

# Community Corrections Alternative Program



## Pre-admission Manual For Participants and their Families

Revised January 30, 2019

## **Community Corrections Alternative Program**

The Virginia Department of Corrections Community Corrections Alternative Program is an Evidence-Based alternative to incarceration established by the Code of Virginia. This program provides a structured program environment for nonviolent offenders who have been convicted of a felony, and who otherwise would be sentenced to a year or more of incarceration. Each participant is given an evidence-based assessment to determine programming needed to assist the offender to live a productive, crime-free life after successful completion of the program. Each of the four male and one female facilities offering Community Corrections Alternative Program provide all participants with core programming addressing criminal thinking and substance abuse. In addition, each facility offers specialized programming to address specific, identified participant needs; examples include intensive substance abuse treatment, academic and vocational education, and employment training and experience. Participants admitted to Community Corrections Alternative Program will be assigned to one or more facilities as needed to complete a treatment plan based on assessment of their individual needs. Participants may be moved from one facility to another to meet treatment needs as determined by the Department of Corrections. Depending on programming needs and individual progress, most participants complete the Community Corrections Alternative Program in 22 to 48 weeks.

## **Visitation**

Participants in Community Corrections Alternative Program may receive visits from immediate family members (parents, step parents, grandparents, lawful spouse, biological, step or legally adopted children, and biological, half, step, or legally adopted siblings). Offenders will be required to provide the facility with the names and addresses of all expected visitors. Visitors must dress modestly, covered from the neck to kneecaps with appropriate underwear and no excessively tight or revealing clothing. Each adult visitor will be required to provide a government issued picture identification and all visitors will be subject to search before entering the visitation area. Visiting days, times, and number of visitors allowed at one time vary based on facility accommodations and operational needs. Specific visitation information will be provided when the offender reaches their assigned facility.

## **Correspondence**

Participants have access to U.S. Postal Service mail. Incoming correspondence is limited to what the post office will deliver with one first class stamp (about five sheets of paper in a standard envelope). Nude or semi-nude personal pictures or photographs, including persons in underwear or swimwear are prohibited. In accordance with United States Postal Regulations, all incoming general correspondence will be opened, searched and may be read by authorized staff. Receipt of cash, personal checks, lottery tickets, postage stamps, or prepaid postage envelopes/ postcards through incoming mail is prohibited. Packages can only be received with specific prior approval. Indigent offenders shall be allowed to send one free letter per week; others may purchase correspondence supplies and stamps from the facility commissary.

## **Telephones**

Participants have access to the DOC Offender Telephone System which can be used to place a collect, pre-paid, or offender paid call. The telephones are available at times set by the facility's operating schedule. Calls are limited to 20 minutes each and the offender must wait their turn before placing another call. All calls may be monitored and recorded. At intake, information will be provided on establishing pre-paid or offender paid telephone accounts. No incoming calls can be accepted, but emergency information received on the facility administrative telephone will be communicated to the offender.

## **Offender Funds**

All participant funds will be placed in the DOC Offender Trust System. Other than paychecks for community employment, all deposits into the participant's Trust Account must be made through a third party vendor. At intake, information will be provided on accessing the vendor for deposits.

## **Tobacco Use**

All DOC facilities are tobacco free.

## **Participant Property**

Due to the focus on programming, limited storage space, and relatively short duration of the Community Corrections Alternative Program, participants may only possess approved items. Outer clothing, linens, towels, etc. will be issued by the facility; other approved items are available for purchase from the facility commissary. The following page shows personal items the participant may bring when they enter a Community Corrections Alternative Program. Necessary items will be provided at State expense if the participant does not have the items nor the funds to purchase them.

# Limits on personal items the participant may bring when they enter a Community Corrections Alternative Program

Open containers may be prohibited at some facilities

## Male Participants

- |  |   |
|--|---|
| 7 undershirts – white in color                     | 1 shampoo   |
| 7 underpants – white in color                      | 4 bars soap—no liquid   |
| 7 pair socks – athletic – white                    | 1 container hair dressing—no larger than 12 oz.   |
| 1 winter stocking cap – plain, no logos or writing | 2 deodorant – roll on or stick  |
| 1 gym shorts – solid color blue or brown           | 1 dental floss  |
| 1 pair gloves – winter                             | 2 shaving cream/paste   |
| 1 pair shower shoes                                | 1 after-shave – non-alcoholic   |
| 1 pair athletic shoes, 85% white in color          | 2 pairs eyeglasses, or 2 sets contact lenses  |
| 2 thermal underwear                                | 2 contact cleaning solution, 2 contact cases  |
| 1 pajamas  | 1 set of dentures with cup, adhesive  |
| 2 bath towels – nonwhite                           | 2 books (religious)   |
| 2 wash cloth – nonwhite                            | 1 wedding band—if married   |
| 1 pack disposable razors, 10 maximum               | 1 watch, not Smart Watch type   |
| 1 toothbrush with holder, 2 toothpaste             | 1 religious medal   |
| 1 hair brush—no metal, 1 comb – plastic            | 1 medic alert bracelet/necklace   |
| 1 nail clipper—maximum 2" in length                | Plastic drinking cup 22 oz. maximum   |
| 1 soap dish - plastic                              | Reasonable quantities of mail, legal materials, pens,<br>pencils, paper, envelopes, stamps, photographs |
| 1 mouthwash - non-alcoholic                        |   |

