



**TIPPECANOE COUNTY COMMUNITY CORRECTIONS  
2800 N 9<sup>th</sup> St Rd, Lafayette IN 47904**

**PARTICIPANT  
RULES AND REGULATIONS**

EFFECTIVE: January 1, 2002  
REVISED: August 08, 2014  
March 15, 2016  
June 20, 2017  
August 9, 2017  
March 19, 2018  
June 5, 2020  
October 19, 2021  
January 1, 2022  
March 6, 2023

It is the **MISSION** of Tippecanoe County Community Corrections to be progressive in providing cost effective, community based alternatives to incarceration by providing intensive supervision in combination with cognitive behavioral programs and evidence based practices to more efficiently encourage positive change in our participants.



It is the **VISION** of Tippecanoe County Community Corrections to provide effective opportunities for our participants to achieve positive change and be re-integrated into our community while becoming productive members of society.

## General Rules and Regulations

As a participant of any Tippecanoe County Community Correction Program, it shall be required that you adhere to the following rules and regulations.

I hereby agree to the following:

Curfew for all participants is 8:00pm unless otherwise authorized by Case Manager.

If given approval to travel out of state, I agree to sign a Waiver of Extradition and agree to return to Tippecanoe County as instructed.

I must maintain housing deemed appropriate by Tippecanoe County Community Corrections while under supervision.

I agree to submit to testing via breath, urine, oral, or blood tests to test for alcohol/drug at the request of the Community Corrections staff or any law enforcement officer. At any time, TCCC Staff may require lab testing, to check levels, at the participant's expense.

I understand that failure to return to the facility as instructed, allowing the GPS battery to die, or tampering with the device is a criminal act and a charge of escape may be filed against me.

***Note: It is a Level 6 Felony crime, punishable by up to two and one-half years***

I understand that failure to keep my user fee balance under \$300 will result in movement to a higher level of supervision or returned to sentencing county, without a conduct violation.

I understand ALL fees must be paid prior to my completion date. If I fail to pay in full, up to 60 days of good time credit can be taken from me.

I agree to abide by the CourtFact & GPS Client Agreement.

I understand that I cannot live with, in the same apartment complex, or within 1000 ft of the victim of my crime, regardless of No Contact/Protection Order status.

Drug Screen fees are to be paid in full at the time the sample is provided.

Submit to an IRAS (Indiana Risk Assessment System) Assessment. I further agree to enroll and complete all courses and/or programs recommended by Community Corrections/NewLeaf Staff.

Submit to any PREA Assessment at the request of a staff member.

I agree to work with staff in accomplishing my goals while on community corrections.

Tippecanoe County Community Corrections and the County of Tippecanoe, its personnel, employees, staff, and agents will not be liable for any loss, damage, stolen to property brought into the facility.

Community Corrections and the County of Tippecanoe, its personnel, employees, staff, and agents are not liable for any medical expenses, problems or injuries I incur while on any Community Corrections program.

I understand that if I commit a criminal act or act in a manner that constitutes an immediate threat to Tippecanoe County Community Corrections, I will be subject to a conduct violation or removal

I agree to consent to and sign all necessary release of information forms under HIPAA, 42 CFR Part 2, or other law, for disclosure of medical, therapeutic, or other protected information relevant to determining compliance with these programs or monitoring participant progress. Refusal to provide such consent or signature shall be deemed a violation of program rules.

WORK RELEASE Property of Participants will be marked with (first name, last name, and number of bags) and dated. Each bag will be held up to two (2) weeks post completion/termination then discarded.

WORK RELEASE Unapproved property of Work Release participants will be marked with (first name, last name, and number of bags) and dated. Each bag will be held up to two (2) weeks from entrance into Work Release, then discarded.

I agree to submit to a polygraph examination at the request of the Community Corrections.

Participation in any community corrections program is voluntary. If at any time I no longer wish to participate, I will speak to a staff member to request removal.

I agree to maintain a valid email address and working cell phone while under supervision.

Any violation of this agreement may result in disciplinary action against me up to and including, loss of privileges, loss of good time credit (in accordance with IC 35-50-6-5), or removal from any Tippecanoe County Community Correction Program.

I understand and agree that any evidence obtained in any community corrections violation may be used as evidence against me in a disciplinary hearing, court of law, or otherwise.

I understand that this agreement shall remain in effect until I am discharged from my sentence.

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Printed name

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Signature

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Date signed

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TCCC Staff

## TCCC FEE SCHEDULE

SIGN ON FEE FOR ALL PROGRAMS \$150.00 (except CTP/WC/CS)

1ST RESCHEDULE \$50.00

2ND RESCHEDULE \$75.00

TRANSFER FEE \$150.00 / Per Request (NON-REFUNDABLE & NON-TRANSFERABLE)

\*If Participant doesn't have their Sign On Fee, they are to be placed in Work Release for a minimum of 14 days

\*Collections must be paid in full prior to signing on or they are to be placed on CIP

<b>Work Release:</b>	<b>Home Detention:</b>	<b>Day Reporting:</b>	<b>GPS Only: \$5/day</b>
Daily Rate: \$17 - \$60	Daily Rate: \$15 - \$60	Daily Rate: \$6 - \$60	
Linen Rental: \$1/day		(Do not add \$2 to daily rate)	
Uniform Rental: \$1/day			

**In-Patient Treatment: \$5/day**

**Supportive Housing: \$13/day** regardless of income  
*Home with Hope, Oxford House, Trinity Mission, Lighthouse*

**Daily Rate** is calculated on income hourly rate (rounding +/- .50) + \$2 dollars

**PLUS \$6/day** if placed on alcohol monitoring

CAM Unit Only (Continuous Alcohol Monit \$9/day (Vet Court Only)

CAM Unit (Continuous Alcohol Monitor) + HD/WR = Daily Rate + \$4 (TCCC + Vet Court Only)

**CIP/Work Release:** (Must pay towards back fees, court costs, probation fees)

Daily Rate: \$0 (Meals, Uniform & Linens Included)

\*Allowed to charge 2 phone cards

\*Allowed to charge radio

**Work Release Costs:**

Jail Meals	\$ 2.50	Hygiene Kit	\$ 20.00
Padlock	\$ 50.00	Radio	\$ 17.00
Laundry Wash	\$1.25 / load	Batteries (2)	\$ 1.00
Laundry Dry	\$1.25 / load	Daily Bus Passe:	\$ 2.00
Laundry Soap	\$1.00 / box	Monthly Bus Pas	\$ 28.00
Lost ID Card	\$ 10.00	Alarm Clock	\$ 11.00
Mattress	\$150.00	Sheet	\$ 10.00
Uniform	\$ 30.00	Towel	\$ 5.00
Linen Bag	\$ 2.00	Black Bag	\$ 2.00
Feminine Product: 4 for \$1.00		Parking Tag	\$ 5.00

**Work Crew or Community Service:**

Fees: \$125 (Due by completion of hours)  
Sanction: \$50

**Community Transition Program (CTP):**

No Sign On Fee  
First 2 weeks, \$0 daily fees  
First 2 weeks, Free linen & uniforms  
First 2 weeks, Free Meals  
Free hygiene kit  
2 free phone cards

