



# Northwest Regional Re-Entry Center Resident Handbook



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**RETAIN THIS HANDBOOK FOR REFERENCE**

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# Chapter One

## Introduction

### Northwest Regional Re-Entry Center HISTORY and PHILOSOPHY

In 1976, Walter Evans, Chief U. S. Probation Officer for the District of Oregon, located a residence in S.E. Portland that had been funded by the Archdiocese for offenders but which later had been abandoned. Seeing the need for residential correctional services for federal offenders, he established a new Board of Directors to meet this need and found funding to purchase the residence. Chief Evans and the Board appointed a Director to develop this new program which then contracted with the Federal Bureau of Prisons. NWRRC has balanced the needs of offenders and public safety concerns successfully since 1976. NWRRC has continued to expand its programming for offenders throughout the years and is proud of its successful heritage. While NWRRC is proud of its efforts to assist offenders, it is equally proud of its successful role in protecting the community through positive behavioral changes of residents and an active role in the enforcement of law. It is the mission of NWRRC to promote "accountability first" in the operation of the program and in the expectation of lawful and civil behavior by both residents and staff.

#### Northwest Regional Re-Entry Center Program

While Northwest Regional Re-Entry Center is charged with both resident accountability and community safety (e.g. knowing your whereabouts at all times), the NWRRC program purposely promotes the offender's responsibility to accept personal responsibility for their behavior and future. Each resident has an opportunity to take control of their life by being employed, participating in treatment, and establishing law-abiding relationships in the community. Your daily choices can result in a constructive and rewarding lifestyle. Through "accountability first" NWRRC can serve as a stepping-stone towards reintegration back into the community. You will be expected to find employment, develop a financial plan (including establishing a savings account), secure a release residence, and re-establish positive family relationships.

#### Resident Participation

Rules and policies are clearly stated. Your responsibility is to know and abide by them. **When you sign the form indicating you have read and understand this handbook, you are stating, "I will cooperate, act responsibly and agree to be held accountable."**

Residents have stated that sometimes re-entry centers seem more difficult than institutions. This is because you and other residents must accept personal responsibility for the success of your program here. Your judgment and maturity will determine how you use the opportunities in your transition. Frequently your choices will involve more than your own personal goals and require the cooperation of both staff and residents to achieve a workable solution. The responsibility for success or failure rests entirely with you. There are four classifications of residents residing at NWRRC: Pre-Release residents from institutions, Public Law placements from the Probation Office, Pretrial placements waiting for trial and/or sentencing, and Direct Court commitments. All four groups have differing program expectations and levels of freedom. However, the rules apply to everyone.

NWRRC is a private, non-profit, agency that contracts with the Federal Bureau of Prisons, United States Probation, US Federal Court and United States Pretrial Services. Those contract requirements determine policy and procedures. In addition, staff decisions are based on health, safety, and fire code requirements which require your participation as well as that of the NWRRC staff. Our facility Corrections Officers, known as Security Monitors, are on duty 24 hours a day, 7 days a week, and are always available to residents for assistance and support. Other NWRRC employees include: Case Management personnel, a Social Services Coordinator, Employment/Resource Specialists, Mental Health/Substance Abuse Counselors, Field Monitors, Cooks, Administrative Office Manager, Administrative Officer, Assistant Director, and Director.

## **RESIDENT RIGHTS AND RESPONSIBILITIES**

### **Resident Rights:**

1. You have the right to expect that all staff will treat you respectfully, impartially, and fairly.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of NWRRC.
3. You have the right to freedom of religious affiliation and voluntary religious worship.
4. You have the right to nutritious meals, proper bedding, access to laundry and bathing facilities, proper ventilation for warmth and fresh air, access to medical and dental treatment at your own expense.
5. You have the right of access to a Case Manager and confidential contact with attorneys and their authorized representatives.
6. You have the right to provide input into your Individualized Program Plan.
7. You have the right to a respectful, civil and clean environment.
8. You have the right to reside in a safe environment. A safe environment includes one free of sexual harassment or sexual abuse. If you have been subjected to either, contact any NWRRC staff member or the PREA coordinator immediately. If staff is unavailable or cannot assist you, contact the Bureau of Prisons Community Corrections office at the office number posted within the facility. NWRRC has zero tolerance for PREA related behavior.

### **Resident Responsibilities:**

1. It is your responsibility to treat all staff and residents respectfully, impartially, and fairly.
2. It is your responsibility to know and follow all the rules of the facility.
3. It is your responsibility to recognize and respect the rights of others.
4. It is your responsibility to maintain neat and clean living quarters and complete NWRRC chores.
5. It is your responsibility to seek and secure employment within 30 working days or as directed by the Social Services Coordinator while remaining in compliance with treatment programs.
6. It is your responsibility to be accountable at all times; do not deviate from any approved itineraries.
7. It is your responsibility to seek medical and dental care as needed at your own expense.

8. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law through your personal correspondence.
9. It is your responsibility to take advantage of activities that may help you live a successful, law-abiding life within NWRRC and the community. You are expected to abide by the regulations governing participation in such activities.
10. It is your responsibility to promote a respectful, civil, and clean environment.

## **GRIEVANCE PROCEDURE**

The grievance procedure provides means of informal resolution to an issue you may have within the facility with NWRRC personnel or policy, or another resident. All grievances remain confidential and are forwarded to NWRRC administration where it will be addressed by the appropriate personnel within the facility. If you wish to file a grievance, you can obtain a grievance form from any staff member. After the form is filled out, signed and put into a sealed envelope, request that staff place it in the Director's mailbox.

If an informal resolution is unable to be reached, a formal grievance can be filed using a BP-9 form and will be sent directly to the Bureau of Prison's RRM office.

## **PRISON RAPE ELIMINATION ACT (PREA)**

NWRRC has zero tolerance toward all forms of sexual assault/misconduct. Resident-on-Resident, Staff-on-Resident and Resident-on-Staff sexual assault, sexual abuse or sexual harassment will not be tolerated. If a report of sexual assault is made, it will be investigated thoroughly and with respect to the client's safety, dignity, and privacy, without fear of retaliation.

In order to promote your safety, all residents are encouraged to report instances of sexual assault, sexual abuse and sexual harassment to any program staff member. Residents may also make a report through a grievance form, by contacting the RRM's office at (206) 870-1011, or by accessing the website at [www.nwrrc.org](http://www.nwrrc.org) and clicking on the PREA button where a report form will be displayed. Utilizing these avenues, you are encouraged to report sexual assaults, sexual abuse and sexual harassment that you experienced or witnessed at NWRRC as well as at other jails or institutions. All allegations will be taken seriously and thoroughly investigated.

Staff will take the necessary steps to protect the victim named in the report. While we can't guarantee complete confidentiality, staff will report the information only to those who need to know in order to help the resident access medical and mental health care, to comply with legal statutes and to comply with national PREA standards. The priority at NWRRC is to create a safe environment and to treat those who are victims of sexual assault, sexual abuse and sexual harassment with dignity and respect.

### **Definitions of sexual assault, sexual abuse and sexual harassment**

The following acts are Sexual Assault/Abuse:

- 1) Contact between the penis and the vulva or anus, however slight

- 2) Contact between the mouth and the penis/ vulva or anus
- 3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument
- 4) Any intentional touching either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or buttocks of another person, for sexual gratification
- 5) Voyeurism (peeping) or exposing breasts/genitals

It is Sexual Assault if the victim

- 1) Does not consent,
- 2) Is unable to consent (due to drugs, alcohol or a medical/intellectual/mental condition)
- 3) Is intimidated or coerced by overt or implied threats
- 4) Is a Resident and the initiator is staff or a volunteer

Sexual Abuse/Assault can occur:

- 1) Resident-on-resident
- 2) Resident-on-staff
- 3) Staff-on-resident—never consensual
- 4) Volunteer-on-resident—never consensual

Sexual Harassment— A pattern of unwelcomed comments, gestures, actions or intimidation of a sexual or derogatory nature.

### TOBACCO FREE CAMPUS and BUILDING

- 1) NWRRC is a tobacco free campus and building. This includes all tobacco related products (including lighters and matches) and applies to staff and residents. This policy brings NWRRC in line with other correctional and residential re-entry type facilities. All tobacco products and related items will be considered contraband and subject to confiscation.
- 2) For those residents who wish to continue using tobacco, the facility will provide a limited amount of lockers that may be used (at your own risk) for short term storage of those items. The lockers will be located at the edge of our property. The lockers can be locked by using a padlock provided by you, when you are storing tobacco items.
- 3) The lockers will be subject to searches by staff at any time and items other than tobacco or tobacco products will be confiscated and disposed of.
- 4) E-Cigarettes and related items are not allowed, per BOP rules and will be confiscated.

If you would like to stop using tobacco products, there are posters throughout the facility with information on getting help. Staff will also be able to direct you to tobacco cessation programs as well.

