

NORTHERN UTAH COMMUNITY CORRECTIONAL CENTER ADULT PROBATION & PAROLE



FRIENDS AND FAMILY ORIENTATION GUIDE

GENERAL INFORMATION

The Northern Utah Correctional Center (NUCCC) is a Utah Department of Corrections facility in Ogden, Utah. It is managed under the direction of Adult Probation & Parole. All residents at NUCCC have been ordered to the center by the Utah Board of Pardons and Parole.

Address: 2445 South Water Tower Way Ogden, Utah 84401

Capacity: 154 male parole residents

Hours of Operation: 24/7

Programs: Sex Offender
Stabilization/Transition
Substance Abuse
Parole Violator Program (PVP)
Cook Program

INTRODUCTION

This is an introductory guide for the people whose friends or family members are sent to the Northern Utah Community Correctional Center by the Board of Pardons & Parole.

Upon arrival all residents are initially on restriction based on the following criteria.

Orientation restriction is as follows:

*Up to 14 days- Sex Offender Program approval for work search privileges is based on the resident's participation in programming, therapeutic evaluations and the risk to the community.

*Typically 2 days – All Other Programs

Activities for the first two days include:

- Search of person and property
- Room assignment
- Introduction to center rules and regulations
- Phone call to family/friends to request a property drop off
- Orientation class
 - Understanding of center rules
 - Utah Case Management representation
 - Targeted Adult Medicaid
 - Q & A Session
- Meeting with assigned Agent Associate

Activities within the first two weeks include:

- Intake assessment - For those residents participating in a treatment programs

Once off restriction, residents are required to work search, obtain employment and participate in treatment as ordered.

All off-center activities must be pre-approved by center staff.

Please refer to the remainder of this guide for answers to commonly asked questions.

REFERRAL & INTAKE

Q. How are people selected to come to NUCCC?

A. All residents at the center must be referred by order of the Board of Pardons and Parole; or a current parolee may be screened by their supervising agent to participate in the Parole Violator Program.

Q. Why is there a waiting list and how long will it take to get into the center?

A. Demand far exceeds the available bed space at the center. The wait time depends on many factors including the number of offenders on the list, programming available and bed space.

Q. How is the wait list managed?

A. The waitlist is managed by the UDC Re-Entry and Rehabilitation Team. Names that are submitted are then reviewed by NUCCC supervision.

Q. When is intake day?

A. Every Tuesday, with the exception of PVP

PROGRAMS

Q. What therapeutic opportunities are available?

A. The center's programming unit offers many therapeutic opportunities such as substance abuse therapy, sex offender therapy, and life skills. Residents have the responsibility to participate in therapeutic groups if it is part of their parole agreement. Their level of participation is considered by the center for advancement decisions and when determining the resident release date.

Q. Are residents required to pay for therapy?

A. It depends on which program they are enrolled in.

Q. What is a Case Action Plan (CAP)?

A. Based on various assessments that are conducted a Case Action Plan (referred to as CAP) is formulated with the resident to assist them in reducing their risk for reoffending.

Q. Do the residents have access to library services?

A. A small library with reading materials is available. Legal libraries may be accessed through the public library system with permission from staff.

TELEPHONES

Q. Can I call the center and speak to a resident?

A. No. Resident phones permit calling out only. Phone calls are limited to 15 minutes. Emergency messages can be left for the resident by calling 801-627-7840 ext 2.

Q. Are the telephone calls monitored?

A. Yes. Calls originating from the center are subject to being monitored.

Q. Are residents permitted to have mobile phones?

A. Yes. But this is a privilege, not a right, and is subject to rules, regulations, and procedures. They must be registered with NUCCC staff. All accessories must have prior NUCCC staff approval. This is subject to change at any time.

VISITING

Visiting times are:

Saturday and Sundays 2:00 p.m. to 4:00 p.m.

Visiting Guidelines

Visitation is a privilege afforded to residents, not a right

1. *Visitors must be approved sponsors and no more than two per resident per a visit*
2. *Visitors are subject to a search of their person, personal belongings, or vehicle upon entering center property. Visitation may be denied for failure to consent to a search request.*
3. *Any visitor who exhibits characteristics that would indicate that they might be under the influence of drugs or intoxicants will be denied visitation*
4. *Visiting is only allowed in the programming area*
5. *Children under 18 and pets are not allowed on property to include the parking lot*
6. *The Department shall not be responsible for the loss of personal items brought on property*
7. *All visits will be monitored by staff*
8. *Visits may be terminated at any time at the discretion of staff on duty*
9. *Residents who are on restriction are not entitled to on-center visiting*
10. *Once a visitor leaves the center, the visit is over, and will not be permitted to reenter the facility*
11. *Visitors may not use restroom facilities at the center*
12. *Visitors shall leave purses and personal property (including cell phones) in their vehicles*
13. *All items are subject to search by staff*
14. *Visiting is not allowed in the parking lot*
15. *Visitors must dress appropriately and conduct themselves in an orderly fashion. Any visitor whose behavior does not meet reasonable standards will be asked to leave.*
16. *It is the resident's responsibility to inform their visitors of the rules and ask them to comply. Visitors are responsible for their own conduct.*
17. *Residents may not greet their visitors in the parking lot and may not walk their visitors to their cars after the visit. All visits begin and end in the programming area*
18. *Residents shall sit on the opposite side of the table across from their visitor.*
19. *No residents shall engage in any form of inappropriate physical contact with a visitor/sponsor while on center. Sexual/romantic contact includes, but is not limited to kissing, excessive touching, intercourse, etc. Violations of this rule will result in the sponsor being removed from the center and may also result in suspension and/or termination of sponsorship.*

Visitors Dress Standards

Visitors shall be modestly dressed while on center property and are not to wear: clothing that exposes the mid-section; tube/halter tops; see-through blouses or shirts; shorts above mid-thigh.

Violation of dress code by visitors may result in termination of visiting privileges for visitors.

LEAVE TIME

Residents are encouraged to take leave time away from the center with approved sponsors when eligible. The application can be found online -

[Sponsor Online Application](#)

Q. What is leave time?

A. Leave time is authorized time away from the center with an approved sponsor. This time is pre-structured and must adhere to the rules and regulations governing leave time.

Q. Do residents have the right to leave time?

A. Leave time serves an important role in helping residents and their families and friends maintain their relationships and reintegrate into life outside of a correctional facility. However, leave time is a privilege, not a right, and is subject to rules, regulations, and procedures.

Q. How do residents earn leave time?

A. If a resident is not under disciplinary or administrative restriction, is employed and has worked 32 hours in the previous leave period they can qualify for leave time away from the center. Time approved is based on the residents program and level in that program. Leave must be taken with an approved sponsor.

Q. How will I know if I am approved to be a sponsor, and when can I take a resident out on leave?

A. The resident will be notified, and it is their responsibility to let you know that you have been approved or denied.

Q. How long does the approval process take?

A. Sponsor applications are processed every Friday at 9:00 a.m. Any application received after that time will be processed the following Friday. It usually takes two to three weeks for approval once a fully completed application has been received by the Department of Corrections, however, it may take longer. Incomplete applications will not be processed.

Q. What can I do if my application has been denied?

A. You can appeal to the Center Director in writing. Once they have reviewed it you will be notified in writing if your application is approved or denied. This decision is final. Mail appeal request to:

Center Director
Northern Utah Community Correctional Center
2445 South Water Tower Way
Ogden, Utah 84401

Q. Are children under 18 allowed to sponsor residents?

A. No. Minor children are not permitted to be a sponsor or to be on center property. Please make other arrangements for children prior to coming to the center. Do not leave them in your vehicle unattended or permit them to play on center property.

Q. What kind of activities are permitted on leave?

A. All activities must be pre-approved by their assigned agent associate. Residents may not deviate from their leave form.

Q. Why might a resident be denied leave time?

A. Some of the reasons a resident may be denied leave time are:

- Failure to work 32 hours in the previous leave week
- Failure to turn in leave request
- No approved sponsor
- Disciplinary restriction
- Administration restriction

MAIL

Q. How soon can I start sending resident mail?

A. Residents can start receiving mail as soon as they come to the center.

Q. How do I address the envelope?

A. The mailing address for a resident is:

Attn: (Name of Resident)
Northern Utah Community Correctional Center
2445 South Water Tower Way
Ogden, Utah 84401

PLEASE NOTE: we can not give a resident mail if it is delivered under a different name. Any mail delivered to NUCCC under a different name will be returned to the sender.

Q. Can I send pictures in the mail?

A. Yes. The pictures cannot be larger than 8x10, Polaroid style photos, or be sexually explicit in nature. If the resident is a sex offender and has Group A conditions (no contact with children under the age of 18) no pictures of anyone under the age of 18 should be sent.

Q. Can residents receive greeting cards?

A. Yes.

Q. Can I send a resident a birthday or Christmas present through the mail?

A. Yes. Please check with the resident and staff to ensure the present/content is appropriate and is not considered contraband.

PROPERTY

Q. What items can I bring to a resident?

A. Residents are limited to the type and amount of property they have in the center. Please refer to the matrix to determine what items/amounts are permitted. Each resident is permitted ONE initial property drop off after arriving on center. Make sure you coordinate this drop off with the residents to ensure the needed items are included. Additional drop-offs require prior staff approval. **PLEASE NOTE:** When making a

property drop off, minor children are not permitted to be on center property. Please make other arrangements for children prior to coming to the center. Do not leave them in your vehicle unattended or permit them to play on center property.

Q. How do I pick up a resident's property?

A. The resident must first designate that **you** can pick up their property. To receive information or to inquire about the availability of a resident's property please call 801-627-7840 ext. 2 and ask to speak with the property officer.

Q. What is the resident property matrix?

A. The property matrix is a list of type and quantity of items that residents can have in their possession. Any item not on the list is considered contraband.

PROPERTY MATRIX

# Permitted	Item	Item Description
1	Alarm Clock	
1	Backpack	Clear or mesh
2	Belt	No chain, or large buckles
1	Bike Light	Set
10	Body Piercings	Studs only
5	Books / Magazines	
1	Bowl and Cup	
1	Bus Pass	
2	Coats / Jackets	
1	Coax Cable	Up to 20'
24	Coffee / Tea / Hot Chocolate/ Creamer/ Sugar	Single use, individual packets. No liquid.
1	Comb / Pick/ Hairbrush	Each
1	Conditioner/ Shampoo/ Soap	Each
10	Condiments	Single use, individual packets
1	Contacts & Contact Solution	Prescription contacts only
1	Water Bottle	Must be clear
1	Deodorant	no aerosol, gels with no alcohol
1	Dryer Sheets	Box (up to 120 sheets)
1	Earbuds / Headphones	Bluetooth acceptable

2	Eyeglasses	Prescription, Readers, Sunglasses
1	Gloves	One pair
1	Hair Dryer	
1	Hair Spray	no aerosol cans
10	Hair Elastic / Ties	ponytail holder
2	Headwear	
1	Laundry Bag	No laundry baskets
1	Laundry Soap	Pods or powder only
1	Lotion	
as approved	Medical devices	As approved
as needed	Medication - Over-the-Counter	Original container. Unopened. Cannot contain alcohol. Must be approved by staff.
as prescribed	Medication - Prescription	Retained in Med Room
1	Nail Clipper (small)	
2 packages	Nicotine Pouches (tobacco free)	Only factory sealed packages may be brought into the center
1	Nicotine Cessation Products	
3	Notebooks/ Writing Material	
2	Pajamas / Nightwear/ Robe	
10	Pants / Shorts	Includes uniforms
1	Paperwork / Photos	Must fit into one desk drawer
1	Cell Phone w/ charger	Must be registered
1	Pillow (standard size)	New. Upon removal from the center, the pillow will be discarded.
2	Pillow Case	Standard size.
2	Quarters (roll)	
12	Razor - Disposable Only	
1	Razor - Electric	
1	Religious Jewelry or Therapeutic Item	Not to exceed 2". No chains.
1	Ring	Finger, no stones
1	Scarf	

1	Shaving Cream	
10	Shirts	Includes uniforms. Tank tops and midriff shirts are not allowed
4	Shoes / Sandals / Boots / Slippers / Foot Attire	Pair
10	Socks	Pair
1	Spork	
1	Suit	
2	Ties	
1	Toothbrush/ Toothpaste	
2	Towels/ Washcloths	
1	T.V.	19" TV or smaller flat panel. Not permitted for those in transition or stabilization program
10	Underwear	
1	Wallet	
1	Watch	

FOOD

Q. What is the food like at the Center?

A. Residents are provided three meals per day. The meals at the Center are designed by a dietician to ensure that daily nutritional values are met. The meals served are varied and well prepared. Vending machines are also available. Food items may not be delivered or dropped off.

GRIEVANCE

Q. How does a resident address a complaint?

A. A resident may submit a Resident Request Form to try to resolve any issue they wish to address. If they wish to challenge the response they may file a complaint through the department's grievance process.

HEALTH CARE

Q. Do residents receive medical and dental care?

A. All residents are responsible for their own medications, medical and dental care. Permission will be granted for them to check out of the center for verified appointments. Most residents are eligible for Targeted Adult Medicaid to assist with expenses.

Q. How can residents see a doctor?

A. Residents who want to be seen by a doctor can request to seek medical attention.

Q. How do residents get their medication?

A. Residents are responsible for obtaining their own medications. Depending on the type of medication prescribed it may be required to be kept in the medical room and dispensed from there.

Q. What can residents do if they become depressed while in Center?

A. Depression and/or anxiety can occur. Residents who feel they are suffering from depression or are having anxiety attacks, can request to see a medical professional of their own choice or choose to request to be evaluated by our contract treatment providers.

Q. What happens to a resident who has a physical disability?

A. The Center is mandated to comply with the Americans with Disabilities Act (ADA) standards. Residents are encouraged to request accommodation if they feel they have a qualifying disability.

LAUNDRY

Q. Do the residents do their own laundry at the center?

A. Yes, except for provided linens. The laundry facilities are coin operated and each resident is responsible for paying for their own.

RELIGIOUS COUNSELING

Q. What type of religious counseling is available at the center?

A. None. Residents may request up to four hours to attend religious services of their choice if they do NOT qualify for leave time and are not on disciplinary or administrative restriction. The resident must identify an approved church sponsor who will check them out of the facility and transport them to services.

If residents qualify for leave time they are encouraged and expected to structure their leave to accommodate any religious instruction they are seeking.

RELEASE FROM THE CENTER

Q. How do residents get out of the center?

A. Residents are released from the center once they meet the requirements for release for their program and are compliant with their conditions of parole. Release typically requires:

- No pending disciplinary action
- Treatment/program completion and approval for release
- Current on service fees
- Regular payments towards restitution (if owed)
- Address approved by AP&P
- Approval by Agent and Supervisor

TIPS FOR FAMILY & FRIENDS

Our mission is to provide maximum opportunities for the residents of NUCCC to make lasting

changes which will ultimately help them lead productive and successful lives. Staff and family working together as a team can have a much greater impact so we encourage open communication and coordination.