



# COMMUNITY TRANSITION SERVICES

## Program Handbook



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**





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# INTRODUCTION

The Community Transition Services (CTS) program within the Washington State Department of Children, Youth, and Families (DCYF) Juvenile Rehabilitation (JR) Division allows JR to transfer young people into the community to an approved address to finish their residential sentence on electronic monitoring. In 2021, the Washington State Legislature passed E2HB 1186, establishing the Community Transition Services program.

## CTS is offered through two pathways, each with eligibility requirements:

- **PATHWAY 1:** Young people may transfer to CTS from one of JR's community facilities.
- **PATHWAY 2:** Young people may transfer directly to CTS from one of the JR secure facilities.

The CTS program is designed to increase options for young people to transition through JR and back to the community in a supported way. Ideally, you can begin your journey through JR at one of the secure facilities and then transfer from there to a community facility (often referred to as a 'group home') or to your home on CTS and electronic monitoring. Either path will provide an opportunity for you to build skills by attending treatment, programming, work, or other programs as part of graduated access to the community to support your transition from secure confinement.

## While participating in CTS, you will be required to:

- Live at an approved address.
- Follow all contact requirements as directed by your community counselor.
- Maintain a weekly schedule.
- As identified in your Future Plan, you will participate in school, work, treatment, and pro-social activities with permission from your community counselor.
- Wear an electronic monitoring device 24/7 during the entire time you are on CTS.
- Follow any court-ordered treatment or restrictions.

- Submit to random substance use screens.
- Refrain from using any alcohol or drugs.
- Not possess a firearm or deadly weapon.
- Do not create or post on social media depictions of alcohol or drug use, possession of a firearm or deadly weapon, violence or threats of violence, including using artificial intelligence to portray those images.
- Other requirements, as discussed with your community counselor.

Juvenile Rehabilitation may issue rental vouchers for up to six months to assist with housing needs. You will need to work with your identified support system and JR staff to develop a sustainable long-term plan for your housing.

While transferring to CTS from secure confinement or a community facility, it is important that you understand you are still serving your sentence with Juvenile Rehabilitation, and you are not on parole aftercare or supervision with another agency. All activities must be pre-approved by your community counselor or a designee and cannot be changed without prior authorization. You must always be in the approved residence unless you have permission to attend school, treatment, programs, employment, and activities.





## Eligibility

### A person serving a JUVENILE sentence is eligible for CTS if:

- They have served 60% of their minimum sentence and no less than 15 weeks, including time in detention.
- They have no more than 18 months remaining on their term of confinement.
- They are classified as minimum security.
- JR has determined that the CTS program is in the best interest of the person and the community using a validated needs assessment tool and has considered placement, treatment, and programming availability. This determination will include consideration of the person's behavior while in confinement and any disciplinary actions.

### A person serving an ADULT sentence is eligible for CTS if:

- They have a release date after they reach the age of 25 but on or before they reach the age of 26.
- They have completed 60% and at least 15 weeks of their minimum term of confinement, including credit for time served.
- They have no more than 18 months remaining on their term of confinement.
- They are classified as minimum security.
- JR has determined that the CTS program is in the best interest of the person and the community using a validated needs assessment tool and has considered placement, treatment, and programming availability. This determination will include consideration of the person's behavior while in confinement and any disciplinary considerations.

### A person is not eligible for CTS if they:

- Have pending charges or warrants.
- Have been adjudicated or convicted of a sex offense and been classified as a Level III Youth who has Sexually Offended (YSO) or a Level III Adult Sex Offender by the End of Sentence Review Committee.
- Will be transferred to the Department of Corrections (DOC), held in DOC custody, or under DOC supervision.
- Adjudicated or convicted of the crime of Murder in the 1st or 2nd degree.
- Are serving a DOC sentence and meet the definition of Persistent Offender, as defined under RCW 9.94A.030 (<https://app.leg.wa.gov/RCW/default.aspx?cite=9.94A.030>).
- Require an out-of-state CTS placement.