# Chapter Two

## Program Guidelines

### PROGRAMMING

Upon entry into the NWRRC program, you will participate in several mandatory orientations. The orientation period is a **minimum** of 72 business hours and varies depending on individual programming needs. This will also be a time for you to get adjusted to program rules and expectations.

1. **Security Monitor Orientation:** Upon arrival, you will be processed into the program which includes a medical intake screening, a walking tour of the facility, a review of house rules and policies, your room assignment, and issue of bed linen. All property will be searched by staff, a pat-down will be conducted, and you will be required to submit to both drug and alcohol testing.
2. **Intake Assessment and Case Manager Orientation:** Within 72 hours of arrival, you will meet with your assigned Case Manager to develop an Individualized Program Plan, and identify your specific programming needs.
3. **Resource Room Orientation:** Within 72 hours of arrival, you will be required to meet with the Employment Specialist to identify your employment readiness, and establish an employment plan.
4. **Mental Health/Aftercare Assessment:** You will be scheduled for an assessment with a NWRRC Mental Health/Drug and Alcohol Counselor and may be required to attend individual and group counseling. You will be expected to meet all scheduled community treatment appointments.
5. **Director's Meeting:** You will be required to attend a meeting with the Executive Director and/or Assistant Director of NWRRC. This meeting is held on the first Thursday of your arrival.
6. **Bureau of Prisons Physical/TB test/Blood Work:** Public Law residents are required to meet with the Administrative Office Manager within 24 hours of arrival regarding a scheduled mandatory physical, TB test (regardless of the date of the last TB test administered), HIV test and HEP C test. A follow-up TB read will be required. Failure to complete the medical appointments assigned to you within 5 days of your arrival will result in program termination. There are no exceptions.
7. **All orientations, meetings and assessments need to be completed prior to community access.**

### ACCOUNTABILITY

Accountability is the most important aspect of your placement at NWRRC. All community activity must be pre-approved by NWRRC Case Management, Resource Room staff or Administrative staff. You are not permitted to deviate from your approved locations or times without staff permission. NWRRC field monitors will track your movement throughout the community according to your itineraries. **It is your responsibility to remain accountable while in the community.** You will be required to submit a request for any

community activity on an "Itinerary" form or on a community pass form in advance to be approved by your assigned Case Manager. This request must be filled out completely, including the addresses, phone numbers, and purpose of every location. Staff will deny requests that are not complete and/or do not support the goals of your program plan. Program goals may include employment, treatment, strengthening family ties, and engaging in educational and religious activities. NWRRC Field Monitors will track your movement throughout the community.

## ESCAPE AND ABSCOND STATUS

NWRRC Staff will place a resident on escape/abscond status if the resident:

1. Fails to return to NWRRC at a designated time.
2. Fails to return from an authorized overnight, authorized absence, or community pass at the time specified.
3. Is arrested for a law violation.

**Note:** An Escape can result in formal felony charges.

## PROGRAM COMPONENTS

All NWRRC residents will be classified into one of three program components:

### Community Corrections, Pre-Release or Home Detention

Residents in any of the three components are provided the same general program resources, but the privileges and supervision requirements are different. All residents will be placed in the level system but not all residents will progress through each level. The Case Manager and Case Manager Supervisor will monitor resident progress and approve recommended level advancements or decreases based on a resident's performance in the NWRRC program and will determine when a resident is ready for advancement. All level advancements are a privilege, not a right. Weekly, residents are reviewed as to program participation and resource room/employment progress either in case management meetings or the PRT (Program Review Team) meeting. The PRT members give input to resident's advancement as well as each resident's USPO.

**1. Community Corrections Component (Public Law/Pretrial):** Residents assigned to this program component are placed at NWRRC as a sanction for supervision violation behavior or because they need the structure of a residential re-entry program. Conditions are more restrictive than in the Pre-Release component. Residents in this component are termed "Public Law" residents and remain at level 1 or 2 throughout their placement.

**2. Pre-Release:** Residents in this component are in the RRC for the purpose of making a transition from an institutional setting back into the community. Level advancement is available for these residents.

### Level One – Lockdown

Residents are placed on this level by RRM directive, and are denied all access to the community. Advancement from this level is designated only by the RRM office. Direct Court Commitments are placed on level one with no opportunity for advancement.

### Level Two- Work or Job Search

Job Search – Monday through Friday 8:00 am until 3:00 pm

Religious pass – Once a week up to 4 hours

Approved itinerary – **EVERY OTHER WEEK** up to 3 hours - 7:00 pm curfew

### Level Three – Work or Job Search

Work or job search – Monday through Friday 8:00 am until 3:00 pm

Religious – Once a week up to 4 hours

Approved itinerary – **EVERY OTHER WEEK** up to 3 hours – 7:00 pm curfew

Approved Release Address – up to 6 hours (cannot split time)

### Level Four – (must be employed or in a full time transitional program in lieu of employment)

Subsistence must be current or waiver received from RRM office

Religious – Once a week up to 4 hours

Personal Care/Hygiene – **EVERY OTHER WEEK** up to 3 hours – 7:00 pm curfew

Approved Release Address – 12, 24 or 48 hour pass

### Level Five – Home Detention/ GPS Location Monitoring

Employed:

- Approved itinerary – 3 hours every week – 7:00 pm curfew
- Religious – once a week up to 4 hours
- Community (NA/AA or Gym) - 4 times a week for 1.5 hours each

Unemployed:

- Job search - 8:00 am until 3:00 pm & check in with Employment Specialist at least twice per week.
- Religious - once a week up to 4 hours
- Approved itinerary – 3 hours every week – 7:00 pm curfew
- Community (NA/AA or Gym) – 4 times a week for 1.5 hours each

## ITINERARY REQUIREMENTS

- Passes must contain accurate information and must be written legibly. Passes not meeting these criteria will be denied and/or returned for corrections.
- Itinerary's cannot be "split" and consecutive passes should be avoided.
- Curfew for all authorized absences is 9:00 pm, except for approved itineraries which have a 7:00 pm curfew.
- Must provide verification for all passes, failure to do so will result in loss of future authorized absences, reduction in levels, and other disciplinary action.
- Must attend 4 in house AA/NA/Smart meetings before attending community meetings

- You must remain home for the duration of all passes. Only your CM can approve absences.
- Requests for 24/48 hour passes must be submitted at least 48 hours in advance of when you are requesting to take the pass as they require Director's approval. Weekend 24/48 hour passes **MUST** be submitted no later than 6:00 pm on Thursday.
- Eligibility for authorized absences, including DMV, Social Security, USPO, medical, etc.; is determined by need.

## RESIDENCE APPROVAL PROCESS

All proposed residences are subject to the same approval process, regardless of legal status (prerelease, public law, pretrial). The proposed pass location can only be to your desired "release address". A landline phone is not required for home confinement as you will be monitored via GPS; however, pass approval is contingent on a functioning landline that includes long distance capabilities where necessary. You are required to inform the occupants residing at the proposed address to remove all alcohol, illegal drugs, and firearms from the property. Storing contraband in a safe, locked closet, or garage is **not** acceptable. There are no exceptions that can be made to this policy. Finally, NWRRC Field Monitors will conduct a site visit and a walkthrough of the residence and any adjacent structures on the property. Should the Field Monitors detect any contraband or be unable to confirm a functioning landline with voicemail capabilities and long distance (where necessary), the residence will be denied for passes. It is important to note that should the residence be approved, it is expected to remain in compliance with the aforementioned standards throughout the duration of your placement or as long as you designate the residence as your release address.

## PASSES

Once the residence has been approved, prerelease residents are eligible for passes in 6, 12, 24, and 48 hour increments. The length is subject to the approval of the case manager and facility director. Public law and pretrial residents may be eligible for passes but only at the recommendation of their probation or pretrial officer. They are subject to the same approval process as prerelease residents and must maintain the same standards. They are not eligible for overnight passes. The purpose of the pass is to promote family reunification. As such, residents are expected to remain at the residence for the duration of the pass. Religious services, treatment, work, and other programming needs may be considered for approval at the discretion of the case manager. While on pass, residents are expected to make and receive accountability calls to and from NWRRC. Residents should also expect unannounced home visits by NWRRC's Field Monitors who may conduct walkthroughs and administer Breathalyzer tests.

**Passes are subject to termination and further disciplinary action may be taken should any violations or otherwise suspicious behavior occur while on pass.**

## HOME DETENTION (HD)

Only prerelease residents are eligible to be placed on HD. Your eligibility date is determined by your individual Home Detention Eligibility Date, or "10% date". This date is an *eligibility* date, not a *placement* date, and cannot be changed. All residents placed on HD will be required to wear a GPS ankle monitor at no cost to you. However, the proper maintenance and care of the ankle monitor is your responsibility, and

any lost or damaged equipment will be billed to you. While on HD, you are required to report to the facility *at least* one time a week. During your weekly check-in you will meet with your case manager and review your schedule for the upcoming week. If unemployed, you will be expected to report to NWRRC twice a week for job search purposes. If employed, you will be expected to submit accurate subsistence payments in a timely manner. While on HD you should expect to receive regular, random on-site visits from NWRRC's Field Monitors and/or Case Managers. In addition, you are expected to contact NWRRC before every departure from the residence and upon your return. Similar to the use of social passes, the purpose of HD is to promote family reunification. In general, community time will be limited to work or job search, treatment, religious service, recreation, hygiene, legal needs, and medical needs. However, additional responsibility may be afforded to you to the extent that you are willing to accept it.

