

## **CHILLICOTHE CORRECTIONAL CENTER 4-H PROGRAM**

Target audience: Mothers, grandmothers, step-mothers, aunts and sister who have an existing relationship with younger family members and are on the offenders approved visiting list. Offenders wanting to start 4-H LIFE classes may drop a note to the 4-H LIFE facilitator or IAC regarding their interest to be screened.

### **Criteria for placement in the 4-H LIFE Program (recruitment class):**

Offenders that are not eligible will include:

- Active participant in an institutional treatment program.
- Active participant in the GED, COSMO or other educational program(s) with class time(s) conflicting with 4-H LIFE class times.
- Active participant in the work release program with conflicting work hours and 4-H LIFE class time schedules.
- No MOSOP or child abuse charged offenders (child endangerment cases will be reviewed).
- Offenders on Living Area Restriction or Administrative Segregation status. Unless for Protective Custody or mental illness needs, offender must not have been on Administrative Segregation status for at least six months prior to program application.

The offender must be receiving regular (at least once a month) visits from an eligible child/younger family member. Offenders not receiving regular visits will be considered on a case-by-case basis.

At least one of the visiting children must be between the age limit of five and eighteen years old. Each offender will be allowed two caregivers and one alternate. All caregivers and children must be on the offenders approved visiting list.

### **Class Schedules:**

- Tuesday or Wednesday (recruitment class) – banquet room 9:00 a.m. - 11:00 a.m.
- Thursday (long standing class) - banquet room 9:00 a.m. - 11:00 a.m.
- Open door sessions will be available with the 4-H LIFE facilitator on Thursday afternoons from 1:00 p.m. - 3:00 p.m. in the banquet room.

### **Visit Schedule:**

- Every third Saturday 2:30 p.m. - 6:30 p.m. in the visiting room.

### **Program Requirements of Offenders for a Visit:**

- Offenders must be major conduct violation free (violations of #1-#10) for at least ninety days prior to the 4-H LIFE visit. Minor conduct violations (violations of #11 or higher) will be addressed by the IAC and 4-H Life facilitator. If an offender has received more than two CDVs with in thirty days, they will not be eligible for a visit that month.

- Offenders on Living Area restriction or Administrative Segregation will not be able to participate in 4-H LIFE that month. The offender may be considered for removal of the program if they remain in Administrative Segregation for longer than three months due to protective custody, mental illness or no fault of their own. The IAC and 4-H LIFE facilitator will consider these on a case-by-case basis.
- At least ONE of the visiting children must be between the age limit of five and eighteen years old. Each offender will be allowed two caregivers at a visit and two alternates may be placed on their enhanced visiting form for approval. All caregivers, alternates and children must be on the offenders approved visiting list. Each offender will be allowed as many of their biological children as are available to visit. There will be a limit of up to six non-biological children or grandchildren to nieces/nephews per offender per visit.

**Process for 4-H LIFE Special Visit:**

The offender will participate in parenting classes and planning sessions provided by the 4-H LIFE facilitator. Offenders must be present for all classes and sessions in order to participate in the visit. Absences will be verified by the IAC.

The offender will fill out and turn in a special visit request to their appropriate casemanager no later than two weeks prior to the monthly visit.

Special visit applications will be screened by the casemanager for eligibility requirements:

- Major conduct violation history (violations of #1-#10) in the past ninety days.
- Minor conduct violations will be addressed by the IAC.
- Visitors are on the offenders approved visiting list.
- Offenders timeliness in turning in the application; application must be turned in no later than two weeks prior to the visit.
- If the application is denied, the assistant warden will list the reason(s) why it was denied.

The casemanager will forward the approved special visit application to the IAC no later than seven days after the application is received.

The IAC will then screen offenders participation records for eligibility requirements.

A classification assigned OSA, as designated by the assistant warden, will enter the visiting information into the 4-H LIFE parm in the visiting system.

If the special visit is denied, the assistant warden will notify the appropriate casemanager who will notify the offender of the disapproved visit. The assistant warden will also notify the 4-H LIFE facilitator when a visit has been disapproved.

The offender will be responsible for notifying their family of the 4-H LIFE visit status.

The 4-H LIFE facilitator will contact the family before the visit.