

**DISMAS CHARITIES, INC.
LUBBOCK**

Resident Handbook

Rules and Regulations and Contraband List

Dismas Charities Inc., Proprietary Information
Revised June 9, 2010

Dismas Charities Lubbock
June 9, 2010

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INTRODUCTION

Welcome to Dismas Charities Lubbock. This program is one of many correctional programs operated by Dismas Charities Inc. Upon your arrival into the program, you will be assigned a Counselor who will work with you during your stay to ensure a smooth transition, Adjustment and Progressive Advancement. It is your responsibility to keep good, open communication with your Counselor, advising your Counselor of anything that arises that affects you or your program status.

Dismas Charities Lubbock provides services to many different classifications of residents including the following: Federal Pre-Release, Federal Public Law (Community Confinement Component), and Federal Pre-Trial. There are a variety of classifications and there are many different rules that have to be adhered to for each classification. It is important to remember that what applies to one resident does not always apply to everyone else, because of differences in legal status. Since there are different legal statuses in the program, there are different levels of privileges that are afforded to each group. If you are unsure of your legal status/classification, please feel free to ask your Counselor or the Director for assistance.

Dismas Charities Lubbock offers the following services to its residents:

In-House

| | |
|-----------------------------------|---------------------------------|
| Shelter | Educational Counseling |
| Food Services | Alcohol/Drug Aftercare Services |
| Limited Transportation Assistance | Urine Surveillance Program |
| Clothing Assistance | |
| Recreation | |
| Budget Planning | |
| Individual Counseling | Supervision in the Community |
| Employment Counseling/Referral | Home Placement Assistance |
| Expressive Development | Home Confinement |

Community Referral

| | |
|---|-----------------------------|
| Drug and Alcohol Counseling | Individual/Group Counseling |
| Mental Health Services | Family Counseling |
| Medical and Dental Services | Housing |
| Financial Assistance | Clothing Assistance |
| Educational Counseling and Placement | |
| Vocational Evaluation Counseling and Training | |
| Financial Counseling | |
| Family Intervention | |
| Crisis Intervention | |

The staff welcomes you and wishes you good luck. We will assist you in any way that we can.

PROGRAM GOALS

Upon your ARRIVAL into the program, you will be given a thorough orientation by one of your Counselors. Within 7 days after your arrival, you will meet with your Counselor and develop an INDIVIDUAL PROGAM PLAN, WHICH WILL BE THE BASIS FOR YOUR PROGRESS IN THE PROGRAM.

You will be expected to set goals and meet them in the following areas: Employment, Personal, Interpersonal, Education, and Financial. Prior to being released from the program successfully, these goals must be achieved.

The INDIVIDUAL PROGRESS PLAN will also include any programs or groups that you will be required to participate in while here. If you cannot attend the groups that are provided in-house, then you will be responsible for making up the groups in the community. Your Counselor will assist you in referrals to outside services. Non-compliance with group participation can delay your release from the program.

A resident is released based on their successful completion of the program, along with the set release date mandated by the Supervising Authorities.

RESIDENT BULLETIN BOARD

All residents are required to read the Resident Bulletin Boards on a daily basis. Two bulletin boards are located in the main hallways leading to the dorms and across from the laundry room. These Boards contain information on in-house cleaning assignments dorm hygiene standards, Community Based Programs, Medical, and Dental, etc. there are other boards posted in the common areas of the building that all residents should check daily for information that maybe important to changes in the centers daily weekly and monthly routines. Residents are restricted from removing or writing on these Boards. Center staff will communicate procedure changes, notice of meetings etc. Memorandums will be posted on the Resident Bulletin Boards or the information boards located through out the facility. The other information board is located in the dinning area it provides resident information on Regulations, Categories of Offenses, Federal Prohibited Acts, Resident Rights.

COMMUNITY MOVEMENT

Residents are required to be accountable at all times, and therefore, are normally permitted to sign out only to destinations where there is a phone available and immediate contact can be made. Destinations without a phone are not authorized. Phones with call forwarding or answering service are not authorized. When signing out, residents are responsible for putting the complete, correct information in the computer system, to include name of destination, street address, phone number, and return time. Anytime a resident wishes to make a move in the community, it is required that they call in and request a change of destination, prior to making the move. It is important to remember that asking to change a destination is a request, and staff will make the decision if the change will be granted. All information regarding the new destination must be provided to staff when the request is made. Staff will not grant a move without the necessary information (name, full address, and phone number). All residents will provide a receipt from the store, restaurant, or place they are permitted to go to on their community movements. Receipts are required from all resident who go on community movements and community passes. This rule also applies to residents on weekend passes and on home confinement. These receipts will reflect. The name of the place visited, the correct time and date of the visit. The receipt will be turned into the CMO on the residents return to the center and will be attached to the community movement or pass to be filed.

Unaccountability is a serious violation, and may warrant termination of privileges for a resident.

Accountability is for the protection of the resident and the community.

PERSONAL LIVING AREA - ROOM CLEANLINESS

Each resident is responsible for the cleanliness of his or her living area. Proper care of this living area is a daily requirement; Beds are to be made neatly at all times. Each resident is required to keep all of their property in their locker. For additional storage, a single Rubbermaid laundry basket tagged (Dec. 11-13, 2002) issued by the facility may be kept under the bed. **NOTHING** is to be hanging on the bedpost, except in some cases a small battery powered flashlight. End rails may have only drying towels, the ones issued by Dismas and your personal navy blues. Sanitation and tidiness are very important residents should be aware that from 8AM to 5PM daily are considered business hours, during this time the resident's personal area as well as the resident's bath rooms should be clean and neatly kept.

(NOTE) Residents will be allowed to have (2) two personal towels and two face towels. **These towels must be dark navy blue in color.**

(NOTE) all towels hanging on the end rail must be folded neatly. A Rubbermaid laundry basket issued by Dismas tagged (Dec. 11-13, 2002) may be kept beneath the bed. **Personal blankets Cotton or Wool only**, when not in use will be kept in the resident's locker or in the laundry basket under the bed. The Director or Duty Monitor will conduct dorm inspections on each shift. When possible, residents will be given the opportunity to correct any problems with their areas before property is confiscated or disciplinary action is taken. For safety purposes, plastic items such as cardboard boxes, Rugs, non-issued linens, and pillows are not permitted. Residents with medical conditions that may require extra pillows etc. will need to provide a doctors statement stating this requirement.

BUILDING SANITATION / CLEAN UP and WORK DETAILS

Residents in the program are assigned monthly/weekly or daily Work and Cleaning assignments. Center staff/ Resident Monitors can assign residents to any work\ cleaning task or work detail as needed to achieve the buildings proper sanitation needs. Residents can also be assigned to strip wax and buff floors in all common areas of the facility in addition residents can be assigned to mow, weed and remove paper and trash from the center property. Residents will also be assigned to pick up paper and trash along the one block area of east 49th street. Tuesday of every week is major cleaning day! All major areas of the building will be thoroughly cleaned and sanitized, (no dust, lint and dirt anywhere). The Work Detail Assignment Sheet is posted on the Residents Bulletin Boards in the common areas along with a Description of Details. Residents are required to complete their detail/ cleaning assignment as described. Residents will not be released from their assigned area until cleared by center staff approval of that area. Cleaning assignments may not be completed for another resident without prior approval from staff.

Daily Clean up Schedules: 7:15am or 8am, every evening between 9 P.M. and 10 P.M. **No smoke breaks, telephone, or television allowed during this period.** After finishing your assigned detail, you must remain in your assigned area until 10 P.M. Staff will inspect all areas to ensure your assigned area meets the required standards. You will be required to participate in a standing head count after all scheduled or unscheduled clean up times.

