



Allen County Community Corrections Clinical/CBT Division Classroom Guidelines- DRC

Drug and Alcohol Use

I understand that I will not report to Allen County Community Corrections under the influence of, or in possession of, drugs and/or alcohol.

I understand and agree to submit to drug and alcohol testing at any time upon request of an Allen County Community Corrections staff member, and I will pay for the test based on the current ACCC fee structure.

Search and Seizure/Contraband/Electronic Devices

I understand that I will not enter Allen County Community Corrections with weapons, drugs, or paraphernalia. These items will be confiscated, and I may be formally charged and/or taken into custody and my placement with the CBT Marketplace will be terminated.

I understand that the use of cell phones is limited to the lobby of the Daily Reporting Center and that voice calls, video calls, and taking photos or videos is not allowed. My phone must be turned off before entering the security area and remain off until returning to the main lobby. The use of cell phones is at the sole discretion of staff and may be restricted at any time. Violation of this rule may result in me being removed from the building.

I understand that I will not be allowed to enter any Allen County Community Corrections facility with electronic devices including, but not limited to, tablets, laptops, and computers. Any prohibited devices may be confiscated and may not be returned to me.

Behavior Expectations

1. I understand I must maintain good behavior at all times while participating in programming at ACCC.
 - a. I understand that any physical and/or verbal abuse toward any staff member or participant will not be tolerated and may be cause for my immediate unsuccessful discharge from the CBT Marketplace and/or arrest for a new criminal offense.
 - b. I understand that my participation in CBT programming is at the discretion of ACCC staff and that I may be removed from class, without credit, if I am not conducting myself in a respectful or appropriate manner or I am not abiding by ACCC rules and guidelines.
2. I understand that if I leave the classroom to use the restroom, I will sign out before I leave and sign in when I return. If I do not return within a reasonable amount of time, determined solely by the Program Facilitator, I understand that security may be called to locate me, and this may result in my dismissal from the class and building. Any dismissal will result in an absence for that class session.
3. I understand and agree to appropriately complete all assigned homework for each respective class prior to arrival.



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4. I understand and agree to complete all required workbooks, journals, and class assignments for each respective program.
5. I understand that I must actively participate in each class session. My participation and demonstration of the material knowledge is required for successful completion of the class.
6. I understand that I am not allowed to sleep in class and may be removed from the building if I cannot stay awake. If I am removed, it will be counted as an absence for that class session.

Attendance Expectations

1. I understand that I must stop at the payment window before each class session and check in by signing the attendance sheet for class.
2. I understand I must arrive at ACCC prior to the start of each scheduled class session. I must contact my Program Facilitator prior to the start of class if I am going to be late.
3. I understand that I am only allowed to be up to 10 minutes late if I have called my Program Facilitator ahead of time, and that I may be sent home without credit if I am later than 10 minutes or if I have not called. I understand this will be counted as an absence.
4. I understand I may not miss two (2) consecutive class sessions without notification and permission from my Program Facilitator. Failure to secure permission for consecutive absences may result in my unsuccessful discharge from the CBT Marketplace.
5. I understand that I may not miss any more than three (3) sessions per class and that doing so may result in my unsuccessful discharge from the CBT Marketplace.
6. I understand that any unsuccessful discharge will result in a loss of class credit and will be reported to my supervising officer or agency. If re-referred, I understand I will be required to restart the class.
7. I understand that if I am unable to attend a class session, it is my responsibility to contact my Program Facilitator and inform them of the reason for my absence.
8. If I miss a class session, I understand that I must make up all assigned class work and homework as required.

Fees

1. Class costs for participants supervised by ACCC are covered by daily supervision fees.
 - a. However, ACCC will begin assessing class fees for any participants who continue attending CBT classes after transitioning from ACCC supervision to another agency.
2. All participants must pay replacement fees for lost workbooks or journals. Replacement materials will not be issued until a receipt for those materials is provided to the Program Facilitator.



