

INTAKE INFO!!

INTAKE- You will need to pick a day to arrive. When picking your date, you will need to a 2 week notice prior to your arrival. It can be any day of the week. The hours of intake are between 8:30am-8:00pm. You will need to pick a time in that window to arrive on the day that you chose. Please be prepared and allow at least an hour for the intake process. **Your payment is due the day that you arrive for your intake.**

PAYMENT- It is \$55 a day. (Effective 1/1/24) **Payment must be paid in full the day that you arrive.** We only accept cash or money order, NO personal checks and NO credit/debit cards!! If paying with a money order make them payable to Richland County Community Alternative Center. **Also, please note that days served are in 24hr increments! (25\$ rescheduling fee)**

VENDING- We have vending machines with pop, chips, candy, sandwiches and other items, along with coffee. The extra money for vending you will need to bring **1\$ bills or 5\$ bills.** We cannot guarantee that we can provide change so it is better that you not bring large bills. You will be allowed 50\$ on the unit at a time, you are only allowed 10\$ on your person at a time. If you bring more than that amount it will be put into the safe and you may request it after you've exhausted all your money on the unit!! You may bring your debit card for the vending machines!

CALLING CARDS- There is no electronics allowed so you may purchase calling cards here. They are 10\$ or 20\$. You may get as many as you need while you are here. Keep in mind that you will not have access to your phone, please make sure you have the numbers memorized that you are calling, or make a list of names and numbers prior to intake! Thanks!

MEDICATION- ALL medications need to be in the original prescription bottle with the label on the bottle, they must be current as well! We do have a list of NON-APPROVED medications, be sure to ask about meds if this pertains to you! Any over the counter meds will be passed out according to the label on the bottle! **Fill out the Medical/ Medication Form prior to arrival.**

SMOKING/ FRESH AIR BREAKS- If you smoke you will go out 4 times a day. You may bring unopened packs of cigarettes that will last for the duration of your stay. Black and Milds are permitted if they have the filter tips, not the plastic or wood tips! You also will not be allowed to "BUTT" it and bring the other half back in! If you do not smoke you may still take the opportunity to get some fresh air outside..

WORK RELEASE- If you are eligible and the court granted you work release, you will need to provide proof of employment. That would consist of a letter on a letterhead from your employer stating that you are employed, the days of the week and the hours that you work. You will need to provide a copy of your Driver's License and a copy of your insurance. If you do not have a valid license you will need to provide a copy of your driving privileges, state ID, and your insurance info! All of the above listed documents will need to be turned in prior to intake! You will not be permitted to work more than a 12 hour shift! **You may only work 1 job.**

VISITATION- IMMEDIATE FAMILY ONLY! Sunday from 2pm-3pm for male jail clients. Sunday from 9:30am- 10:30am for female jail clients.

List of *Non-Approved* Medications:

- Narcotics**
- Benadryl (allergy meds must be non-drowsy)**
- Night Time or “PM” Cold & Sinus medications**
- Gabapentin**
- Ambien**
- No over the counter medications with caffeine**
- Only jail residents are permitted MAT medications such as Methadone and Suboxone.**
- No over the counter diet medications**
- No over the counter medications that contain pseudoephedrine, antihistamine or diphenhydramine.**
- You will not be permitted to take Melatonin with a prescription sleep med unless they are both a prescription with the original RX label.**

****Exceptions may be made on a case-by-case basis****

Approved Medication List

- Prescription medications in the original RX bottle with the RX label that are not any of the above (must be legible and not rubbed off)**
- Unopened OTC pain relievers to include but not limited to; Tylenol, Advil, Ibuprofen, and Aleve without caffeine.**
- Unopened Multi-Vitamins without Kratom or Ketamine.**
- Melatonin if you do not have any other sleep aid medication.**

****If you are unsure please ask before intake. Thank-you****

Richland County Community Alternative Center

"A Quality Jail Alternative Treatment Program"



597 Park Avenue East
Mansfield, Ohio 44905
(419-774-3540)

RCCAC Client's Medical & Medication Information Form

Client Name:

Client D.O.B:

Allergies:

Medical HX/:

Current Medications: Name of the Medication and the Milligram of the medication as written on the bottle

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Richland County Community Alternative Center

Permissible Items

You only need to bring items that are applicable for your needs during your sentence. You will be issued a CAC t-shirt to wear while you are here (all other clothing items can be yours). All bedding is provided.