LINEN EXCHANGE

All residents are issued a pillow, pillowcase, blanket, 2 sheets, washcloth, and towel upon their arrival into the program. Each **Thursday**, residents are required to turn-in their linen (except pillow and blanket) between 6 A.M. and 6:30 A.M. When available, fresh linen will be issued upon turn-in. When direct exchange is impossible, fresh linen will be issued at 6:30 P.M. or upon a resident's return from work. Fresh linen issued in the morning must be used immediately to properly make the resident's bed.

Linen turn-in is mandatory! You will be charged if any linen is missing.

(NOTE) It is the resident's responsibility to wash their bedspread weekly and keep it up to the centers sanitation standards

MEAL SERVICE

Dismas Charities Lubbock will provide meals for residents. The menu will be posted weekly on the Bulletin Board. All residents living in the facility will be provided meals at no charge. Residents are required to sign-up for meals by 10 A.M. on the previous day. Residents who sign-up for meals and do not pick up their meals, will be subject to disciplinary action. Residents that do not sign-up for meals will not be served.

Meal service hours are as follows:

| | |
|-----------|--|
| Breakfast | 5:00 A.M. – 5:35 A.M |
| Lunch | 12 P.M. – 12:45 P.M |
| Diner | 4:45 P.M. – 5:30 P.M – Meals will be served to residents who have signed up and get off work at a later time than the service schedule |

Meals are to be consumed in the Dining Room. Eating is prohibited in all other areas. Food brought in the Center by visitors is to be consumed by the completion of the visit. Any resident who brings food into the center (no lidded drinking cups) will need to have it checked by the duty monitor.

Residents or Visitors will not be allowed to bring drinks into the Facility.

MALE/FEMALE RELATIONSHIPS

Dismas Charities Lubbock is a CO ED facility containing male and female residents from many different sources. Intimate personal relationships between residents are prohibited and will not be tolerated. Residents of the opposite sex are required to keep a proper distance apart, at least 3' – 5'. Male residents may not be in the female areas, and female residents may not be in the male areas. **Physical contact between residents is not allowed. No visible intimate markings will be tolerated.**

Violation of these policies will result in disciplinary action.

FACILITY HOURS

Dismas Charities Lubbock provides several facilities for resident use, including a Game/T.V. room and Laundry room. Schedule for the Game/T.V. room follows:

| | |
|--------------------|------------------|
| Sunday | 10 A.M. – 9 P.M. |
| Monday thru Friday | 10 A.M. – 9 P.M. |
| Saturday | 10 A.M. – 9 P.M. |

LAUNDRY ROOM

The Laundry room is open 9 A.M. – 9 P.M. daily.

The Laundry room is not a social area; residents doing their laundry are the only ones allowed in this area.

CURFEW and LIGHTS OUT

All residents have a curfew, although the actual time is based on a resident's status and work schedule. All residents must be back in the facility prior to their curfew unless at work or extend by the Director. Only the Director can extend a curfew for purposes other than work. Residents have a curfew from 8:45 P.M. – 6 A.M.

Residents are required to be in their rooms no later than 10:30 P.M., have lights out and be laying down quietly no later than 10:45 P.M. seven days a week. This is not group time. Many residents must be at work early. All radios **must** be turned off at lights out.

Electronics –TV'S - DVD'S – CD'S

Dismas Charities Lubbock provides 2 Televisions for resident viewing. Residents are allowed to purchase only mini battery-operated radios/CD'S and DVD players (**non-recording**) with headphones for their own personal use.

No Pirated CD'S or DVD'S, No Clock Radios, No Lap Top Computers - No extension cords or multiple plug outlet plugs allowed All electronics will be off at 10:45pm to 5:am 7 day's a week

Visitation and Visitors

Dismas Charities Lubbock has visitation Wednesday through Friday, between 6:30 P.M. and 8 P.M. and between 2 P.M. and 5 P.M. Saturdays and Sundays. Residents are required to inform their visitors of visitation days and hours and are responsible for the conduct of their visitors. Visitors must present a current picture ID, complete a Visitors Card in the Central Monitoring Office on their first visit, and sign in and show ID at the Central Monitoring Office on each subsequent visit. Residents without visitors cannot be in the dining room area during visitation. All visitors are subject to pat searches and may not/ can not bring in such items: Cell Phones, Purses, weapons of any type. Hat and any type of head gear must be removed before entering the center.

Visitors can be searched if staff feels they are not in compliance to the centers contraband rules.

Normally a visitor is allowed to visit only a single resident in the facility. **The maximum number of visitors allowed a resident during visitation is four (4) visitors per resident at one time; visitors may set in their cars and rotate out to maintain this ratio. (NOTE) four includes children.** Visitors age 16 and below are considered children and are not required to fill out a Visitor Card, but must be signed into the facility by a parent or guardian. Children may not visit without being accompanied by an adult visitor. Children must be supervised at all times.

NOTE) Children and Adults are not allowed to use any of the centers equipment for recreation or play.

Residents needing an exception to the above policy due to work schedule, family arriving from out of town or large groups for special occasions (birthdays, etc.) must consult with the Center Director or designee... No exception will be approved by Monitors, on duty without THE CENTER DIRECTORS APPROVAL.

Residents with no visitors are not allowed to interfere with other residents and their visitors.

When the weather permits visitors will be allowed to use the non smoking patio as a visitation site

Visitors bring food to residents will only be allowed to do so during the scheduled visitation times, visitors will be allowed to eat with the resident who is being visited.

Visitors bring food to residents and not staying to visit will only be allowed to do so during food service times.

Visitors are not allowed to have contact personal contact with residents during non visitation times, visitors bring money, clothing or hygiene items during this time will give the items to the CMO Monitors, Money will be place in a envelope with the residents name on it and the monitor will give it to the resident.

NOTE: Due to the nature of the facility, visitors are subject to the same search procedures as residents Visitors who refuse to comply with the rules of this facility will be ask, to leave the facility and not be allowed to return.

Visitors will not be allowed to use profanity bring contraband into this facility.

Negative behavior will not be tolerated by any visitor.

CONTROLLED SUBSTANCES, PRESCRIBED MEDICATION, AND OVER-THE-COUNTER DRUGS

Upon entering the Center, all medication must be checked into the CMO. You will be allowed to keep your medication in your property as long as you fill out a Self-Administering Medication (SAM) form. Medications must be taken as prescribed by the physician. You may not have any medications that are out dated, not in the original container or a combination of pills in one container. This type of problem will result in the pills being disposed of, and the resident being referred for medical treatment in order to obtain a proper prescription.

Medication Calls – Prescription Drugs – Self Administered Medications

Dismas Charities Lubbock has 3 medication calls per day, residents who have prescription medication from a medical doctor, that are kept in the CMO for staff distribution will report to the CMO when medications calls are made by CMO staff the resident will report to the CMO and receive their medication – Medication kept in the CMO will be for, Pain, Psychotropic, Diabetes, Heart and Internal medications. Also medications that will cause a positive UA result will be kept in the CMO for monitored distribution. The SAM (Self Administered Medication Log), Medications such as Aspirins, Sudafed, and Vitamins will be placed on this log. NOTE all Approved medications in the Resident's locker will be placed on this log and kept visible where center staff can review this log. A copy of this log will be kept in the CMO SAMS BINDER. All Doctors Prescriptions will be turned in to the Administrative or Monitoring Staff to determine what category the resident's medication will be distributed under. Residents must stay in compliance to all medication requirements at all times violators will face disciplinary actions.