*Hygiene kit includes: Shampoo/Conditioner, Toothpaste, Toothbrush, Hairbrush, Bar Soap, Deodorant*

**Ankle Unit Damage/Escape:**

\$825 Tracking Device  
\$1,285 Remote Breath

**NewLeaf**

**Substance Abuse & Mental Health:**

Assessment \$35.00  
(Sliding scale if necessary)

## **Financial Responsibility**

### **Program participants shall pay their weekly fees in the following manner:**

1. Fees need to be kept under \$300 at all times, failure to do so may result in enrollment in educational programming, higher level of supervision or placement into the Community Integration Program (CIP)
2. All Pre-Trial participants are required to keep fees below \$200 at all times, failure to do so may result in enrollment in educational programming, higher level of supervision or placement into the Community Integration Program (CIP)
3. All fees will be paid by cash, credit card (service fee required), money order, or cashier's check

Community Transition Program (CTP) is subject to fees related to current program. CTP participants are required to pay daily rates beginning two weeks from the intake date.

Tippecanoe County Community Correction fees are set by the Tippecanoe County Community Corrections Advisory Board and are subject to change with a 30-day notice.



**TIPPECANOE COUNTY COMMUNITY CORRECTIONS  
2800 North Ninth Street Road  
Lafayette, IN 47904**

**PERMISSION FOR RELEASE/RECEIPT OF INFORMATION**

TO: WHOM IT MAY CONCERN

Re: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby authorize the staff of the Tippecanoe County Community Corrections Program, to release progress reports concerning my conduct, as well as written results of duly administered breath, and urine tests to any law enforcement agency, probation officer, parole officer, prosecutor, sentencing court, family doctor/dentist or current employer, during my period of supervision with Tippecanoe County Community Corrections. I also authorize any of the aforementioned entities to release information regarding me to Tippecanoe County Community Corrections staff.

I authorize community corrections, probation, or any problem-solving court to disclose the results of any drug screening tests to all Courts, law enforcement, probation, community corrections, prosecutors, defense counsel and/or any agent of those entities for the purpose of monitoring my compliance in the program. I understand that this consent will terminate upon the closure of my case by the court or upon my termination of the length of my probation, community corrections sentence or participation in any problem-solving court.

I agree to all disclosures necessary for monitoring compliance with the terms of problem-solving court rules, probation/community corrections/diversions. Refusal or revocation of consent prior to conclusion of supervision shall be a violation of the terms of pre-trial, problem solving court rules, probation/community corrections or diversion.

I also authorize my employer to release any records relating to my employment in writing or verbally to an authorized staff member of Tippecanoe County Community Corrections.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
TCCC Staff



**TIPPECANOE COUNTY COMMUNITY CORRECTIONS**  
**2800 North Ninth Street Road**  
**Lafayette, IN 47904**

**COMMUNITY CORRECTION POLICY CONCERNING SEARCH AND SEIZURES**

Waiver of Fourth Amendment Rights

**CAUTION: The following document is legally binding. Read and understand it before signing.**

In consideration of the opportunity to participate in a Community Corrections program rather than serve my sentence through the Department of Correction or other secure or more restrictive environment, I acknowledge and agree that I hereby waive my rights concerning searches and seizures under the Fourth and Fourteenth Amendments of the United States Constitution and under Article 1, §11 of the Indiana Constitution. I hereby consent to allow employees of Community Correction or law enforcement officers to search my person or property without a warrant, without probable cause, without reasonable suspicion or without reasonable cause.

I agree that such a search is permissible during day or night and includes, without limitation, entrance into or searches of my residence, my telephone, any computing device of mine, secure containers and vehicles. Such searches may take place in my presence or outside of my presence and with or without prior notice to me.

I further understand and agree that all areas of the Work Release facility are subject to search including, without limitation, lockers, drawers or other areas of the facility.

I further understand and agree that such searches will not be conducted arbitrarily or for the purposes of harassment but will be conducted in a manner that is reasonably related to Community Corrections goals of public safety, rehabilitation and/or deterrence of future criminality.

I further understand and agree that any evidence found as a result of such a search of my person or property may be used as evidence against me in a disciplinary hearing, court of law, or otherwise.

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Printed name

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Signature

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Date signed

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TCCC Staff



## Code of Conduct

### Major Offenses

#### Class A Offenses

- \_\_\_ 100      Violation of Law**  
Violation of any federal, state or local criminal law. Committing any additional criminal acts.  
a.) The filing of information in any court charging a criminal offense.  
b.) Failure to advise staff of your being questioned, stopped, arrested or investigated by any law enforcement officer.  
c.) Any violation of the court order.  
d.) Any violation of your conditions of probation
- \_\_\_ 102      Assault/Battery**  
Committing battery/assault upon another person with a weapon (including the throwing of bodily fluids or waste on another person) or inflicting serious bodily injury.
- \_\_\_ 103      Rioting (Work Release Only)**  
Encouraging, directing, commanding, coercing or signaling one or more other persons to participate in a disturbance to facility order caused by a group of two (2) or more offenders which creates a risk of injury to persons or property or participating in such a disturbance or remaining in a group where some members of the group are participating in such a disturbance.
- \_\_\_ 106      Possession of Dangerous/Deadly Contraband**  
Possession or use of any explosive, ammunition, hazardous chemical (e.g., acids or corrosive agents) or dangerous or deadly weapon.
- \_\_\_ 108      Escape/Failure to Return to Lawful Detention/Removing**  
Intentionally fleeing from lawful detention or knowingly or intentionally failing to return to lawful detention following temporary leave or other authorized absence granted for a specific purpose or time period within two (2) hours after the designated return time. Intentionally removing ankle unit.
- \_\_\_ 111      Conspiracy/Attempting/Aiding or Abetting**  
Attempting or conspiring or aiding and abetting with another to commit any offense.
- \_\_\_ 113      Trafficking**  
Intentionally attempting or bringing in illegal or unauthorized contraband; aiding another participant in concealing illegal or unauthorized contraband inside the facility; being in possession of illegal or unauthorized contraband inside the facility.
- \_\_\_ 114      Sexual Act with a Visitor / Another Offender / Staff**  
Contact of a sexual nature by an offender with a visitor, offender or staff while in Work Release or with another participant. (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)
- \_\_\_ 116      Refusing a Mandatory Program**  
Refusing to participate in a mandatory program to include: failure to register for the program, failure to comply with the criteria for participation in the program, failure to cooperate with the staff presenting the program and being terminated from the program based upon failure to participate or for other behavioral reasons.  
a.) I agree to submit to a) IRAS (Indiana Risk Assessment System) or any other evaluation deemed necessary by Tippecanoe County Community Corrections and further agree to enroll and complete all courses and/or programs recommended by Tippecanoe County Community Corrections, Probation, or the Court.