**HD placement is subject to termination and further disciplinary action may be taken should any violations or otherwise suspicious behavior occur while on HD.**

**Authorized Absences While on Home Detention Status:**

A resident must submit a Weekly Schedule to their Case Manager for approval on all community activity. Only the assigned Case Manager is authorized to make changes to this schedule. Authorized absences are for necessary programming needs only. Examples of authorized absences include, but are not limited to medical, dental, legal, hygiene, religious services, employment interviews, and employment.

**Report Days:**

Residents on Home Detention must report in person to the NWRRC facility at least one time each week if employed and at least twice per week if unemployed or employed part time. Each resident will arrange their "report day" schedule with their Case Manager and Employment/Resource Specialist. The resident will call NWRRC prior to traveling to the NWRRC facility on their report days and advise staff when they will arrive at the facility. The resident will also call NWRRC when he or she returns to their residence. The resident will meet with their assigned Case Manager and Employment/Resource Specialist on every scheduled report day. Proof must be submitted for job searching and any approved passes. Failure to provide proof may result in an Incident Report and/or removal from Home Detention.

**Curfew:**

Residents on Home Detention status must be at their residence from **9:00 PM to 6:00 AM** each day unless they have an approved absence or an approved employment schedule. In addition to their "report day," they may be summoned to facility at any time for any reason.

**Note:** Unauthorized deviations from approved destinations or schedules will result in disciplinary action. In case of an emergency, notify NWRRC staff immediately. NWRRC staff will verify your location and the circumstances of your situation. You will also be asked to call into the facility from your various authorized absence locations. Staff may call back for verification of your location. Movement is monitored regularly. It is imperative to follow the approved schedule.

## FURLOUGH

### (Pre-Release Residents Only)

A furlough is a special pass (resident must stay within the United States), which may be granted for a specific immediate family crisis, emergency, and/or other urgent need. The Federal Bureau of Prisons Regional Reentry Manager must approve all furloughs. Public Law residents are not eligible for furloughs.

## URINALYSIS AND BREATHALYZER TESTING

Urinalysis (UA) and breathalyzer (BA) testing are required. These tests are conducted for the detection and control of drug and alcohol use. BA tests will be given every time you return to the facility. UA tests are given randomly. You are expected to be clean and sober throughout the term of your residency and participation in the NWRRC program.

1. If you have a Drug Aftercare Condition, Drug Aftercare Supervision or drug history you are required to provide urine samples a minimum of four times per month randomly or if a staff member suspects drug usage.
2. A BA and Pat Search will be given each time you return to the NWRCC facility in addition to randomly.
3. A UA, BA and Pat Search will be conducted if a resident is **late from work, an authorized absence, and/or overnight pass.**
4. All residents are required to wait 15 minutes (in view of the staff) immediately prior to participating in a Breathalyzer test that comes up positive (above .02%). Residents must remain in the lobby and may not have anything to eat or drink within the 15-minute waiting period. A second test will be administered and dependent on the results, an Incident Report may be issued. This is a major infraction.
5. **Once a resident is notified that he/she must provide a UA, the resident must remain under staff observation until a UA is given.** Other residents are not to visit with residents involved in the UA process.
6. Refusal to provide a UA (2-hour maximum delay) will constitute a major violation and guilt will be assumed.
7. Residents with an Alcohol or Drug Aftercare Condition or drug history may be required to attend the in-house Drug Aftercare program.
8. The consumption of poppy seeds may cause a positive UA; therefore residents will agree not to consume any products that contain poppy seeds. Ingestible products containing alcohol are also prohibited (certain mouthwashes, toothpastes, etc.).
9. All residents, regardless of their legal status are subject to in-house UA/BA tests at any time.

## TREATMENT & PROGRAMMING

1. All outside treatments and programming must be pre-approved and you must attend as scheduled.
2. You must provide verification of attendance upon return to NWRRC.
3. You must attend any court or mandated treatment programs. Failure to do so may result in disciplinary action.
4. NWRRC provides in-house mental health and substance abuse counseling. If referred for this treatment by your Case Manager or USPO, it is in your best interest to attend.

5. All Pre-Release residents who are not RDAP graduates must complete all 9 modules of the Transitional Skills program.

## **MEDICATIONS**

All medications or vitamins brought into the facility must be turned into the Security staff at the control desk. This includes pills, powders, creams, liquids, or inhalants prescribed or sold over the counter. Non-prescription medications will be logged, an approval sticker will be placed on it, and it will be returned to you. Prescription medication will be retained and issued to you by staff according to the prescription. It is your responsibility to turn in all of the medications you bring into this facility. If unapproved medications are found in your possession or property, you will receive an Incident Report and will be subject to disciplinary action.

You will not be allowed to consume expired medication; any expired medications found in your medication box will be destroyed. Expiration may occur several different ways:

1. The manufacturer's printed expiration date has been reached.
2. The pharmacy's printed expiration date has been reached.
3. A prescription ordering direct consumption for a certain amount of days only.

You are not allowed to have the following types of medications, unless prescribed by a doctor:

1. Laxatives.
2. Mouthwash/cough syrups with alcohol.
3. Cough/cold medications with ingredients ending in "-dron".

## **MEDICAL CARE AND INFORMATION**

1. It is your responsibility to seek medical/dental attention as needed. In most cases this will involve scheduling an appointment and submitting an authorized itinerary pass request.
2. You are responsible for payment of your own medical/dental bills.
3. Staff will not transport residents for medical needs of any kind.
4. If the situation is an emergency, alert staff and they will call 911.
5. If an immediate but non-emergency situation does exist, contact staff immediately so that it can be properly addressed.
6. If the situation is non-emergent but is immediate and you have not scheduled an appointment you may take a bus or taxi to the emergency room (you are responsible for the fare).
7. If an immediate but non-emergency situation does exist, contact staff immediately so that it can be properly addressed.
8. If you have scheduled an appointment, you may take a bus, taxi, or have an approved visitor drive you, with your Case Manager's approval.

### **Medical Assistance:**

A resident with an emergency medical problem may request a Special Authorized Absence to the hospital. On arrival to the hospital, residents shall have the emergency room staff contact NWRRC and staff will monitor the Special Authorized Absence. The resident or hospital staff must maintain contact with NWRRC

at a minimum of every 2 hours. The resident will take with them a form for the hospital staff to sign requesting the prescription of non-narcotic drugs, whenever possible.

**In an emergency, NWRRC staff will assist residents in obtaining the necessary medical treatment.**

**All residents will be required to inform emergent and non-emergent medical personnel of past alcohol or drug histories; when medically sound, it is required that non-narcotic medications be prescribed. This disclosure to medical personnel will be confirmed by NWRRC staff.**

#### **Payment of Medical Bills:**

All Residents are responsible for their own medical, dental and mental health care costs incurred during their stay at NWRRC. **Monetary assistance will not be provided and NWRRC does not have medical personnel on staff.** NWRRC Case Managers will assist residents by identifying available community medical, dental and mental health care.

The Patient Protection and Affordable Care Act require U.S. citizens to be enrolled in an approved health insurance plan beginning January 1, 2014, or face a fine. Incarcerated persons will be required to enroll upon release. NWRRC will provide resources to assist residents in meeting the requirements of this law.

### **AFFORDABLE CARE ACT**

During intake, each resident will be provided with the Affordable Care Act application information. Internet and telephone access will be provided to residents to facilitate the enrollment process through:

- a. The website [www.healthcare.gov](http://www.healthcare.gov) which will be posted by the phone and computer for easy access to information about the application process.
- b. State Medicaid Application Counselors
- c. Marketplace Navigators/Certified Application Counselors that provide free assistance.

### **CHECK IN/OUT POLICY**

All residents must check in and out of the facility immediately upon entry or exit from the building at the main Control Station. Every resident must confirm the approved departure and return times with the staff signing them out of NWRRC. It is your responsibility to know when you are expected to return to the facility. If residents are late they must call NWRRC immediately to prevent the initiating of escape/abscond procedures, though such a call does not excuse the lateness. Any resident returning to the facility late will be issued a "Late Return" slip. Multiple slips may result in a formal incident report and disciplinary action. You are responsible for returning at your approved time and NWRRC staff will hold you accountable for this. If you are requested by your supervisor to work late, the supervisor must call and request an extension for you, **which must be approved by NWRRC staff.** If you are delayed at a community appointment such as Lifeworks or Probation meeting, a representative must call in for you to verify your delay. This is your responsibility.

