

# **Family Handbook**

The Taylor County Substance Abuse Treatment Facility's (SATF) mission is to teach recovery, rehabilitation, and relapse awareness to defendants in order to allow them the opportunity to gradually reintegrate into the community as a responsible and sober citizen. Community Correctional Facilities have a financial and moral responsibility to reintegrate offenders into society by providing protection to the community through supervision of the offender, and opportunities for rehabilitation to the offender by identifying the risk and the needs of an individual and applying the appropriate intervention, substance abuse treatment, family/anger issues, or financial/employment problems, as well as teaching cognitive skills which allows the resident to make positive changes. The rehabilitative programs will provide a chance for offenders to choose to become productive, law-abiding citizens.

## **Prison Rape Elimination Act**

The SATF has ZERO tolerance for all forms of sexual conduct between residents and staff, volunteers, contractors, visitors or other offenders. Residents can report any form of sexual misconduct by telling any staff member, filing a grievance and placing it in the Staff Relate box **OR** by having a family or friend report on their behalf by:

- Contacting the Facility Director, Debbie Rowland, in person or by phone at 325-691-7407.
- Contacting PREA Coordinator, Jennifer Cauthen, in person or by phone at 325-691-7407.
- Contact the Regional Victim Crisis Center, anonymously or named, by phone at 325-677-7895.
- Submitting a written report that may sealed and marked "confidential" if so desired
  - In person to the Facility Director
  - Mailed to 1133 S. 27th Abilene, Texas 79602 ATTN: Facility Director
  - Mailed to RVCC, PO Box 122, Abilene, Texas 79604 ATTN: Taylor County SATF Facility Director
  - Mailed to Taylor County Sheriff's Office, 450 Pecan, Abilene, Texas 79602

## **Contraband**

The SATF has a unique environment, as while it is treatment it is also a correctional facility with many rules and regulations. All vapes, tobacco and tobacco related products brought into the facility during the intake process, or otherwise, will be destroyed. The SATF is a Community Correctional Facility as defined by Article 42.12 of the Texas Code of Criminal Procedures, it is a crime, punishable as a State Jail Felony, to bring the following items into the Facility: Alcoholic beverages; Controlled Substances or Dangerous Drugs; Deadly Weapons; Cellular Telephones; Cigarettes or Tobacco Products. The transmission of ANY item to a resident of the Facility is strictly prohibited as any unauthorized items are considered contraband. For a resident to have any unauthorized items in his possession is a crime, punishable as a Class C Misdemeanor.

## **Confidentiality**

Confidentiality is a major concern of the SATF. All information concerning residents is confidential in order to protect the resident's rights; therefore, no information will be disclosed. You may contact the resident's Residential Supervision Officer with questions about the program or regarding policies but no other information will be released.

## **Program Description**

The SATF is a 9-month, supportive residential treatment program with a cognitive behavioral approach that provides its residents a minimum of 6 hours of chemical dependency classes per week to include monthly individual counseling provided by Licensed Chemical Dependency Counselors who maintain a caseload of no more than 20 residents. The program addresses responsivity by determining the resident's risk and needs and providing evidenced based

cognitive and behavioral models through class instruction or group counseling designed to promote self-awareness and correct negative thinking patterns vital to reducing recidivism.

The Treatment Phase of the program is a 6-month structured living environment where residents attend substance abuse education, cognitive skills classes, core beliefs, self-esteem, social skills, re-entry, 12 step study, HIV/STDs, process group big group, anger management, financial management, relationship skills, stress management, employment skills, relapse prevention, as well as individual counseling and if warranted adult education and trauma group. Residents also participate in recreation time, 12 step meetings, and perform community service hours. Residents meet regularly with their Residential Supervision Officer (RSO). During the treatment phase and sometimes into the employment phase, the RSO helps the residents look into surcharges and classes working towards becoming a legal driver.