All residents are authorized to keep over-the-counter medications in their property. Items that are authorized are as follows:

- One pain reliever (Tylenol, Aspirin, Ibuprofen, etc.)
- One cold medication (nothing with alcohol)
- One vitamin, or multi-vitamin
- Medicated creams and lotions

All authorized medication must be listed on the SAM form. And placed where it is visible in the resident's locker

The Counselor or Director must approve anything other than these items.

At no time is a resident authorized to possess items that have a sleeping aid in them, or caffeine type medications.

Laxatives and water pills are also prohibited. (Continued)

Residents are required to take narcotic medications in front of staff and in accordance with their prescription.

ALCOHOL TESTING and URINE SURVEILLANCE

All residents are subject to be tested for the use of alcohol and drugs by means of urine and alcohol tests. When requested to submit to either type of test, residents are required to submit. Failure or refusal to submit will constitute a positive result, and necessary action will be taken. Residents are given two (2) hours to provide a urine specimen and must remain under surveillance until the specimen is obtained. No activity (meals, phone calls, etc.) is permitted until urine specimen has been given. Residents who have problems providing a urine sample may have an 8 to 16 oz glass of water only consumption to be supervised by staff requesting the specimen.

Alcohol tests are taken immediately upon request. Residents are required to give a breath sample whenever they return to the facility from the community. Residents are required to give breath samples whenever requested by staff. Residents will do this by blowing into the Alco Blow or the Intoxilyzer units.

No Tolerance to Alcohol and Drug Abuse

Dismas Charities Lubbock - Has no tolerance to Alcohol and Drug usage, any resident found using or possessing any type substance that contains Alcohol or drugs that are not prescribed by a doctor will receive a BOP incident report and removed from the facility by the residents supervising authority.

Liquors and Street Drugs are prohibited for residents to use or possess while living in this facility

EMERGENCY DRILLS

Dismas Charities Lubbock conducts, at a minimum, of one monthly Serve Weather Drill and two monthly Fire Drills AM and PM. These drills may occur at any time, on any day. Immediate response is mandatory.

When the Fire Alarm sounds, residents are to evacuate their building immediately using the nearest emergency exit and are to assemble in the rear of the facility. Residents are to remain in the area until an "all clear" is given or until evacuated to a location off facility property.

Severe Weather Drills will be announced by the staff, using the intercom system. Residents are to move immediately to Dorm 1 and wait until the "all clear" has been issued.

Although drills are conducted, every fire alarm or announcement of severe weather is to be treated as a true emergency, and a quick response is mandatory.

Posted throughout the facility are EMERGENCY EVACUATION PLANS, which outline all the emergency evacuation procedures, fire exits, location of first aid supplies, and fire equipment. Residents are encouraged to become familiar with these plans.

DISCIPLINARY ACTION

Residents are responsible for knowing and understanding the information contained within these documents you will be held accountable for them at all times. If a resident cannot read, or does not understand the contents of the rules, then staff will go over them independently with the resident. If a resident violates a Center rule, then an appropriate staff member will write a Sanctions Ticket (ST) or a Disciplinary Report (DC). The (ST) or (DR) is presented to the resident for the resident's signature and is then forwarded to the Director or designee for investigation of the report. The signing of a ST or DR by the resident is not an admission of guilt, but acknowledges that the resident is aware of the (ST) or (DR). The investigating staff member will investigate the report and will recommend an appropriate response, which could include a loss of privileges or a recommendation that the record be cleared. Once the Director has signed the ST/DR, then the action is deemed appropriate. The Director can increase or decrease the action recommended. If the resident feels that action was not justified, then they can file an informal grievance to the Director, for review of the action.

Certain minor violations of Dismas Charities Lubbock Rules and Regulations, such as smoking in the wrong area, violating the 3-5 foot rule, accountability, etc., may be handled on the spot by the Monitor discovering the violation. The normal sanction for such violations is extra-duty. This procedure is handled by using a Disciplinary Report. Residents may refuse an Incident Report for a minor violation and will then receive a DR for the violation.

When a Federal Prohibited Act is violated, then the staff will initiate an Incident Report. The report will be investigated by a separate staff member, and then a formal hearing will be setup by the Director or designee. Action will be taken during the formal hearing, unless a major sanction is being recommended, then it will be referred to the appropriate Supervising Authority for disposition. DHO and CCM

Consistent violations of house regulations of failing to work toward program goals can result in termination from the program.

GRIEVANCES

If a resident has a grievance of any nature, the resident must first discuss the problem with his/her counselor. If the problem cannot be resolved satisfactorily, a grievance may be filed in accordance with the following procedure. The resident submits a written statement describing the problem and its effects on him/her to the Director with a copy to the Counselor. The grievance is forwarded to the appropriate staff, and the Director discusses the matter with the Counselor and the appropriate staff. If in the opinion of the Director, the complaint has merit, a meeting is held with all parties concerned. After a careful analysis of all the facts, a decision regarding the complaint is made by the Director, and any corrective action is taken. The complainant is notified by the Director of the decision and action to be taken. Action is taken within one week from the receipt of the grievance. If the resident is not satisfied with the decision, the resident may appeal the decision to the Executive Director. Note of the appeal will be given, by the resident, to the Director and Counselor. A final decision with regard to the problem is made by the Executive Director.

Federal residents also have the right to address their concerns in written formal manner utilizing the Administrative Remedy Process.

SEARCHES

At any time, staff may conduct a search of the facility, your personal belongings, vehicles, or your person. Residents are not to be present at the time of a search of the personal property in their room.

Items that are deemed contraband are confiscated and destroyed. They are not returned.

SMOKING

For everyone's safety, smoking is not permitted inside the facility. The only designated resident smoking area is within the rear covered patio area. Smoking by residents in any other area is strictly prohibited. Staff is provided with their own designated smoking area. Residents are not to smoke in the staff's area. There are ashtrays located in your smoking area. Use Them.

Dismas Charities Lubbock provides a non- smoking patio area for residents who do not smoke.

PHONE CALLS

There are two (3) phones available for resident use between the hours of 6 A.M. and 9 P.M. Residents may not use the business phone unless approved by the Director. Staff will take messages if they concern work, your family, or if they are program related. Messages will be kept in the CMO's office, and you will be expected to ask if you have any messages. There is a **10-minute** limit for phone use. When several residents are waiting for use of the phones, there will be a sign-up sheet in the CMO.

EMPLOYMENT

ALL Federal residents are required to obtain employment within 15 working days of their arrival. Employment is obtained through daily participation in the Job Search Program. Dismas Charities Lubbock required residents to go on a minimum of three (3) job searches per day. Residents who are not employed within 15 working days may be terminated from the program. Job search is conducted Monday through Friday 8 A.M. – 12 P.M. and 1P.M. – 5 P.M. along with job Skills class held daily. All unemployed residents are required to participate in this class. Failure to effectively search for employment will result in program termination.

Before Beginning Employment, the Resident must provide their Case Manger or Employment Specialist the following information.

1. Company name
2. Location
3. Telephone number
4. Work schedule
5. Full or Part -Time status
6. Salary and Pay schedule
7. Immediate Supervisor

Employment must be verified prior to the resident stating to work. Dismas Staff will conduct an on-site check of the resident at work within the first seven (7) days of employment. All changes of employment must be immediately reported to the resident's counselor, by the resident. Any changes in jobs must be previously approved by the appropriate counselor and Director. Your employer must be notified of you legal status. Employment must be full-time, meaningful, and gainful. You may not drive to run errands until a letter stating the name of the person's and/or Company's insurance carrier and acknowledging acceptance of full responsibility in the event of destruction and/or damage is obtained.

