

## **The Residential Correctional Facility (RCF) Fact Sheet**

**The Residential Correctional Facility (RCF)** is part of the Department of Correctional Services in the 7th Judicial District representing Scott/Clinton/Muscatine/Cedar and Jackson counties. The RCF is located at 1330 West 3<sup>rd</sup> street, Davenport Iowa.

The primary purpose for the Residential Corrections Facility is to provide structure and supportive services to persons who lack the self-discipline and skills to conduct themselves in a responsible, pro-social manner. Residents gain skills and learn responsibility both through involvement with internal counseling sessions and community social service, educational, and employment programs. A level system permits residents to demonstrate their growth in responsible behavior and newly acquired skills. Residents must demonstrate financial responsibility by maintaining gainful employment and by complying with all payment expectations, including the payment of RCF rent, restitution, court costs, attorney fees, fines, child support and similar responsibilities.

Starting on May 1, 2016 rent for probation/work release clients is \$18.00 per day. For OWI continuum clients rent is \$27.00 that also pays costs for 21 day treatment program they attend during the first part of their stay. Length of program is 26 weeks. If all goals are met could be reduced to 4 months.

The RCF is a minimum-security facility. Consequently, security is a major focus of the program in an attempt to protect public safety while holding residents accountable for their behavior. Residents are monitored when they are at the RCF and when they are involved in activities away from the RCF. Eye counts, monitoring while on furloughs or pass, employment, and substance abuse testing are a few elements of the RCF security process. The RCF now houses up to 68 male only clients that are on probation status, some state work release clients and male OWI clients.

### **Referrals**

Presentence investigators, probation/parole officers, District and Associate Court Judges, DOC institutional case managers and the Community Placement Office at IMCC refer clients. All referrals are made to the Residential Manager or his designee who determines the appropriateness of the placement. The most frequent factors considered in making placements are:

1. History of any violence
2. Ability to secure and maintain employment
3. Connections to the local community
4. Willingness and capability to participate in treatment programs
5. Previous experience, if any, in residential programs
6. LSI-R risk score or Jesness strategy group

## **RCF Admissions**

Probation residents are admitted to the Residential Corrections Facility upon order of the District Court or placed in the Residential as a modification of probation by the Probation Officer per the correctional continuum. Parolees are admitted either as a special condition of their parole status as determined by the referring probation/parole officer or as a condition imposed by the Board of Parole or Administrative Law Judge. OWI clients are generally placed through the coordination of the District Court and the Residential Manager; however, the Community Placement Manager at the Medical Classification Center (IMCC) may seek placement of some OWI clients. The Community Placement Manager at IMCC places Work Release residents through coordination with the Residential Manager or DOC institutional case managers enter the offender information in ICON transfer instances after the BOP approves work release.

## **RCF Level System**

**The level system** is designed to explain program expectations to the resident, reward positive behavior, monitor resident progress and enhance program consistency. Level advancements are granted to the resident who demonstrates and maintains responsible behavior. Advancements are granted only when the resident has exhibited and maintained progress toward program expectations.

To ensure a fair method of awarding residents of the Residential Corrections Facility upward ability and increased rewards for responsible behavior and a fair method of reducing resident benefits for irresponsible behavior, the District Director shall establish a Level system consisting of a minimum of four levels and a transition phase based on a contingency systems that grants rewards to the resident for meeting RCF program expectations. Residents shall earn furloughs and time reduction for completion of the following objectives: employment or education program stability and performance; level of participation in sex abuse treatment groups, substance abuse treatment activities and other treatment programs and achievement of other correctional plan goals; money management; successful use of furloughs; cleanliness of personal living areas and other assigned areas.

## **Overview/General Expectations**

Residents must complete both the minimum time and requirements specified by each level before being considered for level advancement. Work Release, parole and pre-institutional clients are subject to the same level system;

Residents must apply for level advancement. The level advancement request must be submitted to the appropriate counselor.

Counselors present level advancements at weekly counselor meetings. At that time, the counselor presents relevant information and makes a recommendation on the appropriateness of level advancements.

A resident must earn furlough privileges on a weekly basis by working a minimum of 30 hours and meeting minimum case-plan expectations.

RCF Counselors review the level system with residents during the intake process and review the process periodically throughout the resident's involvement in the program.

Curfew begins 10:00 pm nightly-ends at 6:00 am. Residents are accountable to the RCF staff 24-hours per day, seven days a week. Staff conducts periodic checks on all residents. They can not move from destination to destination while on furlough during curfew hours.

Persons who allow residents to stay at their place of residence must be aware of the monitoring of residents whereabouts. That is, RCF staff calls destinations at random times throughout the course of furloughs to verify the location of the resident. Consequently, the residence must have a functional internal line phone service-NO CELL PHONES. Furthermore, use of home computing systems must not interfere with the RCF staffs ability to conduct telephone checks.

**Visitation** hours are **Friday 7pm to 9pm and Saturday 7pm to 9pm** for residents on level 1 and level 2. No visits during their orientation week or Level 3 and 4. Once they are eligible for furloughs they may not have visitations. The resident must have an approved visitor list of not more than 10 visitors.

**Employment:** All resident must work no less than 30 hours per week. If unemployed or working less than 30 hours per week, residents must seek employment between 1 & 5.

**Education:** Residents who have not completed a high school education will attend GED classes. If testing indicates an ability to complete GED requirements within five months, a resident must complete prior to discharge.

**Substance Abuse:** If an evaluation indicates a substance abuse problem, the resident must attend AA/NA group meetings. If the evaluating staff member recommends treatment, the resident will complete all sessions before discharge.

### **RCF ORIENTATION - ONE WEEK**

1) **Privileges:** None.