- 117 Assault on Staff**  
Committing battery/assault upon any staff person, including contractors and volunteers, which results in bodily injury or serious bodily injury (including the throwing of body fluids or waste on a staff person).
- 120 Violation of Condition of a Temporary Leave**  
Failure to abide by any rules/conditions of the Temporary Leave Agreement.
- a.) Being “out of bounds” (when you are not where you are supposed to be during the time frame you are released and for the intended purpose of the granted leave).
  - b.) Any employment obtained while on the program, you will be required to retain for a period of 30 days, you are required to give two weeks’ notice to all employers if you wish to resign from employment.
  - c.) Failure to return to the Work Release facility or your residence if you are released early from work, lose your job or as instructed by Tippecanoe County Community Corrections staff.
  - d.) Leaving your place of employment without the approval of your employer and/or Tippecanoe County Community Corrections staff. Failure to report to employment or any assignment after being released for that purpose.
  - e.) Leaving Tippecanoe County without written permission by a TCCC staff member.
  - f.) I understand that I am not allowed to leave the facility for the purpose of work if the work is volunteered, unpaid and/or “off the clock”. I understand that I may not work more than 70 hours in one week, unless approved by A staff member.
- 122 Asserting and/or Filing a False Lien or Judgment or Complaint**  
Asserting and/or filing a lien or judgment or complaint against any person when the basis for said lien or judgment or complaint is false or otherwise untrue.
- 123 Falsifying Drug Screen**  
Tampering, using alternative device, possession/use of clean out kit, or in any manner attempting to provide deceptive urine sample.

### **Class B Offenses**

- 200 Habitual Conduct Rule Violator**  
Being found or pleading guilty to three major rule violations or five minor offenses (unrelated Class C Conduct Offenses) in a period of six (6) months or less.
- 202 Possession or Use of Controlled Substance or Alcohol**  
Possession or use of any unauthorized substance controlled pursuant to the laws of the State of Indiana or the United States Code or possession of drug paraphernalia.
- a.) Consumption or possession of medication requiring a prescription without proper medical authorization and/or the knowledge of TCCC. Misuse of authorized medication or possession of unauthorized medication.
  - b.) Consumption or possession of alcohol including powdered.
  - c.) Failure to pass a breath test for alcohol.
  - d.) I will not consume anything containing alcohol (i.e. liquid cold medicine, cough syrup, mouthwashes, powdered alcohol, etc.)
  - e.) Consumption or Possession of Synthetic Cannabinoids (K2/Spice), Bath Salts or any other intoxicating substance/liquid.
- 203 Refusal to Submit to Testing**  
Refusal to submit to any testing or sampling required by statute (e.g., DNA sampling) or refusal to submit to a test to determine the presence of alcohol or a controlled substance as

ordered by staff, including failure to provide an adequate or unadulterated specimen for testing purposes.

- a.) Failure to report to the Screening Company the same day when your number is called within their business hours is considered a Refusal to Submit.
- b.) Failure to pay associated fees with the drug screen resulting in a rejection of testing is considered a Refusal to Submit.
- c.) Tampering, switching, adulterating, diluting or in any manner attempting to provide deceptive urine specimens will be considered a refusal to submit a specimen.

**207**

**Possession of Electronic Device (Work Release Only)**

Unauthorized alteration, unauthorized use or possession of any electronic device, including, but not limited to: Electronic Monitoring Equipment, computer, computer software, cellular telephone, pager, PDA, computer disk, CD/DVD, recording tape (audio or video) or associated hardware. (This offense includes accessing computers, software, the Internet, a facility LAN, etc. or using such in a manner not authorized by Tippecanoe County Community Corrections and the alteration of authorized electrical devices, such as televisions, fans, etc, for unauthorized purposes, e.g., charging cellular telephones.)

**209**

**Impairment of Surveillance**

Using curtains, coverings or any other matter or object in an unauthorized manner that obstructs or otherwise impairs the line of vision into an offender's cell or room or which obstructs or otherwise impairs any viewing panel or surveillance equipment, either audio or visual within the facility.

- a.) Refusal/Failure to allow a Community Corrections officer or other Law Enforcement officer access to my ENTIRE residence will result in a sanction and possible removal from TCCC. Failure to answer the door/phone for an Officer.
- b.) I understand that all pets must be confined so that any officer may enter my residence without fear of being attacked.
- c.) I understand that I must have a working telephone.
- d.) Refusing to follow directions related to charging the Global Positioning System (GPS) monitoring unit assigned to you. Allowing the unit to lose charge and switch off; or charging the unit in excess causing damage to monitoring unit.
- e.) Tampering, Altering, Defeating Electronic Monitoring equipment.
- f.) I understand that I must have a permanent place of residence and must have approval from Tippecanoe County Community Corrections at least 30 days prior to any change of residence.

**212**

**Assault/Battery/Threatening**

Committing a battery/assault upon another person without a weapon or inflicting bodily injury. Communicating to another person the plan to physically harm, harass, or intimidate. Communicating a plan to cause damage to the property of another person or intentionally making accusations that are untrue or false. Attempting to establish a dorm boss.

**215**

**Unauthorized Possession of Property**

Unauthorized possession, destruction, alteration, damage to, or theft of county property or property belonging to another, anything that is not on the approved participant property list.

**230**

**Counterfeit Documents**

Counterfeiting, forging, or unauthorized reproduction or possession of any document, article, identification, money, passes, security or official paper.

**233**

**Bribing/Giving**

Giving or offering a bribe or anything of value to a staff member, authorized volunteer, visitor or contractor or giving to or accepting from any person anything of value without proper authorization.

- a.) Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others.

- 236**      **Disorderly Conduct**  
Exhibiting disruptive and violent conduct which disrupts the security of the facility or other area in which the offender is located. Unruly and/or rowdy conduct, disturbing other people, arguing, being loud, horseplay and/or interfering with staff.
- 246**      **Possession of Offensive Material**  
Unauthorized possession and/or display of any symbol, paraphernalia, photograph or any other item or behavior which is prohibited by TCCC policies, procedures or rules or which is offensive based upon an individual's gender, race, religion, ethnic or personal background or which may intimidate another person based upon their gender, race, religion, ethnic or personal background, such as materials relating to a security threat group.
- 251**      **Lying**  
Lying or providing a false statement.
- 252**      **Refusing an Order**  
Refusing to obey an order from any staff member. An offender may be guilty of this offense if the offender knew or reasonably should have known that the order existed or was in effect.
- 253**      **Insolent/Vulgar/Profane Behavior**  
Insolence, vulgarity or profanity toward staff or visitors.
- 254**      **Unauthorized Contact**  
Male and Female participants are to have no form of communication inside the facility.

### **Minor Offenses**

#### **Class C Offenses**

- 307**      **Unauthorized Possession of Food Items**  
Food and/or drink (with the exception of water) are not allowed in the dorm, classrooms, laundry room, locker room.
- 366**      **Unauthorized Area (Work Release Only)**  
Entering or remaining in a room or area other than the room assigned.
- 367**      **Gambling (Work Release Only)**  
Gambling or possession of gambling paraphernalia, or preparing or conducting a gambling pool, lottery, drawing or other game of chance.
- 370**      **Cruelty to Animals**  
Striking, hitting, punching or kicking any animal or deliberately abusing or mistreating any animal, including those under the care and control of the Department.
- 373**      **Punctuality and Attendance**  
Failure to attend and be on time for all scheduled activities.