WAKE-UP AND WAKE-UP CALLS

Residents are permitted to have small alarm clocks as long as they do not disturb other sleeping residents. These clocks should be battery operated and stored under the bed (in the clothes basket) when not in use. Wake-up for all residents will be at 5:00 A.M. each day. Unemployed residents may not be in bed between the hours of 5:00 A.M. and 4 P.M. Monday thru Friday. On the weekends residents may sleep until 8 A.M. Center Clean Up starts at 9 A.M. and should be completed no later than 10 A.M. After clean up residents may nap during the day, if a resident is not in the bed or the dorm area their beds should be made and their living area should be clean and tidy.

For residents who are not employed, a Wake-up Sheet will be placed by the resident time clock nightly. Residents can sign this sheet for a 5 A.M. wake up call; normal wake up is 5:00 A.M. **These are the only times that staff will awaken the resident.** In rare cases, where a resident works odd hours, staff may be requested to assist with special wake-up times.

DRESS CODE

All residents must be fully clothed when inside or outside their dorm. When going to and from the shower, a robe alone is not acceptable. Sleeping in the nude is not allowed: pajamas, and/or a robe must be worn. Robes and pajamas are not allowed to be worn while sitting in the common areas.

The dress code is as follows:

1. Shirt with sleeves which covers the stomach area. Tank tops, halter-tops, or sport bras are not allowed. A shirt is too short if the resident is asked to raise his/her arms over their heads and the midriff is exposed.
2. Slacks, jeans, skirts, dresses, or shorts, not including "Daisy Dukes" which expose the buttocks. Skirts and shorts must extend below the fingertips of the resident with their arms at their sides. Excessively baggy jeans or pants are not allowed.
3. Socks with street shoes, tennis shoes, or thongs (no slippers, or shower shoes).
4. **No hats or head covers of any kind.**
5. **Residents should not exceed the allowed number of clothing items listed on the facility clothing list.**

PERSONAL PROPERTY

Every resident's valuable property must be locked within the issued locker. A laundry basket issued by Dismas Charities Lubbock may be used for additional storage. Keep all property put away at all times. Excessive property will not be acceptable, and the resident will be asked to remove the property from the center. If it is not removed, it will be confiscated. Residents are not to loan any of their property to another resident. If a resident loans property to another, and the other resident is taken into custody, etc. then what is in the resident's property becomes part of the inventory. We will not give any property from one resident's inventory to another resident, without a written letter from the resident who has the property in their inventory.

It is highly recommended that all residents invest in their own 12 to 16oz lidded cup to be used in the building
It is highly recommended that all residents obtain two navy blue bath towels and two navy blue face towels

RECREATION

Some recreation/work out equipment is provided for residents use during scheduled times of the day. Residents in good status are allowed to sign out and walk in a designated area. A recreational area is located on the center property

STORE VISITS

Residents are only allowed to visit stores approved by the Dismas Charities Director to obtain personal items such as hygiene supplies and clothing items. All residents must obtain an approved action request to visit the store. No requests to the Mall or Flea Markets will be approved. Passes to discount stores will be scheduled for Two (2) hours any extended time must be approved by the Center Director.

DINNING OUT

Dismas Charities Lubbock provides meal service for all residents. Residents who plan to dine out of the center or order food into the center should not request a meal to be prepared by the center. Residents who plan to dine out will only be allowed to eat at places not considered a bar. There is a list of approved eateries, see the Counselor for an Action request and approved dining information.

TRANSPORTATION**TYPES OF TRANSPORTATION – TAXI CAB – POV – CITY BUS****RESIDENTS MUST PAY THEIR OWN TAXI CAB FARES****BUS INFORMATION**

Residents in a non-earning capacity will be provided bus tokens (tow per day) if needed. These tokens are to be used for program related activities only (i.e. employment search). Once you have found employment we will continue to give you Free tokens until you receive your first pay check.

Bus tokens, but you will have to pay for them once you receive your first paycheck. They are \$2 each. Residents working at sites not serviced by the bus line or working hours when the buses do not run are expected to obtain their own approved transportation. The Center may provide transportation in the emergency situations only.

If a resident wishes to operate a motor vehicle while in the program authorization must be obtained. The following paperwork must be submitted:

- Current driver's license
- Title to vehicle
- Proof of current insurance (must cover your stay in the program)
- Current registration
- Notarized letter from the person who the vehicle is registered to, if other then the resident

After the director approves the request the information is forwarded to the Supervising Authority for final approval. Vehicles may be used for work only, no store visits and not for recreation.

PERSONAL AUTHORIZED VEHICLES (POV)

- Residents with authorized personal vehicles - your vehicles will be searched by staff at ANYTIME
- Your keys to your vehicle will be turned in to the CMO when you have parked it on the back parking lot
- You will not be allowed to go back to your vehicles after it is parked with out permission from the Center Director or the Resident Monitoring Staff
- Repairs to your vehicle will be approved by the Center Director
- Renewal of Inspection stickers / registration stickers / insurance or any other type documentation must be approved by the Center Director
- You will not be allowed to wash your vehicle on the center property
- No oil changes or major repairs to your vehicle will be made on center property

POV / OTHER

Another type POV is when a family member, Relative or Friend provides a Resident transportation to any movements in the community.

- This person must complete a POV form issued by the Resident Monitor Staff
- This person must provide a current drivers license with the correct address
- This person must provide current proof of insurance
- This person must provide a current and correct telephone number
- If this information is not provided the resident will not be allowed to travel with this person

FEDERAL RESIDENT LEVELS

Each level is based on a series of responsibilities the resident must fulfill. If they fulfill those responsibilities, certain privileges are given. The model is built on a reward system, based on the resident's positive development and longevity in the program. It should be noted that all residents will progress through the program levels based on their case, and BOP requirements.

COMMUNITY CORRECTIONS COMPONENT Or Community Correction Confinement

Residents in this level are only allowed access to the community for employment, job search, interviews, and specific treatment and/or programming needed outside the center.

Supervised Release/ U.S. Probation Referrals

U. S. Probation - Referrals who have violated their conditions of supervision and sentenced by the U. S. Courts will be in this status for the duration of their stay in the RRC.

U. S. Probation – Referrals can be referred and placed in the facility by the U. S. Courts under conditions of assistance provided by the RRC.

RESPONSIBILITIES

- Cannot leave the facility for the first 24 hours
- Must diligently search for work and obtain viable employment within 15 working days of their arrival
- Once employed, must maintain full time employment
- Follow Individual Program Plan
- Continue to attend and participate in required program activities
- Maintain clean living quarters
- Complete assigned work details
- Pay subsistence (25% of your gross income)
- Maintain a savings account of at least 10% of your income
- Develop a budget
- Meet with Counselor weekly

PRIVILEGES

- Allowed to participate in job search, Monday-Friday, 8 A. M. to 12 P. M., and 1 P.M. to 5 P.M.
- Once employed, allowed out of the center to work, pursuant to a verified work schedule
- Attend weekly church services, as approved by the Director (Request for church movement is needed)
- In-house visits pursuant to the posted schedule
- Allowed out of the center one time per month for haircut, buy personal hygiene products, etc. (Action Request needed)

Please Note:

Residents placed in the facility as a Condition of Supervised Release, Probation or Parole will normally spend the first two thirds of their time in the Community Corrections Component of the program.

Direct Court Commitments will spend their entire sentence in the Community Corrections Component of the program.

PRE-RELEASE COMPONENT**LEVEL 1**

Residents in this level are only allowed access to the community for employment, job search, interviews, and specific treatment and/or programming needed outside the center.

