pm.
11. Resident will not be in any unauthorized location.
12. When at Kirkwood Mall, resident will designate to the best of his/her ability, the major stores that he/she will be shopping in.
13. Personal residences will be inspected and approved prior to submitting resident's pass for approval.
14. Only residences of approved sponsors will be eligible for pass locations.

## **Phase System**

### **GOALS**

Each resident, in conjunction with their Case Manager, reviews his/her own situation and establishes personal goals and incorporates these into a Care Plan. When the resident adheres to BTC's rules and regulations; participates in required programming; and shows progress in Care Plan goals, which are then reflected in the monthly IPRA meetings, the resident moves through the Phases and earns more privileges.

All phase system changes are based on meeting the expectations listed in each Phase, progress reflected in the monthly IPRA meetings and the Clinical Team's recommendation. Phase movement and advancement is reviewed monthly during IPRA meetings and residents will be notified by their Case Manager of their Phase placement and changes in the Phases. Resident's Phase placement can change monthly based on the resident's behavior. Phase attainment may be established as criteria for discharge and should be discussed with your Case Manager. Further, a reduction in Phase may be implemented as a sanction in disciplinary proceedings.

Leisure time activities and privileges granted in each Phase must be coordinated with the resident's Case Manager. These activities are considered privileges and cannot be utilized unless the resident has available funds to participate in them and can demonstrate progress in assigned programming, implementation of their Care Plan strategies and adherence to the rules and regulations of the BTC. Residents can schedule up to two (2) hours total per day for leisure activities.

All new residents enter into the BTC in Phase I. 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**

### **1. Attainment**

- a. Upon arrival at BTC, all residents are assigned Phase I.

### **2. Expectations**

- a. Participate in an initial intake with their Case Manager.
- b. Maintain regular contact with their Case Manager.
- c. Establish their Care Plan and start implementing the strategies of the plan.
- d. Adherence to all rules and regulations within the BTC with no disciplinary actions within the past 30 days.
- e. Establish full time employment, or part time employment with full time vocational training or educational programming. Complete the Employment Verification Form.
- f. Submit weekly budgets, schedules and pass request within the set timeline of their Case Manager.
- g. Submit all income to their BTC account and have established a positive account balance.
- h. Obtain an average score of 1 or higher during the monthly IPRA meeting.

### **3. Privileges (probation, parole, federal and inmate)**

- a. Have approved visitors on-site during scheduled visiting hours.
- b. During the first 7 days, residents may be allowed to utilize the approved walking path for one (1) hour.
- c. Once the resident has completed the Case Management intake, obtained employment and completed the employment Verification Form, a resident may participate in 2 hours of recreation per day, selecting from:
  1. Walk for one (1) hour per day on approved path only;
  2. Bike ride for two (2) hours per day on the approved path only;
  3. Attending the Library for two (2) hours, one (1) time per week;
  4. Shopping at WalMart for one and one half (1 2/2) hours one time per week based approved budget.

## **PHASE II**

### **1. Attainment**

- a. When a resident has completed the expectations of Phase I (listed in the above section) and completed eight (8) hours of community service, the resident is eligible for Phase II. Each resident's case is reviewed monthly at the IPRA meeting. The resident will be notified if they have been approved for Phase Change by their Case Manager.

### **2. Expectations**

1. Actively participate in all recommended programming.
2. Maintain regular contact with their Case Manager.
3. Make progress on the implementation of the strategies of their Care Plan.
4. Adherence to all rules and regulations within the BTC.
5. Maintain full time employment, or part time employment with full time vocational training or educational programming.

6. Submit weekly budgets, schedules and pass request within the set timeline of their Case Manager.
7. Submit all income to their BTC account and have established a minimum account balance of \$50.00.
8. Obtain an average score of 1.1 or higher during the monthly IPRA meeting.
9. Complete four (4) hours of community service each month to maintain the phase.
10. Cannot receive any Level II or Level III incident reports.

### **3. Privileges (probation, parole, federal and inmate)**

- a. Participate in all activities listed in Phase I.
- b. Participate in staff sponsored recreational outings.
- c. Additional activities a resident may participate in during the 2 hours of recreation per day include:
  1. Frisbee golf at Sibley Island or Hillside Park
  2. Heritage Center
  3. Capital – Tours and law library
  4. Tennis complex (Tom O’Leary Complex or Hillside Park)
  5. Skate Park (Pioneer Park)
  6. Buck Stop Junction (Museum)
  7. Railroad Museum
  8. Children’s school events (your children)
  9. Ice skating
  10. Sand Volleyball/horse shoe park – Sertoma #10
- d. Residents may participate in a variety of religious or cultural activities two (2) times per week (bible study, fellowship, etc.)
- e. Residents may participate in a variety of religious or cultural activities two (2) times per week (example bible study or fellowship).
- f. Residents must have budgeted money on their weekly budget for all activities.
- g. Residents in Phase II are eligible for two (2) four (4) hour unsponsored passes per week or one. (1) eight (8) hour sponsored pass per week. Residents are allowed six (6) locations during a pass.