## Violation Procedure

### Rights

All participants have the following rights concerning this matter if the sanction is removal from program or change in program placement:

1. You will be given a written notice of Infraction within three (3) business days of the discovery of the conduct violation. You are requested to sign the written notice of infraction when delivered to you to acknowledge that you have received it and are aware of the charge.
2. The disciplinary hearing will be held preferably within seven (7) working days from the date of the incident or from the date the employee first becomes aware of the alleged violation. You may request a copy of your hearing form.
3. You will have this time to prepare for the hearing.
4. You have the option to admit your guilt and waive your hearing.
5. You have the right to have an impartial Hearing Officer.
6. You have the right to appear and speak in your own behalf.
7. You may call witnesses, it is your responsibility to contact them, but if not practical for safety and security reasons, you may be asked to submit questions you want asked of them. Witnesses may be other participants or staff. The number of witnesses for you may be limited to three (3). At the end of the hearing, the Hearing Officer will review the facts and testimony and will make a finding. You may request a copy of the findings. This is not a legal hearing and you do not have the right to counsel. If you choose to have counsel for witness, they will be interviewed separately.
8. You have the right to have the assistance of a lay advocate (the Department will require that the advocate be an employee of, or a fellow participant of the same sex, in the same facility).
9. You have the right to have an administrative review of the Hearing Officers decision by the Deputy Director upon written objections by you, submitted within seventy-two (72) business hours after an adverse determination of the Hearing Officer.
10. Hearings are to simply find guilt or innocence. If you admit guilt, there is no need for a hearing and a disposition will be completed. You do not have a say in the sanction and a hearing will not change the sanction.

## Incentives

Incentives may include but are not limited to:

- a. Verbal praise
- b. Curfew extension
- c. Levels 1-6 incentive passes
- d. Increase activities/privileges
- e. Gift cards
- f. Letters to judge
- g. Decrease supervision
- h. Holiday pass

## Violation Sanctions & Interventions

Sanctions & Interventions may include but are not limited to:

### Class A, Major Violation Sanctions

- a. Termination from the program
- b. Evaluations/Treatment Programs/Educational Classes
- c. Carey Bit & Guides
- d. Change of program placement
- e. Community Service or Work Crew Hours
- f. Loss of privileges
- g. Written reprimand

### Class B, Major Violation Sanctions

- a. Termination from the program
- b. Evaluations/Treatment Programs/Educational Classes
- c. Carey Bit & Guides
- d. Change of program placement
- e. Community Service or Work Crew Hours
- f. Loss of privileges
- g. Written reprimand

### Class C, Minor Violation Sanction

- a. Community Service/Work Crew Hours
- b. Evaluations/Treatment Programs/Educational Classes
- c. Carey Bit & Guides
- d. In House duties (not to exceed 40 hours)
- e. Loss of privileges
- f. Written reprimand

**A guilty plea or finding may result in the imposition of any sanction or combination of sanctions. The maximum allowable sanctions for each class offense are as follows:**

Sanction	Class A	Class B	Class C
Work Crew/In House Cleaning	80 hours	60 hours	40 hours
Loss of privileges	180 days	120 days	90 days

### Habitual Rule Violator

More than three (3) major rule violations or five (5) minor offenses within six (6) month period.  
HRV may increase level of sanction imposed

## Participant Grievance Policy

A grievance may be filed by a program participant to express concerns regarding, facility condition, staff misconduct, or participant procedures.

A program participant may file a grievance without being subject to any retaliation.

The grievance should be filed on the Grievance Form electronically.

The Coordinator should respond to the program participant in writing within ten (10) business days. The Coordinator's response may be appealed to the Deputy Director. Any such appeal must be filed, in writing, within 5 days of receipt of the response from the Coordinator.

Grievances can be filled out electronically on the website: [www.tippecanoe.in.gov/cc](http://www.tippecanoe.in.gov/cc)  
(If in Work Release, computers are provided in the dayroom).

## Drug Screening Policy

1. Each participant will immediately be tested when starting any Community Corrections Program.
2. Each participant will be tested periodically for drug/alcohol use by urinalysis or oral swab.
3. Refusal to provide a sample may result in immediate removal any Community Corrections program and/or transfer to the Tippecanoe County Jail.
4. Participants unable to provide a specimen on request may be isolated until the specimen is provided.
5. Participants unable to provide a specimen by end of drug screen business hours will be considered refusing to provide a specimen.
6. Tampering, switching, adulterating or in any manner attempting to provide deceptive specimens will be considered a refusal to submit a specimen.
7. If you provide medical documentation that you are medically unable to provide a sample, other alternative testing may be implemented. All confirmed positive specimens may be reported to the sentencing court, or any other law enforcement agency.
8. Evidence of drug use after entering any Community Corrections Program may result in disciplinary action, therapeutic intervention, or possible removal from further participation in any Community Corrections Program.
9. An exception for a failed drug test, may be for prescribed medication to that participant and documented by Tippecanoe County Community Corrections.
10. Drug screens must be paid for at the time of the screen. If a screen must be sent to the lab for verification, you may be charged an additional fee.
11. Testing is provided by Total Court Services and operates out of the community corrections facility. After receiving your baseline urinalysis, you will be issued a personal identification marker by the company. You will be required to check **daily (including all holidays)** to see if you are to be screened. You must report the day you are called during the scheduled hours or you will be marked as Failure to screen/Refusal to Submit.
12. If on Home Detention and three (3) consecutive drug screens, you may be placed in Work Release for a minimum of 14 days
13. If in Work Release, and two (2) consecutive screens are missed, you may be placed on lockdown until screened.

## **Program Schedules**

Participants will submit a weekly schedule via CourtFact. This schedule will include all activities (medical, employment, court, treatment, etc) the participant needs time to complete. The Case Manager will review the schedule requested, then modify/approve and return it to you. You must follow the approved schedule and will be monitored for compliance.

The program participant must be able to provide documentation of attendance to an Officer. Deviation from your schedule is not allowed unless deemed an emergency and can only be approved by your assigned case manager. All requests must be submitted via CourtFact and participant must wait for approval.

All activities that cannot be done during your scheduled passes will be at the discretion of the officer approving your schedule.

TCCC offers the following passes:

- Weekly Pass
- Religious (HD Only)
- Substance Abuse/Mental Health Treatment
- Holiday Pass – will be post in advance (fee based)
- Incentive Pass (behavior based)

Please note that you are not allowed to change your pass times without approval.

Participants may contact their Case Manager by submitting a message through CourtFact or by leaving a voicemail. Do NOT call other staff to attempt to gain permission for an unscheduled leave.

Leaving a voicemail or sending a message does not mean that the request has been approved. Your case manager will return your call or message if deemed necessary and when they are available.