RESPONSIBILITIES

- Cannot leave the facility for the first 24 hours
- Must diligently search for work and obtain viable employment within 15 working days of their arrival
- Follow Individual Program Plan
- Continue to attend and participate in required program activities
- Maintain clean living quarters
- Complete assigned work details
- Meet with Counselor weekly

FEDERAL RESIDENT LEVELS

Each level is based on a series of responsibilities the resident must fulfill. If they fulfill those responsibilities certain privileges are given. The model is built on a reward system, based on the resident's positive development and longevity in the program. It should be noted that all residents will progress through the program levels based on their case and BOP requirements.

COMMUNITY CORRECTIONS COMPONENT

Residents in this level are only allowed access to the community for employment, job search, interviews and specific treatment and/or programming needed outside the center.

RESPONSIBILITIES

You can not leave the facility for the first 24 hours.
 Must diligently search for employment and obtain viable employment within 15 days of their arrival.
 Once employed must maintain full-time employment
 Follow Individual Program Plan
 Continue to attend and participate in required program activities
 Maintain clean living quarters
 Complete assigned work details
 Pay subsistence (25% of your gross income)
 Maintain a saving account of at least 10% of your income
 Develop a budget
 Meet with case worker

PRIVILEGES

Allowed to participate in job search, Monday-Friday, 8 AM to 12 PM and 1PM to 5 PM
 Attend weekly church services as approved by the Director (Request for church pass is needed)
 In-house visits pursuant to the posted schedule
 Allowed out of the center one time each month for haircut, buy personal hygiene products, etc. (Action request needed)

PRE-RELEASE COMPONENT

LEVEL 1

Residents in this level are only allowed access to the community for employment, job search, interviews and specific treatment and/or programming needed outside the center.

RESPONSIBILITIES

You can not leave the facility for the first 24 hours.
 Must diligently search for employment and obtain viable employment within 15 days of their arrival.
 Once employed must maintain full-time employment
 Follow Individual Program Plan
 Continue to attend and participate in required program activities
 Maintain clean living quarters
 Complete assigned work details
 Pay subsistence (25% of your gross income)
 Maintain a saving account of at least 10% of your income
 Develop a budget
 Meet with case worker

PRIVILEGES

Allowed to participate in job search, Monday-Friday, 8 AM to 12 PM and 1PM to 5 PM
Attend weekly church services as approved by the Director (Request for church pass is needed)
In-house visits pursuant to the posted schedule
Allowed out of the center one time each month for haircut, buy personal hygiene products, etc. (Action request needed)

LEVEL 2

RESPONSIBILITIES

Must have spent the first 14 days on LEVEL 1
Must be employed for seven (7) working days
Be current in payment of fines, assessment fees and child support, if applicable follow Individual Program Plan
Continue to attend and participate in required program activities
Maintain clean living quarters
Complete assigned work details
Submit a budget
Acceptable adjustment including the absence of disciplinary problems
Meet with case worker

PRIVILEGES

Allowed out of the center to, pursuant of a verified work schedule
Attend weekly church services as approved by the Director (Request for church pass is needed)
In-house visits pursuant to the posted schedule
One four (4) hour community movement per week (Action request needed)

LEVEL 3

Must be employed full-time for two weeks after progression to Level 2
Be current in payment of fines, restitution, assessment fees and child support if applicable
Follow Individual Program Plan
Continue to attend and participate in required program activities
Maintain clean living quarters
Complete assigned work details
Obtain first full paycheck
Pay subsistence
Open savings account
Follow budget
Provide a current phone bill or letter stating the following:
(a) Whose name the phone is in
(b) Physical address where phone is located
(c) Phone number
(d) What features are on the phone (no caller I.D. no call waiting or no call forwarding)
(e) What day of the month the bill is mailed (you must provide a copy of the bill each month, before it is due)
(f) NO cordless phones or computer modems on this line
Have approved pass location
Meet with Manager

4. EMPLOYMENT

- (a) Residents are required to secure full-time employment within 15 working days of their arrival to the Center.
- (b) A resident must actively seek a job and must keep the Counselor or EPS informed of any changes in employment status.
- (c) Residents must attend Employment Group each Monday through Friday until employed. At this time they will fill out their job search forms and enter the job sites in the computer system, to be approved by the Counselor/EPS
- (d) A minimum of 5 employment contacts must be made each day if traveling with family or friends. A minimum of 3 employment contacts must be made each day if traveling by bus.
- (e) Signed Job Search forms must be submitted for each job contact made.
- (f) An Employment Verification form must be submitted before the resident can begin work.
- (g) Employment must be approved by the Counselor and the Director prior to beginning work.
- (h) Residents may not terminate or change jobs without approval from the Director or his designee
- (i) Residents must give no less than one-week notice to their employer prior to terminating a position.
- (j) If a resident receives poor work performance reports or is terminated from a job as a result of his/her failure to meet the employer's acceptable standards, disciplinary consequences will result.
- (k) Residents must work as scheduled by their employer.
- (l) Residents must pay their subsistence from each paycheck or source of income; subsistence is 25% of the resident's gross income. Residents are required to establish a savings account when applicable, where 10% of their gross income is deposited on each pay period. Proof of deposit is required.
- (m) Absence from work due to illness will result in room restriction-which includes loss of Center privileges (i.e. visitation, watching television, use of telephone, and going out for the evening).

5. RECREATION

- (a) Residents are to be in their dorms at 10:30 P.M. and in bed by 10:45 P.M.
- (b) Center televisions can be turned on at 10 A.M., Monday through Friday, 8A.M., Saturday and Sunday. Televisions will not be on during scheduled cleaning times.
- (c) Center provides an assortment of games, which may be checked out at the CMO. You may use these games in the dining area or back TV room.
- (d) Residents may check out to walk in an approved area.
- (e) Residents may have their own small battery powered radios/CD and DVD players (non-recording).
- (f) These components must be used with headphones.
- (g) Radios, DVD and CD Players will be turned off at, Lights OUT and when the dorm is unoccupied.

6. CONTRABAND

- (a) Alcohol, narcotics, controlled substances, firearms, gambling paraphernalia (including lottery tickets), pornography, incense, and anything listed on the Dismas Charities Contraband List are not allowed on Dismas Charities' property. Possession of any of the items by a resident is prohibited.
- (b) Residents are not to consume or use any product that may contain poppy seeds, illegal substances, alcohol, Quinine, etc., unless prescribed by a physician.
- (c) Use or possession of pagers and cellular telephones is not permitted. The Director or Supervising Authority must approve the use of these devices.
- (d) Residents are not to associate with anyone who may be carrying a firearm and/or any legal material.
- (e) Any material, including clothing that displays drinking alcohol or illegal drugs and/or its paraphernalia is prohibited.
- (f) Any material, including clothing that displays racist or gang messages is contraband. Staff will determine the appropriateness of items in question.

7. PROGRAM REQUIREMENTS

- (a) All residents must arise by 5:00 A.M and no later than 6:30 AM Residents who work 3rd shift or late shifts that will be permitted to sleep 8 hours.
- (b) Residents may not leave the Center prior to 6 A.M. or remain out past 8:45 P.M. unless for work purposes.
- (c) Residents must submit to an Alco Check or Intoxilizer test when requested by staff. Residents who have an alcohol history will be tested randomly 4 times per month by center staff.
- (d) Subsistence must be paid on resident's payday, unless other arrangements have been made with the Director.
- (e) Fraudulent use of the Dismas Charities' food program is prohibited. This includes giving meals to others and signing up for a meal and not eating.
- (f) Residents must eat the meals they sign for at the designated times.
- (g) Residents will obey all orders imposed by their Supervising Authority.