## EMPLOYMENT AND JOB SEARCH

### Employment Search

The responsibility of finding employment will ultimately rest with you. The Employment/Resource staff is available to assist you in developing a suitable resume, guide you in job search efforts, and provide you with other employment resources. Your motivation towards finding a job will often determine your success. The Resource Room is open from 8 a.m. to 7 p.m., Monday through Friday, allowing you access to telephones, computers, and supervised internet access for employment purposes. The Resource Room is closed from time to time and you will be notified when that happens. Computers may not be used for personal use. It is your responsibility to use these resources to your advantage. All residents must complete an Employment Orientation prior to beginning job search.

### Job search procedures:

1. Job Search is required Monday-Friday. Residents on active job search and non-working residents must be up by 7:30 am. Residents leaving for job search must check out of the facility no later than 8:00 am and return no later than 3:00 pm, unless ill or otherwise authorized.
2. Itinerary passes for job search should be submitted to the Employment/Resource Specialist by 5:00 pm the day prior to the requested activity.
3. All prospective firm names, addresses, and phone numbers shall be determined and approved by the Employment Specialist. You are not permitted to deviate from your approved itinerary without staff approval.
4. You must bring back verification of your job search on a daily basis. Verification can be copies of applications, business cards, or other "proof" that you went to each approved location.
5. You are expected to conduct your job search using public transportation unless pre-approved by NWRRC Case Management or Employment Specialist. You are not permitted to be transported in the community by anyone not pre-approved by staff.
6. You are not permitted to job search with other program residents.
7. Once you are hired for a job, you must meet with an Employment Specialist prior to beginning work (see Employment Requirements below).

### Employment Requirements:

**Full-time employment is required of all residents** (unless approved for other programming). Residents of NWRRC are required to work a full time job unless specifically excused by the Bureau of Prisons or the Probation Office. Definition: A full-time job is a job totaling 40 hours per week.

1. Residents have 21 calendar days to obtain employment once beginning job search.
2. Self-employment, family employment, and commission only jobs are generally not approved. Exceptions may be made by waiver to the BOP.
3. Employment that violates your special conditions or is related to current or previous criminal activity will not be approved.
4. Residents are required to disclose their legal status to potential employers when they apply for employment.

5. Residents that have obtained an offer of employment must inform resource staff and an employment notification call will be placed to the potential employer.
6. The Resource Staff must approve all jobs and will confirm that all employers are aware of the resident's legal status prior to your first day of work.
7. After the employment verification and notification call is completed, an onsite of the employment location will be conducted prior to the first day of employment to verify that the job is suitable. **No resident will be permitted to work until the onsite verification is complete.**
8. All employment must have a supervisor that is available and agreeable to bi-weekly telephone contact and a monthly onsite visit from the Resource Specialists.
9. Residents who are sick must notify their employer and Resource Room staff prior to normal sign-out time. Residents who are too ill to go to work will forfeit all authorized absences and passes until able to return to work.
10. Residents may not quit employment without prior consent from the Social Services Coordinator. If you are laid off or fired from your employment, you must notify the SSC immediately and develop a new program plan. If you are terminated due to poor performance, you will face disciplinary action.
11. While school is considered to be very important, working full time takes priority over school attendance. School requests may only be considered by the Social Services Coordinator. If school is approved, you may not utilize student loans. You may self-pay or use Pell grants only.
12. Any unauthorized absence from a job site is classified as unaccountability. You may not leave your work site for any unauthorized reason including going to lunch.
13. Residents may work up to 60 hours per week. Anything over 60 hours per week requires NWRRC Administration approval. Multiple jobs *may* be approved provided the resident is meeting all other programming requirements.
14. Residents will not be approved to work as a personal trainer or work at any fitness facility in any position. No door to door sales, telemarketing, commission only, or temporary work is allowed. You must be paid with a payroll check with taxes deducted.
15. Staffing, labor or "temp" agencies are used with discretion; placement must be fulltime and temporary to hire.
16. Your employer will be required to sign a Release of Information that allows NWRRC to openly communicate and exchange information with your employer.
17. Employer must sign release and provide NWRRC with paystubs and requested info at the request of NWRRC.

### Overtime

Overtime is defined as any hours not scheduled according to your approved employment form. This may be an extension past your scheduled time off or working days you were initially not scheduled to work.

### If you are already at work and need an extension of your work hours for that day:

1. Your employer must call NWRRC before your scheduled time off to request the extension. You need to have an exact time off, not just "a few more hours". The supervisor must be an approved supervisor on your employment verification form.
2. It will be your responsibility to verify with NWRRC staff to ensure your extension has been granted. You will receive a new time to return.

**NOTE:** Any change involving adding or substituting hours to your approved employment plan requires approval by the Employment Specialist.

### **Sick and Vacation Days**

1. If you are sick and unable to attend work or programming you may be placed on room restriction. You must inform Resource staff if you will be calling in sick. Failure to do so may result in disciplinary action.
2. If you are taking a day off for scheduled medical appointments and the authorized absence has been pre-arranged with your employer and Case Manager, you will not be placed on any restriction.
3. If you are taking a vacation day from work, it must be pre-arranged and approved by your employer, RR staff, and your Case Manager. You will not be placed on any restriction.
4. You must inform resource staff of any time to be taken off in advance in addition to your Case Manager.

## **FINANCIAL ISSUES**

### **General rules:**

1. Residents are not allowed to enter into any type of contract without prior approval from the Assistant Director, Director and BOP; this includes school funding, car loans, credit cards, etc.
2. If you have to make restitution payments, pay a fine or make child support payments you are required to make payments as directed by your Probation Officer or the Courts.
3. All Residents will be required to establish a financial planning worksheet with their Case Manager.

## **SUBSISTENCE**

All residents of Northwest Regional Re-Entry Center are required to pay subsistence on income earned. Subsistence is calculated as 25% of gross income (income before tax deductions). All payments are to be submitted to your Case Manager in the form of an official money order or cashier's check, along with your paycheck stub, within 48 business hours of your pay date. Subsistence payments are to be rounded down to the whole dollar amount and any change should be dropped.

Your final subsistence payment will be prorated up to six weeks before your release date, depending on your pay period interval. You will be required to pay this final payment no more than 2 weeks before you are released from Northwest Regional Re-Entry Center. Failure to make any subsistence payments or provide an accurate pay stub will result in disciplinary up to a return to custody or program termination. The Bureau of Prisons and US Probation will be notified of any refusal or failure to make subsistence payments.

Every paycheck stub must include the gross pay, total hours worked, pay period dates, and paycheck date. You must have taxes taken from your paycheck and it must be on an official payroll check, no cash or personal checks are permitted.

Failure to pay accurate subsistence, to include underpayments, will result in an immediate incident report being issued to the resident. In case of an underpayment, the resident will be issued an incident report

which will be held for 24 hours pending the receipt of the remainder of the subsistence owed by the resident. If the remaining subsistence is paid within the 24 hours, the incident report will be informally resolved; if payment is not received, the incident report will be subject to formal discipline. In the event of overpayment, you will be provided with an accurate refund in a timely manner. Repeated instances of inaccurate payments are also subject to receipt of an incident report.

**\*All cases of refusal to pay subsistence owed will result in an immediate formal incident report and notification to the RRM.**

### **CELL PHONES**

The use of cell phones, including smartphones (i.e. – iPhone, Blackberry, etc.), is allowed. Cell phones are a privilege, not a right. Formal requests must be submitted to the residents' Case Manager, including a copy of the cell phone agreement and a letter of approved use (if cell phone contract is in someone else's name). Once approved, cell phones may be maintained by residents with the following guidelines:

- Taking photos inside of NWRRC, of staff, the NWRRC building or other residents in strictly prohibited. Any violation will result in loss of phone privileges.
- All cellular phones must remain on silent or "vibrate" while in the facility.
- Phone conversations are prohibited in the TV rooms and Resource Room.
- Cell phones are subject to staff search at any time. Content matter of messages, texts etc. will be searched for appropriateness.
- Password locks are not prohibited; however, must be provided to any staff member upon request. Failure to do so will result in a loss of privileges.
- Any unapproved cell phones will be confiscated.
- Loaning your phone to another resident is strictly prohibited. Both the owner of the phone, and person using it, may lose cell phone privileges for an indefinite amount of time.
- Repeat violations may result in a permanent loss of cell phone privileges.

### **DRIVING PRIVILEGES**

1. Residents may not drive a vehicle without approval from the NWRRC Director.
2. Driving privileges will be considered if public transportation is unavailable or unsuitable.
3. Use of a private vehicle is a privilege and contingent upon conforming to the rules and regulations of NWRRC.
4. Any resident involved in a rule infraction may lose his/her driving privileges.
5. Vehicles are subject to search at any time and residents must turn in a spare vehicle key to the Security staff.
6. Resident's vehicles are off-limits unless being used for approved purposes. No visiting in ANY vehicle, no music playing, no loitering in the parking lot.
7. Vehicle maintenance of any type, including washing, on or near NWRRC property is prohibited. Exceptions: necessary minor maintenance that is required to get a vehicle started or changing a flat tire. (These activities must be pre-approved by NWRRC staff).
8. No resident may provide transportation to another resident unless approved by NWRRC staff.
9. No vehicle alarms may be activated on NWRRC property.
10. Residents must have a valid driver's license, DMV driving report, current insurance with their name listed on the policy, and a spare set of vehicle keys.