## **Residence**

Prior to moving residences, a new Consent to Search Form will be required. If you are not the sole owner/lessee of the home you intend to reside in, all adults (over 18 years old) listed on the deed or lease will be required to sign Consent to Search form before you may reside there. Refusal to do so will result in your denial of that location.

You must maintain appropriate housing while on community corrections or you may be placed in Work Release.

## **Holidays & Employment Shutdowns**

TCCC will have final discretion as to who will be allowed to work on holidays or shutdowns. You may also be required to provide documentation of shutdowns.



## **Release Process**

The participant's Community Corrections supervision ends at 11:59 pm on the date of the release.

- Home Detention participants should report during regular business hours on the completion date or the prior Friday if the completion date is on Saturday or Sunday.
- Work Release participants will be released at 11:00 am on scheduled completion date or the prior Friday if the completion date is on Saturday or Sunday.
- If the completion date falls on a holiday, the release date will be the prior business day.

All equipment must be returned to Tippecanoe County Community Corrections in proper working order and in good condition at the time of release. If the equipment is not returned, the program participant may be ordered to financial restitution. All fees must be paid prior to release. Failure to have all fees paid may result in the garnishment of your state tax return through the TRECS program.

## **Participant Searches**

All participants are subject to be searched by Tippecanoe County Community Corrections staff, to include but not limited to: pat down, strip search, metal detector or body scanner, personal property, lockers, drawers, cell phones, vehicle and/or residence.

Alcohol Testing: All participants may be tested for alcohol at the discretion of any TCCC staff. The possession and use of alcohol in any form is prohibited, including Nyquil, mouthwash, etc.

Participants are also subject to alcohol breath examinations at any time during their sentence whether or not they are on facility premises. Officers may require participants to submit to breathe examinations while they are on pass, or while at work.

## **Employment**

Your Case Manager must approve any employment and may contact your employer at any time.

Self-Employment must be validated by tax documents. Self-employed individuals are required to call in or send in CourtFact all work locations.

All employment must be conducted within 70 miles of Tippecanoe County. Any travel outside of this limit must be approved by your case manager.



### CONDITIONS FOR GPS MONITORING

The special conditions below apply to you because of your placement on Global Positioning System (GPS) monitoring.

1. You shall wear a GPS unit on your ankle at all times while on Tippecanoe County Community Corrections programs. You are responsible for the GPS unit. In the event that the GPS unit is lost, stolen or damaged while under your control, you will be charged for the replacement costs.
2. You are required to charge the GPS unit one time a day for 2 continuous hours. Should the GPS battery die, you must then charge the GPS for 4 consecutive hours.
3. Charging the unit while sleeping is not allowed, as it may damage the unit.
4. You must be charged to 50% prior to leaving the Work Release Facility. A 100% battery charge may be required if your place of employment (i.e. factory) depletes the battery before you return to the facility.
5. If you receive a vibration or audible alert on the GPS unit you MUST contact the Work Release Facility immediately.

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Printed name

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Signature

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Date signed

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TCCC Staff

## Work Release Procedures

### Check In Procedure

- All hats must be removed when entering the facility
- No backpacks will be allowed into the facility. All participants are provided with a black drawstring bag that will be allowed into the locker room.
- Upon entering the facility participants may be required to submit to a breathalyzer test
- You will be subject to searches by metal detector, all items brought into the building are subject to being searched. All unauthorized items will be confiscated and discarded.
- Any medications and to-go bottles should be turned in to the Medical Office prior to entering Work Release.
- Participants will then take all belongings into the locker room and change into provided uniform.
  - All undergarments must be removed and searched by officer prior to admission to dayroom.
- After exiting the locker room, you will be subject to pat down and full body scanner.
- All participants are subject to a strip search as outlined by TCCC policy.
- No property will be allowed to enter the dayroom that is not on the approved list.
  - Educational material must be approved to enter the dayroom. School work must be done immediately and returned to the locker room.

### Check Out Procedure:

- Participants are to report to the Central Desk 15 minutes prior to the time they are scheduled for release.
- Central will scan participants ID and hand it back to them
- Participant will exit the dayroom and present their ID to staff member at the Search Station
- Once approved Participants will dress out in the locker room and exit locker room.
- Hats are not permitted inside the facility.
- At that time participants will receive any to-go medications necessary while out of the facility.
- Staff members will not wake participants for any passes, appointments, classes or employment.

### Out of the building changes:

- Once you are out of the building, you are not able to change your schedule. You will not be permitted to make additional stops or change locations. Do NOT call the facility to request permission. ALL changes to your schedule must be made through your Case Manager.
- If a medical emergency arises while out of the facility, the participant is responsible for letting the facility know as soon as medically able.

## Contraband

Participants must immediately report the presence of contraband in the facility to staff. Program participants should remove any prohibited property from their person before entering the facility. Contraband items will not be stored within the facility. If a participant discovers he or she has inadvertently brought contraband into the facility, they should contact staff immediately to have the property removed.

**Contraband includes but is not limited to: pocket knives, unapproved electronic devices, vaping devices, any deadly weapon, illegal substances or alcohol.**

## **Dayroom**

Opposite genders are restricted from talking to the other while inside the facility.

No gambling will be permitted regardless of value.

Do not leave belongings unattended in the dayroom. This includes but is not limited to: GPS chargers, water bottles, trash or food.

- Chargers will be confiscated and returned to Total Court Services. TCS will charge to reissue a new charger.
- Department issued water bottles will be discarded. A new bottle can be purchased from Commissary.
- Any trash left unattended may result in a violation.

## **Meals**

The only food or drink permitted in the facility must come in by means of Market C or provided jail meals.

All jail meals must be requested on the computers by 8:00pm the prior day. Meal options include Hot or Sack.

Breakfast can be requested between 6:15 – 7:15 am

Jail meals are served at 11:30 am & 6:30 pm

Due to health department temperature requirements, hot meals cannot be saved. If you are not in the facility at meal time, your meal will be forfeited. You will not be reimbursed for missed meals.

## **Sick Participants**

Any participant who does not report to work or returns from work sick will remain in his/her dorm to help prevent others from becoming ill and may be asked to wear a mask. Participants are solely responsible for all medical costs accrued while on the Work Release Program.

If a participant is deemed to need emergency medical assistance, an ambulance may be called by Tippecanoe County Community Corrections Staff, at the expense of the participant.

Tippecanoe County Community Corrections partners with Quality Correctional to provide nursing services at no cost to the participant. Nurses will provide medication management services, health insurance enrollment, medical triage and minor medical treatment.

In the event of requested medical attention (non-emergency), participants may be instructed to see the nursing staff during their business hours. I understand this is not refusing medical treatment. At any time the medical condition worsens and becomes an emergency, medical services will be requested.

## **Laundry**

The laundry room is available on assigned gender specified days/hours.

All outside clothes will be searched prior to being laundered.

A change machine is available to cash out quarters for the machines.

Laundry detergent is also available for purchase. No detergent will be allowed to be brought into the facility.

Sheets, towels and uniforms will be changed out weekly.

Blankets will be changed out monthly.