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3. I understand that the \$25 Orientation / Program intake fee includes orientation, assignment into appropriate cognitive skills classes, materials, testing/screening and, if appropriate, onsite assessment and referral to an outside treatment agency for additional services. Additionally, ClaimAid services are available to assess my insurance needs and the Allen County Department of Health is available to provide free screening for HIV and Hepatitis C. I understand that I am encouraged to engage with any other community resources made available during the CBT Marketplace Orientation.
4. If I am referred to ACCC for programming, I will pay for all classes to which I am referred and understand that those fees must be paid prior to class.
5. I understand that meeting my financial obligations is part of my successful completion of programming at ACCC. I understand that even if I complete all required class sessions, failure to pay for classes completed will result in an unsuccessful discharge from the CBT Marketplace.
6. I understand that I must maintain a balance no larger than \$50 in order to attend class. Balances over \$50 will result in my being turned away from class and will count as an absence.
7. If I am assigned to attend **Courage to Change (C2C)** I will pay \$25 / week and must attend eight (8) sessions for a total of \$200.00 for this class, which includes four journals.
 - a. I understand that if I lose any of the Courage to Change journals, I will be required to obtain a new journal and will be required to pay \$5 for its replacement.
8. If I am assigned to attend **Fundamentals of CBT (FUN)** I will pay \$25 / week and must attend 6 sessions for a total of \$150.00 for this class, which includes three journals.
 - a. I understand that if I lose any of the Fundamentals of CBT journals, I will be required to obtain a new journal and will be required to pay \$5 for its replacement.
9. If I am assigned to attend **Alternatives to Violence (ATV)** I will pay \$25 / week and must attend 10 sessions for a total of \$250.00 for this class, which includes a workbook and four (4) journals.
 - a. I understand that if I lose the ATV workbook or any of the journals, I will be required to obtain a new one and will be required to pay \$5 for its replacement.
10. If I am assigned to attend **Thinking for a Change (T4C)** I will pay \$25/week and must attend twelve (12) weeks for a total of twenty-four (24) sessions. A total cost of \$300.00 will be assessed for this class, which includes two workbooks.
 - a. I understand that if I lose any of my Thinking for a Change workbooks, I will be required to obtain a new workbook and will be required to pay \$5 for its replacement.
8. If I am assigned to attend **Moral Reconciliation Therapy (MRT)** I will pay \$25/week and will attend for 13-20 weeks. A total cost of up to \$400 will be assessed for this class, which includes the MRT workbook.
 - a. I understand that if I lose my MRT workbook I will be required to obtain a new workbook and will be required to pay \$25 for its replacement.

ALL FEES PAID ARE NONREFUNDABLE.



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Grievance Policy

The Executive Director or designee will investigate any grievance or allegation of participant rights violation(s). The ACCC complaint procedure is designed to solve problems and not assign blame. All participants should submit their complaint in writing to the attention of the Executive Director or designee within seven (7) days of the alleged violation. Upon receipt of the complaint an appointment will be scheduled with the Executive Director or designee as needed. Complaints regarding the Executive Director will be referred to the Chairperson of the Allen County Community Corrections Advisory Board. Complaints regarding the program staff or Executive Director will not influence in any way the services to the participant.

Dress Code Expectations

1. I understand that I must abide by the ACCC Dress Code Policy or I will be removed from the building and it will be counted as an absence for that class session. The dress code policy prohibits the following:
 - a. Any item of clothing found by ACCC to be excessively short, excessively tight, excessively baggy, or excessively revealing in nature.
 - b. Exposed undergarments, either outside of or through other clothing.
 - c. Any clothing or accessory with pictures or words referencing drugs, alcohol, gangs, or anything considered by ACCC to be inappropriate for this setting.
 - d. Head coverings or hats inside any ACCC facility, unless worn for religious purposes.

By signing below, I acknowledge that I understand and agree to abide by all Allen County Community Corrections Classroom Guidelines. I understand that failure to abide by any of the rules could result in me being unsuccessfully discharged from the CBT Marketplace without receiving any credit for the class sessions attended. It may also result in sanctions being imposed and/or my case being referred back to my referral source for further disposition.

Participant

Date

ACCC Staff

Date