(Continued)

- (h) Residents will abide by conditions set forth in their Individual Program Plan.
- (i) Residents must attend all required meeting, groups, and/or classes as scheduled. They are to be on time.
- (j) Residents are to read the bulletin boards daily as they are responsible for information posted.
- (k) No resident may enter into any contract without prior approval from the Director.
- (l) No resident may get married without the Director and CCM's approval.

8. IN HOUSE VISITATION

- (a) Visitors may visit only during designated times. Wed. Thursday and Friday from 6:30pm to 8:00pm Saturday and Sunday 2:00pm to 5:00pm. Effective January 2011 visitation will be Friday, Saturday and Sunday only
- (b) Items may be brought in for residents only during visiting times. Staff will not accept items for residents.
- (c) Visitors aged 16 and over must have I.D. on their person.
- (d) Residents are responsible for the conduct of their visitors. Staff may ask visitors to leave if behavior is inappropriate.
- (e) Residents are to clean up after their visitors.
- (f) Visitors are not allowed anywhere in the building, except the dining room area and other designated areas outside the facility.
- (g) Physical contact must be limited to that described in the Resident Handbook.
- (h) Ex-residents and convicted felons are not allowed to visit residents without special permission from the Director and the Supervising Authority.
- (i) Resident's visitors are to be limited to a maximum of 4 visitors per resident; this includes children, unless approved by a counselor.

9. GENERAL CONDUCT

- (a) Residents are to treat all Staff, other residents and visitors with respect.
- (b) Residents will not lie to Dismas Charities Staff.
- (c) Residents are to obey all direct orders from Staff.
- (d) Use of profanity is prohibited.
- (e) No resident may have authority over another resident harassment in any form is prohibited.
- (f) Personal relationships and physical contact between residents is prohibited. It is also in violation of the Sexual Abuse and Assault Policy.
- (g) Residents are not to go anywhere together without permission from the Director.
- (h) Residents are not to associate with former residents or their families, whether by phone, mail, personal contact, etc.
- (i) Residents are to be fully clothed in the Center (pajamas/bed clothes are not allowed outside one's dorm).
- (j) Any and all clothing changes must take place in the bathroom.
- (k) Residents must remain arrest free. Any contact with legal authorities must be reported to Staff immediately. This includes traffic violations.
- (l) Residents are not allowed to enter any room but their assigned room, nor are they to be in the doorway of other rooms.
- (m) Residents are not allowed in unauthorized areas, this will include loitering in the hallways.
- (n) Residents will not falsify, destroy, or alter records or documents, including time cards, attendance verification slips etc.
- (o) Residents will not vandalize or destroy Center property. Center property is not to be taken out of the Center for any reason.
- (p) Food and drinks are not allowed anywhere in the building except for the dining room.
- (q) No outside food is to be brought in the facility by residents. Visitors may bring food in during visiting times (no drinks), and it must be eaten during visitation. Otherwise, it will be thrown out or taken by the visitor.
- (r) Cigarettes are not to be used in the Center or the Center vehicle. NO Smoking will be allowed effective January 2011 the facility and the surrounding grounds will become smoke free.
- (s) Residents will not jeopardize public safety in any way, while in the Center or in the community.
- (t) Any activity or behavior not specifically listed in these rules which Staff consider to violate the intentions and goals of Dismas Charities Program; endanger the security of the facility or its residents; or creates hostility or disorder among residents or staff is prohibited.
- (u) Resident are responsible for obtaining change for use in vending machines, telephones, and laundry room.

10. MEDICATION

- (a) Residents must have all medications checked and cleared by Dismas Charities Staff; prescribed drugs can be monitored by staff distribution. SAMS – Self medication sheets must be visibly posted on your locker door
- (b) All prescription medication must be turned in to Staff. The Director or appropriate Staff will determine if the resident may keep the medication in their possession
- (c) Medication approved for self-administration must be locked in one's locker
- (d) Residents must take medication as proscribed
- (e) At no time is a resident authorized to possess items that have a sleeping aid or caffeine type medications
- (f) Laxatives and water pills are prohibited / unless proscribed by a Doctor

11. SANCTIONS

The imposition of sanctions is based on the severity of the violation. Resident attitude and previous violations are also considered. At the discretion of Staff, a written warning may be given for minor, first-time violators. Sanctions imposed may include, but are not limited to the following:

- (1) House restriction
- (2) Room restriction
- (3) Extra duty details
- (4) Loss of privileges
- (5) Termination from the program
- (6) Any other Sanction deemed appropriate by Director and/or appropriate Staff

DISMAS CHARITIES OF LUBBOCK CONTRABAND LIST

- Fingernail clippers with blades
- Mouthwash or over the counter medications that contain alcohol
- Prescription medications and over the counter medications that contain a sleeping aid stimulant or other over the counter medications not approved by policy (refer to Resident's Handbook)
- Knives of any kind, pointed scissors or hemostats
- Food items, Canned items such as soup and canned meats are allowed
- Single or double edge razor blades
- Personal fans or heaters
- Metal combs, hair picks or hair brushes
- Incense or candles
- Extension cords, multi-plug devices
- Tools / Tools that need to be stored in a POV must be approved by the Director
- Gambling devices, to include lottery tickets
- Alcohol, narcotics or controlled substances
- Paint of any kind
- Non-issued locks, linens, blankets or pillows
- Glue and any other solvent type products, to include White Out
- Some types of Aerosol sprays/ to be determined by the Director
- Cameras or tape players that have recording capability
- Cell phones
- Pirated DVD'S and CD'S
- Vinegar / liquid Bleach
- Pornographic material or nude pictures
- Any item containing the words on the label as following:
 - (1) Caution
 - (2) Danger
 - (3) Corrosive
 - (4) Flammable

- Possession of another residents' property, whether borrowed, loaned or otherwise
- Cardboard boxes, plastic or plastic and paper bags
- Excessive amount of money (unaccountable funds Director's decision)
- Liquid bleach
- Excess property (see Resident's Handbook Property List)
- Matches
- Rolling papers
- Condoms
- Hair dyes/ will need approval by the Director
- NOTE Bottled Drinking water may be stored under your bed, no more than Two (1) gallon plastic containers

**NOTE: Any contraband item confiscated will not be returned. It will be disposed of.
No exceptions.**

GANG RELATED ITEMS TO INCLUDE

- No use of gang signs
- No possession of pictures depicting gang signs or paraphernalia
- No hats may be worn at an obvious slant to the right or left
- No red or blue hats may be worn
- No possession of red or blue bandanas
- No hanging of bandanas from a pants pocket
- Both pant legs and both socks must be either up or down
- No mail or literature depicting gang symbols or activities may be in a residents' Possession or property

Dismas Charities Lubbock is a Gang Free Facility no gangs of any type will function in this facility

