



# Northwest Regional Re-entry Center

## Resident Handbook March 2018



**6000 NE 80th Avenue  
Portland, Oregon 97218  
Phone: (503) 546-0470 Fax: (503) 546-0487**

**Retain this handbook or reference it at [www.nw-rrc.org](http://www.nw-rrc.org)**

## **Table of Contents**

### **Chapter One: Introduction**

1. Northwest Regional Re-entry Center History & Philosophy
2. Northwest Regional Re-entry Center Program
3. Resident Participation
4. Mission Statement
5. Residents Rights, Responsibilities and Grievance Procedure
6. Prison Rape Elimination Act (PREA)

### **Chapter Two: Program Guidelines**

1. Programming
2. Family Reunification
3. Accountability
4. Escape/Abscond Status
5. Program Components
6. Check In/Out Policy
7. Authorized Absences
8. Resident Approval Process
9. Passes
10. Home Detention
11. Furlough
12. Urinalysis and Breathalyzer Testing
13. Treatment & Programming
14. Medications
15. Medical Care and Information /Affordable Care Act
16. Employment and Job Search
17. Financial Issues
18. Subsistence
19. Electronic Devices
20. Driving Privileges
21. Media Contact

### **Chapter Three: Rules of Residency and Facility Definitions**

1. Facility Boundaries and Restricted Area
2. Tobacco Smoking on Facility Grounds
3. Conduct Inside and Outside Facility
4. Rooms and Room Assignments
5. Criteria for Requesting Room Change
6. Rules Regarding Residents Rooms
7. Daily Room Inspection Guidelines
8. Resident Property
9. Property Disposal Form

10. Musical Instruments
11. Dress Code
12. Food, Beverage and Dietary Supplements
13. Facility Chores
14. Visiting Regulations
15. Acceptable Identification Documents
16. Visiting Hours
17. Visiting Procedures
18. In-house Visiting
19. Telephone Calls
20. Mail
21. Television and Curfew
22. Noise Level Control
23. Food Service and Dining Accommodations
24. Fitness and Laundry Rooms
25. Safety and Emergency Evacuation Procedures
26. Earthquake Procedure

#### **Chapter Four: Discipline**

1. Minor Infractions
2. Contraband Violations
3. Contraband List
4. Visitor Violations
5. Unauthorized Situations and/or Area Violations
6. Major Infractions

#### **Chapter Five: Miscellaneous Rules and Policies**

##### **Attachments:**

Appendix A: Receipt of Resident Handbook

Appendix B: Minor Infractions and Sanctions

BOP Table 3: Prohibited Acts and Disciplinary Severity Scale

## **Chapter One**

### **Introduction**

#### **Northwest Regional Re-entry Center (NWRRC)**

##### **History and Philosophy**

In 1976, Walter Evans, Chief U. S. Probation Officer for the District of Oregon, located a residence in Southeast 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 NWRRC 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 goal 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. It is your responsibility 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 programming efforts. 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, US Probation, US Federal Court and US Pretrial Services. Those contract requirements determine policy and procedures. In addition, staff decisions are based on health, safety, and fire code requirements that 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 counselors specializing in substance abuse, field monitors, food services, operations manager, assistant and executive directors.

### **Mission Statement**

The NWRRC's mission is to support, educate and encourage our residents, while they do the work necessary, to develop and implement an Individualized Program Plan that guides them in the successful transition back into their communities/families including finding employment and housing, without reoffending. We are also committed to assuring constant supervision, providing structure for accountability and as a result protecting the community.

### **Resident Rights and Responsibilities**

#### **Resident Rights:**

1. You have the right to expect all staff will treat you respectfully, impartially and fairly.
2. You have the right to be informed of 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. NWRRC has zero tolerance for sexual assaults, sexual abuse or sexual harassment.

#### **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 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 Authorized Absences.

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 and signed, place the grievance in the locked mailbox on the second floor.

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 Regional Re-entry Manager's (RRM) office.

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

NWRRC has zero tolerance toward all forms of sexual assault/misconduct. Resident-on-resident and staff/volunteer-on-resident 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, calling the Trauma Intervention Program (TIP) hotline at 971-563-9642 or by accessing the website at [www.nw-rrc.org](http://www.nw-rrc.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 cannot 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 in the following manner:

1. Resident-on-resident
2. Staff-on-resident; this is never considered consensual
3. Volunteer-on-resident; this is never considered consensual

Sexual harassment is a pattern of unwelcomed comments, gestures, actions or intimidation of a sexual or derogatory nature.

