

JAIL PROGRAMS

Programs Agreement

Program Guidelines and Client Responsibilities

1. You are responsible to know your schedule and be on time for all scheduled classes, groups, and appointments.
2. All scheduled classes are mandatory. Exceptions: medical and dental appointments, court dates, attorney and other professional visits, or other excused absence by pre-arrangement with counselor.
3. You are responsible to plan accordingly to take care of any restroom, food or drink consumptions prior to scheduled class time.
4. You are responsible to participate in all group discussions and group activities, to complete assignments and share on-going work with the group.
5. You are responsible to respect the personal belongings of other clients and of staff.
6. You are responsible to control your behaviors, including actively avoiding all swearing, anger outbursts, and negative comments that could be hurtful or offensive to others. This includes comments that are religiously or racially based. Responsible vocabulary and comments are an essential element in controlling thoughts, feelings, and actions.
7. You are responsible to act in a socially acceptable manner. It is your responsibility to refrain from any sexual actions or comments, and any acts of violence or threats of violence during class sessions. Sexual or violent acting out will result in dismissal from the group and possible expulsion from the program.
8. You are responsible to keep the confidentiality of all groups and all members of the group. It is necessary to allow each group member the opportunity of sharing and benefiting from class discussions. Breaking other group members' confidentiality may result in dismissal from the program.
9. You are responsible to maintain contact with this program for at least one year after discharge and to participate in follow-up surveys.
10. You are responsible for your own personal hygiene. To come to all groups and appointments clean, fully dressed, following the jail dress code, and always wearing shoes.
11. You are responsible to complete intake forms, including release of information and pre and post tests.
12. You are responsible to comply with all jail rules.

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Programs Agreement Continued

Classroom Guidelines

1. No tilting back in chairs, putting feet on chairs, or tables.
2. No eating or drinking is allowed in the classroom.
3. Homework and all other assignments must be completed and turned in on time.
4. Raise your hand if you have a question or comment.
5. There will be no cross talk (side conversations) during the class.
6. Do not do any letter writing and/or homework during class, especially during videos unless assigned. There further will be **NO** note passing in class or hallways.
7. There will be no flirting, nor any sleeping in class.
8. No gang-related attire or disrespectful writings/drawings will be permitted.
9. You are to respect the classroom. No trash on the floors. No drawing or writing on the tables, etc. No disruption of the room.
10. You cannot use contraband pens in the class.

Client Rights

1. You have the right to be treated with dignity and in a manner that promotes self-respect; regardless of race, color, creed, national origin, gender, marital status, age, religion, or disability.
2. You have the right to privacy, and to have the information you disclose in class remain confidential.
3. You have the right to confidential treatment of your personal records. Information from your treatment charts will not be released without your prior consent, except as required by law.
4. You have the right to discuss grievances with the Counselor or the Programs Supervisor.
5. You have the right to refuse treatment and the right to be informed of the consequences of refusing treatment.
6. You have the right of referral to further treatment as needed and to have access to any aftercare offered by this program, if you complete the program successfully.
7. You have the right to be informed of all services available to you during this program, all your rights, all the guidelines, and all expectations.

JAIL PROGRAMS
Programs Participation Contract and Fee Agreement

INMATE NAME:

LE #:

PARTICIPATION AGREEMENT

I have read, understand and agree to all Program Guidelines and Client Responsibilities. I have reviewed my rights as a client and the laws of confidentiality. I understand that if I violate any of these rules that I may be terminated from the program and/or subject to the disciplinary process. I understand what is expected of me to graduate this program. I further understand that materials such as; notebook, folder and a pen will be provided for me, as well as any required reading. I understand that all books checked out to me during the program must be returned in the condition that I received them. I am aware that the SAP program requires a commitment to aftercare and 12 Step Support upon release from jail. I understand that I am responsible to comply with all jail rules.

FEE AGREEMENT

I understand that if I decline or am terminated from a program that I have already paid for either by Cashiers Check or Money Order, that the fee for this program could take up to 4 weeks to be sent back to the sender. Pre-paid fees will only be sent back to the sender who originally sent it in. I further understand that if I am terminated from the program for any disciplinary action, that my fees will not be refunded. If terminated from a program for disciplinary action, I understand that any Interlock Funds awarded to me could be terminated by the courts.

I have read, understand and agree to the above terms. I acknowledge I have received copies of the Program Guidelines, Responsibilities and Client Rights.

INMATE SIGNATURE:

DATE:

COUNSELOR SIGNATURE:

DATE: