



# DEPARTMENT OF CORRECTIONAL SERVICES

---

So someone told you that you had to come to the RTF. You've probably heard all sorts of things about being here, probably enough to make you a little nervous. We're hoping this note will ease some of your fears.

So what is the RTF? Well, it's a combination of a number of things depending on who you ask. The county attorney & judge might view it as punishment. We try to view it as an opportunity, but at its core, it is a sober living house, a work release program, a lot of structure, a way to learn money management, an avenue for self-sufficiency, and a chance to learn.

For a minimum of 12 weeks you will be living here in a semi furnished bedroom. You will need to bring **twin sized bedding (sheets, blanket, pillowcase)**, and **the things you would normally need to clean and and clothe yourself**. Remember you will be here for 12 weeks, so plan for multiple seasons, hot/cold, rainy/snowing weather. If you like to wake up and put slippers on, better bring an **alarm clock** and your slippers! On that note, **shower sandals** are a good idea. If you can, get a haircut before you come because we don't allow hair clippers in the facility. Also leave home any clothing that has inappropriate slogans, pictures, etc. Bar logos (yes even the Barefoot Bar), pot leaves, casinos, you get the picture. We want you to smell good as much as you do, but we don't allow perfume or cologne, so just bring lots of soap. Also leave behind anything flammable or containing alcohol- that typically includes hair spray. Yes, you can bring in some cash to get you started, but remember you are in a correctional facility.

You will have to get a job. You will need **your ID and Social Security card**. We can't stress this enough, if you can have these when you arrive it will help you get moving a lot sooner. If you don't have them bring your birth certificate. If you don't have that, start tracking it down. You can't get a job without your ID & SSC and you can't move through the program without a job. If there is a reason you can't work you should discuss that with your case manager prior to coming to the facility.

Also- buses only run part of the day and some places are too far to walk. **Bikes** are a good mode of transportation, if you have one bring it along. **Cellphones** are ok to bring, but you can't use it until you're out of Orientation (typically about 2-3 weeks). When you do phase up you can use

---

**Probation/Parole Services**

515 Water Street  
Sioux City, Iowa 51103  
(712) 252-0590  
FAX: (712) 252-0634

- ADMINISTRATION
- FIELD SERVICES

**Residential Facilities**

515 Water Street  
Sioux City, Iowa 51103  
North RTF: (712) 252-4226  
South RTF: (712) 224-5515  
FAX: (712) 252-0634

- NORTH RESIDENTIAL FACILITY
- SOUTH RESIDENTIAL FACILITY

**Probation/Parole Services**

720 Western Avenue  
Sheldon, Iowa 51201  
(712) 324-5384  
FAX: (712) 324-5366

- FIELD SERVICES

it **outside the RTF**, never inside the building (you will have a locker to store it). It's against the law and can really get you in trouble.

The first round of intakes are on Wednesday and Sunday nights. You will also have to meet with your counselor for the second round of intakes before leaving the building. So if you come in with a job, please let your employer know you will need a few days off when you arrive. The manager will try to plan your intake with your employment in mind. You may also need to reschedule any appointments if they are within a few days of your admit.

In the spirit of being self-sufficient we only allow things to be dropped off for the first week, and you're only allow up to \$75 dollars of outside help (cash or goods). We want to see you succeed. For us that means behaving in a pro-social, self-sufficient manner. The program is fairly simple- Be where you say you are going to be, be on time, communicate with staff, don't drink or use, hold a job, and treat each other with respect. That's pretty much it. Many people get through the whole program without any issues. It's all up to you. We are here to guide you and hold you accountable. We aren't here to judge or make your life miserable. If you are respectful, put your best foot forward, and are genuinely trying to better yourself, we will go out of our way to guide you along your journey and support you as you navigate a new path. But, if you want to break the rules and run amuck, then we will be forced to guide you in that way as well.

On behalf of all the staff we want to welcome you to RTF. We truly hope you take this time to better yourself and get on your own two feet. Our hope is to see you stay clean and sober, be pro-social members of society- that way when we run into you in the community we can join you in being proud of the person you've become!

Sincerely,  
RTF Staff