DISMAS CHARITIES, INC.
RESIDENT PERSONAL PROPERTY LIST

| <u>CLOTHING</u> | <u>QUANTITY</u> | |
|---|--------------------|---------------|
| | MALE | FEMALE |
| ITEM | | |
| Trousers | 7 | 7 |
| Sweat Pants | 2 | 2 |
| Slacks/skirts, or dresses | 7 | 7 |
| Tops, Undershirts, T-shirts, Shirts | 7 | 7 |
| Sweatshirts, and Sweaters | 5 | 5 |
| Under shorts or Underpants | 10 | 10 |
| Shorts (gym and walking shorts) | 3 | 3 |
| Pajamas/Night Gowns | 2 | 2 |
| Insulated or Thermal Underwear Set | 2 | 2 |
| Bras | 7 | 7 |
| Coats/Jackets/Vests | 2 | 2 |
| Socks/Footies/Nylon Stockings | 10 | 10 |
| Gloves | 2 | 2 |
| Hats/Caps/Toboggans(w/o masks) | 2 | 2 |
| Shoes/Gym shoes/Shower shoes | 5 | 5 |
| Belts/Suspenders | 2 | 2 |
| Athletic supporters | 1 | |
| Bathrobes | 1 | 1 |
| Boots (safety shoes for special work assignments) | 1 | 1 |
| BEDDING/TOWELS/ETC. | | |
| Towels white (other than Center issued) Dark Blue | 2 | 2 |
| Washcloth white (other than the Center issued) Dark Blue | 2 | 2 |
| Sheets/Pillowcases Pillows/ Mattress/Blankets/Bedsread | Center issued only | |
| Blanket / Cotton or Wool only | 1 | 1 |
| Laundry Basket | Center issued only | |
| ELECRONICS | | |
| Non-recording Walkman-type radio/CD and DVD players with headphones | one each | |
| CD'S and DVD | 10 | |
| Calculator (pocket size) | 1 | |

| ITEM | PERSONAL ITEMS | | QUANTITY | |
|---|----------------|--------|----------|--|
| | MALE | FEMALE | | |
| Watch (\$50 value limit) | 1 | 1 | | |
| Necklace/Medallions (\$50 value limit) | 2 | 2 | | |
| Rings (\$100 value limit) | 2 | 2 | | |
| Earrings (\$20 value limit) | 2 | 2 | | |
| Hairbrush/Comb/Hair-pick (plastic only) | 2 | 2 | | |
| Mirror (no- larger than 4"x 4") Non- Glass | 1 | 1 | | |
| Sewing Kit (Round scissors) | 1 | 1 | | |
| Photo Albums | 1 | 1 | | |
| Curling Iron/Curlers – Trimmer clippers | 1 | 1 | | |
| Drinking cup (no glass) 12 oz. – 16oz | 1 | 1 | | |
| Wallet/Purse | 1 | 2 | | |
| Eyeglasses (prescription) | 2 | 2 | | |
| Sunglasses Not to be worn in the building | 1 | 1 | | |
| Nail Clippers (no knife blades or Screwdrivers) | 1 | 1 | | |
| Locks (Center issued only) | 0 | 0 | | |
| Metal container small – for change and jewelry | 1 | 1 | | |

| CONSUMABLES/ PERSONAL ITEMS | | | |
|---|-------|-------|--|
| RAZORS Battery Charged | 1 | 1 | |
| RAZORS Disposable | 10pk. | 10pk. | |
| Bar Soap | 2 | 2 | |
| Toothpaste/Toothbrush | 2 | 2 | |
| Magic Shave/Shaving Cream | 2 | 2 | |
| Hair Cream/Dressing/Mousse/Hair Spray (no aerosol) | 3 | 3 | |
| Shampoo/Conditioner | 2 | 2 | |
| Deodorant | 2 | 2 | |
| Body Powder | 1 | 1 | |
| Foot Powder/Foot Savers | 1 | 1 | |
| Mascara/Eyebrow Pencil | | 2 | |
| Liquid make-up/Blush/Lipstick | | 2 | |
| Nail Polish | | 2 | |
| Nail Polish Remover Non- Alcohol | | 1 | |
| Cosmetic Face Powder | | 1 | |
| Sanitary Napkins/Tampons (packages)/Douche (no vinegar) | | 2 | |
| Aftershave/Cologne/Perfume Non Glass Containers | 2 | 2 | |
| Cigarettes (cartons) | 1 | 1 | |
| Lighters (disposable only) | 1 | 1 | |
| Flashlight (small battery) Flashlight glasses | 1 | 1 | |
| Canned food Items - Soup, Meats, Fruit, Vegetables | 1 | 1 | |
| 12 to 16oz lidded Drinking Cup and 12oz lidded Bowl | 1ea | 1ea | |

Other items may be possessed in reasonable quantities and may include items such as; stationary, postage stamps, pens, batteries, playing cards, authorized art and hobby craft supplies, shoe shine materials, washing powder, fabric softener, Q-tips and contact lens cleaning supplies.

Where quantities are not listed it is assumed a one-month supply is reasonable. The Director will settle any questions concerning the term "reasonable amount".

SEXUAL ABUSE/ASSAULT
PREVENTION/AWARENESS/INTERVENTION

It is the policy of Dismas Charities, Inc. that any form of sexual behavior between residents, or staff and residents is prohibited. For the purpose of this policy, sexual behavior is defined as:

“Verbal or physical conduct of a sexual nature directed toward an inmate by another inmate, staff members, agents, or volunteers of a corrections agency, department or private organization. Sexual misconduct by corrections staff against a prisoner...is prohibited by policy. Sexual misconduct, as it relates to prisoners, is a sexual advance, welcome or not, by inmate, staff member, agent or volunteer of a corrections agency, department or private organization. It is illegal and a violation of Federal Law.”

As defined by the Federal Bureau of Prisons, sexual abuse and assault is defined as follows:

INMATE ON INMATE SEXUAL ABUSE/ASSAULT

‘One or more inmates engaging in or attempting to engage in a sexual act with another inmate or the use of threats, intimidation, inappropriate touching or other actions and /or communications by one or more inmates aimed at coercing inmates even when no objections are raised, are prohibited acts.’

STAFF ON INMATE SEXUAL ABUSE/ASSAULT

“Engaging in or attempting to engage in a sexual act with any inmate or the intentional touching of an inmate’s genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised are illegal.”

REPORTING SEXUAL ABUSE/ASSAULT

If you are a victim of sexual assault/abuse by another resident or employee, or you witness a sexual assault /abuse of another resident, you can report it by asking to see the facility Director on an emergency basis or by filing a grievance (Administrative Remedy for federal and Department of Corrections for state) directly to the Regional Director.

RIGHTS

As a victim of sexual abuse/assault you have the following rights:

- To be heard in a respectful, supportive, and non-judgmental way
- To be provided immediate safety from the perpetrator
- To a medical examination to include collecting medical evidence
- To be referred for psychological counseling for crisis intervention and follow up

EDUCATE YOURSELF.....SEXUAL ASSAULT CAN HAPPEN TO YOU

- **MYTH:** “It can’t happen to me.” Rape is an isolated infrequent event that only happens to certain kinds of people: attractive, young women, women who are promiscuous or provocative.

FACT: Anyone can be sexually assaulted. Studies show that victims include infants to people in their nineties, people of color, lesbians/gays, people with disabilities, and people from every race, ethnic, religious, economic and social background. According to a study published by the National Victim Center and the Center for Crime Victims Treatment and Research, approximately 683,000 American women were sexual assaulted in 1990, which averages to 1.3 rapes every minute. When the number of children and males assaulted during that same time period were added, it is likely that well over twice that many Americans were sexually assaulted.

- **MYTH:** “The best way for survivors to get over a sexual assault is to act like it didn’t happen, to put it behind them, get on with their lives and be “normal” again.”

FACT: Speaking out about sexual assault might be an essential part of the recovery process for survivors....every survivor is the expert on his or her own recovery. For many, recovery becomes an ongoing process of healing, change and empowerment. All survivors have a right to support and validation from friends, family and service providers, no matter where they are in their individual healing process or how long ago the assault occurred.

\Remember that a sexual assault is a violation of one’s sexual identity and sexual safety. It can create long-term disturbance for the victim. Silence is not the answer.