## **MEDIA CONTACT**

Residents are prohibited from contact with the media unless they have permission from their supervising authority, specifically the Bureau of Prisons or the U.S. Courts through their Probation Officer. This restriction includes newspapers, magazines, radio, television, and internet websites. Residents are also prohibited from creating and/or maintaining social media accounts on platforms such as Facebook, Instagram, Twitter, LinkedIn, Myspace, Vine, etc.

# Chapter Three

## Rules of Residency / Facility Definitions

All residents are to be awake, dressed and have beds made by 7:30 a.m., Monday through Friday. The only exceptions are those residents that work a night shift and those that are sick or have a chronic medical condition.

Other than the above exceptions, residents must be actively engaged in re-entry activities between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday.

The Facility consists of the entire building, grounds, lawn and parking lot.

### **Facility Boundaries/Restricted Areas:**

1. Residents are allowed to walk in designated exercise areas with specific permission from Security Monitors.
2. Residents that utilize the privilege to walk outside the facility are limited to **two** walks per day. The hours permitted for residents to walk outside are from sun up to sun down all year. Staff have the discretion to fluctuate walking hours on a day to day basis if visibility on the cameras is limited. There will be a sign out sheet provided that must be signed by the resident and the time of walk must be written. Residents will initial the sheet when they return from their walk or workout.
3. Residents are not allowed to congregate in front of the building entrance.
4. The Ramada Inn and its property (north of NWRRC) are strictly off limits to all NWRRC residents.
5. Resident's visitors and sponsors are not allowed access anywhere in the building except the visiting area.
6. Residents are not allowed to sit in cars in the parking lot or visit with individuals who are sitting in cars.
7. The kitchen is off limits, unless you are assigned to complete a detail and escorted by staff.
8. Security offices and areas are always off limits to residents.
9. You may not seek employment with any firm on 80<sup>th</sup> Avenue or in the immediate vicinity of NWRRC.

### **Conduct Inside and Outside Facility:**

1. Residents are expected to conduct themselves appropriately inside and outside of the facility.
2. Residents are expected to respect the neighborhood and not disturb pedestrians or cars passing by the Facility.
3. Personal MP3 players, radios or other electronic devices with or without headphones shall be adjusted to moderate volume levels.
4. Residents are expected to respect each other and staff at all times. Obscene or threatening language or gestures will not be tolerated.

## ROOMS AND ROOM ASSIGNMENTS

Residents are assigned to rooms based on bed space availability. Residents are responsible for the condition of their respective rooms and common areas. Resident rooms and furniture are not to be altered or moved without prior staff authorization. Room assignments are permanent except when a change is authorized by the Security Supervisor or their representative.

### Criteria for requesting room change:

1. Medical issues.
2. Disciplinary reasons.
3. Program requirements or necessities.
4. Requested by Case Manager and approved by the Security Supervisor or Designee and;
5. For legitimate security concerns

**NWRRC may move any resident at any time based on the needs of the facility.**

### Rules Regarding Resident's Rooms:

1. Residents are expected to keep their rooms clean, neat and orderly, clothes picked up, no trash on the floors, beds made and wastebaskets emptied.
2. Staff will conduct regular sanitation checks for cleanliness daily.
3. Staff may order a room cleaned at their discretion.
4. Residents may be placed on restriction until their rooms meet the required standards.
5. Repeated violations may result in formal disciplinary action.
6. No food or beverages are allowed in resident rooms or common areas. All food must be consumed in the residential dining area. An exception is that Residents may have drinking water in a clear one-liter bottle with lid, in their rooms and common areas.
7. You will be allowed to bring in individually wrapped candy, to be stored in your assigned lockers, as long as you do not exceed a gallon size bag.
8. Any damage done to walls or furniture is the responsibility of the assigned resident and they will be held accountable.
9. Each resident is issued a room key and combination lock. Attempts to use the key to gain entrance to another unit or room are strictly prohibited. Violators are subject to disciplinary action.
10. A lost key will cost you \$10.00 for replacement.
11. Keys, your lock, and linens will be turned in prior to your release from NWRRC.
12. Rooms will be regularly searched by staff. Any contraband items will be removed from the room and residents will be notified of the results. Minor contraband (food, magazines, etc.) will be thrown away. Major contraband will be turned over to the Security Supervisor for disciplinary action.
13. No pictures, posters, drawings or any other images may be in view that contain the following: nudity of breasts or genital areas, sexual activity or any form of racism, bondage, violence, satanic worship, guns, weapons, promotion of illegal drugs, or alcohol use of any kind
14. If drugs, alcohol, or paraphernalia are found in a room, all residents residing in the respective area are held accountable until the person/s responsible is identified. Additionally, residents will be required to participate in UA& BA Testing.
15. You should keep room doors locked at all times.

16. **You are responsible for who and what is in your room.**

**Daily Room Inspection Guidelines:**

1. The bed must be made neatly and linens must be laundered at least once weekly.
2. The floor must be vacuumed, swept or mopped and clear of boxes, garbage, clothes, etc.
3. Cabinets must be clean and neat inside with no excess of papers, personal possessions, etc.
4. Trash must be picked up with containers lined with plastic bags and dumped as necessary.
5. Windows must be clean on the inside, free of debris or papers with blinds and ledges dusted.
6. The bathrooms must be clean and uncluttered. Bathroom floors are to be clean and disinfected.
7. Shower stalls must be clean from soap residue and dirt removed.
8. The heat vent, cabinets, smoke alarms, light fixtures and doors must be free of obstructions with nothing hanging from them.

**RESIDENT'S PROPERTY**

1. Residents are expected to keep their units and rooms neat and orderly at all times.
2. **Residents are limited to no more property than can fit into your personal locker neatly.**
3. Property that cannot fit into your personal locker is considered excessive at the discretion of security staff and will be boxed and removed from the facility by the resident or seized and stored by NWRRC staff.
4. Residents are responsible for their own belongings and must not be in possession of any other resident's belongings.
5. Residents are encouraged not to keep valuables in the facility. If residents choose to do so, it is at their own risk. Residents are limited to not more than \$150.00 in cash in their possession or on their person.
6. Residents must keep their belongings separate from belongings of their roommates.
7. Residents may not possess or use extension cords or bring personal bedding into the facility.
8. No more than 5 pairs of shoes/boots and two pair of shower shoes are allowed.

**PROPERTY DISPOSAL FORM**

Upon arrival at NWRRC, each resident will fill out a form designating a person to pick up their property upon transfer, termination, abscond, or escape. If you leave NWRRC prior to regular completion of your placement here or are terminated for any reason, your property will be held for 30 days. If the designated person does not call for the property or you do not make other arrangements to have it removed from NWRRC, your property will be destroyed or donated to a charitable organization after 30 days.

**FACILITY CHORES**

All residents are assigned to a facility chore detail, which must be completed pursuant to the posted schedule. Chores are assigned by security staff and completed by residents according to instructions. Completion of a chore requires staff approval and certification by the initials of staff. All morning chores shall be completed by 8:00am or prior to departing the facility. All evening chores will be completed during

the 9:00pm cleanup. Residents shall be restricted and/or given extra duty for not completing assigned chores. Repeated violations may result in more serious sanctions.

## VISITING REGULATIONS

We encourage residents to visit with their families at NWRRC. The assigned Case Manager and Probation Officer must approve all visitors. Visitors must complete a visitor application form. Applications will not be accepted without proper photo identification and a social security number. Each visitor/sponsor must present one piece of identification with a photograph. Due to background checks, the approval process may take several weeks. You will be notified when approval/denial has been determined. There is a maximum of 5 visitor requests per resident during placement at NWRRC. All visitors must present identification each time they visit the facility.

### Acceptable identification documents are:

1. A valid driver's license.
2. An official state identification card.
3. A military identification card or current legitimate employer identification w/photo.

### Visiting Hours

Visiting hours are scheduled from 5:00 P.M. to 8:00 P.M., Monday through Friday and 10:00 A.M. to 8:00 P.M. Saturday and Sunday. Visiting is also permitted on all holidays.