## **Chapter Two**

### **Program Guidelines**

#### **PROGRAMMING**

Upon entry into the NWRRC program, you will participate in several 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 adjust 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, an individual pat-down will be conducted, and you will be required to submit to both drug and alcohol testing.
2. **Case Manager Orientation:** Within 72 hours of arrival, you will meet with your assigned case manager to conduct a program orientation.
3. **Resource Room Orientation:** Within 72 hours of arrival, you will be required to meet with an 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 Orientation** You will be required to attend a meeting with the Executive Director and/or Assistant Director of NWRRC. This meeting is held on Monday and Thursday.
6. **Bureau of Prisons Physical/TB test/Blood Work:** Public Law residents are required to meet with the Administrative Programs Coordinator 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 five days of your arrival will result in dismissal from the program.
7. **Health Services Orientation:** You are required to meet to discuss current medications, self-carry prescriptions, and NWRRC's medication compliance requirements.
8. All orientations, meetings and assessments need to be completed prior to community access.

#### **FAMILY REUNIFICATION**

We recognize a resident's "family member" may not be related by blood or marriage. It is anyone who wants to provide structure and support in a positive way to help with a resident's transition into the community. Because confidentiality does not allow the NWRRC to acknowledge a resident's schedule of transfer to the facility, the NWRRC staff only answers generalized questions which may cause frustration for family members.



The NWRRC would like to help make a resident's transition successful. Therefore, a resident's family or supporting individuals may attend an orientation where they can learn about the NWRRC and how a resident will progress through the program. This includes information on visiting, home confinement and how a release address is approved.

The resident's role in the orientation:

1. Identify family/supporting individuals and provide the NWRRC with their contact information. The information can be provided prior to arrival or when meeting with the case manager during the resident's initial orientation.
2. If there is a change in family members/supporting individuals attending the orientation, inform the case manager.

### **ACCOUNTABILITY**

Accountability is the most important aspect of your placement at NWRRC. All community activity must be approved by NWRRC Case Manager, Resource Specialist or Administrative staff. You are not permitted to deviate from your approved locations or times without approval. NWRRC field monitors will track your movement throughout the community according to your Authorized Absences. It is your responsibility to remain accountable while in the community. You will be required to submit for any community activity on an "Authorized Absence" request through a kiosk system in advance to be approved by your assigned Case Manager or Resource Specialist. 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.

### **ESCAPE AND ABSCOND STATUS**

Escape / Abscond status will be determined if the resident:

1. Fails to return from an authorized absence, or community pass at the time specified
2. Departs the facility without approval
3. Is arrested for a violation of law

An escape can result in formal charges.

### **PROGRAM COMPONENTS**

The program components are community corrections, transitional programming, and home detention. Community suspension will be used during the initial orientation period and by RRM directive. Community restriction will be used in instances where a residents' access in the community requires further oversight.

Upon completion of the initial orientation period, NWRRC will place all pre-release residents in the transitional programming component. Initially, Public Law and Pretrial residents will be placed in the community corrections component (CCC). If requested by the assigned USPO or USPTO and approved by NWRRC, Public Law and Pretrial residents may proceed to the transitional programming component, which may allow passes and authorized absences.

Only Prerelease residents are eligible to advance into the home detention component.

Community Corrections Component: Except for programming related needs (i.e. - employment, participation in religious services, mandated treatment, and medical services) the resident is restricted to the facility. Visits with the family and significant others will only take place at the facility.

Transitional Programming Component: Residents in the transitional programming component generally have more access to the community and family members through passes and authorized absences in accordance with the attached descriptions.

Home Detention: Home detention is the least restrictive component. Public Law and Pretrial residents are not eligible for Home Detention. NWRRC will recommend home detention when a resident has met their home detention eligibility date and it appears they will derive no further benefit from facility residency. Employment, successful completion of passes and a landline phone are not required for this component.

Community Restriction: Work and mandated treatment (RDAP) by default. Consideration for access to community for other mandated activities that would otherwise jeopardize placement (i.e. - Reentry court, confirmed medical, confirmed legal.)

Community Suspension: The community suspension component is the most restrictive. No access to the community except for medical emergencies and no visitation privileges.

### **CHECK IN AND OUT POLICY**

All residents must check in and out of the facility upon entry or exit from the building at the main control station. Every resident must confirm, by signature, the approved destination departure and return times with the staff checking them out of NWRRC. It is the resident's responsibility to know when they 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. Residents are responsible for returning at the designated time and NWRRC staff will hold them accountable for this. If a resident is requested to work late, the supervisor must call and request an extension, which must be approved by NWRRC staff. If a resident is delayed at a community appointment such as Lifeworks or Probation meeting, a staff representative must call on behalf of the resident to verify the delay.

