

# Hillsborough County Department of Corrections

## ACT Program Participant Handbook

---



## Index

LETTER FROM THE SUPERINTENDENT.....	3
PROGRAM DESCRIPTION.....	4
ACT PROGRAM STAFF.....	4
TRACKS.....	5
RULES.....	6
SCHEDULE.....	8
DRUG TESTING.....	9
MEDICALLY ASSISTED TREATMENT (MAT).....	9
ELECTRONIC MONITORING.....	9
SANCTIONS.....	10
TERMINATION.....	11
CONTACT INFORMATION.....	12

## HILLSBOROUGH COUNTY DEPARTMENT OF CORRECTIONS



Dear Participant/Prospective Participant,

Welcome to the ACT Program!! The goals of this program are to address your substance use disorder and mental health needs, ensure a smooth, well connected transition from the facility to the community, reduce your risk to reoffend, and reduce your risk of reincarceration. You will engage in intensive treatment here at the facility. You will attend multiple therapy groups, case management, and peer support groups. Once released on electronic monitoring you will be expected to attend outpatient groups and continue services that will benefit your reintegration into the community. Finally, you will transition to probation where you will be subject to their rules and regulations.

The programs team is dedicated to helping those who are ready to “Accept and Commit to Treatment”. Two of the most important things in this program are honesty and commitment to your own sobriety. This handbook will help ensure that path by helping you navigate the rules of the program. Your case manager, clinician, program coordinator and program director will review these expectations with you and help you with any barriers that may arise. The team hopes to give you the skills and ability to be successful in the community after completion.

If you have any questions, reach out to Programs. We look forward to your participation and success!

Thank you,

Superintendent Costanzo

## **Program Description**

To attend the ACT program, you must be sentenced to ACT with a 12-month house of corrections sentence plus 1 year probation. During your house of corrections sentence there are two “tracks”. Track I is within the facility where you will engage in intensive in-house substance use disorder treatment. After you have completed all the requirements (listed on page 4), you will be released to the community on electronic monitoring (EM) on Track II. During Track II, you will have another list of expectations (listed on page 5) you are to follow. You will be monitored by the Department of Corrections Security team 24 hours a day, 7 days a week. Once you have met the expectations of Track II and your sentence is complete, you will transfer to Probation supervision. It is important to note, Track I takes as long as it takes for you to meet the requirements and meaningfully engage in programming. This along with your institutional behavior will determine when you are released to the community on electronic monitoring.

## **ACT Program Staff**

**Director** – The Programs Director oversees the entire ACT Program. The Director reports to the Superintendent of Hillsborough County DOC. The Director ensures that the program continues to follow evidence-based practices and provides quality treatment for those participating in the program. The Director oversees the referral and assessment process. The Director also updates and collaborates with community partners and others employed and elected by the County.

**Coordinator** – The Coordinator supervises the Case Managers and reports to the Director. The Coordinator oversees the day to day facility operations and schedules that pertain to the ACT Program. The Coordinator does perform case management duties, facilitates classes, and screens request forms. The Coordinator also serves as a second liaison to the community.

**Clinician** – Clinicians are responsible for providing assessment and treatment planning as well as facilitating groups (SUD & MAT) and individual therapy (as needed).

**Case Manager** – Case Managers are responsible for helping with assessments and working with participants to determine an approved transition to community plan. They assist with housing, employment, medical insurance, SUD and health service appointment scheduling and linkages/referrals to other services and agencies in the community. Case Managers are also responsible for facilitating groups.

**Security** – Security is responsible for the day to day safety within the facility and also for supervising the Track II “Electronic Monitoring Portion” Participants. Security will be conducting home checks and supervising drug testing

If you have any questions, they can be directed to any of the staff members. If they do not have an immediate answer, they will do their best to get you an answer in a timely manner. At any time, you can submit a request slip as well.