## JR Staff and Support

### Community Counselor

You will be working with an assigned community counselor who will assist you in transferring to the community via CTS. Your community counselor will meet with you and your family (or support people) weekly, help you with your schedule, and connect you with other staff and people in the community who can assist you. They are your advocate and someone you will spend a lot of time with during your CTS participation, especially in the first week when you are going through program orientation.

The community counselor will hold you accountable to the CTS guidelines, rules, expectations, and assist you with your Future Plan needs and goals. They will be the main person keeping track of your electronic monitoring equipment and schedule. The community counselor will attempt to resolve issues at the lowest level whenever possible and appropriate.

### Community Counselor Assistant

You will also work closely with a community counselor assistant. They will help you with day-to-day activities such as gaining access to community resources, offering transportation until you can provide or secure your own, acting as an extension of the community counselor for contact expectations, collecting substance use screens, and checking in with you and your family regularly.

### Specialists

JR specialists are experts in community resource navigation. They will help you access and engage in activities such as education, employment, budgeting, independent living skills, mental health, substance use treatment, specialized treatment for sex offenses, and other needs. They can also act as an extension of the community counselor, so you may connect with them for CTS check-ins when needed.

The Transition Specialist will set up the Interim Future Planning Meeting – CTS Review with you, your family, support people, and other JR staff. This meeting is an important step in your CTS screening process and will be your opportunity to highlight your goals, needs, and plans if you are approved to participate in CTS. In this meeting, share your Future Plan and you can tell us what you plan to do with this opportunity and how you have prepared. You can also share what resources you need and how we can best support you while on CTS.

There will be another Future Planning Meeting when you get close to completing your time on CTS. The Transition Specialist will help coordinate and facilitate this meeting so you can share your progress on your Future Plan and your next steps and goals as you prepare for the next transition.

### Community Reentry Services Manager (CRSM)

The Community Reentry Services Manager supervises the community counselor and the community counselor assistant. They work as a team to provide consistent support and answer your questions. They may stand in for the community counselor as needed. When your community counselor is unavailable, you can contact them with questions about your schedule, program, or any other concerns.





# HOME REVIEW

When you are being considered for the CTS program, JR staff at the regional office will reach out to the people you intend to live with while on CTS, get to know them, and ask some questions. They will also explain the program requirements for CTS and the electronic monitoring equipment. This happens in a meeting called the 'Home Review.'

Some of the questions may be intrusive, but it is necessary to understand the community of support you would be transferring to and keep everyone on the same page about what is allowed and what is against the program rules.

## Some of the questions will cover topics such as:

- Housing stability
- Pets
- Who lives in the home
- If there are firearms, drugs, alcohol, or marijuana in the residence
- Victim concerns
- Neighbor concerns
- Resource needs they may have
- Access to the residence for home visits and searches

This home review will help determine if it is a safe and appropriate place for you. They will then request a home walk-through, ask additional questions, and take notes.

You must not have access to drugs, including marijuana, alcohol, firearms, and ammunition. All prescription medication will need to be secured and inaccessible to you unless it is your prescription. During the home review, JR staff may request to walk through the home to get a feel for the layout and to ensure no drugs, alcohol, or firearms are in the residence.

For the address to be approved, the person who owns the home or signed the lease must agree to unannounced home visits, secure all firearms, and ammunition in a locked safe, and not have alcohol, non-prescription drugs, marijuana, or narcotics within reach of you at any time when they are in the home. We will also ask that they agree to inform all other occupants of the conditions and requirements.

You are still serving your sentence, and all the activities mentioned above are potential violations that could result in your return to secure confinement. They also need to agree and understand:

- All activities you are involved in must be pre-approved by a JR staff and cannot be changed without approval.
- You must always remain in the residence unless previously approved to be in the community.
- You will not be allowed to drive unless pre-approved in advance by JR staff, you have a valid license, and proof of insurance.

These rules and expectations are necessary to ensure your safety and the well-being of your family and community. If you have concerns or feel overwhelmed, you should talk with your community counselor or another staff member in the JR regional office. During the CTS sessions, you will discuss how you are adjusting and your level of community involvement. Your community counselor will talk with you and your family about any concerns.