### **AUTHORIZED ABSENCES**

A resident's absence from the facility is to achieve specific programming objectives to include seeking employment, strengthening family ties, engaging in religious activities, education, and treatment. Requests for Authorized Absence must be thorough, and contain accurate information (full address, travel time, mode of transportation, etc.) or they will not be considered. Other than for employment or mandated treatment, residents must be in the facility (or in their home if on home detention) from 9:00 p.m. to 6:00 a.m. Ordinarily, residents will return to the facility from

employment before signing out to participate in another activity, or if they will be out of the facility for more than 12 consecutive hours. However, the Director's office may make an exception when scheduled travel time or distance is excessive, or when the offender is working unexpected overtime. These instances are on a case-by-case basis and must first be vetted by resource or case management staff.

### **RESIDENCE APPROVAL PROCESS**

The proposed pass location can only be to your approved "release address." A landline phone is not required for home detention, as you will be monitored via GPS; however, pass approval is contingent on a functioning landline that includes long distance with voicemail 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**

A pass is used for overnight or weekend absence to the approved release residence. For Pre-Release residents, the requested pass location must be visited and approved by NWRRC staff prior to a pass being approved. Overnight or weekend absences are limited to the local community (up to a 100-mile radius from NWRRC). A pass may be approved when a resident is successfully programming; i.e., the resident is meeting their program plan goals and has obtained gainful employment or has had their employment waived. Prior to receiving approval for an overnight or weekend pass, residents will be required to provide NWRRC with a current itemized phone bill to ensure that no service is in place that would circumvent the accountability program. Each resident will be required to provide a copy of the approved pass site's telephone bill every month to remain eligible for passes. USPO and USPTO's will be responsible for residency and phone bill verification prior to approval of Public Law passes.

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

### **HOME DETENTION**

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. However, the proper maintenance and care of the ankle monitor is your responsibility, and any lost or damaged equipment will be billed to you. If your

risk level is classified as “minimum” or “low,” you may be eligible for electronic monitoring through the use of a Smartphone application. Eligibility is also based upon a record of ankle monitor compliance and possession of a device with the capability to support the application.

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. 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 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 or their designee 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 HD 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 tell 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 HD.

#### Curfew:

Residents on HD 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 may be granted for a specific immediate family crisis, emergency, and/or other urgent need. The Federal Bureau of Prisons RRM, US Probation Office in the Sentencing District and the US Probation Office in the Furlough District 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. All residents 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 BA 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. Failure to provide a UA within two (2) hours will constitute a major violation and the formal discipline process initiated.
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.).

### **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 nine modules of the transitional skills program

## **MEDICATIONS**

All medications, vitamins and supplements 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. All approved prescription medications, over the counter medications and supplements will be logged, an approval sticker will be placed on it, and it will be returned to you. Required or narcotic 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 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. Mouthwash/cough syrups with alcohol
2. Cough / cold medications with ingredients ending in "-dron"

## **MEDICAL CARE AND INFORMATION**

All pre-release residents that are uninsured, are required to get approval before obtaining medical/dental services. The BOP has contracted with NaphCare to find health related services and pay for these services; including prescriptions. If the services required are urgent or an emergency, prior approval will not be needed and will be requested after the fact for coverage.

All residents who are insured under state health plans, employee benefits, or family are still required to submit all information regarding their personal health services. This includes all doctor's appointments, dentist appointments and prescription medications. This information will be submitted to the BOP for documentation and record keeping purposes in case personal health insurance services are denied or lost. The NWRRC health services coordinator, along with case managers will assist residents by identifying available community medical, dental and mental health care options.

Once approved by the BOP, documentation will be provided with the name and location of the health services provider. Upon return, the documentation must be returned to the health services coordinator or case manager.

The BOP and NWRRC are not responsible for any uninsured public law or pre-trial residents who do not have their own health insurance. All requests for health services must still go through the health services coordinator or case manager.

1. Staff will not transport residents for medical needs of any kind. Unless the requirements of a medical procedure include that a resident be picked up and they do not have transportation options. In that case, an Uber / taxi voucher or NWRRC shuttle will provide transportation.
2. If you are having a medical emergency, notify staff and call 911. If unable to call, staff will call 911 for you.
3. If an immediate but non-emergency situation does exist, contact staff immediately so that it can be properly addressed. If you have not scheduled an appointment you may call 911 and go by ambulance only to the emergency room (authorization for coverage will be submitted to the BOP, but if denied you may be responsible for the fare).
4. If you have scheduled an appointment, you may take a bus, taxi, or have an approved visitor drive you. For indigent residents only, approval for a taxi voucher must be requested prior to the scheduled appointment when submitting the Authorized Absence request.

