

Kent County Community Corrections
Community Corrections Treatment Center
Host Orientation Rules and Regulations

Resident's Name: _____ SBI #: _____

Host's Name: _____ Relationship to Resident: _____

Host Address (Physical Address – No P.O. Boxes):

Delaware Driver's License #: _____ Telephone Number: _____

*Copy of host driver's license, and phone bill must be attached.

- Phase I:** No Phase Passes
- Phase II:** 7:00 am to 8:00 pm Sundays Only
- Phase III:** 9:00 am Saturday to 3:00 pm Sunday
- Phase IV:** 7:00 am Saturday to 9:00 am Monday
- Phase V:** 7:00 pm Friday to 9:00 am Monday

Although residents are responsible for their own behavior, the phase pass host must agree to the following (initial next to every line):

- _____ I will provide a positive environment for the resident to reside while on phase pass that is alcohol and drug free.
- _____ I will attend a formal orientation at the Community Corrections Treatment Center.
- _____ I will provide a working landline telephone without call forwarding, three-way calling and/or voicemail while the resident is on pass. If there is ever an issue with my landline, I will contact the facility immediately and follow their instructions.
- _____ I will ensure the telephone is kept reasonably free for incoming calls should staff attempt to contact the resident.
- _____ I will provide reliable transportation for the resident to and from phase pass (or as otherwise approved by CCTC staff) or at any time while on pass should they be directed to report back to the facility.
- _____ I understand that if I fail to fulfill my obligations, my status as a host may be cancelled. If I feel this cancellation is unjust, I may appeal, in writing, to the Warden.
- _____ I will ensure that the resident remains at my residence while on pass and that the resident must receive permission from the Community Corrections Treatment Center (CCTC) staff to leave my residence for any reason.
- _____ I will immediately report any problems to the facility.
- _____ I am not permitted to have any types of firearms, ammunition, dangerous weapons, or explosives in my residence.
- _____ I will report any police contact to the facility.
- _____ I am aware that there shall only be 1 resident per host residence.

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_____ I am aware that I may be contacted at anytime during the day or night, 24 hours a day, by staff to determine the resident's whereabouts. If a voicemail is reached when a curfew check is made, the resident may receive a Program Violation for Unaccountable Time.

_____ I acknowledge that I am not under DOC supervision.

_____ I acknowledge that if I host a sex offender, I will have a host check of my residence before my status is approved.

_____ I acknowledge that if there is a change to my address or telephone number, I am required to resubmit documentation for approval.

_____ I may rescind this agreement at any time by calling the facility.

Housing

Is this address subsidized housing (i.e., Section 8 or Wilmington Housing Authority)? YES NO

If the address is subsidized housing, is the resident's name on the lease? YES NO

Are there any dogs at the residence? YES NO

Who else resides in the residence (Name and Date of Birth): Under DOC Supervision?

1. _____ YES NO

2. _____ YES NO

3. _____ YES NO

4. _____ YES NO

5. _____ YES NO

Telephone Restrictions

I must provide an original phone bill and am required to have a landline. I attest that the following features are NOT on my phone:

Voicemail Call Forwarding Three-Way Calling Host Initials: _____

Accountability is a Must!!!

- Each resident is responsible for their own actions. They must abide by the rules and regulations adopted by the Community Corrections Treatment Center (CCTC), as well as all State and Federal laws.
- Residents who are convicted of certain Sex Offenses are not allowed to reside in a residence where minor children (16 years of age or younger) also reside. If you have minor children in your residence for any reason and this resident falls within this sex offender legal status you cannot host this resident. If you are unsure of the resident's status, contact their counselor for clarification as to their legal status concerning minor children.
- Residents cannot drive a motor vehicle without CCTC staff's permission.

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- Residents are not to consume alcoholic beverages, marijuana, and/or illegal substances, or have any illegal drugs and/or drug paraphernalia in their possession at any time.
- Residents cannot enter any establishments that sell alcoholic beverages with the exception of those establishments that are designated for the consumption of food, e.g., restaurants and pizza parlors.
- Residents must go directly to their host's residence when leaving on phase pass, unless they have received special permission before leaving CCTC to make stops elsewhere. Residents must call the Duty Office upon arrival.
- Residents must remain at their host residence between the hours of 9:00 pm and 7:00 am. Exception is for scheduled work and certain emergencies. In either case the resident must call in and inform CCTC staff prior to leaving their host residence.
- Residents may request to leave their host residence between the hours of 7:00 am and 9:00 pm by calling in and gaining permission from staff. This will be for their three hours of 'free-time'. Residents should retain the name of the staff they talked to and follow the instructions given by that staff. Residents must notify CCTC staff once they return to their host residence.
 - 'Free-time' cannot be broken up; it must be taken all together. For example, the resident cannot take an hour and then take the other two hours later in the day.
 - 'Free-time' cannot be used in conjunction with travel time to and from the host's residence.
 - 'Free-time' is not permitted during curfew hours.
 - 'Free-time' is not permitted on Fridays or Mondays.
- Periodic and random checks will be performed by staff on residents while on pass. Staff must talk to the resident not the host. Callbacks and follow-up curfew calls will also be made to ensure the resident does not leave after our initial call. If the resident has not received a curfew-call by 10pm, the resident is responsible for calling the Duty Office.
- Residents who have no contact orders as identified by the Courts either because of a domestic violence conviction, Family Court order and/or special condition established by the Court must abide by that order. Inadvertent contact with a victim must be reported to CCTC staff immediately!

Note: If the resident you are hosting is placed on escape status and if you knowingly aid or attempt to hinder the prosecution, you may also have charges placed against you! By signing below, you as a host are aware of the obligations you are responsible for and agree to abide by them!

Host Signature: _____

Date: _____

Witness: _____

Date: _____

(Print)

(Signature)

Attended Orientation: YES NO

Staff Initials: _____ Date: _____

Verification of Telephone Bill: YES NO

Staff Initials: _____ Date: _____

Verification of Address: YES NO

Staff Initials: _____ Date: _____