# ACCESS TO THE COMMUNITY

## Scheduling and Daily Activities

As stated in the program expectations document, a JR staff must approve a weekly schedule in advance. Once a plan or activity is approved, it CANNOT be altered without permission from a JR staff.

You are responsible for managing your schedule, verifying approved activities, and obtaining permission for changes before the change occurs. Your community counselor will require verification of changes to a schedule, so it is in your best interest to have verification of all activities while in the community. Schedule changes will be allowed at the discretion of the assigned community counselor or other JR staff.

A daily itinerary will be required to include the activities for the day. This must include the type of activity, the location, and the contact's name and number so the assigned community counselor or other JR staff can verify as needed. If the internet needs to be used for job search or education, it must be documented on the daily itinerary, documenting what sites were visited and for how long. You will be required to disclose what devices you are using and the passwords for those devices. All electronic devices you use are subject to search. You must provide your community counselor with all passwords to social media, email, and other online platforms.

You are subject to a daily curfew of 10:00 p.m. unless another time is authorized by your assigned community counselor or other JR staff.

## Pro-Social Activities

Pro-social activities are defined as any activity that is not necessary to care for yourself or an immediate family member and is not connected to programming activities like work or school.

Immediate Family includes your children or stepchildren, partner, fiancé, parents, stepparents, grandparents, great-grandparents, siblings, aunts, uncles, or a person you are legally married to or in a state-registered domestic partnership.

Your community counselor or other JR staff can approve pro-social activities.

## Examples of Pro-Social Activities include:

- Sports activities or events (not family-related ones)
- Movies (not family related)
- Going out to eat (not family-related)
- Visiting with friends
- Going shopping (not for essential items such as food or hygiene)
- Going to someone's home (not family-related)
- Going to a community event (fair, farmer's market)
- Going fishing and hiking

## Examples of daily activities that are part of your weekly schedule:

- Work/job search
- Education
- Programming (e.g., AA/NA)
- Treatment
- Religious activities
- Family Reunification
- Medical/MH/Dental
- Essentials – banking, gas, pharmacy, groceries,
- Professional appointments (DOL, DSHS, SS)
- House meetings if living in group housing
- Pet care
- Physical exercise – gym, running/walking, etc.
- Medical for immediate family
- Personal care appointments - like a haircut, required by Dr. (massage, pedicure, physical therapy)
- Department store (clothes/household) - essential items
- Library
- Immediate Family-related
- Attorney/court
- Looking for a place to live if you need to move





## Orientation Period

During the first week of CTS, you will have limited access to the community and may only be out of your home for work, school, or treatment appointments. You will have daily contact with your community counselor and two in-person meetings that week. Your family will be encouraged to attend so we can work together to support your successful participation in CTS. You will want to plan for the first week and ensure your family and friends understand the expectations.

## Visitors

All visitors 18 years and older coming to your home to visit you must agree to have their name and contact information documented by your community counselor. In addition, overnight visits will not be permitted unless approved by your community counselor (e.g., family visiting for the weekend from out of town). You must communicate with your community counselor and receive prior permission to have visitors with criminal history and visitors under DOC jurisdiction, probation, or JR parole aftercare.

## Outings

You may be required to provide additional information when attending an outing for a family/friend at a location other than your approved residence. Your community counselor will need to know who the adult attendees are who have not already been approved previously for visitation. This may include the full name and date of birth of each person who will be present, depending on the group size and type of event. Your community counselor may contact the homeowner or host and request some form of identification to verify their identity, ask about their criminal history, and ensure there are no firearms, marijuana, drugs, or alcohol at the outing during your visit. It is your responsibility to leave if you become aware of items present that could put you at risk of violating the CTS program. Please work closely with your community counselor to avoid situations that may result in a program violation.

## Electronic Monitoring

As stated above, you will not be allowed to leave your residence unless approved in advance by your community counselor or designee. To ensure compliance, you will be monitored by an electronic monitoring device. The device is simple to operate and should not disrupt daily activities. There is no cost for the monitoring services, but the units are expensive and must be taken care of.