#### Medical Assistance:

A resident with an emergency medical problem may request an authorized absence to the hospital. On arrival to the hospital, residents shall have the emergency room staff contact NWRRC and staff will monitor the resident's absence. The resident or hospital staff must maintain contact with NWRRC at a minimum of every two 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. Otherwise, the resident is responsible to call emergency personnel for any non-life threatening medical condition.

All residents will be required to inform emergency and non-emergency 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 uninsured pre-release residents are responsible for their own medical, dental and mental health care costs incurred during their stay at NWRRC, if required steps to obtain health services through NaphCare are not followed. Monetary assistance will not be provided and NWRRC does not have medical personnel on staff.

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 incur a fine.

## **AFFORDABLE CARE ACT**

Incarcerated persons will be required to enroll upon release. NWRRC will provide resources to assist residents in meeting the requirements of this law.

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:

1. 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
2. State Medicaid application counselors
3. Marketplace navigators or certified application counselors that provide free assistance

## **EMPLOYMENT AND JOB SEARCH**

Employment Search:

The responsibility of finding employment will ultimately rest with you. The resource staff is available to assist in developing a suitable resume, guide in job search efforts, and provide other employment resources. A resident's motivation towards finding a job will often determine their success. The resource room is open Monday through Friday, allowing you access to telephones, computers, and supervised internet access for employment purposes. The computers may not be used for personal use. It is the resident's responsibility to use these resources to their advantage. All residents must complete an employment orientation prior to beginning job searching.

Job Search Procedures:

1. Job searching 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. Authorized Absence passes for job search should be submitted to the 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 Resource Specialist. Residents are not permitted to deviate from their approved authorized absence without staff approval.
4. Residents 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. Residents are expected to conduct job searches using public transportation unless pre-approved by NWRRC case management or employment specialist. Residents are not permitted to be transported in the community by anyone not pre-approved by staff.
6. Residents are not permitted to job search with other residents.
7. Once hired for a job, residents must meet with an employment specialist prior to beginning work.



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 US Probation and Pretrial Offices. Definition: A full-time job is a job totaling 40 hours per week.

1. Residents have no more than 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 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 on-site of the employment location will be conducted prior to the first day of employment to verify that the job is suitable. Residents will not 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 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 (SSC). If you are laid off or fired from your employment, you must notify the SSC immediately and develop a new program plan.
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 SSC. 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. 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.

18. Employment must be obtained within a 100-mile radius of the NWRRC, unless otherwise approved.

#### 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. The employer must call NWRRC before the scheduled time off to request an extension. The resident must have an exact time off, not just “a few more hours.” The supervisor must be an approved supervisor on the employment verification form.
2. It is the resident’s responsibility to verify with NWRRC staff to ensure the extension has been granted. A new return time to return will be documented.

Note: Any change involving adding or substituting hours to your approved employment plan requires approval by an employment specialist.

#### Sick and Vacation Days:

1. If a resident is sick and unable to attend work or programming, the resident may be placed on room restriction. The resident must inform staff if calling in sick.
2. If taking a day off for scheduled medical appointments and the authorized absence has been pre-arranged with an employer and case manager, the resident will not be placed on any restriction.
3. If taking a vacation day from work, it must be pre-arranged and approved by the employer, resource staff, and case manager.
4. A resident must inform employment/resource staff of any time to be taken off in advance in addition to the 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. Residents are required to make restitution payments, pay a fine or make child support payments unless waived / delayed by the US Probation Office or Courts.
3. All residents will be required to establish a financial planning worksheet with their case manager.

## **SUBSISTENCE**

All residents of NWRRC 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 the subsistence drop box 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.

The final subsistence payment will be prorated up to six weeks before a resident's release date, depending on your pay period interval. The resident will be required to pay this final payment no more than two weeks before released from NWRRC. 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 BOP 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. Residents must have taxes taken from the 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.