## **Available Programs**

The BTC requires residents participate in the program to follow recommendations made by the Licensed Chemical Dependency Counselors on staff.

Residents, who are identified as having substance abuse problems, may be expected to attend self-support groups in addition to their regular in-house counseling. In order to participate in self-support groups the resident must complete a Community Support Group Application (which can be gained from any BTC staff).

The programming offered at BTC is Thinking for a Change; Level 2.1, 3.1 and 3.5 Substance Abuse Disorder Programming. The Chemical Dependency Programs utilized by the BTC are designed to provide residents, who have chemical abuse and/or dependency issues, with the necessary support to deal with those issues surrounding their substance abuse and dependency.

# BISMARCK TRANSITION CENTER

## Authorization to Conduct an N.C.I.C. Records Check (National Crime Information Center)

I hereby authorize the North Dakota Department of Corrections and Rehabilitation to run an N.C.I.C. records check on my background and also authorize the release of the results of said records check to the staff of Bismarck Transition Center (BTC).

I further wish to freely waive my right to any federal or state statutes protecting privileged information and authorize disclosure of said information to BTC.

I also understand that it is the policy of BTC to run background checks on all prospective visitors/sponsors for any of the residents within the BTC. I also understand that the records check *must be completed* before any consideration will be given to my request to act in the capacity as an approved community visitor/sponsor.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Applicant's complete and full legal name (printed): \_\_\_\_\_

Applicant's complete and full signature: \_\_\_\_\_

Applicant's Social Security Number: \_\_\_\_\_

Applicant's Date of Birth: \_\_\_\_\_

Name of Resident: \_\_\_\_\_

BTC Staff Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_

-----

**Resident:** \_\_\_\_\_

Your Visitor/Sponsor Application for \_\_\_\_\_ has  
been  approved  denied.

BISMARCK TRANSITION CENTER

VISITOR-SPONSOR APPLICATION

Resident's Name \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name (full & complete) \_\_\_\_\_

Your relationship to resident \_\_\_\_\_ Sex  Male  Female

Current Address \_\_\_\_\_  
Street City State Zip

Applications using PO Box or Rural Route will be denied.

Telephone (\_\_\_\_) \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ SS# \_\_\_\_\_

Age \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_

**RESIDENT WILL BE NOTIFIED WHETHER APPLICATION IS APPROVED OR DENIED.**

Please answer the following questions

Are you currently under formal supervision (probation/parole)?  Yes  No If yes, please provide the name of your supervising officer and the city in which you are under supervision

Have you ever been arrested?  Yes  No If yes, please state the year(s) of your arrest(s) and the offense(s) you were charged with \_\_\_\_\_

Are there currently any charges pending against you?  Yes  No If yes, please explain the circumstances \_\_\_\_\_

Are you presently on any visitor lists through NDSP / NDDOCR?  Yes  No  
Where? \_\_\_\_\_ Inmate Name \_\_\_\_\_

The following questions are for **Non-Family Members** only:

How long have you known the resident you wish to sponsor? \_\_\_\_\_

Where, when & how did you meet him? \_\_\_\_\_

*You understand you are subject to search when in the facility. It is further required that a N.C.I.C. (National Crime Information Center) Records Check be completed. Sponsorship and/or visitation will not be allowed until such time as this background check is completed. Exceptions are allowed in the case of parents, grandparents, brothers and sisters, spouse, and children for 1 visit only before background check is approved. (usually 10 to 14 days)*

(over)

Listed below are the requirements and regulations adhered to by BTC in regards to the visitors and/or sponsors for any of the program residents assigned to the Bismarck Transition Center:

- 1) All visitors must be dressed appropriately or they will not be allowed in to visit.
- 2) Potential sponsors/visitors must be cleared by an N.C.I.C. Records check.
- 3) All sponsors/visitors must be at least 18 years of age.
- 4) While on a community pass, program residents are strictly forbidden from using, purchasing or possessing alcohol or illegal drugs. Program residents are also prohibited from being in the company of those who choose to ingest alcohol and/or drugs while in the presence of program residents during community passes.
- 5) Residents are strictly forbidden from entering any establishment where alcohol is the chief item for sale. They are allowed in casino-type restaurants as long as the residents remain in the restaurant portion of the facility.
- 6) Program residents are not allowed to participate in any type of gambling during the entirety of their placement within the Bismarck Transition Center.
- 7) When a program resident returns from a community pass, they must submit a urine sample to BTC staff for appropriate screening for the presence of alcohol and/or drugs.
- 8) Program residents must remain in the company of their approved community sponsors at all times while on an approved community pass.
- 9) Program residents are strictly forbidden from operating any motor vehicle while on a community pass.
- 10) Program residents are restricted to the boundaries of Bismarck/Mandan while on community pass.
- 11) Approved sponsors must come into the community-based facility in order to pick-up the resident being signed-out of the facility for community pass purposes. .
- 12) Sponsors/visitors are required to maintain adequate supervision over any juveniles that may be in their company while in the Bismarck Transition Center.
- 13) The Bismarck Transition Center will not be held liable for lost or stolen goods of a sponsor/visitor.
- 14) All visitors are required to call the transition center at least 24 hours in advance in order to inform center staff of their pending visit. This requirement is for visitation purposes only. Visiting hours for the Women's Services Unit are on Mondays – 1 pm – 3 pm and 7:30 pm – 9:30 pm. Visiting hours for the women's Transitional Services Unit and male BTC residents are on Tuesdays – 1 pm – 3 pm and 7:30 pm – 9:30 pm.
- 15) Sponsors/visitors are strictly prohibited from entering the living quarters of center residents.
- 16) Sponsors/visitors are subject to search upon entering the facility.
- 17) While on community pass, program residents are not to have in their possession or control any weapon or firearm.
- 18) Residents are forbidden from bringing any contraband back to the facility.
- 19) Sponsors will abide by the times and locations approved on the program resident's pass.
- 20) Program residents will not have contact with officials, witnesses, or victims of their case.
- 21) Sponsors understand that the program staff will conduct security checks during the course of any community pass. These checks are inclusive of, but not limited to, phone checks, on-site visits, and physical checks at the BTC as required.
- 22) Sponsors agree to be open and honest with the BTC staff and will immediately inform BTC staff if the resident violates any of the conditions of the resident's pass.

Any approved sponsor/visitor who arrives at the transition center to pick-up a resident for pass and are suspected to be under the influence of any intoxicating agent will be immediately asked to leave the premises and will be terminated as a sponsor/visitor.

---

Applicant Signature

---

Date

**BTC Staff Signature**

**Date**

## **Bismarck Transition Center**

### **Acceptable Property and Arrival Information**

The following information is provided to make your arrival at the Bismarck Transition center less confusing and help you adjust more easily. It is important to note, if you arrive at the Bismarck Transition Center under the influence of any chemical you will not be admitted and your referring Probation Officer will be notified.

Address: 2001 Lee Ave; Bismarck, North Dakota 58504 Phone: 701-222-3440

- Program Information: <http://www.cccscorp.com/btc.htm>

Housing Cost:

- Assessment Center Status: \$15.00 per day. You may be allowed to work at BTC to offset this fee.
- BTC Diversionary/Inmate Status: \$15.00 per day.
- Federal Status: case by case basis determined by your US PO.

What to bring:

- Picture Identification
- Birth Certificate
- Medical Insurance Card (if applicable)
- Veterans Identification (if applicable)
- Social Security Card
- Suggested \$50 cash for any of your personal needs (i.e. laundry, phone cards, vending machines etc...)

Medical:

- 60 day supply of all medications or prescriptions for all medications with a financial means to pay. You are financially responsible for all medical needs.
- Supplies needed to administer your medications (i.e. diabetic supplies, bandages etc...)
- You must be able to manage your own medical/emotional health needs
- Over the counter medication (i.e. Aspirin, Ibuprofen, Band Aids, Antacids etc...) is your responsibility to provide.

Allowable Property:

- 7 Days worth of clothing; based upon seasonal appropriateness, including proper coat and shoes.
- Supplies you need for employment (i.e. tools, winter weather gear, black shoes, steel toed boots etc...)
- Small hand held music playing devices (can't have video playing, picture taking or internet access abilities)
- Alarm clock
- New Hygiene items

Prohibited Property:

- Aerosol cans are not permitted
- Any product containing alcohol (i.e. after-shave, cologne, mouthwash, etc...); products containing Dextromethorphan (DXM); or any product that is used in a manner to achieve intoxication (i.e. bath salts, incense, glue etc...)
- Cell phones
- Gaming Systems
- TV, DVR, DVD, VCR systems (depending on anticipated length of stay; some of these items may be attained at a later time during your residency)
- Foam mattress pad/toppers

---

Offender Signature

Date