

# **Family Handbook**

## **Introduction**

In October 2011, the Taylor, Callahan, and Coleman County Restitution Center converted to the Taylor County CSCD Substance Abuse Treatment Facility to provide defendants substance abuse treatment and rehabilitation as an alternative to incarceration. The mission of the SATF 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. Though less restrictive than jail, the SATF is considered to be a correctional facility, and residents must adhere to their treatment plans, facility rules, and the conditions of their community supervision.

## **Contraband**

Because 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.

## **Treatment**

Residents stay at the Facility for between 9 months and 2 years. A comprehensive treatment plan is developed by the resident's treatment team within 10 days of their arrival. Treatment is designed to be 6 months but may be extended depending on the resident's performance and progress in treatment. A 3 month employment component follows treatment, concluding with an Aftercare component that includes transitional housing.

Treatment is divided into 3 phases and will cover the following topics:

- Challenge to Change
- Commitment to Change
- Ownership of Change

Residents' progress is evaluated regularly. Their progress depends on completion of cognitive curricula and adherence to facility rules.

Residents who enter the facility without a high school diploma or GED 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.

## **Furloughs**

Furloughs are part of the treatment process. Resident's will become eligible for furloughs beginning the last 30 days of Level 3. They may be taken on Saturday or Sunday only between the hours of 1:00 pm and 9:00 pm. Out of county residents will be eligible to take a 48 hour furlough that can only be taken during the Employment Level of the program.

All furlough sponsors must:

Be approved by the Treatment Team

**Be 17 years old or older  
Have a valid picture ID  
Not be currently on probation or parole**

**Once approved by the treatment team, they must complete either Family Day Sponsorship orientation or Remote Sponsorship Orientation. Family Day orientation is hosted at the facility on the Saturday of Family Day. The Remote Sponsorship orientation is conducted through the resident's Residential Supervision Officer and must be completed prior to any furlough being approved. It consists of the resident mailing a paperwork packet to the sponsor, the sponsor completing and returning the packet along with a copy of their ID or Driver's License. If they will be operating a vehicle on furloughs, they must also send a copy of proof of valid insurance. This is followed by the sponsor calling and participating in a phone interview with the RSO.**

**The sponsor must have proof of current insurance for any vehicle used to transport the resident. If sponsor does not have a valid driver's license, he/she may have a third party who can provide a valid driver's license and proof of current insurance transport the resident along with the sponsor. Residents may not drive on furlough.**

**Sponsors are required to be in the company of the resident at all times during the furlough. Sponsors may not give the resident money or items to bring back into the Facility.**

## **Mail and Packages**

**For local residents, approved items from family will be accepted on WEDNESDAYS BETWEEN 8:00 AM AND 8:00 PM. Prior to bringing items to the Facility, please make sure that the resident has been granted permission to accept the item or 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.**

**Residents are allowed to request permission from facility staff to have items mailed to them. Once permission is granted, they may receive packages containing the following:**

- clothing (*for weight gain/loss, change of seasons, and/or to replace worn out or inappropriate clothing*)**
- an alarm clock, watch and/or eyeglasses,**
- prescription or over the counter medications, for a current condition, in their original, unopened packaging (no more than two packages of any one item).**

**For security purposes, all other needed items must be purchased through the commissary system.**

**Postage stamps and money orders may be mailed to residents in letters and they will not count as a mailed package; therefore they can be sent as often as desired.**

**Anything not on the Approved Items list is considered contraband, and may not be mailed or brought to the facility.**

**Resident's letters/cards delivered Monday through Friday. Their correspondence is not read but is checked for contraband both coming into the Facility and going out of the Facility. The letters/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 of the Facility is: 1133 S. 27<sup>th</sup>, Abilene, Texas 79605.**

## **Money**

**Money (cashier's check or money order) may be mailed to residents at any time. Most of the resident's needs are met through the program; however money is eventually needed to purchase personal hygiene items through the commissary system. They must pay for any medications (prescription as well as over-the-counter) they take while at the facility as well.**

Residents are not allowed to bring money into the facility from furloughs or appointments. So, please do not offer to give them money to bring back to the facility.

## Medical Care

If a resident requests medical attention, they are taken to the Medical Care Mission or Hendrick Medical Center Emergency Room. The bill for this medical attention is the responsibility of the resident. They may apply for medical financial assistance through Medical Care Mission and/or Hendrick Medical Center and the policies of the medical providers will then determine how much, if any, the resident will owe for the medical attention. The Facility has no means of paying for medical treatment for residents.

Medications may be provided by family members as long as they are either prescribed, or arrive at the Facility in their original, unopened packages. They must be for current conditions, not "just in case." Please call the Facility staff before sending or bringing any medications to the Facility, (325) 691-7407. Medications are controlled and distributed by Facility staff so residents may not overdose or take medications against doctor's or package directions. Residents must take medications as prescribed on the label. Occasionally asthma inhalers or other medications are given to a resident for self-administration. **NO NARCOTICS ARE ALLOWED IN THE FACILITY.**

## PRESCRIPTION MEDICATIONS

Residents often need prescription medications while at the Center. Family members may ensure residents receive the medications they need by:

- 1) bringing money to the Facility to pay for the prescription and we handle the rest , or
- 2) calling the prescription into the Wal-Mart Pharmacy located 4350 Southwest Dr., (325)695-9250,
- 3) paying for the prescription, and
- 4) letting the Facility know that the prescription is there and available for pick up.