## **ELECTRONIC DEVICES**

The use of electronic devices such as smartphones, cellphones, tablets and laptop computers are permitted. Such devices are a privilege and not a right. The NWRRC will not be responsible for any damage, theft or corruption of the device's software. Prior to using, a request to use an electronic device(s) must be submitted to the resident's case manager for approval. The following regulations for using an electronic device must be adhered to:

1. The primary use of any electronic device is intended to assist in a resident's programming needs.
2. All electronic devices will be monitored and are subject to search on demand by NWRRC staff at any time. Residents will not have an expectation of privacy.
3. If the electronic device is protected by a screen lock, the password will be provided to the case manager during the approval process or upon request by a staff member.
4. Electronic devices are permitted to have camera/photo capabilities. However, photos or videos containing illegal activity, nudity or pornography (including texts), gang behavior, pictures of the NWRRC facility, residents or staff are strictly prohibited. Video chat within the facility is prohibited on all devices.
5. All electronic devices are to remain on 'vibrate' or 'silent' mode while in the facility
6. Conversations using electronic devices are permitted in some areas of the facility except in the resource room, lobby area and where people congregate. When using electronic devices, users shall be considerate so as not to disturb other residents. Electronic devices are not permitted to be used at or near the security desks or while in conversation with NWRRC staff.

7. Bluetooth headsets, earbuds/headphones and texting are encouraged as long as it does not interfere with the order and discipline of the facility. Any form of audio should not be heard from any device.
8. Electronic devices shall not to be lent or shared with other residents.

Any violation of the electronic device regulations may result in privileges being revoked and/or the device being confiscated. Residents are strongly encouraged to secure their property in their locker when not in use.

### **DRIVING PRIVILEGES**

1. Residents may not drive a vehicle without approval from the NWRRC Director.
2. Use of a private vehicle is a privilege and contingent upon conforming to the rules and regulations of NWRRC.
3. Any resident involved in a rule infraction may lose his/her driving privileges.
4. Vehicles are subject to search any time and residents must turn in a spare vehicle key to staff.
5. Resident vehicles are off-limits unless being used for approved purposes. No visiting in ANY vehicle, no music playing, no loitering in the parking lot.
6. 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).
7. No resident may provide transportation to another resident unless approved by NWRRC staff.
8. No vehicle alarms may be activated on NWRRC property.
9. 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 BOP or the US 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 and 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.

#### **FACILITY BOUNDARIES AND RESTRICTED AREAS:**

1. The facility consists of the entire building, grounds, lawn and parking lot.
2. Residents are allowed to walk in designated exercise areas during designated times.
3. The hours permitted for residents to walk outside are from sun up to sun down all year. Staff have the discretion to change walking hours on a day-to-day basis if visibility by the surveillance cameras is limited.
4. The Ramada Inn and its property (north of NWRRC) are off limits to residents.
5. Resident visitors and sponsors are only permitted in the visiting area.
6. Residents are not allowed to sit in cars in the parking lot or visit with individuals in cars.
7. The kitchen is off limits to all residents at all times.
8. Security offices and areas are always off limits to residents.
9. You may not seek employment with any organization on 80th Avenue or in the immediate vicinity of NWRRC.

#### **TOBACCO SMOKING ON FACILITY GROUNDS**

Residents may only smoke manufacture-produced tobacco cigarettes in the designated smoking area. All other forms of tobacco are not permitted and will be disposed of. Cigarette disposal containers are available and must be used. The use of e-cigarettes and related items is considered contraband and will be confiscated. The burning of incense, candles and other flammable materials is prohibited.

#### **CONDUCT INSIDE AND OUTSIDE OF 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 citizens nearby the facility.
3. Personal MP3 players, radios or other electronic devices are to be used only with headphones/earbuds and 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 representative.

### **CRITERIA FOR REQUESTING A ROOM CHANGE**

1. Medical issues
2. Disciplinary reasons
3. Program requirements or security concerns
4. Approved by the security supervisor or designee

### **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 waste baskets 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. Any damage done to walls or furniture is the responsibility of the assigned resident(s) and they will be held accountable
7. 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
8. A lost key will cost \$10.00 for a replacement
9. Keys, your lock, and linens will be turned in prior to your release from NWRRC
10. 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
11. 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
12. 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
13. Doors to rooms and locker must be locked at all times
14. Residents are responsible for who and what is in their 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, disinfected and uncluttered
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 PROPERTY**

1. Residents are expected to keep their lockers 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.
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.
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 up to 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.