## Vehicles

1. Any participant driving a vehicle to the Work Release facility shall park in the designated area assigned by the Work Release staff and all vehicles should be locked when unattended. All vehicles, including automobiles, mopeds, motorcycles and bicycles shall be tagged and registered with Check-In. Any vehicles parked outside the designated areas will be towed at the owner's expense.
2. Participants will be provided with a parking tag that must be displayed in the vehicles front window, hanging from rearview mirror, at all times.
3. Parking tag must be returned upon completion of the program. Any lost tags will be replaced at the owner's expense.
4. Vehicles parked at the Tippecanoe County Work Release facility will be the sole responsibility of the owner. The Work Release Program and the County of Tippecanoe will not be responsible for loss or damage to vehicles or their contents.
5. Transportation may include any of the following (maybe restricted due to weather conditions):
  - a. Public transportation (CityBus)
  - b. Uber/Lyft
  - c. Ride sharing with other participants
  - d. Bicycle or moped.
  - e. Walking
  - f. Transportation by family or employers
6. Participants being picked up or dropped off must have their rides parked in the proper areas and must be picked up and dropped off at Tippecanoe County Community Corrections.
7. It is understood that any vehicle driven by a participant shall be subject to search at any time by the staff. The participant shall be held accountable for any contraband found in the participant vehicle.
8. Proof of valid license, registration, and insurance must be provided before vehicle will be allowed on premises.
9. Any vehicles remaining on TCCC property 24 hours after removal from program, will be subject to being towed at the owner's expense.



COMMUNITY CORRECTIONS POLICY CONCERNING MARKET C THEFT  
2800 North Ninth Street Rd  
Lafayette IN 47904

**1<sup>st</sup> Offense:**

Violation B-215 Issued – Unauthorized Possession of Property  
Mandatory Restitution of cost of goods (added to fees)  
Thinking Trap Worksheet  
Essay Questions  
1 day of Road Crew (8 hours)  
\*To be completed & paid for within 2 weeks

**2<sup>nd</sup> Offense:**

Violation B-215 Issued – Unauthorized Possession of Property  
Mandatory Restitution of cost of goods (added to fees)  
Theft Class (4 Hours) <http://thefttalkprod.tortal.net/course/default.asp?crid=1696&caid=857>  
\*To be completed the following Sunday evening 5-9p  
2 days of Road Crew (16 hours)  
\*To be completed & paid for within 2 weeks

**3<sup>rd</sup> Offense:**

Violation B-215 Issued – Unauthorized Possession of Property  
Mandatory Restitution of cost of goods (added to fees)  
Removed from Program and placed in Tippecanoe County Jail  
30-day restriction to return

\*The Work Release Coordinator may determine an excessive amount of theft, which will result in immediate removal from the program.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date Signed**

\_\_\_\_\_  
**TCCC Staff**

## **Medication Policy**

Participant medication will be stored, handled and administered as instructed by a health care advisor.

1. All medication must be turned into the Work Release Check In desk unopened and the correct pill count. They will then be counted by a correctional officer and can then be dispensed. DO NOT take any prescription medication without it first being counted by a correctional officer and verified that is the correct medication and count.
2. Medication will be kept in a secured medical cart.
3. Every prescription shall have the participant's name, date of prescription, directions for use, and name of the medication.
4. All prescriptions filled while on the Work Release Program are the sole responsibility of the participant.
5. Each participant will have a medication log sheet. This will show the name of the medication, and the date and time it was given to the participant, the participant and duty officer will also initial it at the time.
6. Participants who need to consume medication while out of the building will be required to provide an additional prescription labeled bottle in order to take the medication out with them. The second bottle must be returned to the correctional officer whenever the program participant returns to the facility.
7. Non-prescription medication must accompany a prescription and turned into the officer on duty. All packages must be unopened (new). No PM medications will be allowed.
8. Medications will be delivered by the correctional officers or health care advisor at approximately:           7:30 am   1:30pm   7:30pm
9. If emergency health care is needed while inside the facility, the program participant should notify any TCCC staff member who will call appropriate medical services. You are not permitted to make these calls yourself.
10. All other appointments must be scheduled with a local doctor, dentist, or mental health professional at the earliest convenience and must be on the approved schedule.
11. If enrolling in Medicated Assisted Treatment (MAT), documentation must be provided to nursing staff within 24 hours. You will not be permitted to leave on a MAT pass without documentation on file.
12. Diabetic accommodations will be made during blood sugar changes. Insulin or diabetic approved snacks will be provided upon notification or observation of need.

## **Drop Offs**

Drop offs will be accepted in the Work Release Lobby. One drop off per participant will be accepted per day. All items will be logged, signed for and placed in a locker for retrieval the next time the participant exits the building.

## **Religion**

Participants may bring in one (1) approved religious reading text into the Work Release facility for their own use.

One religious necklace will be permitted and must be approved by the Head Corrections Officer.

Worship: Only qualified representatives appointed or approved by the Coordinator may hold regular services or consultation at designated times.

## **Mail**

1. Work Release participants may receive mail by having it addressed as follows:

Participant Name  
C/O Tippecanoe County Work Release  
2800 N. 9<sup>th</sup> St Rd  
Lafayette, IN 47904

2. All incoming mail shall be opened and inspected by the Work Release staff for the presence of contraband.
3. Change of address DO NOT AT ANY TIME do a permanent change of address to our facility. This is because; when you leave our facility the Post Office will not forward your mail. If you have no other option than to have your mail delivered here than go to the Post Office a have a TEMPORARY ADDRESS CHANGE card filled out. The Work Release Office will not be responsible for forwarding your mail. All mail will be returned to sender once you leave our facility.



## **Sleeping Dorm**

Staff members will assign bunks and lockers to participants. And at no time may a participant change their assigned bunk and locker without permission of the staff.

One mattress with a built in pillow will be provided to each participant. You are responsible for its care and maintenance. Any damage to the mattress will result in the participant being charged a replacement fee.

One sheet and one blanket will be provided to you.

### **All dorms will be inspected hourly. The following policies will apply:**

1. Bunks shall be made when not occupied for the purpose of sleeping. Bunks must be made before participants are permitted to leave the facility.
2. Dorms will be cleaned twice per day.
3. No more than one mattress and one pillow may be on a bunk, unless medical mat is approved by Nurse.
4. Floors, walls and furnishings must be clean, orderly and clutter free.
5. No items may be placed on or over any light fixtures.
6. Dirty clothing will be kept in a laundry bag and NOT on the floor. Clean clothing will be kept in the locker or storage drawer provided. Laundry bag and towels must be stored at the head of the bed (against the wall).
7. Quiet hours are from 11:30 PM to 6:15 AM and 5:30 PM to 6:15 PM
8. Participants are responsible for their personal property and the security of that property. All property must be locked in the storage drawer.
9. If a participant destroys Tippecanoe County or Work Release property, they will be charged for any repairs or replacements.
10. At no time shall a participant hang any item that will obstruct the staff's view of the participants and dorm areas.
11. NO food or drink shall be in the dorm area, with the exception of Work Release provided water bottle (filled with water only). All food and drink must be consumed in the dayroom area.
12. Participants are not allowed to enter another dorm other than the one they are assigned at any time or for any reason.