2) **Responsibilities:** To advance to Level I the resident must:

- Complete all orientation-writing assignments
- Begin the job seeking process:
- Enroll in GED classes, if appropriate;
- Provide a list of visitors to counselor for approval
- Complete all duties assigned by staff
- Keep room and personal appearance clean.

### **RCF LEVEL I - MINIMUM OF TWO WEEKS**

1) **Privileges:** Use of pay telephone, receive approved visitors, and participate in supervised activities;

2) **Responsibilities:** To advance to Level II the resident must:

- Secure employment of not less that 24 hours weekly; to remain off the job-seeking list the resident must work at least 30 hours PER week;
- Attend two GED classes PER week, if applicable;
- Attend three AA meetings PER week. If attending outpatient counseling, residents must attend two AA meetings PER week;
- Complete all assigned household duties and maintain clean room and personal appearance.

## **RCF LEVEL II - MINIMUM OF THREE WEEKS**

1) **Privileges:** Two four-hour furloughs or one eight-hour furlough; Telephone calls, visitors, and staff approved activities;

2) **Responsibilities:** To advance to Level III residents must:

- Work 30 hours PER week for two weeks before advancement;
- Attend two GED classes PER week, if applicable;
- Attend three AA meetings PER week, if applicable;
- Complete all assigned in-house duties
- Participate in individual counseling and meet case plan expectations.

## **RCF LEVEL III - MINIMUM OF FOUR WEEKS**

1) **Privileges:** Two eight hour furloughs or one 16-hour furlough PER week; one 24-hour furlough during last week of Level III; Telephone calls and involvement in staff approved activities;

2) **Responsibilities:** To advance to Level IV residents must:

- Complete a volunteer project
- Average 30 hours of employment PER week, two weeks before consideration for advancement;
- If appropriate, complete the fourth step of the AA program and schedule the fifth step
- Attend two GED classes PER week, if applicable;
- Complete all assigned in-house activities
- One-to-one counseling with the counselor; Meet case plan expectations;
- Secure transportation to and from place of employment;

## **RCF LEVEL IV – MUST BE ON LEVEL IV PRIOR TO RELEASE**

(Unless the time is reduced in accordance with contingency-based programming).

1) **Privileges:** A 48-hour furlough, telephone calls and participation in staff supervised activities;

2) **Responsibilities:** To qualify for release the resident must:

- Work a minimum of 30 hours the four weeks before discharge
- Complete GED requirements;
- Complete fifth step of AA, if applicable;
- Pay required amount of restitution
- Pay all RCF rent; Emergency Loans;
- Comply with all case plan expectations, four consecutive weeks before discharge
- Meet with RCF Counselor and Probation/Parole Officer before discharge
- Secure driver's license, if eligible; Vehicle insurance, if needed;
- Arrange for approved release housing
- Pay the Enrollment Fee
- Complete a community service project

## **RCF PRIVILEGES AFTER SUBMISSION OF PAROLE RECOMMENDATION**

Work Release residents who have been recommended for parole continue with all Level Four privileges.

## **RCF RESTRICTIONS AND LOSS OF PRIVILEGES**

Residents who have been placed on restriction due to a noncompliance with RCF rules and regulations will lose all privileges of their current level and will serve the restriction as designated by the Residential Corrections Facility Disciplinary Committee.

## **RCF REDUCTION IN LEVELS**

Disciplinary action taken by staff because of a resident's inappropriate behavior may result in a level reduction.

## **RCF LEVEL SYSTEM OVERRIDES**

The Residential Manager may approve exceptions to the level system in unusual circumstances.

## **PERSONAL PROPERTY INVENTORY**

### **YOU MUST BRING:**

Soap	Tooth Paste
Deodorant	Shampoo
Tooth Brush	Towels
Hangers (no more than 15)	Comb/Brush
Alarm Clock	Washcloths
Razors	Shaving Cream
Laundry basket or a box for dirty clothes	

### **CLOTHES YOU CAN HAVE:**

8 pairs of pants  
8 shirts  
5 undershirts (only to be worn under a regular shirt)  
7 pairs of underwear, bras, and socks (nylons are included in this)  
4 pairs of shoes (shower shoes and house slippers included in the 4)  
1 coat or jacket  
2 hats  
4 belts  
1 shoebox of toiletries such as makeup, perfume, jewelry, etc. (Toiletries must be kept in a shoebox)

### **OTHER THINGS YOU CAN HAVE:**

1 Walkman with headphones  
Or  
Portable DVD Player  
10 DVDs or CDs  
1 blow dryer      1 curling iron  
5 magazines – books  
1 picture or 1 photo album with all pictures in it

### **THINGS YOU CANNOT HAVE:**

Mouthwash with alcohol  
Any type of Synthetic or Mood Altering Illegal Substance (K-2, inhalants, etc.)  
Cassette player or recorders & IPOD speakers  
Body piercing jewelry (only earrings)  
Long key chains    Laser pointers    Cigars  
Pornographic Magazines (Play Boy allowed-unless sex offender)  
Chewing tobacco    Dice    Hair Clippers    Hair Dyes  
Baseball Caps in Facility      Cameras/Cell Phones in Facility  
**No Burnt CDS or DVDs**

MINIMUM REQUIREMENTS TO BE RELEASED FROM THE RCF:

\*4 HOURS OF COMMUNITY SERVICE COMPLETED

\*RENT PAID IN FULL BY RELEASE DAY

\*MINIMUM OF \$500 PAID ONTO YOUR RESTITUTION REQUIREMENTS

\*\$300 ENROLLMENT FEE PAID IN FULL

\*GED/HISET COMPLETED (MANDATORY FOR PROBATIONERS)

\*\*\*\*\*NOT MEETING THESE MINIMUM REQUIREMENTS WILL EXTEND THE  
RELEASE DATE\*\*\*\*\*