## **MUSICAL INSTRUMENTS**

Acoustic and electric guitars are the only musical instruments allowed. No amplifying equipment such as speaker amps, mixers or other sound enhancing devices is allowed. The following guidelines will be adhered to:

1. When not in use, guitars must be stored under the residents bunk or the bottom bunk bed
2. The resident is responsible for the safe keeping of the instrument and NWRRC will not be responsible for any instrument that is damaged, lost or stolen
3. Headphone amp will be allowed for electric guitars
4. Acoustic and electric guitars may only be played in the following areas:

- a. Outside courtyard during open hours
- b. West TV room from 8 a.m. to 5 p.m., Monday through Friday except Holidays
- c. Electric guitars using headphone amp with headphones may be used in resident room, as long as it does not bother others

### **DRESS CODE**

All residents must adhere to the following dress code:

1. Residents are to be fully dressed before leaving their rooms
2. Residents must sleep in at least shorts and a shirt as we have co-ed residents and co-ed staff
3. Footwear must be worn in all common areas
4. No pajamas or robes are allowed in common areas at any time
5. No sunglasses will be worn inside the facility
6. Hats or hoods are not permitted to be worn in the facility, except authorized religious headwear
7. Pants/trousers must fit securely above the waist
8. No revealing clothing, including short shorts and miniskirts or low-cut tops
9. Yoga pants/leggings and torn/sleeveless shirts (male and female) must be worn with additional outerwear to cover (except as noted)
10. Dresses and shorts cannot be shorter than 3” above the knee
11. No clothing may be worn that illustrates drug, alcohol, violence, profanity, and graffiti or is considered to be provocative or sexually explicit
12. Gang related attire is strictly prohibited (including bandanas and other head gear)
13. All residents must wear shirts in common areas – sleeveless shirts are not permitted outside individual rooms (Except when using the exercise room or exercising in the outside recreation area)
14. Clothing must be suitable for public building and public areas
15. 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
16. When on community pass, the above expectations apply

### **FOOD, BEVERAGE AND DIETARY SUPPLEMENTS**

To promote a clean living and working environment, the following allowances and restrictions of food, beverage and dietary supplements are in in place.

Residents may have and store up to two (2) containers or packages of each of the following items:

1. Instant beverages such as: coffee, hot chocolate, tea (no loose leaf), powdered creamers
2. Individually wrapped candies in manufactures’ packaging no larger than three (3) pounds or fifty (50) ounces
3. Powdered dietary supplements that are not identified as contraband per Bureau of Prisons directives

All items are to be stored in assigned lockers. To prevent attraction of pests and rodents, opened or unsealed packages are strictly prohibited and will be disposed of. Items in excess of the two



(2) containers or packages will be confiscated with a disposition of the items to be determined by a supervisor. A property receipt for the confiscated items will be provided.

Food may only be consumed on the main floor or outdoor recreation area. Food consumption (except individually wrapped candies) anywhere on the second floor is prohibited. This prohibition prevents the attraction of pests and rodents in the common and sleeping areas of the living space.

Beverages may be consumed anywhere within the facility as long as they are in a container with attached lid. Open beverage containers outside of the dining and patio areas are prohibited.

When bringing food, beverage and dietary supplement items into the facility, the packaging must be unopened and sealed as received by the manufacturer. Any unapproved, opened or unsealed item attempted to be brought into the facility will be discarded upon entry by the resident. A property receipt of the discarded items will not be provided.

Residents are prohibited from feeding any animals, wild or domestic on NWRRC grounds.

### **FACILITY CHORES**

All residents are assigned to a facility chore detail, which must be completed according 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 8:00 a.m. or prior to departing the facility. All evening chores will be completed during the 9:00 p.m. 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. Each visitor must present one piece of identification with a photograph. Due to the background check process, the approval process may take several days. You will be notified when approval or denial has been determined. There is a maximum of five approved visitors per resident during placement. All visitors must present identification each time they visit the facility.

### **ACCEPTABLE IDENTIFICATION DOCUMENTS**

1. Valid driver's license
2. Official state identification card
3. Military identification card or current legitimate employer identification with photo

## **VISITING HOURS**

Monday	5 p.m. to 8 p.m.
Tuesday	5 p.m. to 8 p.m.
Wednesday	5 p.m. to 8 p.m. – no children under the age of 18 years old
Thursday	5 p.m. to 8 p.m.
Friday	5 p.m. to 8 p.m.
Saturday and Observed Holidays	10 a.m. to 8 p.m.
Sunday	10 a.m. to 3 p.m.
Sunday	3 p.m. to 8 p.m. – no children under the age of 18 years old

## **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
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 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
7. Staff will notify residents of a visitor's arrival
8. 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 Bureau for arrest on criminal trespass charges
9. Children under the age of 18 must be accompanied by an approved visitor
10. 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
11. Physical contact must remain at a minimum and appropriate for a community corrections environment. 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. Staff may terminate visitation privileges if there is any inappropriate contact
12. The final determination as to whether behavior and/or clothing is appropriate, is up to staff discretion
13. All residents will be searched after a visit has concluded

Staff reserve the right to end visits at any time, based on facility needs or emergency situations.