## **Personal Hygiene**

The Tippecanoe County Work Release Program in the interest of sanitation and cleanliness and positive imaging shall maintain procedures that will decrease the chance of disease and vermin.

1. All participants must shower on a regular basis. Hair must be clean and neat at all times.
2. You are not allowed to have weaves (unless professionally installed prior to intake), hair pieces, or any form of synthetic hair. Weaves installed while out on a pass will not be permitted.

## **Emergency Procedures**

Emergency drills will be conducted periodically. You will be required to follow the direction of staff.

### **A. Evacuation**

Evacuation procedures will be posted throughout the facility. Participants are required to read and know these procedures. In the event of an evacuation, participants are to leave the facility by the nearest available evacuation exit. Once participants have evacuated the facility, they are required to check in with TCCC Staff for accountability and further instructions.

### **B. Tornado**

In the event of an imminent tornado strike, participants will be instructed to proceed immediately to an interior designated tornado area. Once in the designated area, participants are to sit on the floor and cover their heads with their arms. They are to wait quietly for further instructions. Participants will be advised when the danger has passed, and it is safe to return to normal activities. During Tornado Warnings no one will be allowed to leave the building.

### **C. Snow**

In the event of heavy snow or a severe winter storm, participants may be required to remain inside the facility. Staff members will notify employers that participants are unavailable for employment due to snow or storm conditions. No participant will be released from custody during a declared snow emergency unless his/her job requires them to be at their place of employment for the emergency (i.e. wrecker service, hospital, emergency team etc.)

### **D. Thunderstorms**

During a thunderstorm warning, no participants will be allowed to use a bike, moped or walk.

### **E. Weather/Temperature**

Any temperature/windchill below 15 degrees or more than 90 degrees requires motor vehicle transportation. Walking, biking, and mopeds will not be allowed.

**The Following Items are Prohibited Within the Facility**  
**Firearms, Knives, or Weapons of Any Kind**  
**Illegal Substances of Any Kind**  
**Tools of Any Kind**  
**Outside Food or Drink of Any Kind**  
**Obscene Material of Any Kind**  
**Car, Motorcycle, Moped, or Bicycle Parts of Any Kind**

**Approved Wall Locker Items**  
**No more than the following**

- |   |   |
|---|---|
| (1) Cell Phone – <b>MUST BE OFF IN THE BUILDING</b>                                   | (10) Envelopes                                    |
| (2) Pair Shoes <u>OR</u> Boots  | (1) Cell Phone Charger/Power Bank                 |
| (2) Hats (Baseball Cap, Painter Style or Sock)  | (1) Eye Shadow (No Glass)                         |
| (2) Dresses   | (1) Eyeliner (No Glass)                           |
| (7) Pants   | (1) Mascara (No Glass)                            |
| (7) Shirts  | (1) Lipstick (No Glass)                           |
| (1) Belts   | (1) Powder or Liquid Powder/Foundation (No Glass) |
| (2) Thermal Underwear Set   | (1) Deodorant                                     |
| (4) Underwear   | (1) Chap Stick                                    |
| (4) Pair of Socks   | (1) Comb &/or Brush                               |
| (1) Winter Coat   | (2) Hair Ties                                     |
| (1) Pair of Winter Gloves   | (1) Bracelet                                      |
| (6) Personal Letters  | (2) Rings   |
| (10) Legal Papers   | (1) Contact Lens Solution                         |
| (1) Day Planner (no spiral binding)   | (1) Laundry Bag                                   |
| (1) Black drawstring bag ( <b>TCCC Provided</b> )                                     | (2) Temporary Plastic Locker Shelves              |
| (1) Small Pocket Mirror (No Glass)  | (1) Writing Tablet (No spiral binding)            |
| (1) Watch, Smart Watch, or Fitness Band ( <b>MUST BE TURNED OFF IN THE BUILDING</b> ) |   |

**Warning Notice**

**The following conditions will result in items being deemed as contraband and will be removed and immediately destroyed:**

- No low cut/crop shirts
- No short shorts
- No cologne or perfume
- No vaping devices
- No pens, markers, pencils
- No purse
- No medication (prescription or over the counter)
- Anything over the allowed number of items listed above
- Any altered or misused property
- Any items left unattended in the locker room area
- Any food or drink items
- Any items shared with another participant

## Approved Dorm Items

### Items Provided by Tippecanoe County Community Corrections

1 Sheet + 1 Blanket                      Sandals (1 pair)                      Mesh Laundry Bag  
1 Uniform                                      1 Towel & 2 Wash Cloths                      Plastic Water Bottle  
Hygiene Kit Includes: Shampoo, Deodorant, Toothpaste, Toothbrush, Bar Soap, Brush

All items not provided are available for purchase from commissary.

\*Any item **bolded** with an asterisk\* may be brought in

*Educational or Treatment material/workbooks from an instructor or therapist – these items must be approved by Head Corrections Officer or Work Release Coordinator*

### No more than 1 of the following

* <b>Writing Tablet</b> (no spiral binding)	* <b>Paperback Books</b> (no spiral binding)
* <b>Religious Necklace</b> (plain, not raised, no stones)	* <b>Day Planner</b> (no spiral binding)
* <b>Wedding Band</b> (plain, not raised, no stones)	* <b>Bible or religious text</b> (paperback only)
* <b>Denture Adhesive</b> (unopened)	* <b>Religious Pamphlets</b>
Word Search	Coloring Book
Crossword Puzzle	Contact Lens Case
Comb &/or Brush	Contact Lens Solution (travel size)
AM/FM Radio w/ headphones	Toothpaste
Ear Plugs	Toothbrush
Shaving Cream	Plastic Toothbrush Holder
Denture Cleanser	Mouthwash
Alarm Clock	Shampoo/ Conditioner
Body Wash	Hair Gel
Bar of Soap	Contact Lens Products
Body Lotion	Plastic Soap Holder
Batteries – AAA (2 or 4 pack)	Batteries – AA (2 or 4 pack)
Lip Balm	Lead Pencil (non-mechanical)
Facial Cleaner	Deodorant

**No more than 5 of the following:** T-Shirt Socks Underwear Bras (TCCC) Thermal Underclothes

**No more than 10 of the following:** Family Pictures\* Letters/Mail Legal Papers

*\*Pictures must be Non-Pornographic/Obscene, No Polaroid's, No larger than 4" x 6"*

### Warning Notice

**The following conditions will result in items being deemed as contraband and will be removed and immediately destroyed:**

Anything hanging from sides or foot end of bunk                      Any food or drink (except water) in the dorm  
Anything over the allowed number of items listed above                      Any altered or misused property  
Any items left unattended in the shower area  
Any items on the floor, , under your mattress, shared with another participant, or not in accordance with bunk compliance picture

**ALL ITEMS MUST BE PLACED IN DRAWER WHEN NOT IN USE**  
**DORM FOOTLOCKERS ARE TO BE SECURED AT ALL TIMES**



Tippecanoe County Community Corrections has a ZERO-TOLERANCE policy to sexual harassment & sexual abuse.