### On-site visiting procedures

1. All visitors' bags shall be stored in provided lockers upon entering the facility, at the visitors own risk.
2. Baby-care items shall be permitted as follows per child: two diapers, one clear bottle (plastic), one single layer blanket, one pacifier, and diaper wipes (in clear plastic bag). All items shall be subject to search.
3. Visitors who refuse to be searched will be asked to leave the facility and may be denied future visitation.
4. No visitor will be allowed in the facility if they are suspected of being under the influence of alcohol or drugs. **Staff judgment is final!**
5. For an initial visit, visitors must present proper identification and fill out the visitor application. Immediate family members can stay during designated visiting hours upon arriving at the facility; visitors must sign the visitor's log and provide appropriate identification.
6. Visitors pending approval may not return or drop off any items unless approved. Violation of this rule will be considered grounds for denial.
7. Visitors are allowed only in the designated visiting area; if a visitor leaves the facility for any reason the visit is terminated at that point. Once a visit begins, the resident may not leave the visiting area otherwise, the visit will be terminated.
8. Staff will notify residents of a visitor's arrival.
9. Residents will assume responsibility for their visitors. If any visitor exhibits undesirable behavior, the resident will be requested to ask the visitor to leave the facility. If the resident fails to ask the visitor to leave, staff will terminate the visit. Failure to leave will result in a referral to the Portland Police Department for arrest on criminal trespass charges.
10. Visitors must be over 18 years of age.

11. Visitors must keep their children with them at all times. Failure to control their children while at the facility will result in termination of visiting privileges pending a meeting with their Case Manager or the Director.
12. Physical contact must remain conservative and appropriate for a community corrections environment.
13. Residents are to keep in mind that this is not a private residence and must act and behave both responsibly and appropriately at all times.
14. The final determination as to whether behavior and/or dress is appropriate is up to the staff.
15. All residents will be searched after a visit has concluded before they may return to the remainder of the facility.

**NWRRC reserves the right to end visits at any time, based on facility needs or emergency situations.**

### **Physical Contact between Residents and/or Visitors**

Physical contact between residents and visitors is prohibited. Other physical contact restrictions include:

1. No hugging
2. No kissing
3. No lying down with each other
4. No heads on laps
5. No sitting on laps
6. No fondling
7. No sexual contact of any kind
8. **The final determination as to whether contact is inappropriate is up to the staff.**
9. We strongly recommend you do not develop relationships with other residents of NWRRC.

### **IN-HOUSE VISITING**

1. Male residents are not permitted in female resident rooms or unit common areas and vice versa.
2. Same gender residents may visit the rooms of other residents if invited by someone residing in the room. Curfew will be enforced.
3. While visiting, a resident from the visited room must be present.

### **TELEPHONE CALLS**

There are courtesy telephones available, in the Employment Resource Room, for the primary purpose of assisting unemployed residents in contacting potential employers. In order to ensure access, the following priority rules apply:

1. Those residents working part-time that need to call employers to improve their job status.
2. Those residents who need to contact their employer for job related matters.
3. First day arrivals at NWRRC may use the courtesy telephone for limited (local) calls.

Pay telephones are located throughout NWRRC. Residents should attempt to limit their calls to 15 minutes. Telephone calls will not be made or received after MIDNIGHT unless approved by staff. Pay telephones are to be used by NWRRC residents only and are not for public use.

The walls and areas around the pay phones are sometime subject to abuse by residents who put their feet on the walls or write on the walls. Residents are asked to be conscious of the requirement to respect the facility. Residents found abusing the telephone areas will receive disciplinary action and will be required to clean, repair, paint, or pay to restore these areas.

## MAIL

Mail will be maintained at the Main Control Station on the second floor. Check with staff daily for your mail. You must sign to receive your legal mail. All incoming packages must be opened in front of staff and undergo a search of the contents if directed by staff.

A resident's incoming mail will be opened and inspected for contraband. Based on legitimate interests of order and security, mail will be read or rejected. Residents will be notified when incoming mail is returned or withheld.

Upon release or termination, only first-class and legal mail will be returned to the Post Office for forwarding to the address you have provided to the Postal Service. All second-class mail and third-class mail will be discarded. You need to send letters updating address information to friends and creditors when you release and let them know your release address.

Residents are prohibited from sending or receiving mail from any correctional Facility, a former NWRRC resident or anyone with a felony record (other than official correspondence). This is considered contact with a known felon and is a violation of the program.

## TELEVISION AND CURFEW

Residents are permitted to watch television in the common areas in the morning from 4:00am until 8:00am. The TV's will remain off for the day; they can be turned on again at 5:00pm. Evening curfew is 12:00am (midnight) Sunday-Thursday, and 1:00am Friday-Saturday or day prior to a recognized holiday. All TV's will be turned off for the evening and residents are required to retire to their assigned room.

Television shows and movies must be appropriate for viewing in a public facility. Shows that are offensive, show excessive violence, contain inappropriate sexual content, or focus on alcohol and drug use, will not be permitted in the facility. Any "R" rated or "Bootleg" movies are not permitted in the facility. The volume must remain at a level that cannot be heard outside of the common area room. Staff has the final discretion regarding content and volume level. Any failure to follow the rules will result in the loss of TV privileges.

## NOISE LEVEL CONTROL

**\*\*\*Loud, abusive, obscene, intimidating or threatening language will not be tolerated under any circumstances\*\*\***

Any Resident exhibiting this type of behavior will be subject to immediate disciplinary up to and including termination from the NWRRC program.

Loud music or explicit lyric music selections are not allowed at any time or in any form including phone ringtones (phones in the facility must remain on silent or vibrate). This includes CD's/cassettes, radio stations, music videos, etc. "Explicit Lyrics" are defined as language or implications which are abusive, obscene, degrading, racist or threatening.

## FOOD SERVICE AND DINING ACCOMODATIONS

### Meal Hours

Monday – Friday	Weekends / Holidays
Breakfast: 4:00 am – 7:30 am	Brunch: 10:00 am – 11:00 am
Lunch: 12:00 pm – 1:00 pm	Lunch: Sack lunches by request only
Dinner: 5:00 pm – 6:30 pm	Dinner: 4:00 – 5:00 pm

#### Basic Dining/Kitchen Rules:

1. Residents are expected to clean up after themselves in the dining room.
2. Residents are not allowed to walk through the facility with food or drinks.
3. Residents may not store food or drinks; all food must be consumed or will be thrown out.

#### Resident Food Storage:

1. Absolutely no food is to be stored in a resident's sleeping room.
2. Residents are allowed to keep a maximum of one liter size bottle of water in your room. The bottle must be sealable, non-colored and see through.
3. Residents found eating food that is from another resident's meal container will be held accountable.
4. Residents walking through the facility with food or drinks, except in the dining room or recreation room, will be held accountable.

#### Special Diets:

If your diet requires special items for medical, dental, and or religious reasons, you can request that special meals are provided to you. Written documentation/verification stating your specific dietary needs must be provided by a qualified physician, chaplain or the BOP and approved by your Case Manager.

#### Special Accommodations/Late Meals:

If you are out of the facility at work, programming, or medical destinations during meal times, a meal can be saved for you if you sign up on the "late dinner" list. Meals will not be saved if you are out of the facility for any other reason. Dinner meals are saved for only those returning to NWRRC after 6:00 P.M.

Residents who have varying work hours will receive consideration by NWRRC to meet their work schedule needs. The following accommodations are made for your convenience:

1. If you leave NWRRC for work before scheduled breakfast hours, you are to ask staff to let you have cereal, toast, milk, peanut butter, jellies, and fruit.
2. If you work through breakfast and return to NWRRC before 10a.m., you are to ask staff to let you have the "cold" breakfast foods described above.
3. If you are at NWRRC during the lunch hour, eat in the dining room, if you work through lunch you may request a sack lunch at the control desk 24 hours in advance.
4. If you work past the dinner hour, you may choose to take one sack lunch to work for your dinner.

## GYM AND LAUNDRY ROOM

Laundry Hours: Sunday – Thursday 5:00 am – 11:00 pm  
Friday and Saturday – 5:00 am – 12:00 am

Gym Hours: Monday – Thursday 4:00 am – 8:00 am & 1:00 pm to Midnight  
Friday 4:00 am – 8:00 am & 1:00 pm to 1:00 am  
Saturday 4:00am – 1:00am  
Sunday 4:00 am – 12:00 am

### General Rules:

1. The laundry room door shall remain closed at all times.
2. Do not leave your laundry unattended for lengthy periods of time, as all residents need to use the machines.
3. Do not remove another resident's laundry without first notifying staff of unattended laundry. Be respectful.
4. You must leave the laundry and recreation rooms clean, neat and orderly.
5. No food or drinks are allowed in the rooms.
6. You may not bring your radios into the room, but you may use a walkman/headset.
7. Disinfect all gym equipment before and after each use.
8. No equipment may be moved.

## SAFETY AND EMERGENCY EVACUATION PROCEDURES

An emergency is defined as an imminent/immediate threat of danger to any resident, staff or property of NWRRC. You are expected to react with due care and caution when an emergency occurs. Your life and the lives of others may depend on your ability to act safely and expeditiously. Panic is contagious and usually is caused by persons not aware of what action to take. Due to this we have periodic emergency evacuation drills to assist everyone. Floor plans showing emergency evacuation routes, fire exits, and the location of fire extinguishers are posted at various locations on each floor. Familiarize yourself with this information in preparation for drills and real emergencies.

