



**Mission** - As a public safety agency, the Orange County Probation Department serves the community using efficient and research supported corrections practices to:

- ★ Reduce Crime
- ★ Assist the Courts in Managing Offenders
- ★ Promote Lawful and Productive Lifestyles
- ★ Assist Victims



*We care for, teach, and inspire all ACCESS students to discover their potential, develop their character, and maximize their learning so they may become successful contributors to society.*

**DRAFT**

# ORANGE COUNTY TRANSITIONAL REENTRY CENTER ORIENTATION HANDBOOK

*“Providing Transitional Reentry Services through Rehabilitative, Vocational, and Educational Programs”*

1735 Wilshire Avenue, Suite 802  
Santa Ana, Ca 92705



## **Program Description**

The Orange County Transitional Reentry Center (TRC) provides Community Reentry Support Services to adult probationers who come under the jurisdiction of Probation Department. The program provides services to adult probationers newly released from incarceration as well as adult probationers who have been referred for TRC participation by their assigned probation officers, as a sanction for violating their probation terms and conditions. This program provides you with the opportunity to transition back into the community while under the supervision of the Orange County Probation Department. This program assists participants in moving toward reintegration into the community. As a participant, you will be expected to make positive changes in your life to avoid future encounters with the criminal justice system.

## **TRC Goal**

Our goal is to provide services to assist you in making those changes; however, your success is up to you. The TRC offers the following classes: substance abuse treatment, employment and life skills programs, criminal thought, anger management, dual recovery education, literacy, and adult education. Supervision services may include electronic monitoring, random drug screens, curfew calls, and supervision meetings with your Probation Officer. While in the TRC Program, you will be expected to follow all rules.

## **Programs**

High School Education Program/ GED  
Cognitive Behavioral Change Program  
Parenting & Family Reintegration  
Stress/Anger Management  
Employment Skills Training  
Career Planning/ Development  
Life Skills Development  
Computer Literacy Classes

There are various staff members at the TRC - treatment counselors, administrators, caseworkers, probation officers and educators. All staff, regardless of title, is part of the supervision team. Failure to follow instructions of any staff member can be cause for disciplinary actions.

Questions, concerns, requests for accommodation, or requests for additional information regarding the Orange County Transitional Reentry Center can be directed to  
Director Jeff Corp (714) 937-4502 or  
Assistant Director Stacey McCoy (714) 569-2160.

Email: <http://egov.ocgov.com/ocgov/Probation>

## **TRC Three Phase Program**

**Phase I:** Intensive: This phase begins on the first day on the program and lasts a minimum of 30 days depending on compliance.

1. 8p.m. curfew
2. Five days at the TRC per week (unless otherwise directed by your probation officer)
3. Random curfew calls and drug screens
4. Employment counseling (if unemployed)
5. Adult Education
6. Community Service Work (minimum 8 hours a month)

**Phase II:** Intermediate: This phase is intended to last for a minimum of 30 days.

1. 10p.m. curfew
2. Three days at the TRC per week (unless otherwise directed by your probation officer)
3. Random curfew calls and drug screens
4. Adult Education
5. Community Service Work (minimum 8 hours a month)

**Phase III:** Supervision Aftercare & Expedited Release: This phase is intended to last for a minimum of 30 days and will concentrate on relapse prevention.

1. Two days at the TRC per week
2. Random drug screens, but no curfew

**Probationers transitioning from custody will be required to complete Phase 1, Phase 2 and 3 will be voluntary.**

**Probationers sanctioned to the TRC in lieu of a return to court for a formal probation violation will be required to complete the 90-day Three Phase Program.**

Financial Literacy/ Management  
Criminal Thinking Program  
Personal Accountability  
Moral Reasoning  
Conflict Resolution  
Decision Making  
Strategies for Self Improvement & Change  
Grief  
ESL classes  
Substance Abuse Education, Treatment & Recovery  
On site NA & AA Meetings (non-smoking)  
Health Education Program

## **Responsibility and Accountability**

The TRC maintains two important principles for participation: Responsibility and Accountability. The program is designed to help you learn what responsible behavior is: to be held accountable for your actions and to commit to a plan of action that will help you reintegrate back into the community in a responsible manner.

In order to be successful in completing the program and be violation free, you will need to follow five guidelines.

1. Comply with the program contracts and the directions of your Probation Officer,
2. Follow all daily and weekly schedules as written.
3. Adhere to information in this handbook.
4. Remain drug and alcohol free.
5. Do not pick up any new charges.

The program promotes independence and self-sufficiency, but at the same time expects participants to be ready to assume both personal and program responsibilities.

## **Rules and Regulations**

**Program Compliance Agreement:** Before acceptance into the program, you will be expected to sign a contract agreement to follow all the program rules. These will be fully explained to you. However, always ask questions if you do not understand any information. Your success depends on you fully understanding all program guidelines.

**Programs /Supervision:** You will be given a plan of supervision during the orientation phase. This plan will also include program attendance requirements. You are expected to attend all required meetings and be on time. Failure to comply with any part of the program will be grounds for disciplinary action or dismissal.

**Disciplinary Action:** Any violation of the rules and regulations may result in sanctions including but not limited to: additional assignments; more restrictions; violation proceedings with the Court; or return to jail.

**Court Compliance:** All court dates must be kept and court cost paid as arranged by the court clerk's office. If you are ordered to pay restitution, the probation department will collect payment and will forward to your victim on your behalf. You are not to be in contact with the victim.

**Police Contact:** If stopped by the police, you are to inform the police officer that you are on Probation. You are to notify your probation officer as well.

**Residence:** A stable and verifiable residence is required, which may include an approved residential treatment facility or sober living home. You must have a land line telephone in that residence so that you can receive curfew calls.

**Curfew Calls:** If you miss your curfew call, you may receive a sanction for missing the call.

**Use of Drugs and Alcohol:** You are not allowed to use illegal drugs, substances, or alcohol while on the program.

**Medications:** Before taking any prescribed or over-the-counter medications, you must first notify your probation officer. All prescriptions for the medication must be verifiable.

**Urine Screens and Breathalyzer:** Random drug and alcohol testing is part of the program requirements. Refusal to submit to a test or falsifying a test is a program violation.

**Medical Emergencies:** All medical emergencies must be reported as soon as possible.

**Check In:** Each time you report, you must sign in and sign out when you leave. Failure to sign in and out will result in the day being counted as an absence and a sanction.

**Proper Attire:** Appropriate attire, including shirt, shoes, and bra is required. No gang related attire, shirts with language on it deemed offensive to staff, "wife beaters," sagging pants, halter-tops, mini dresses or otherwise revealing attire can be worn in the building. Appropriateness of attire will be reviewed by probation staff. You may be denied access to the program if dressed inappropriately.

**Remember, success is YOUR choice!**