During the intake process you will be required to watch an informative video regarding the Prison Rape Elimination Act (PREA). You will also be provided information on how to report any harassment or abuse that has or does happen to you or someone else within the facility. If you have any questions during or after your instruction, please ask a staff member.

There are several ways to report:

- Say something to a staff member
- On the blue dayroom phones, follow prompts then dial 4567
- Leave a voicemail on the hotline 765-423-9083
- Contact the third-party reporting agency 765-423-1118
- Complete the PREA form on the Community Corrections Website
- Send an email to: [PREA@tippecanoe.in.gov](mailto:PREA@tippecanoe.in.gov)

All reports will be fully investigated by the PREA Team and/or the Tippecanoe County Sheriff's Department.

If you are a victim of a sexual assault, evidence can be collected up to 9 days from the incident.

- Do not wash your hands
- Do not use the toilet
- Do not brush your teeth
- Do not chew gum
- Do not shower
- Do not eat or drink
- Do not smoke
- Do not remove/wash any clothing
- Do not destroy items that might be evidence

Forensic Examinations are conducted at the hospital by a SAFE/SANE Nurse.

Mental Health Treatment is available at no cost to the victim.

Resources and Victim Advocates will be available through the YWCA.

Engaging in a relationship with a staff member is prohibited.

I understand the TCCC has a zero-tolerance policy to sexual harassment and sexual assault.

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Printed name

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Signature

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Date signed

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TCCC Staff



NewLeaf Wellness Center

This division is designed to assist you in your recovery and help build your foundation by offering skill and education classes. The following areas are provided to you at little or no extra cost while on Community Corrections supervision.

- Counseling Services – Substance Use Disorder & Mental Health Treatment
- Life Skills
- Education Services
- Substance Use Evaluation
- Mental Health Evaluation
- Psychiatric Evaluations
- Peer Recovery Services
- Group Counseling

I understand these services are available at my request or assignment by TCCC or NewLeaf staff member.

---

Printed name

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Signature

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Date signed

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TCCC Staff



Tippecanoe County Community Corrections

Photo & Social Media Release



I grant permission for Tippecanoe County Community Corrections to post my picture and accomplishments on social media sites, including but not limited to Facebook, Instagram, Twitter and YouTube. Such permission includes display, distribution, publication, transmission or otherwise use of photography, images and/or video.

By signing below, you also agree there will be no financial or other remuneration. You are also confirming you are at least 18 years of age and you read and understand this agreement.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
TCCC Staff

I DO NOT grant permission for Tippecanoe County Community Corrections to post any photos or information.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
TCCC Staff

### Community Integration Program (CIP) Conditions

The Community Integration Program (CIP) will allow program participants the chance to be placed on the Work Release program who would otherwise be ineligible due to user fees owed to Tippecanoe County Community Corrections (TCCC). While on the program, you will not be charged a daily rate, however you will be required to:

1. Enroll in the next available NewLeaf budgeting class chosen by the CIP Administrator or your Case Manager.
2. Pay in full any past fees owed to TCCC. This includes any accounts sent to a collection's agency along with any fees/interest accrued.
3. You will be required to make weekly payments according to the payment fee schedule below. Failure to make a payment will make you non-compliant with the CIP program and move you down a tier in the program without receiving a conduct violation for non-payment.
4. You will be required to pay all past TCCC fees, Total Court Services fees, Probation fees, and Court costs. If you owe more in Probation fees and Court costs than you owe to TCCC, you will only be required to pay Probation and Court costs an equal amount that you owe TCCC. (i.e., if you owe TCCC \$500, Court costs \$1,500, and Probation fees \$500, you will be required to pay TCCC \$500, Court costs \$250, and Probation fees \$250). You will remain on CIP until your agreement is paid in full.
5. Participants are required to have all fees paid to zero prior to completing TCCC. Failure to do so will result in the loss of Good Time Credit (GTC). The lost GTC can be returned upon full payment of all fees through completion date or after (lost GTC). At such time, you will complete TCCC successfully and the courts will be notified as such.
6. If you complete CIP and then are placed back on CIP, you will be required to pay additional Probation fees and Court costs matching the new TCCC balance.

#### FEE PAYMENT SCALE

<i>Hourly Wage</i>	<i>Required Weekly Payment</i>
\$0-\$14	\$160 / week
\$15-\$17	\$180 / week
\$18-\$20	\$190 / week
\$21 +	\$200 / week

Should I be placed on the CIP program, I agree to and will abide by the above-mentioned conditions. I understand that failure to follow these conditions will result in disciplinary action up to and including removal from community corrections.

---

Printed name

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Signature

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Date signed

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TCCC Staff



## CIP Tier 1

### Qualifiers:

- Owes Court costs
- Owes Probation fees

### Conditions:

- Must be compliant with weekly payments arranged by CIP Administrator.
- If becomes non-compliant, will move down 1 tier.

### Eligible Passes:

- 2-Hour Weekly Pass
- 3-Hour Child Pass
- 4-Hour Holiday Pass

*Tier level will be noted on schedule and with a Contact Note by CIP Administrator and will only change by CIP Administrator when payments are confirmed.*

## CIP Tier 2

### Qualifiers:

- Owes TCCC Fees over \$300
- Owes Total Court Services
- Owes Court costs
- Owes Probation fees
- Non-compliant Tier 1

### Conditions:

- Must be compliant with weekly payments arranged by CIP Administrator.
- If becomes non-compliant, will move down 1 tier.
- Once TCCC and TCS fees are paid to \$0, will be moved to Tier 1.

### Eligible Passes:

- 1-Hour Weekly Pass
- 2-Hour Child Pass
- Not eligible for holiday passes

*Tier level will be noted on schedule and with a Contact Note by CIP Administrator and will only change by CIP Administrator when payments are confirmed.*

## CIP Tier 3

### Qualifiers:

- Owes TCCC Fees over \$300
- Owes Total Court Services
- Owes Court costs
- Owes Probation fees
- Non-compliant Tier 2

### Conditions:

- Must be compliant with weekly payments arranged by CIP Administrator.
- If remains non-compliant, will be placed on 2-day lockdown.
- If continues to remain non-compliant, may face removal to jail.
- If becomes compliant by making 3 consecutive payments, will move to Tier 2.

### Eligible Passes:

- Not eligible for any passes. Will be on Work & Treatment ONLY.

*Tier level will be noted on schedule and with a Contact Note by CIP Administrator and will only change by CIP Administrator when payments are confirmed.*

\*\*\*Non-compliant is defined as missing 1 weekly payment unless approved by CIP Administrator.  
\*\*\*CTP and out-of-county transfers are not eligible for CIP unless approved by Deputy Director.

**TIPPECANOE COUNTY COMMUNITY CORRECTIONS PROGRAM  
PARTICIPANT AGREEMENT**

I, \_\_\_\_\_, have read or have had read to me pages 1 - 32 of the Community Corrections Handbook, that has been issued to me, and understand all terms and conditions contained therein.

I agree to comply with terms and conditions explained therein.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
TCCC Staff