### During emergencies or fire drills residents will:

1. Follow all instructions from staff.
2. Leave the facility within three minutes of the alarm, walking in a brisk manner.
3. Leave your location immediately by the nearest evacuation route.
4. Immediately assemble outside the building at the SW corner of the NWRRC facility near the basketball hoop forming an orderly line along the far hedge for count.
5. No smoking, rough-housing, or disrupting staff during evacuation.

Failure to arrive for resident count will result in disciplinary action. There are no excuses for failing to evacuate the building during a fire alarm. If you are a heavy sleeper, make arrangements to have somebody wake you up. If you are in the shower, grab your towel and clothes and leave. **Burning incense, candles and other flammable materials within the facility is strictly prohibited.**

## Earthquakes Procedure

### **If in the facility:**

1. Drop, cover and hold, stay in the building under a strong table, desk, or in a doorway (be aware of any swinging doors, if applicable).
2. Stay away from windows, outside walls, tall bookcases, and filing cabinets.
3. If it is a drill, you will need to stay where you are until staff has checked to see that you have reacted properly. The ending of the drill will be announced and you will not need to move on to the next procedures. However, during a true earthquake, you will need to continue through these next steps.
4. Check yourself and others for injuries.
5. Be aware of falling debris, glass or electrical wires as you exit.
6. Assemble outside of the building at the SW corner of the facility near the basketball hoop.

### **If outside on facility grounds:**

1. Seek cover and protect yourself from falling bricks, glass, and other debris.
2. Move away from trees, signs, or downed power lines.

### **If you are on an authorized absence or pass at the time of a true earthquake:**

1. If you are near a building, get into the doorway if possible, or under cover.
2. If you are in an open area, stay clear of falling debris.
3. Call the facility as soon as you can to let staff know you are okay and to receive further instructions.

**Failure to participate in an evacuation drill will result in disciplinary action.**

# Chapter Four

## Discipline

This Orientation Handbook contains the Prohibited Acts imposed by the Federal Bureau of Prisons (Appendix C), as well as NWRRC rules and regulations. There is a wide range of sanctions that NWRRC may impose for violation of the Prohibited Acts and/or NWRRC rules. NWRRC utilizes a progressive disciplinary system and most matters are settled informally at lowest level possible to correct the behavior.

### **Minor Infractions**

Northwest Regional Re-Entry Center has a number of minor general infractions. These are considered less serious, and time loss or program termination will not be considered. However, an accumulation of multiple minor infractions may result in a recommendation for formal discipline. An investigation will be conducted and sanctions can include extra duty, loss of cell phone privileges, and loss of passes. Minor infractions are 300 level and 400 level prohibited acts.

### **Contraband Violations**

**Possession of any item considered or determined to be contraband by NWRRC staff.** The list includes, but is not limited to the following: Goldenseal, Vinegar, oral hygiene liquid containing alcohol, any food in rooms, candles or incense, work tools (must be kept at the control desk), sex toys, VCR's, game consoles (X-Box, PlayStation, etc), PSP's, laptop computers, unauthorized keys, DVD players and any medications (including over the counter medications, etc.). See the contraband list below for more contraband items.

### **Contraband List**

The following lists are for quick reference purposes only and are not all-inclusive. The lists are subject to change at any time.

#### **The Obvious:**

1. **All** drugs and related paraphernalia.
2. Alcohol and related paraphernalia.
3. Any item which is, or may be construed as a weapon.
4. **All** mind and/or mood altering substances
5. **All** Designer Stimulants/ Synthetic Cannabis
6. All tobacco products and related paraphernalia

#### **The Not So Obvious:**

- Unapproved Checkbooks
- Check written to you by unapproved sources
- Unapproved Credit Cards
- Oregon Trail Card
- Unapproved Excess Cash
- Bleach
- Metal Nail Files
- Excess Keys (may have only room key).
- Padlocks

- Extension cords
- Candles
- Incense
- Vinegar
- Baking Soda
- Lottery Tickets
- Long and/or sharp scissors
- Pocket Knife
- Kitchen Knives
- Medications not approved to be carried on person or stored in your room
- Sleeping Bags
- Explicit Lyric Music
- Rated "R" movies
- Laxatives (unless prescribed)
- Mouthwash with Alcohol
- Non-Alcoholic Beer/Wine
- Excess property
- Driver's Licenses or other identification not belonging to you.
- Any Aerosol Cans/Items
- Facility Cleaning Supplies
- E-cigarettes
- Cigars
- Loose tobacco
- Rolling papers
- SPICE/K2 – Synthetic Cannabis
- Bath Salts/Pond Cleaner/Plant Food – Designer Stimulants
- Microwaves, Coffee Makers/Warmers, Kitchen Supplies
- VCR/DVD's, Game Consoles, tablets, laptops or other computer equipment, PSP's
- Clamp Lamps, Hot plates, Popcorn Poppers, Blenders
- Books, clothing, pictures, etc. depicting drugs, alcohol, weapons, sexual activity or pornography or depicting or suggesting discrimination to any race or gender.
- Any mini speaker device

**Visitor Violations:**

1. Visiting with persons (inside or outside of the facility) prior to approval by a counselor.
2. Applying for visitation with someone who has a felony/misdemeanor record.

**Phone Violations:**

1. Using the employment phone for calls other than contacting work, employment seeking, scheduling medical/dental appointments, legal issues and/or attorney contact.
2. Using the pay phone after curfew.
3. Not being respectful to a caller, when receiving another resident's phone calls, when answering NWRRC pay phones.
4. Accepting collect calls on the pay phones at any time (doing so may be considered a major infraction for stealing).
5. Destroying or damaging wall, partitions, chairs, phones, or other property in the vicinity of the pay telephones. Destruction of property may be considered a major violation.

**Unauthorized Situations and/or Area Violations:**

1. Being in any area designated as unauthorized by a sign.
2. Being in a bathroom with another resident without staff's permission.
3. Being on the bed of another resident.
4. Members of the opposite sex in each others rooms. This is not allowed and strictly enforced.

**Major Infractions**

All major infractions are to be processed by the Center Disciplinary Committee (CDC). Major infractions are 100 level and 200 level prohibited acts. When a violation goes before the Center Disciplinary Committee (CDC) the following sanctions may be recommended:

1. Parole date retardation.
2. Forfeiture of good time.
3. Disciplinary transfer (or termination if other than Pre-Release).
4. Level Reduction

# Chapter Five

## Miscellaneous Rules and Policies

- **Gambling:** No gambling of any kind is permitted within the facility including the playing of lottery or scratch tickets.
- **Medications:** Most prescription medications must be kept in the medication room located in the second floor staff office. Residents must follow the prescription instructions on the bottle. Over-the-counter medications must be turned into Security staff for approval. The medication will be returned to you with a sticker with staff approval and date. All psychotropic medication is required to be taken exactly as prescribed every day, unless it is labeled "as needed" by the prescriber. Failure to take a required medication may result in disciplinary action.
- **Contraband:** Any item that may be used as a weapon, drug paraphernalia, money in excess of \$150.00. Any oral hygiene product containing alcohol, or any item deemed harmful to the best interest of the staff and/or residents may be confiscated, (see Contraband list).
- **Gratuities:** Staff may not accept gifts or services of any kind, no matter how slight, from any resident, their family members or visitors/sponsors. This includes the sharing of meals or exchanging money (including making change).
- **Facility Care:** The NWRRC facility is under constant scrutiny from the public, press, and government officials, FBOP, USPO, and Contract Supervisors. It is to your advantage, as well as our personal responsibility, to maintain strict standards in facility cleanliness. Please make every effort to complete details well and thoroughly; from routinely picking up after yourself to keeping the facility looking as neat as possible. Every resident is expected to complete his or her chore and participate in designated night clean up.
- **Basement:** Off-Limit to residents.
- **Laundry:** There is a laundry room equipped with six washers and eight dryers. Liquid laundry soap is permissible. Laundry soap is provided for residents until they have received a full paycheck, at which time residents are responsible for their own laundry soap. All soap must be kept at the second floor control office. No laundry soap may be kept in rooms or common areas. Bed linens and towels are issued at admission and residents are responsible for laundering their own bed linens and towels.
- **Wake ups:** Residents are responsible for waking up and getting to work on time. It is not the duty of the staff to awaken a resident or to get residents out of bed on time. All residents must be awake and beds made by 7:30am unless employed on a graveyard shift.
- **Visits to other institutions:** Residents are not allowed to visit work release facilities, jails or prisons without prior authorization from an NWRRC Case Manager, FBOP, or USPO.
- **Emergency Evacuation Drills:** Random drills are conducted monthly. A resident's failure to participate in a drill will result in disciplinary action.
- **Safety:** You are expected to be familiar with all fire and emergency plans, including alternate escape routes, locations of fire extinguishers, and the location of first aid equipment. The first aid equipment is located in the 2<sup>nd</sup> floor security office.