Electronic monitoring requires you to wear an ankle or wrist unit using GPS monitoring. You will be required to maintain the battery at a functioning capacity, which will necessitate regular charging. Ensure you have a full or near-full battery when you leave your residence for approved activities and have a charging device with you if needed.

The ankle bracelet must contact the skin, and socks must be worn over it. You can shower with the device. The wristwatch must also contact the skin, can be worn in the shower, and can be submerged up to three feet for up to 30 minutes. Neither device can be used in a hot tub.

**Please note:** The electronic monitoring device and associated equipment can cost between \$1,200 and \$2,500. You are responsible for the care and management of this equipment. Any damage that occurs by tampering, misuse, loss, or defacing the unit will be your responsibility.





# GENERAL REQUIREMENTS

## Expectations

Although you are being transferred out of a secure facility or community facility, you are not free to do what you want, when you want, or how you want. You must get pre-approval. We realize the difficulty of being “half-in and half-out,” so you are encouraged to talk through stress and struggles with your community counselor or another JR staff member, so they know how to support you best. We are here for the same goals and outcomes—your success!

While on electronic monitoring as part of the Community Transition Services program, you are in partial confinement and must spend at least eight consecutive or nonconsecutive hours every 24 hours in your residence.



The Washington Administrative Code (WAC) and Revised Code of Washington (RCW) are specific about eligibility, program expectations, and what is allowed while in partial confinement. You are accountable for all your time in the community and must communicate frequently with your community counselor.

If you cannot maintain your schedule or are struggling with the expectations, please reach out to your community counselor BEFORE making a decision that might result in a program violation. We are here to support you and your success. We are also responsible for community safety, and you may be transferred back to a secure facility or the Department of Corrections if we determine the CTS program is no longer in the best interest of you or the community.

## Telephone Call-Ins

You are required to contact your community counselor by phone as instructed. This is to maintain communication, build positive relationships, and ensure that your needs are met, and JR staff are clear on your location and activities.

You are responsible for contacting your community counselor daily or as they direct. This is the time to communicate any needs or changes in your status.

Community counselors are not required to answer their phones on weekends, but you can contact the Officer of the Day (OD) for assistance. Failure to return calls, leave a message when directed to call in, or send visual verification of whereabouts (via text message or video call) can result in a program violation.



## Programming

You will be expected to follow all CTS program expectations, which will be explained and given to you in writing at the time of your screening for the program. We will ask you to sign the documents and keep them in a safe place for future reference. In addition, you will be required to comply with all conditions, requirements, and instructions as outlined in the CTS Program Expectations and follow your Future Plan. Any violation of these conditions may result in graduated responses, including discontinuing the program and transferring back to a secure facility or the Department of Corrections.

Your Future Plan and weekly schedule guide program goals and day-to-day activities while on CTS. Your community counselor or other JR staff will help you work towards your program goals and create your weekly schedule, which is required for each week you are in the CTS program. Your community counselor will incorporate requirements if you have or owe child support, traffic fines, or other financial obligations.

You will be expected to obtain assessments and evaluations as directed by your community counselor. These can be completed through a community provider or one contracted with JR if available. You must fully participate and complete all recommended treatments or programs.

You may also be required to participate in other groups, such as parenting programs, 12-step meetings, or other JR-approved programs, as directed by your community counselor. Your community counselor will review your Future Plan regularly and help you update it as needed.

## Budgeting and Savings Plan

Your community counselor will work with you to develop an individual or family budget plan while in the CTS program. You will be responsible for meeting your budget goals and paying legal financial obligations and court costs. Your community counselor may view bank account statements, receipts, etc., to ensure funds are properly spent and you can pay your monthly bills. Your community counselor can help you with a budget and savings plan to help you prepare when you complete your residential sentence.

You are responsible for any loans, leases, payments, or fees you incur while participating in CTS. It is important to keep this in mind as you consider whether this is the right placement for you.