### **IN-HOUSE VISITING**

1. Male residents are not permitted in female resident rooms or gender-specific common areas and vice versa.
2. Resident to resident visiting may take place in common areas only
3. Same gender residents may visit the rooms of other residents if invited by someone residing in the room. Curfew hours will be enforced.
4. While visiting, a resident from the visited room must be present.
5. The visiting resident must leave, if requested by any other resident assigned to the room.
6. It is strongly recommend residents do not develop relationships with other residents.

### **TELEPHONE CALLS**

There is a telephone available in the 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. Residents working part-time that need to call employers to improve their job status.
2. 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.

A pay telephone is located on the second floor. Residents should attempt to limit their calls to 15 minutes. Telephone calls will not be made or received after midnight unless approved by staff.

Residents should not 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 issued during the afternoon hours and secured in assigned locker if resident is not present, except for packages and special/legal mail. Residents must sign to receive legal mail. All incoming packages and special/legal mail must be opened and searched by staff in front of the resident prior to issuing.

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 and third-class

mail will be discarded. Residents 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 during designated viewing hours. Designated television viewing hours are posted in each of the common areas.

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. Any resident exhibiting this type of behavior will be subject to immediate disciplinary action 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 ring tones (phones in the facility must remain on silent or vibrate). This includes CDs/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**

Dining Rules:

1. Meals are provided three times a day and services hours are posted in the dining room
2. Residents are expected to clean up after themselves in the dining room
3. Residents may not store served food or drinks; all served food must be consumed or will be thrown out

Special Diets:

If a resident's diet requires special items for medical, dental, and/or religious reasons, a request for special meals may be accommodated. Supporting documentation/verification stating specific dietary needs must be provided by a qualified physician, chaplain or the BOP.

Special Accommodations And Late Meals:

If a resident is out of the facility for work, programming, or medical destinations during meal times, a meal may be available if properly requested.

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

1. If a resident leaves the facility for work before breakfast service hours, the resident may ask staff for cereal, toast, milk, peanut butter, jellies, and fruit.
2. If a resident works through breakfast service and returns to NWRRC before 10 a.m., the resident may ask staff for “cold” breakfast foods as described above.
3. If a resident is out of the facility during lunch service, a sack lunch may be requested at the main security desk or kitchen.
4. If a resident is out of the facility during dinner service, a sack or late meal may be requested.

### **FITNESS AND LAUNDRY ROOMS**

The fitness and laundry rooms are accessible any time, except during designated quiet times and the residents are confined to their rooms.

Rules:

1. Do not leave laundry unattended for long periods of time; all residents access the machines
2. Leave fitness and laundry rooms clean and orderly
3. Disinfect all fitness equipment before and after each use

### **SAFETY AND EMERGENCY EVACUATION PROCEDURES**

An emergency is defined as an imminent/immediate threat of danger to any resident, staff or property of NWRRC. All personnel are expected to react with due care and caution when an emergency occurs. All personnel 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, periodic emergency evacuation drills are conducted to assist everyone. Floor plans showing emergency evacuation routes, fire exits, and the location of fire extinguishers are posted at various locations throughout the facility. All personnel must be familiar with this information for drills and real emergencies.

During emergencies or fire drills residents will:

1. Follow all instructions from staff
2. Evacuate the facility within four minutes of the alarm, walking in a brisk manner
3. Evacuate the facility immediately using the nearest emergency exit
4. Immediately assemble outside the building, near the driveway entrance. When at the evacuation site, remain calm and quiet, do not smoke and follow any direction given by staff

Failure to arrive for accountability, will result in disciplinary action. There are no excuses for failing to evacuate the building during a fire alarm. If a resident is a heavy sleeper, arrangements must be made to be awakened. If in the shower, carefully grab a towel and clothes and exit the facility.

## **EARTHQUAKE PROCEDURES**

If located in the facility during an earthquake:

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, near the driveway entrance

If located outside on facility during an earthquake:

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

If on an authorized absence or pass in the community at the time of an earthquake:

1. If near a building, get into the doorway if possible, or under cover
2. If in an open area, stay clear of falling debris
3. Call the facility as soon as possible to inform staff of whereabouts and obtain instructions

## **Chapter Four**

### **Discipline**

This 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**

NWRRC 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 and driving privileges, and loss of passes. Minor infractions are 300 and 400-level prohibited acts.