## **Tracks**

### **In-House Portion of the ACT Program I**

#### **Requirements**

- Completed Thinking For A Change (T4C)
- Complete Seeking Safety
- Complete Helping Men/Women Recover
- Complete 2 Interactive Journals
- All homework completed
- Attend 2 NA/AA Meetings (plus Revive Meeting) per week
- Completed transition plan with Case Management
- Meaningfully participate in the ACT Program
- Complete in-person Anger Management
- Complete any agreed upon electives

### **Community Supervision (Electronic Monitoring) Portion of ACT Program II**

#### **Requirements**

- Compliance with drug testing
- Compliance with Security/electronic monitoring
- Attend 3 self-help groups a week (NA/AA/Smart Recovery)
- Obtained employment/volunteer hours
- Consistently making payments to restitution and EM bills (as agreed upon)
- Engaged in individual counseling (if determined)
- Engaged in IOP/OP groups

- Maintained stable housing
- Attended After-Care groups as directed
- Continued progress in any other agreed upon goals

### Probation Portion of the ACT Program III

#### Requirements

- Continued engagement with OP programming as recommended
- Compliance with all Probation requirements
- Attended after-care group as recommended
- Maintained stable housing
- Maintained steady employment or otherwise discussed with team
- Other goals recommended by PPO or ACT Staff

### Rules

1. Participants are required to abide by the following rules, including, but not limited to; 1. Totally abstaining from the use of illegal drugs, alcohol, mind altering substances, supplements or synthetic drugs (e.g.: K2, bath salts, molly, inhalants, and flakka, kratom, or workout supplements). Participants are prohibited from selling, possessing, distributing, transporting or being in the presence of any controlled drugs, including synthetic substances.
2. Attend all treatment and all other appointments as directed and recommended by the ACT program staff and probation.
3. Participants must sign and have in place all proper releases of information for any services they are engaged in within the community.
4. Report for all drug testing as required. Adulteration, dilution, substitution and refusal are sanctionable offenses may result in reincarceration. **Any substance (alcohol/drug) should be reported to the ACT program staff, security, or probation immediately.**
5. Participants are expected to pay restitution, fees and fines. Accommodations and payment plans are considered for those who are actively seeking employment.

6. Keeping the ACT Team, Security and PPO informed of the participant's current address and phone number at all times. Participants must also obtain permission from Security/ACT Team to change addresses/residences within the community.
7. Participants released into the community on electronic monitoring are under the supervision of the Hillsborough Department of Corrections for the duration of their 12-month sentence and are therefore subject to search of one's person, property, place of residence, vehicle or personal effects with or without a warrant or probable cause.
8. Participants must immediately report ANY police contact by phone to Security/ACT Team
9. Abiding by all other rules and regulations imposed by Hillsborough County Department of Corrections
10. If a participant is arrested and charged with new offenses, she/he may be subject to termination from the ACT Program. This includes being charged within the facility. Remember that "just a fight" while in custody can lead to Felony charges.
11. Participant must "meaningfully" engage in the program. Participate, be respectful of others and staff, and not be disruptive to others.
12. A participant must be classified as a C1 status before able to join programming.
13. A participant must have no outstanding holds in order to join programming and ensure release to the electronic monitoring portion (Track II).

Violation of these rules may result in reincarceration. Participants will be provided an internal disciplinary hearing process.

### Men's Schedule

Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday
<b>0830-0900</b>	Check-In & Meditation	Check-In & Meditation	Check-In & Meditation	Check-In & Meditation	Check-In & Meditation
<b>0900-1000</b>	T4C	Seeking Safety	T4C	Seeking Safety	T4C
<b>1030-1130</b>					
<b>1130-1200</b>	Lunch	Lunch	Lunch	Lunch	Lunch
<b>1200-1330</b>	Helping Men Recover	Anger Management	Revive Meeting	Helping Men Recover	Interactive Journaling

\*\*Electives like Employment Readiness, Life Skills, Relationships/Parenting, and Reproductive Health will replace regular programming on occasion

### Women's Schedule

Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday
<b>0830-0900</b>	Check-In & Meditation	Check-In & Meditation	Check-In & Meditation	Check-In & Meditation	Check-In & Meditation
<b>0900-1000</b>	Helping Women Recover	Anger Management?	Revive Meeting	Helping Women Recover	Interactive Journaling
<b>1030-1130</b>					
<b>1130-1200</b>	Lunch	Lunch	Lunch	Lunch	Lunch
<b>1200-1330</b>	T4C	Seeking Safety	T4C	Seeking Safety	T4C

\*\*Electives like Employment Readiness, Life Skills, Relationships/Parenting, and Reproductive Health will replace regular programming on occasion



## **Drug Testing**

Drug testing will be conducted at the jail by DOC staff, 7 days a week, 7am to 7pm. The program will use a tiered color system. Meaning, upon first being released the participant will follow the most frequently called color (RED). Upon stabilization in the community (determined by DOC staff), the participant will step down in color (Blue). Blue is called less frequently. Once the participant is nearing the end of their Department of Corrections 12-month sentence and have established support and sobriety within the community setting, they will finish the program on the final color (GREEN).