## Phone Calls are VERY EXPENSIVE

Resident's phone use is a privilege not a right. Residents will be allowed to make calls on designated days at designated times. The phones allow residents to make collect and Evercom phone card calls only. The cards are available for purchase through Evercom and can be mailed to the resident s. Evercom also has a "pre-payment plan". You can learn more about the plan by calling 1-800-844-6591 or by accessing the following internet site: [support@CorrectionalBillingServices.com](mailto:support@CorrectionalBillingServices.com).

## Leaving Messages for Residents

Usually messages are not taken for residents in keeping with our confidentiality policies. However, when a family member cannot make it to the Facility for an appointment, furlough, 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 give the hospital or funeral home's phone number to Facility staff because they are required to verify the situation before granting an emergency return phone call. The phone number at the Facility is 325-691-7430.

## Pending Legal Action or Outstanding Warrants

Residents often have legal actions pending upon entering the Facility. You may find out about these when a post card or letter is sent to you by the Court. If this happens, please notify the Facility as soon as possible preferable by phone as well as sending the letter to the resident so corrective action can be taken to hopefully avoid an arrest. Any resident with a pending legal charge can be arrested at any time for any reason which will interrupt treatment, and is not beneficial to the resident or the family. Therefore, timeliness is of the essence, the more time probation officers have the greater the odds are of avoiding arrest.

## Family Orientation

The SATF has a unique environment as while it is treatment it is also a correctional facility with many rules and regulations. It uses a cognitive approach to treatment for chemical dependency and criminal conduct. Family members (5 per orientation session) are invited to family orientation by means of a letter from the facility. The residents choose who they would like to invite and provide the staff with each family member's address. During orientation you will be given an overview of the SATF from the rules governing the residents while in treatment to the cognitive therapy as it is used in treating chemical dependency and criminal conduct.

## Family Program

Addiction and alcoholism are diseases that affect the entire family. The Family Program provides one group per week for two hours, the first hour being classroom time with the second hour being visitation. The treatment team will screen all family program participants for appropriateness. The Treatment Team or the Resident will inform you of the dates and times of the family group. The Facility also provides limited family counseling for residents and family members and/or significant others. Counseling sessions are scheduled as counseling staff deem appropriate for the resident. You will be invited to family sessions by means of a phone call from the Counselor or the Resident.

## Family Education

### AL-ANON

Al-Anon is a support group for family members, relatives and friends whose lives are affected by an alcoholic or drug addict. The twelve steps and traditions of Al-Anon are similar to those in other twelve step groups. The purpose of Al-Anon is to support individuals who are coping with an addict's behavior, and to help them understand that addicts and alcoholics are powerless over their addiction to alcohol or drugs. Al-Anon emphasizes powerlessness over the addict's behavior and our inability to fix it.

Addiction is a family disease and individuals who are concerned about the addict's destructive behavior are often referred to as co-dependent. Co-dependency is a disorder that is often confused with our love and concern for the addicted individual. In many cases our untreated co-dependency causes more harm to the addict because we are enabling their destructive behavior by delaying the natural consequences of their addiction. Frequently co-dependents work harder at fixing the addicts problems than they do at taking care of themselves.

Al-Anon is a support group that helps us understand our powerlessness over our need to enable or fix the addict. It is important that you attend Al-Anon because members often help you realize that your problems are not unique and that there are solutions that work. Al-Anon also provides a spiritual component that often relieves the stress and pain associated with the family disease of addiction. It is imperative that you get into the habit of attending meetings on a regular basis. To locate meetings, call the following: Abilene area - 325-677-2592, Texas Toll Free - 888-287-2115, or visit the web at [www.texas-al-anon.org/meetings](http://www.texas-al-anon.org/meetings)

Sometimes family members and friends of alcoholics and addicts attend AA or NA meetings to get help. Though this is a good way to learn about addiction, and how the alcoholic and addict get help, it does not directly address the needs of the family members who find themselves supporting the alcoholic or addict. Finding an Al-Anon home group and sponsor are among the best things a family member can do to help the alcoholic or addict in their recovery. It is important to understand the alcoholic or addict, but it is far more important to understand yourself, your feelings, and your role in the disease process.

ARCADA – Abilene Regional Council on Alcohol and Drug Abuse – is a local resource that offers free services in a wide variety of topics. They are located at 104 Pine, Suite 201, Alexander Building, Abilene, Texas 79601. 325-673-2242 or 325-673-3503

## Incarcerated Family Members

Residents are not allowed to communicate with individuals who are incarcerated unless they are an immediate family member and only after approval from the Residential Supervision Officer is granted. All other inmate mail will be returned to sender, unopened.