

R.C.C.C. RIVER CITY CORRECTIONAL CENTER POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
	DATE REVIEWED: 3/3/08
SECTION: Programs	
SUBJECT: Contribution to the Community	
DRC CBCF STANDARD: General Specific #25	
ACA STANDARD: N/A	PAGE <u>1</u> OF <u>2</u> PAGES

I. POLICY

Programs shall make a positive contribution to the community. River City Correctional Center has identified five areas which would benefit the community in a positive manner. These areas include but are not limited to community service, offender restitution (court costs and fines), the use of community volunteers, partnering with other community service providers and having a media plan.

II. PROCEDURES

- A. RCCC residents are required to perform 30 hours of community service as part of their sentencing requirement.
- B. While a resident is employed during the Re-Entry Phase at River City Correctional Center (RCCC), the resident is required to pay rent of up to 25% of his or her weekly earning, or a maximum of \$35.00 per week. In addition, the resident is aware that he/she is required to make a payment to probation of 25% of the remaining check. The Account Clerk will deduct the payments and send them to the Hamilton County Probation Department and will provide the resident with documentation.
- C. River City Correctional Center involves citizens in the program, including roles as advisors, liaisons between the program and public, direct service roles and cooperative endeavors with the residents. Volunteers are recruited from all cultural and socioeconomic segments of the community. Volunteers complete an orientation and training program before they participate in their assignments.
- D. River City Correctional Center (RCCC) encourages cooperation and involvement with a variety of criminal justice and human service agencies and organizations. Such information may be shared in the form of aggregate information. Specific client information may be shared with consent through a "Release of Information" form signed by the resident. Each pod has access to a United Way Community resource manual, Hamilton County Telephone Directory and Probation meeting minutes.
- E. River City Correctional Center (RCCC) has developed, implemented, documented a planned program of public information and education.

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The content of such program shall include:

1. Notification of media concerning all news of importance and general interest.
2. Accessibility and cooperation with local media as it relates to public information broadcasting.
3. On-going contact with organizations and agencies related to RCCC.
4. Distribution of pertinent published information regarding the program including, but not limited to, the brochure and annual reports.
5. Media list that is reviewed annually by the Administrative Director or designee.