## **Medically Assisted Treatment (MAT)**

Medically Assisted Treatment (MAT) is an accepted form of treatment for substance use disorder by the Hillsborough County Department of Corrections. Services and groups will be provided in-house during incarceration and appointments and referrals made for after release during Track II. This includes treatment at a methadone clinic outside of the facility. A release of information will be required for the Department of Corrections and also Probation during a participant's time in the program for whatever agency a participant obtains MAT services from. While in the community, participants will be required to report all medications to the treatment team. Individuals may be required to report to the facility with medications for count and verification.

## **Electronic Monitoring**

Electronic Monitoring (EM) is a required part of Track II. GPS data will be monitored by DOC Security 24/7. There is a cost associated with the monitor, however, this will NOT hinder a participant from being released on EM. The DOC staff will work with the participant to arrange a payment plan that is appropriate for the participant's financial situation. The participant must have approved housing to be released and must allow HCDOC access upon demand. A protective order does not disqualify a person from EM, but they will have exclusion zones that will be monitored closely.

### **Rules for EM**

1. Participant is expected to contribute to the costs associated with monitoring
2. Participant cannot tamper or remove device.
3. Participant must keep device charged at all times. Failure to do so may result in reincarceration.

4. Participants will be charged for: loss of device, damage to monitor or strap, water damage, anything that renders the monitor unusable at market replacement cost.
5. If the monitor is “paged” or “buzzed” you have 60 mins to call into the facility and report.
6. If the monitor is removed and you abscond, you will face criminal charges.

### SANCTIONS

Low	Moderate	High	Very High
<ul style="list-style-type: none"> <li>Late for check-ins or other treatment obligations (unexcused)</li> <li>Reported appropriate police contact</li> </ul>	<ul style="list-style-type: none"> <li>Missed Curfew (1x)</li> <li>Honest Use <b>(treatment based response)</b></li> </ul>	<ul style="list-style-type: none"> <li>Tamper with drug testing</li> <li>Tamper with EM device</li> <li>Unreported police contact</li> <li>Dishonesty/ Dishonesty about use</li> <li>Unexcused absences</li> <li>Unexcused missed drug testing</li> <li>Excessive unexcused late/missed curfew</li> </ul>	<ul style="list-style-type: none"> <li>Criminal Behaviors</li> <li>**New Crimes</li> <li>**New Arrests</li> <li>**Violence</li> </ul>

Sanctions are consequences for your actions. They range in severity depending on the action. Below are some examples, including but not limited to:

Low	Moderate	High	Very High
<ul style="list-style-type: none"> <li>• Meet with Case Manager to reduce barriers or difficulty with scheduling</li> <li>• Meet with Clinician to discuss situation surrounding behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• Community Service</li> <li>• Relapse Prevention</li> <li>• Support Group</li> <li>• Reengage with Treatment inside facility</li> </ul>	<ul style="list-style-type: none"> <li>• House arrest</li> <li>• DOC disciplinary hearing</li> <li>• In-house community service</li> <li>• Reincarceration at the House of Corrections for determined amount of time</li> </ul>	<ul style="list-style-type: none"> <li>• Return to House of Corrections for determined amount of time</li> <li>• Termination from ACT</li> </ul>

**\*\*Depending on the severity or frequency of the offense the Department of Corrections reserves the right to increase or decrease the level of sanction.**

### Termination

As indicated above, termination from ACT can occur if you have a new arrest or new charges. Poor institutional behavior is also grounds for termination. You can also be terminated for acts of violence. Violence against other individuals, inmates or staff, within the facility or in the community will not be tolerated. The HCDOC reserves the right to terminate at any time for such things. A disciplinary hearing will take place and the programs team will make recommendations. The Superintendent will make the final decision in conjunction with the recommendations.

This manual will continue to evolve and change to adhere to evidence-based clinical and corrections policies. Please check with any of the Programs Staff to ensure you have the most updated version.

### **Contact Information**

At anytime you can contact the facility. Monday through Friday Programs Staff will be available 0700 to 1400. Weekends or after-hours Security will be available. The mainline for the facility is (603) 627-5620. Extensions for staff members are below.

<b>Ng</b>	<b>Goldman</b>	<b>Goulding</b>	<b>Mendoza</b>	<b>Lt. Columbe</b>
<b>6628</b>	<b>6660</b>	<b>6662</b>	<b>6653</b>	<b>6657</b>