# HEALTH SERVICES AND EMERGENCIES

## Medical, Dental, and Mental Health

While on CTS, you can access medical, dental, substance use, and mental health services in the community. You may be responsible for paying costs associated with this care. If available, your community counselor can help you access community resources to support your medical and treatment needs.

You are required to provide written verification of all prescribed medications and are responsible for taking the medication(s) as instructed. Communication with your medical provider is important to overall health, and sharing information about previous substance use or addiction is necessary for effective medical care. Medical marijuana is not allowed at any time during CTS.

## Emergencies

For CTS, an emergency is defined as:

*A sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.*

While on CTS, you are required to return to your approved residence at the designated time. In an emergency, a telephone call or live video call must be made to a JR staff member during weekdays and regular business hours and to a JR staff member assigned as the Officer of the Day (OD) on the evenings and weekends. Your community counselor will provide you with the correct numbers to have. These numbers and names should be saved somewhere you can easily access. You will inform the JR staff of the emergency, state the reason for the time extension, and provide details surrounding the emergency. You must also contact your community counselor and leave a message, if they do not answer, to inform them of the emergency.

## Examples of when to call the OFFICER OF THE DAY (after regular business hours and on the weekends):

- Medical emergency for you or an immediate family member.
- EM equipment issue (i.e., broken strap, the battery will not charge).
- Evicted from residence.
- Displaced from residence because of fire, flood, mudslides, etc.
- Power outage lasting more than 24 hours.

Please call 911 and seek emergency services as appropriate before calling JR Staff.

## Examples of when to call your COMMUNITY COUNSELOR or other JR staff (during business hours Monday - Friday):

- Early/Late from a scheduled outing, be prepared to provide verification to the community counselor or designee.
- Power outage of less than 24 hours.
- Schedule change.
- You didn't hear back from your community counselor about your schedule change and want to know if you can leave. If your schedule is not approved, you are not allowed to leave.
- Talk about CTS or other topics that need clarification.
- To change your weekly meeting day or time.
- When you are asked to call in.

If nobody answers, please leave a voicemail with your name, JR#, phone number, and the reason for your call. If you have a medical emergency, you may address it first before calling in.

Again, you must always verify your whereabouts with your community counselor when you are out in the community. Being late returning home because you did not plan well is not considered an emergency.



# EMPLOYMENT SERVICES

## Employment

Part of Community Transition Services is establishing employment, housing, and addressing other needs upon transition to the community. This applies if you are age-eligible to work legally in Washington. You need to understand that programming and employment are important while participating in CTS to develop skills to sustain a steady income and balance life responsibilities for successful community living.

JR staff will check in at your worksite to support your employment. They will do their best not to interrupt your work shift and be discreet and transparent in their communication. Please communicate with your community counselor if you have concerns about this process.

## Job Restrictions

While participating in CTS, you are still serving your residential sentence. This means you will be restricted from some types of jobs. Please work with your community counselor and the Employment Specialist to look for jobs you can do.

While on CTS, you will need to abide by the following:

- You may not work more than 12 hours per day.
- You may not quit your job or schooling program without prior consent from your community counselor or designee.
- You must remain on the job site premises during the scheduled work time unless you communicate this change with your community counselor.
- Unapproved visitors are not allowed on the job.
- You may not receive pay advances from the employer.
- You may not work in establishments such as bars or liquor stores where the sale and consumption of alcoholic beverages or marijuana on the premises is the primary business.
- You may not work at dancing establishments, massage parlors, or do home deliveries.

- You may not cross picket lines for work.
- You may not work jobs where locations change frequently unless approved by your community counselor.
- You may not sell products door to door.
- You may not be employed as a driver if it requires you to go out of the county unless approved by your community counselor.
- You may not work in jobs where you have access to personal, financial, or other customer records, such as telemarketing, where credit card numbers are used for purchases.