## Female Participants

- |  |   |
|--|---|
| 7 undershirts – white in color               | 1 soap dish—plastic   |
| 10 underpants – white in color               | 8 bars soap—no liquid   |
| 7 pairs socks. (Must be cotton/white)        | 1 tweezers  |
| 7 bras                                       | 1 set of dentures with cup, adhesive  |
| 2 thermal underwear                          | 4 pack disposable douche  |
| 1 pair shower shoes                          | 2 pairs eyeglasses or 2 sets of contact lenses  |
| 1 pair athletic footwear – must be 85% white | 2 contact cleaning solution, 2 contact cases  |
| 1 bathrobe - white terry cloth only          | 2 containers hair dressing – no larger than 12 oz.  |
| 2 bath towels, 2 wash cloth – nonwhite       | 2 shampoo, 2 conditioner—no larger than 12 oz.  |
| 2 packs disposable razors                    | 1 blow dryer, 1 curling iron  |
| 1 toothbrush with holder, 2 toothpaste       | 5 hair accessories  |
| 1 shaving cream                              | 1 hair brush—no metal, 2 plastic combs—styling  |
| 30 day supply of sanitary napkins or tampons | 2 books (religious)   |
| 1 nail clipper—maximum 2" in length          | 1 wedding set—if married  |
| 1 dental floss                               | 1 watch, not Smart Watch type   |
| 2 containers lotion                          | 1 religious medal   |
| 1 mouthwash—non-alcoholic                    | 1 medical alert bracelet/necklace   |
| 1 container foot powder                      | Plastic drinking cup 22 oz. maximum   |
| 1 container body powder                      | Reasonable quantities of mail, legal materials, pens,<br>pencils, paper, envelopes, stamps, photographs |
| 2 containers deodorant—roll on or stick      |   |

## **All participants must comply with Conditions of Community Corrections Alternative Programs**

01. I will at all times be truthful, show respect and courtesy to others, and conduct myself at all times in such a way as to promote learning and to focus on self-improvement.
02. I will maintain regular attendance and participation at all assigned program activities for the duration of my stay. Failure to participate in assigned program activities is considered as grounds for removal from the program.
03. I will not cause harm to others.
04. I will obey all orders quickly, willingly, without question, and to the best of my ability. All offenders will be required to participate in daily work activities as directed by security and other facility staff. This includes general housekeeping, grounds, and facility maintenance, food service activities, and approved work projects.
05. I will maintain personal hygiene and appearance to program standards.
06. I will refrain from using vulgar language at all times.
07. I will address all staff members, visitors, and other offenders respectfully and appropriately.
08. I will obey all posted program rules and regulations at all times.
09. I will store my personal property and maintain my living area in a clean, orderly manner at all times.
10. I will not possess, use, or consume any alcohol, unprescribed drug, or other intoxicant.
11. I will not participate in any gang activity.
12. I will not participate in any sexual activity.

## **Participation in Community Corrections Alternative Program**

Community Corrections Alternative Program is offered for the participant to avoid a period of incarceration and to provide tools to allow them to lead a productive, crime-free life. Therefore, the participant must remain clean and sober, and follow CCAP Conditions and facility rules throughout their program. The participant is expected to actively participate in all programming sessions and perform all assigned tasks to the best of their ability.

An individualized Case Plan will be designed for each participant based on assessments and tests designed to identify their treatment needs. Expectations are that the participant should be able to satisfy their Case Plan to successfully complete the Community Corrections Alternative Program within 22 to 48 weeks. Successful completion will be determined by a multidisciplinary committee that evaluates the participant's performance against their Case Plan. Changes to the Case Plan to address issues that arise during the program may require additional programs or programming dosages and transfer to a different facility to meet the program needs.

Serious or repeated violations of the CCAP Conditions and facility rules or lack of effort to complete programming requirements will result in removal from the Community Corrections Alternative Program and could result in revocation of suspended prison sentences.

Additional Information may be found on the Department of Corrections website. <https://vadoc.virginia.gov/>

Questions may be submitted to the Community Corrections Alternative Programs Referral Unit. [CCAPRU@vadoc.virginia.gov](mailto:CCAPRU@vadoc.virginia.gov)