

WHAT IS THIS PLACE AND WHY AM I HERE?

The Northwest Regional Re-entry Center (NWRRC) is a residential facility that houses over 100 residents participating in different state and federal programs. If you are reading this, it means you have been accepted into either the Aid & Assist or DCJ state program and will be participating in Community-Based Competency Restoration (CR) services. We're glad you're here!

The goal of CR is to help you understand your legal situation, learn life skills, and reintegrate you back into society. These services include taking medications as prescribed, engaging in therapy or programs for mental wellness, studying legal skills, participating in forensic evaluations and/or attending court hearings, and working to meet other personal goals. This may also include eventually working with your county to find housing after you complete our program and leave the facility. Although we work with your county on housing, the process is largely dependent on them and is ultimately their decision.

PEOPLE YOU SHOULD KNOW

Resident Support Specialists (RSS)

The main responsibility of an RSS is to take care of your everyday needs. ***If you have a question or concern that cannot be addressed by this handbook, please reach out to them first.*** They are here from 7am-11pm every day and have offices upstairs and downstairs. You can also find them roaming around the facility or holding groups and activities.

Aid & Assist Case Managers

You will be assigned a case manager while you are here. They work closely with you to develop a plan involving support services both at the NWRRC and in the community. They set up your appointments and approve you to go on passes out into the community. You will typically meet with them once a week in their office downstairs to discuss your progress and any concerns you might have about your case that an RSS cannot help you with. They work Monday-Friday and are best reached by phone outside of your weekly meeting. Their contact information is listed in a later section.

Aid & Assist Program Manager

The Program Manager oversees the Aid & Assist Program at the NWRRC. If you have a concern that cannot be addressed by an RSS or your case manager, then you can talk to them. They work Monday-Friday and their office is downstairs.

Security

Security staff are dressed in black shirts and pants. They are here 24 hours a day, 7 days a week. They do pat downs, BAs, UAs, head counts, and check you in and out of the facility. They have offices upstairs and downstairs.

Contact Information

Facility - Main Number: 503-546-0470

RSS team: 503-546-0470 then dial extension 163 (upstairs office) or 164 (downstairs office)

Case Managers: 503-546-0470 then dial extension 133 or 137 depending on who you are assigned

Program Manager: 503-546-0470 then dial extension 130

ESSENTIAL RULES (this is not a comprehensive list, but it includes the most important rules)

- Be respectful to other residents and all staff members
- Take all your medications as prescribed
- Avoid using drugs or alcohol while you're staying at the NWRRC
- Be willing to be subject to random BAs, UAs, and cell phone searches; this also includes rooms and property
- Do not make physical contact with other residents
- Do not sexually harass or assault other residents; do report any suspicious behavior that you observe
- Do not go into other rooms that are not your own
- Keep your living space clean and take care of personal hygiene
- Keep noise at a level that does not disturb others; headphones for listening to music are provided in the upstairs RSS office and phone conversations must be at a normal level
- Do not deviate while out on passes in the community

CIGARETTES & SMOKING

RSS staff will give you 4 free cigarettes every day. There is a designated area in the recreation courtyard where you can smoke. You can earn additional cigarettes by attending groups and activities or by doing chores. The chore checklist can be found in the upstairs RSS office.

FACILITY SCHEDULE

Weekday meal times:

- Breakfast: 4am-7am
- Lunch: 12pm-1pm
- Dinner: 5pm-6pm

Weekend meal times:

- Breakfast and dinner are at the same times
- Brunch: 11am-12pm

Medication dispensing times:

- 7:15am-8am (all residents)
- 9am-9:30am (Aid & Assist and DCJ residents only)
- 11:30am-12pm (all residents)
- 5pm-6pm (Aid & Assist and DCJ residents only)
- 7:30pm-8:30pm (all residents)
- 10pm-10:15pm (all residents)

Medications are dispensed at a window across from the second floor RSS office during the above times.

Facility hours (this means the hours you are allowed to be out of your room, except to use the restroom):

- Sunday-Thursday: 4am-12am
- Friday-Saturday: 4am-1am

PASSES & APPROVED VISITORS

You will eventually be allowed to go on passes out in the community, but there is a 10-day blackout period for every resident when they first arrive. Passes need to be approved by your case manager (or by the Program Manager if your case manager is out) one business day (which means a weekday; weekend days do not count) in advance. If your case manager is busy, pass request forms can be found in the upstairs RSS office. Please fill out the required information and submit the form to Aid & Assist staff. Because case managers only work on weekdays, weekend passes must be approved before Friday afternoon. Once a pass is approved, you need to check out of the facility and return at the times that were agreed upon. If you think you will be late and need more time, call the facility's main number. Staff will call your phone if you are out past your return time. If you don't answer your phone or are unable to be reached for an extended period of time, you may be placed on abscond status (see the final section for more information on absconding).

Approved visitors are individuals that you are allowed to see either at the facility or out on a pass. If you want someone to become an approved visitor, please have them fill out a visitor application form, which can be found at the Security office downstairs. Aid & Assist staff can

also help you email the form to the individual. Visitor application forms typically take 1-2 weeks to be approved.

Approved visitors can meet with you at the facility during the following hours:

- Monday-Friday: 5pm-8pm (no minors are allowed on Wednesdays)
- Saturday-Sunday: 10am-5pm and 6pm-8pm (holidays also follow this schedule)

APPROVED FOOD ITEMS

Food cannot be kept or consumed upstairs unless it is individually wrapped candy, protein powder, or other approved foods. A list of approved foods is attached to this handbook. Unapproved food items will be thrown away.

EMPLOYMENT

It is rare for residents in the Aid & Assist Program to work while they are staying at the NWRRC. However, if you have been here for at least six weeks *and are in good standing*, you may then talk to your county and Aid & Assist staff about being considered for **part-time work**. Good standing means that you have been consistently taking your medications as prescribed, attending groups and activities, and demonstrating overall good behavior towards staff and other residents.

ABSCONDING

An abscond happens if you leave the building without approval or do not return from a pass on time and fail to contact or respond to staff. The NWRRC is not a hands-on facility, so nobody will stop you if you attempt to leave without permission. However, you immediately lose your bed here once you abscond and will not be allowed back unless you get referred again in the future. **We are also required to alert your county that you left our facility, which often results in your county putting out a warrant for your arrest.** For all of these reasons, we encourage you not to abscond and are happy to talk with you about your concerns if you are considering leaving.

Thank you for reading and welcome to the NWRRC! We hope you enjoy your stay here! If you have any further questions, please reach out to an RSS.