# GRADUATED RESPONSES FOR VIOLATIONS

## Addressing Violations

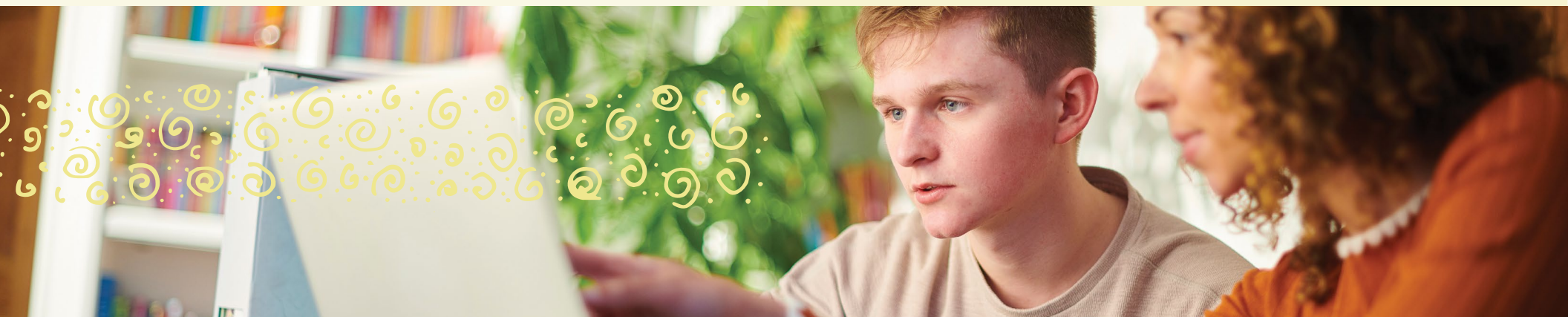
Violations will be addressed by your community counselor at the lowest level possible, depending on the violation. The level of seriousness of the violation, the severity and frequency, and your overall behavior and adjustment to CTS will be considered when determining the level of response. You will have a violation and graduated responses document to sign as part of your screening process for CTS approval. Please make sure you talk with your community counselor about this document. The goal is for you to feel confident in understanding the expectations around avoiding violations and what may happen in the event of one.

## Serious Violations

Serious violations may result in your immediate return to a JR secure facility or the Department of Corrections. If it is believed a serious violation has occurred, you may be placed in detention or jail while a serious violation review occurs. Your community counselor will provide you with information about the review process. If you remain on CTS, pending the review, you will be required to stay at your residence until the review has been completed and a decision made.

The following list includes, but is not limited to, items and activities that are prohibited:

- Gambling (including purchasing lottery tickets and BINGO).
- Driving motor vehicles unless authorized and having current license, registration, and proof of insurance.
- Associating with people who are in custody or under supervision with JR or the Department of Corrections, either verbally or in writing, unless approved.
- Out-of-state travel or overnight stays outside of the approved residence.
- Out-of-county travel without prior permission from community counselor or designee.
- Whereabouts unknown for longer than one hour.
- Moving and not reporting new address immediately.
- Tampering/removing EM equipment.
- Contact with law enforcement, resulting in arrest or new charges.
- Refusal to submit a UA or Cheek Swab.
- Three or more unexcused absences for treatment appointments/dropped for non-attendance/non-compliance.
- Possession of firearm/deadly weapon.
- Refusal/failure to maintain stable housing ('couch surfing').
- Behavior results in a safety risk to self, others, or the community.
- Creating or posting images of using alcohol or drugs, possession of a firearm or deadly weapon, violence or threats of violence.





If you do not return on time or leave without permission, this may be considered an escape. This is a very serious situation and may lead to your return to a JR secure facility or the Department of Corrections. You will be reported as an escapee if you are missing from an authorized location. Escape proceedings are initiated when an absence is discovered, including notification to local law enforcement. If this happens, a recommendation will be made to the local prosecutor's office that escape charges be filed.

Suppose you have a serious violation, and the MDT Review Committee agrees you were in violation. In that case, they will also recommend a response that may include any of the options in the Violation and Response Grid. Other responses may be imposed at the discretion of the committee up to and including returning to a secure facility or the Department of Corrections.