#### **CONTRABAND VIOLATIONS**

Possession of any item altered from original condition and/or 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 unapproved food in rooms, candles or incense, work tools (must be kept at the control desk), sex toys, game consoles (X-Box, PlayStation, etc.), PSPs, unauthorized keys, DVD players and any unapproved medications. See the contraband list below for additional 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/designer stimulants/synthetic cannabis
5. All chewing or loose leaf tobacco products

The not so obvious:

1. Unapproved checkbooks
2. Check written to you by unapproved sources
3. Unapproved credit cards
4. Oregon Trail Card
5. Bleach
6. Metal nail files

7. Liquid fingernail polish remover with or without acetone
8. Padlocks not assigned by NWRRC
9. Extension cords
10. Candles or incense
11. Vinegar
12. Baking soda
13. Lottery tickets
14. Long and/or sharp scissors
15. Pocket knife
16. Kitchen knives
17. Medications not approved to be carried on person or stored in your room
18. Sleeping bags
19. Explicit lyric music
20. Rated "R" movies
21. Laxatives (unless prescribed)
22. Mouthwash with alcohol
23. Non-alcoholic beer or wine
24. Excess property
25. Driver licenses or other identification not assigned.
26. Any aerosol cans or other products
27. E-cigarettes, cigars, rolling paper
28. Microwaves, coffee makers, warmers, or other kitchen-related items
29. Books, clothing, pictures, etc. depicting drugs, alcohol, weapons, sexual activity or pornography or depicting or suggesting discrimination to any race or gender.
30. External speaker device

### **VISITOR VIOLATIONS**

1. Visiting with persons (inside or outside of the facility) prior to approval.
2. Applying for visitation with someone who has a recent misdemeanor and/or felony record
3. Inappropriate touching or conduct

### **UNAUTHORIZED SITUATIONS AND/OR AREA VIOLATIONS**

1. Being in any area designated as unauthorized
2. Being on the bed of another resident
3. 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 and 200-level prohibited acts. When a violation goes before the CDC, the following sanctions may be recommended:

1. Parole date retardation
2. Forfeiture of good time
3. Disciplinary transfer (or termination from program if other than Pre-release status)



## 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. 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.
- **Facility Care:** The NWRRC facility is under constant scrutiny from the public, press, and government officials, BOP, USPO, and contract supervisors. It is to your advantage, as well as your 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.
- **Laundry:** There are ample washing and drying machines. Laundry soap is provided for residents until they have received a full paycheck, at which time residents are responsible for purchasing their own laundry soap. 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 a case manager, BOP, or USPO.
- **Pets:** Residents or visitors are not allowed to have animals in the facility on the property
- **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.
- **Travel:** Residents will have access to a bus pass at no cost until they become employed. If a bus pass is lost, the resident is responsible for the replacement by paying the prorated value of the pass. If a resident is unemployed, the resident may perform additional duties; up to one hour for each dollar owed. Access to bus passes may be revoked or limited for cause by staff.
- **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 6:00 a.m. to 9:00 p.m. In-house curfew is from 9:00 p.m. to 6:00 a.m. (except for residents leaving or returning from work).
- **Safety Data Sheets (SDS):** All chemicals, including powders and liquids, will have SDS before entry into the facility. SDS are retained in the cleaning supply rooms and are available for your immediate use.
- **Common Areas:** Sleeping is not permitted in common areas.

**APPENDIX A**

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

I have received copies of the NWRRC Handbook and BOP's prohibited acts.

Further, I have read the Northwest Regional Re-entry Center (NWRRC) Handbook and understand the Federal Bureau of Prison's 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 the 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. A range 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:

1. Failure to satisfactorily complete a detail
2. Failure to maintain a clean room (includes regular washing of bed linen)
3. Late return to facility
4. Late leaving for work search
5. Late leaving for work
6. Failure to respond to a fire alarm
7. Insolence towards staff
8. Display of inappropriate behavior or unacceptable language / behavior
9. 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 attire
15. Inappropriate physical contact with visitors
16. Failure to attend mandatory house meetings
17. Failure to turn in medications or vitamins
18. Failure to comply with facility rules
19. Failure to attend mandated programming
20. Purposely providing incorrect information to a staff person.

#### Sanctions, not all inclusive:

1. Loss or limited visiting privileges
2. Loss of driving privileges
3. Loss of cell phone privileges
4. Restriction of authorized absences
5. Refer repeat infractions for a major hearing
6. 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).
- 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
- 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 device, or lock pick, or tampering with or blocking any lock device (including keys), or destroying, altering, interfering with, improperly using, or damaging any security device, 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
- 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 bunting 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.
- 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
- 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
- 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

- 402 Malingering, feigning illness.
- 404 Using abusing or obscene language.
- 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).