- **Pets:** Pets of any kind are not permitted. No animals are allowed in the building at any time. **Visitors are not allowed to bring animals into the facility or onto the NWRRC property.**
- **Electrical Appliances:** Residents are not allowed to keep coffee pots, personal irons, hot plates, extension cords, stingers, or any type of stove or cooking appliance in their rooms. Space heaters are not permitted. Staff may confiscate electronic devices at their discretion.
- **Property:** Exchanging clothing or other personal belongings between residents is prohibited without staff approval. Damaging another resident's personal belongings or damaging property of NWRRC is prohibited.

**Proper Dress Code:**

- Residents are to be fully dressed before leaving their rooms.
- Residents must sleep in shorts and a shirt as we have co-ed residents and co-ed staff.
- Shoes must be worn in all common areas.
- No pajamas or robes are allowed in common areas at any time.
- No sunglasses will be worn inside the facility.
- No hats or hoods are permitted anytime in the facility.
- Pants/trousers must fit securely above the waist.
- No revealing clothing, including short shorts, miniskirts, or low-cut tops (females) and no torn/sleeveless shirts (male and female).
- Shorts cannot be shorter than 3" above the knee.
- No clothing may be worn that illustrates drug, alcohol, violence, profanity, and graffiti or is considered to be provocative or sexually explicit.
- Gang related attire is strictly prohibited (including bandanas and other head gear).
- All residents must wear shirts in common areas – sleeveless shirts are not permitted outside individual rooms (this includes outside areas on NWRRC grounds).
- Dress should be suitable for public building and public areas.
- When job searching, attire should be business casual, or job specific; Security staff have the authority to deny a resident from leaving the facility if not properly dressed.
- When on community pass, the above expectations apply. All NWRRC residents are expected to be fully clothed and in appropriate attire at all times.

**The on-duty Security Monitor Lead will make the final determination as to whether clothing is appropriate or not.**

- **Food:** No food or beverages are allowed on the second floor other than water if approved by the control staff. Any food found in your room will be confiscated and disposed of (open or unopened).
- Individually wrapped candies (personal or from the vending machine) is allowed to be eaten in the upstairs common areas. It will be your responsibility to properly dispose of any wrappers and pick up any mess. If you do not take care of your candy wrappers or keep the areas clean, this privilege can be ended.
- Residents may have 1 bottle (1 liter size) of water in their rooms. You are prohibited from feeding any animals, wild or domestic on NWRRC grounds.

- **Travel:** You are expected to use public transportation (bus, taxi, etc.) at your own cost once employed unless given specific permission by your Case Manager. Employment must be secured within a 100-mile radius of NWRRC and all special passes must be within a 100-mile radius of NWRRC.
- **In-House Meetings:** Residents are required to attend all in-house functions and community referrals unless at work or have permission to miss the meeting.
- **Curfew:** Normal authorized absence hours are from 6:00am to 9:00pm. In-house curfew is from 9:00pm to 6:00am (except for residents leaving or returning from work).
- **Material Safety Data Sheets (MSDS):** All chemicals, including powders and liquids, will have MSD sheets before entry into the facility. MSDS sheets are retained in the Control office and cleaning supply rooms and are available for your immediate use.
- **Common Areas:** No sleeping is authorized in the common areas or the T.V. viewing areas. There will be no food (except individually wrapped candies) or beverages allowed (except 1 liter size bottled water in a sealable non-colored, see through container).
- **Safety Issue:** No candles or incense allowed (burned or not). Do not leave an iron on or unattended (it may be confiscated and result in an incident report). No horse play or running in the facility.
- **Bathrooms:** Limit your time as much as possible and clean up after yourself when finished.

#### **Sanctions for Breaking NWRRC House Rules:**

Any combination of the sanctions below may be imposed by staff or upgraded to a CDC hearing:

1. **Pass Restriction (PR):** May leave the facility for work, job search, and other mandated programming needs. Case Manager will dictate community access limitations.
2. **Pass Suspension (PS):** No community access. Typically used in instances of major infractions where an RRM designation of Lockdown is imminent.
3. **Lockdown (Level 1):** By RRM directive only. Full lockdown; no access to the community.
4. **Termination of residency.**

## APPENDIX A

### Northwest Regional Re-entry Center Receipt of Resident Handbook

I have received copies of the NWRRC Handbook and FBOP's Prohibited Acts.

Further I have read the Northwest Regional Re-Entry Center (NWRRC) Handbook and understand the Federal Bureau of Prisons Prohibited Acts. If I commit an offense while at NWRRC, I am subject to sanction under the Prohibited Acts. I acknowledge NWRRC rules, policies and regulations, and I agree to adhere to such rules, policies, and regulations.

Resident Name: \_\_\_\_\_

Resident Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

NOTE: A signed copy of this form will be placed in Resident Case File.

## APPENDIX B

### Minor Infractions and Sanctions:

Below is a list of the minor infractions for Northwest Regional Re-entry Center. The infractions reflect violations of the facility rules. Ranges of standardized sanctions are established which will be imposed depending upon severity, and aggravating and mitigating circumstances of the infraction. Sanctions will be imposed and monitored by staff. Staff may request a hearing for consideration of a sanction above the established minimum.

#### Infractions:

01. Failure to satisfactorily complete a detail.
02. Failure to maintain a clean room (includes regular washing of bed linen).
03. Late return to facility (1-15 minutes).
04. Late leaving for work search (15 minutes or more).
05. Late leaving for work (15 minutes or more).
06. Failure to respond to a fire alarm.
07. Disrespect towards staff.
08. Display of inappropriate behavior or unacceptable language/behavior (not directed at a specific person).
09. Being in an unauthorized area without permission.
10. Possession of contraband (not included in major infraction list).
11. Violation of acceptable noise level (radios, conversation, etc.).
12. Violation of outside common area rules.
13. Consuming food/drink in an unauthorized area.
14. Inappropriate dress in common areas and/or during work search.
15. Inappropriate physical contact with visitors.

16. Failure to attend mandatory house meetings.
17. Failure to sign in or out of the facility.
18. Failure to turn in medications or vitamins.
19. Failure to comply with facility rules.
20. Exceeding allowed number of social hours.
21. Failure to attend mandated programming.
22. Purposely providing incorrect information to a staff person.

**Sanctions:**

- Loss of Phase Level
- Loss of Visiting Privileges
- Restriction of Authorized Absences
- Referring Infraction for a Major Hearing
- Termination from Program

# \*FEDERAL BUREAU OF PRISONS\*

## TABLE 3 – PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

The CDC shall refer all Greatest Severity Prohibited Acts to the DHO with Recommendations as to an appropriate disposition.

Note to CDC Chairman. Choice of recommended sanction must coincide with the severity of the infraction. Normally, the more severe infractions should carry greater penalties than those in the lower severity levels. Sanctions A, B, C, D, and F require RRM approval prior to the imposition.

The Regional Reentry Manager may increase the severity of the sanctions(s) recommended, but may not exceed the ranges specified.

More than one sanction may be imposed for a particular infraction.

### Severity Range

100=Greatest

200=High

300=Moderate

400=Low

### PROHIBITED ACTS AND AVAILABLE SANCTIONS

#### GREATEST SEVERITY PROHIBITED ACTS

- 100 Killing.
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.

- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution of the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

#### AVAILABLE SANCITIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).

- B.1 Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

#### HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.

- 208 Possession of any unauthorized locking devise, or lock pick, or tampering with or blocking any lock device (including keys), or destroying, altering, interfering with, improperly using, or damaging any security devise, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a bunching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.

- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution of the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.

#### AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.

- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

#### MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of amount authorized.
- 304 Loan of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work as instructed by the supervisor.
- 312 Insolence towards a staff member.

- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or authorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harms to others, or not hazardous to

institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).

- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution of the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

#### AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 3 months).

- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- N. Extra duty.

#### LOW SEVERITY LEVEL PROHIBITED ACTS

- 400 (Not to be used).
- 401 (Not to be used).
- 402 Malingering, feigning illness.
- 403 (Not to be used).
- 404 Using abusing or obscene language.
- 405 (Not to be used).
- 406 (Not to be used).
- 409 Unauthorized physical contacts (e.g., kissing, embracing).
- 498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.

## AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

- B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL

Prohibited Act Severity Level	Time Period for Prior Offense (same code)	Frequency of Repeated Offense	Additional Available Sanctions
Low Severity (400 Level)	6 months	2nd offense	1. Disciplinary segregation (up to 1 month). 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).
		3rd or more offense	Any available Moderate severity level sanction (300 series).
Moderate Severity (300 Level)	12 months	2nd offense	1. Disciplinary segregation (up to 6 months). 2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3rd or more offense	Any available High severity level sanction (200 series).
High Severity (200 level)	18 months	2nd offense	1. Disciplinary segregation (up to 12 months). 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3rd or more offense	Any available Greatest severity level sanction (100 series).
Greatest severity (100 level)	24 months	2nd or more offense	Disciplinary Segregation (up to 18 months).