### **Multi-Disciplinary Team (MDT) Review Committee**

A JR MDT Review Committee will review the CTS packet you and your community counselor prepare to determine if you are recommended for the CTS program. If your most serious offense is a Class A felony, the JR Assistant Secretary must approve your transfer to CTS. This committee will also decide whether you transfer back to a secure facility or the Department of Corrections in the event of a serious violation. You will have the opportunity to review all the documents in the CTS packet and any documentation that results in the recommendation that you be transferred back to a more secure setting.

### **Complaint Process**

Just like in a secure facility or community facility, you have the right to fill out a complaint form at any time. JR staff will let you know where the complaint forms are in the regional office and the process for filing one or appealing a response. Before filling out a complaint form, you are encouraged to try to resolve any issues with your community counselor or their supervisor at the lowest level possible. Discussing an issue with your community counselor or supervisor will often clear misunderstandings. If a sincere effort has not been successful, then a complaint form would be the next step.

Complaint forms and appeals are handled in a manner consistent with JR Policy 2.10, *Handling Youth Complaints*.





## WEEKLY SCHEDULE AND CHECK-IN

You are required to submit a weekly schedule for each week you are on CTS. Although you may experience schedule adjustments at times, the intent is to create a schedule that fits your needs and accounts for all activities outside your residence each day. You are required to communicate ahead of time if a schedule change is needed. You cannot change your schedule on evenings and weekends unless an emergency occurs.

Your community counselor will review your weekly schedule during your weekly meetings. Unless otherwise directed, you will submit a weekly schedule for the next week, Sunday through Saturday. This is your opportunity to discuss activities you may want to include in your schedule with permission from your community counselor. If an activity is not approved and listed on your calendar, you cannot participate.

In addition to your weekly schedule, you will need to provide details on the places you go and activities you participate in. The name, address, and contact information for employers, treatment services, education programs, and any family members you plan to visit will be required. If you have a family you visit regularly or have an upcoming special event (wedding, anniversary, funeral, etc.), you will need to provide that information before the event to obtain permission to attend.



### Please keep the following in mind when you are in the community:

- Late requests for changes may be denied.
- Stick to your outing plan.
- Do not make unauthorized stops.
- Notify the community counselor or other JR staff, as designated, if you are running late, need to leave early, or have an emergency.
- JR staff may show up at outings randomly.
- One outing may involve more than one destination. You need to ensure you provide details on each destination. See the example below.

### Example of information to be provided:

- Date: Feb. 22, 2024
- Leave: 8 a.m.
  - This is the time you are physically leaving your residence. For example, if you put 8 a.m., you can leave at that time or after but not before.
- Return: 11 a.m.
  - This is the time you are walking back into your residence. For example, if you put 11 a.m., you can come in earlier but not later.
- Destination: Sunset Addiction Services
- Address: 1234 Bonney Lane, Chehalis
- Purpose: Drug treatment group
- Time of activity: 8:30 a.m. - 10:30 a.m.
- Travel time: 30 minutes each way.
- Method of Travel: car

If you are taking the bus, you will need to list the specific bus numbers you will be riding. If someone is driving you, they must have a valid proof of license, insurance, and registration. Please provide vehicle information, such as make, model, and license plate. You can also submit a picture of the vehicle and the required information. All information must be provided to your community counselor before you travel, and you may only ride with approved drivers.







## FREQUENTLY ASKED QUESTIONS (FAQ)



### **Q: What is my transfer date?**

**A:** Your transfer date is an estimated date based on your eligibility dates and the CTS screening process, including the recommendation from the MDT Review Committee. Staff capacity to support CTS participants may be a factor. Please be patient, continue to work on your Future Plan, and stay incident-free.

### **Q: Can I utilize social media?**

**A:** Your community counselor will decide whether you are allowed to use social media. Please keep in mind that all electronic devices are subject to search, and you will be required to share your passwords. You are not allowed to create or post images of alcohol or drug use, possession of a firearm or deadly weapon, violence or threats of violence.