- Up to 5 pairs of: underwear, bras, undershirts, and socks
- Up to a total of 5 of either: jeans, knee-length shorts, and sweatpants
- 1 robe, 1 pair of shower slippers, 2 pair of shoes
- 2 Shower towels and 2 washcloths
- No jewelry (except one wedding ring and spacers for facial piercings)
- Feminine hygiene products (if necessary)
- 1 toothbrush, 1 comb or hairbrush, 2 hair ties
- 1 small makeup (to include only the basics – no fake eyelashes, glitter, etc.)
- 1 blow dryer, 1 straightener, 1 curling iron
- 1 container each of: shampoo, conditioner, toothpaste, 1 Chap Stick
- 1 non-aerosol type of deodorant, 1 bar/bottle of liquid body soap, 1 bottle of lotion
- 1 container of shaving cream, 1 non-electric razor
- 1 small bag of laundry pods, 1 little box of dryer sheets
- 1 small battery operated clip on fan
- 1 small battery operated clip on book/ reading light
- 2 pens or pencils, envelopes, stamps (will be kept at staff desk)
- Writing paper, word search books, drawing tablets
- No electronics other than old-style CD players and 3 original CD's (no copies)
- Money: no limit on amount you can bring (most will be kept secured with staff until you need for: vending machine items, calling cards)
- Maximum of four books and/or magazines (not including Bible or Big Book)
- Prescription medication (in original container and current Rx (will be kept at staff desk). These will be checked and approved/disapproved by Residential Manager
- Over the counter medications (brand new, unopened, and non-drowsy will be kept at staff desk)
- Emergency inhalers, C-Pap machines are acceptable
- Alarm clock radio (optional)
- Smoke breaks are given four times daily. Cigarettes will be kept secured until each outside fresh air/smoke break. Chewing tobacco, pipes, e-cigarettes, or self-rolled cigarettes are not permitted. Only filtered Black and Milds are permitted and are not to be butted for any further use.

VISITORS

PLEASE DO NOT BRING INTO FACILITY:

- Purses, cell phones, food or drink items
- Prescription or non-prescription drugs
- No weapons, illegal drugs, or alcoholic beverages

****Conveyance of these into the facility could result in criminal prosecution****

- You will be subject to search by security staff – and may be videotaped by security cameras
- You must be on an approved visitation list and must present a Photo ID.
- Visitors under the age of 18 must be accompanied by an adult
- Dress appropriately – staff may ask you to return with other clothing, if deemed necessary
- Any items that you are bringing in for a resident must be given directly to security staff upon entering the facility

WORK RELEASE CONDITIONS

- If you are released for work early, you are to report back to the facility immediately.
- You are not leave your job location, have any visits at work, and are not to make or receive any personal phone calls at work.
- You shall not consume any alcoholic beverages or use any illegal drugs while participating in the work release program. You will be subject to random drug and alcohol testing. The facility staff may make periodic on-site checks or phone calls to ensure compliance of work release conditions. Violations may result in suspension or termination of work release privileges.
- You are not permitted to bring any items back to the facility with you, unless they are pre-approved by your CASE MANAGER.
- Any overtime that may deviate from your normal work hours, must be approved in advance by your CASE MANAGER. If you are required to work the weekends you will need to show proof; and you need to let your CASE MANAGER know by Noon on the Friday before your scheduled weekend overtime. If you're working over through the week, you and a work supervisor are expected to call the security station @ 419-774-3540 or 419-774-3543.
- If you are not able to make a copy of your schedule or posting to prove your hours and overtime, you may take a picture of it and text it to me @567-274-4945(For clients only). You may only text me work related issues!! If you have any other concerns while you're out at work you can call my office phone @ 419-774-3525 and leave a message or email me at shores.a@richlandcourtsoh.us Thanks!!
- If you are eligible and the court granted you work release, you will need to provide proof of employment. That would consist of a letter on a letterhead from your employer stating that you are employed, the days of the week and the hours that you work. You will need to provide a copy of your Driver's License and a copy of your insurance. If you do not have a valid license you will need to provide a copy of your driving privileges, state ID, and your insurance info! All of the above listed documents will need to be turned in prior to intake! You will not be permitted to work more than a 12 hour shift!