The Employment Phase of the program is 3 months continued in the structured living environment where residents begin working in the community. They are required to work a minimum of 40 hours per week. They are also required to attend 6 hours per week of substance abuse education classes. They may attend Straight Ahead, Relapse Prevention, Good Intentions/Bad Choices: Overcoming Errors in Thinking, The Employment Process Group, outside AA and NA groups, and/or Substance Abuse Treatment groups run by the CSCD for a combined total of the required 6 hours per week. All groups and classes focus on early recovery, relapse, relapse prevention, and motivation and learning how to build and maintain a recovery support system, as well as process group and 12 step meetings. During the employment phase they pay room and board, transportation, laundry, commissary, and court ordered fees and have the opportunity to send money home to their families. In the event residents request money for the purchase of personal belongings or to be sent home to family, the requested amount will be matched and applied to delinquent court ordered fees.

Residents who enter the facility without a high school diploma or GED are required to attend classes and will be afforded the opportunity to get a GED. If the resident's skill level is such that they pass pre-tests making them eligible to take the GED test, the cost of the test will be covered by the SATF. If any portion of the test has to be re-taken, the cost for the re-test will become the responsibility of the resident.

#### **Mail and Packages**

Packages, letters and cards are to be addressed to the resident and must have a full return address (first & last name, address, city, state, & zip code). The address is: 1133 S. 27<sup>th</sup>, Abilene, Texas 79605.

Approved items will be accepted on THE FIRST WEDNESDAY OF EACH MONTH, BETWEEN 8:00 AM AND 8:00 PM.

Residents are required to request permission from facility staff to have items mailed to them. Once permission is granted, they may receive packages containing the permitted items ONLY. All belongings entering the facility, whether it be at intake or at a later time, will be preventatively heat treated for bed bugs.

Prior to mailing or dropping off items, please make sure that the resident has been granted permission to accept each specific item. If you are mailing items that the resident has not gotten prior approval for, once received, the items received that have not been approved will be donated to a local charity. If you are dropping the items off, you will be turned away and the item will not be accepted until the permission has been requested by the resident and approved by staff.

### **Money**

Personal checks are not accepted. Money orders or cashier's check may be mailed to residents at any time. Money orders, cashier's check, or cash may be dropped off any day between 8:00am – 9:00pm. Money orders or cashier's checks need to be made out to the resident.

Most of the residents' needs are met through the program; however, money is eventually needed to purchase personal hygiene items and over the counter medication, through the commissary system. Residents will pay for those items once they reach employment if they have not previously had the funds to pay for these items.

### **Medical Care**

All residents are offered unimpeded medical attention. Residents who do not have health insurance will qualify for Indigent Health Care provided through Taylor County Social Services Indigent Health Care program which covers most of the residents' medical needs during the treatment phase of the program. Any expenses not covered by IHC will be the responsibility of the resident to pay. Once residents begin employment, they no longer meet the qualifications for Taylor County Indigent Health Care so they are responsible for all medications and medical expenses incurred.

### **Phone Calls**

The residents have access to a phone system provided through Crown Correctional Telephone, Inc. They may make phone calls anytime between wake-up and curfew as long as there are no other scheduled activities. The use of phones is a privilege which can be lost or temporarily suspended due to violation of facility rules. Crown has several payment options available to you. You can learn more by calling the main office @ 254-708-0087 or 1-800-943-2189. Or you may visit their website: [www.crownphoneservice.com](http://www.crownphoneservice.com).

### **Virtual Visitation**

Virtual visits are available for residents who want to schedule virtual visits with their families. The platform used is Zoom. Each resident may request 1, twelve-minute, Zoom calls each week. Using the information provided by the resident, the person will receive an email invitation that includes a link to join the Zoom call at the scheduled date and time. The zoom call is not limited to the person who receives the invitation. The person who receives the invitation may share that invitation with other people which will provide them the link and allow them to join the call as well. Residents may request a copy of instructions to mail home to families if needed in order to help families navigate the process.

### **Leaving Messages for Residents**

As a general rule, in keeping with our confidentiality policies, messages are not taken for residents. However, when a family member cannot make it to the Facility for an appointment or when an emergency situation arises at home, Supervisory staff will take a message and relay it to the resident. A family member being hospitalized or passing away are the only two situations considered to be emergency situations. In either event, be sure to share the details of the emergency or the message will not be taken. The phone number at the Facility is 325-691-7430.