### **Q: What is the Electronic Monitoring (EM) cost for my family and me?**

**A:** The EM equipment is free to you. However, you will be charged full replacement cost if it is damaged or lost.

### **Q: Can I work a graveyard shift?**

**A:** Depending on your unique situation, you may have job restrictions. Please communicate with your community counselor to determine if working a graveyard shift is acceptable. You must be in your identified residence at least eight of every 24 hours.

### **Q: What if I become engaged in a conflict with my family or home residents due to their, or my, inappropriate conduct/behavior, and I am asked to move?**

**A:** You must communicate this to your community counselor as soon as possible. If this occurs after hours, please notify the Officer of the Day. Please be open and honest about this conflict. Your community counselor will work with you to find a solution and, if needed, help you locate a new place to stay. If you do not have other housing options, you may be transferred back to a JR secure facility or the Department of Corrections.


### **Q: Can the electronic monitoring unit go into water or to tanning beds?**

**A:** Although the device does not disrupt daily activities, it does have limitations. The wrist unit can be submerged in no more than 3 feet in water for up to 30 minutes. However, it is not allowed in hot tubs, and caution should be considered when using tanning beds. It would be best to avoid dunking the unit in water, as the GPS and cell service may not work properly, resulting in an alert. As stated above, you will be responsible for both the use and care of the equipment, and if there is any damage, defacing, or loss of the equipment, the cost could be up to \$2,500.

### **Q: Can I wear socks with the ankle bracelet?**

**A:** Yes, you can wear socks OVER the bracelet. The bracelet must be against bare skin. It's a good idea to turn the bracelet occasionally to maintain good contact.





**Q: Why do I have to make daily contacts?**


**A:** Because you are still under sentence and in the community, you must maintain regular contact with your community counselor or designee. This will ensure that any questions are answered, and you build trust with your community counselor by being accountable.

**Q: Do I have to call in on the weekends and holidays?**

**A:** You must call/text/email your community counselor or Officer of the Day, including weekends and holidays, as directed. Depending on the timeframe, your community counselor may require you to check in with the Officer of the Day or the community facility staff. Your community counselor is not required to answer on the weekends and holidays, although you will have access to other JR staff if needed. Please leave a message if you are directed to call in. Your community counselor will return your call on the next business day.

**Q: Why does my Community Counselor need to conduct searches and have all my passwords for my electronic devices?**

**A:** Remember, you are still serving a sentence. Your community counselor needs your passwords to monitor your behavior, and if a search is needed, it will be conducted. Your community counselor or designee monitors all your devices regularly and approves searches in order to ensure your compliance with the CTS program.



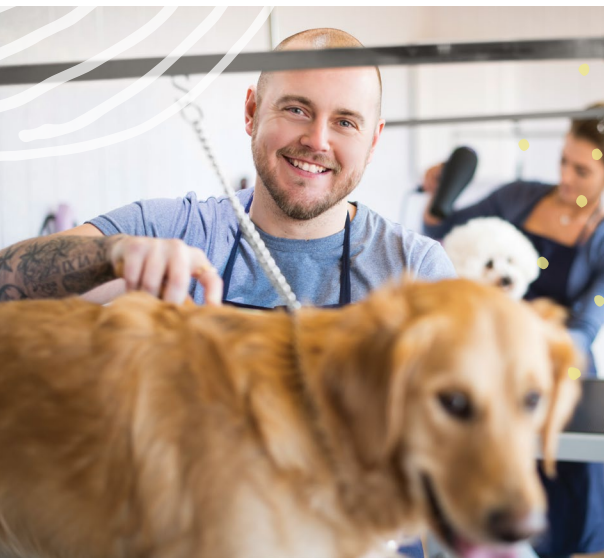
**Q: If having a job is important for me to be successful, why can't I work overtime?**

**A:** You can work overtime if your schedule provides for that opportunity. For example, if you work on Tuesday and have treatment class that same day, you must accommodate your schedule to allow 8 hours at home at a minimum per day.

Employment cannot replace other programming requirements that are important to an individual's transition to the community. Please communicate with your community counselor to find the best solution if this situation arises.

Please refer to and keep a copy of the expectations and weekly schedule in a safe place you can access when needed.





Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

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