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.

| CODE | PROHIBITED ACTS |
|-------------|---|
| 100 | Killing |
| 101 | Assaulting any person (includes sexual assault) 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 carried out by an inmate |
| 102 | Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution with violence |
| 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 or any ammunition |
| 105 | Rioting |
| 106 | Encouraging others to riot |
| 107 | Taking hostage(s) |
| 108 | Possession, manufacture, or introduction 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., hack-saw blade) |
| 109 | (Not to be used) |
| 110 | Refusing to provide a urine sample or to take part in other drug-abuse testing |
| 111 | Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff |
| 112 | Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff |

| CODE | PROHIBITED ACTS |
|------|--|
| 113 | Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff |
| 197 | Use of the telephone to further criminal activity. |
| 198 | Interfering with a staff member in the performance of duties. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable. |
| 199 | Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable. |
| 200 | Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions--without violence. |
| 201 | Fighting with another person |
| 202 | (Not to be used) |
| 203 | Threatening another with bodily harm or any other offense |
| 204 | Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing |
| 205 | Engaging in sexual acts |
| 206 | Making sexual proposals or threats to another |
| 207 | Wearing a disguise or a mask |
| 208 | Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes 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 |
| 214 | (Not to be used) |
| 215 | Introduction of alcohol into BOP facility |

| CODE | PROHIBITED ACT |
|------|---|
| 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 purposes of introducing contraband or for any other illegal or prohibited purposes |
| 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; this includes data obtained through the unauthorized use of a communications facility, or through the 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 punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff) |
| 221 | Being in an unauthorized area with a person of the opposite sex without staff permission |
| 222 | Making, possessing, or using intoxicants |
| 223 | Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol |
| 224 | Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate) |
| 297 | Use of the telephone for abuses other than criminal activity (e.g. circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code). |
| 298 | Interfering with a staff member in the performance of duties. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of the high severity is not applicable. |
| 299 | Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of high severity is not applicable. |
| 300 | Indecent Exposure |
| 301 | (Not to be used) |
| 302 | Misuse of authorized medication |

| CODE | PROHIBITED ACT |
|------|--|
| 303 | Possession of money or currency, unless specifically authorized, or in excess of the amount authorized |
| 304 | Loaning 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 would be charged as Code 110) |
| 308 | Violating a condition of a furlough |
| 309 | Violating a condition of a community program |
| 310 | Unexcused absence from work or any assignment |
| 311 | Failing to perform work as instructed by the supervisor |
| 312 | Insolence towards a staff member |
| 320 | Failing to stand count |
| 321 | Interfering with the taking of count |
| 322 | (Not to be used) |
| 323 | (Not to be used) |
| 324 | Gambling |
| 325 | Preparing or conducting a gambling pool |
| 326 | Possession of gambling paraphernalia |
| 327 | Unauthorized contacts with the public |
| 328 | Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization |
| 329 | Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less |

| CODE | PROHIBITED ACT |
|------|---|
| 330 | Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards |
| 331 | Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely To be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; other non-hazardous contraband includes such items as food or cosmetics) |
| 332 | Smoking where prohibited |
| 397 | Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list). |
| 398 | Interfering with a staff member in the performance of duties. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable. |
| 399 | Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable. |
| 400 | Possession of property belonging to another person |
| 401 | Possessing unauthorized amount of otherwise authorized clothing |
| 402 | Malingering, feigning illness |
| 403 | Not to be used |
| 404 | Using abusive or obscene language |
| 405 | Tattooing or self-mutilation |
| 406 | Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault) |
| 407 | Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction |
| 408 | Conducting a business |

| CODE | PROHIBITED ACT |
|------|---|
| 409 | Unauthorized physical contact (e.g., kissing, embracing) |
| 497 | Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list). |
| 498 | Interfering with a staff member in the performance of duties. Conduct must be of the Low Moderate Severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable. |
| 499 | Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. Conduct must be of the Low Moderate severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable. |

NOTE aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.

| GROSS PAY | | COLLECT AMOUNT |
|-----------|--------|-------------------|
| FROM | TO | |
| - | 3.99 | \$ - |
| 4.00 | 7.99 | \$ 1.00 |
| 8.00 | 11.99 | \$ 2.00 |
| 12.00 | 15.99 | \$ 3.00 |
| 16.00 | 19.99 | \$ 4.00 |
| 20.00 | 23.99 | \$ 5.00 |
| 24.00 | 27.99 | \$ 6.00 |
| 28.00 | 31.99 | \$ 7.00 |
| 32.00 | 35.99 | \$ 8.00 |
| 36.00 | 39.99 | \$ 9.00 |
| 40.00 | 43.99 | \$ 10.00 |
| 44.00 | 47.99 | \$ 11.00 |
| 48.00 | 51.99 | \$ 12.00 |
| 52.00 | 55.99 | \$ 13.00 |
| 56.00 | 59.99 | \$ 14.00 |
| 60.00 | 63.99 | \$ 15.00 |
| 64.00 | 67.99 | \$ 16.00 |
| 68.00 | 71.99 | \$ 17.00 |
| 72.00 | 75.99 | \$ 18.00 |
| 76.00 | 79.99 | \$ 19.00 |
| 80.00 | 83.99 | \$ 20.00 |
| 84.00 | 87.99 | \$ 21.00 |
| 88.00 | 91.99 | \$ 22.00 |
| 92.00 | 95.99 | \$ 23.00 |
| 96.00 | 99.99 | \$ 24.00 |
| 100.00 | 103.99 | \$ 25.00 |
| 104.00 | 107.99 | \$ 26.00 |
| 108.00 | 111.99 | \$ 27.00 |
| 112.00 | 115.99 | \$ 28.00 |
| 116.00 | 119.99 | \$ 29.00 |
| 120.00 | 123.99 | \$ 30.00 |
| 124.00 | 127.99 | \$ 31.00 |
| 128.00 | 131.99 | \$ 32.00 |
| 132.00 | 135.99 | \$ 33.00 |
| 136.00 | 139.99 | \$ 34.00 |
| 140.00 | 143.99 | \$ 35.00 |
| 144.00 | 147.99 | \$ 36.00 |
| 148.00 | 151.99 | \$ 37.00 |
| 152.00 | 155.99 | \$ 38.00 |
| 156.00 | 159.99 | \$ 39.00 |
| 160.00 | 163.99 | \$ 40.00 |
| 164.00 | 167.99 | \$ 41.00 |
| 168.00 | 171.99 | \$ 42.00 |
| 172.00 | 175.99 | \$ 43.00 |
| 176.00 | 179.99 | \$ 44.00 |
| 180.00 | 183.99 | \$ 45.00 |
| 184.00 | 187.99 | \$ 46.00 |
| 188.00 | 191.99 | \$ 47.00 |
| 192.00 | 195.99 | \$ 48.00 |
| 196.00 | 199.99 | \$ 49.00 |

| GROSS PAY | | COLLECT AMOUNT |
|-----------|--------|-------------------|
| FROM | TO | |
| 200.00 | 203.99 | \$ 50.00 |
| 204.00 | 207.99 | \$ 51.00 |
| 208.00 | 211.99 | \$ 52.00 |
| 212.00 | 215.99 | \$ 53.00 |
| 216.00 | 219.99 | \$ 54.00 |
| 220.00 | 223.99 | \$ 55.00 |
| 224.00 | 227.99 | \$ 56.00 |
| 228.00 | 231.99 | \$ 57.00 |
| 232.00 | 235.99 | \$ 58.00 |
| 236.00 | 239.99 | \$ 59.00 |
| 240.00 | 243.99 | \$ 60.00 |
| 244.00 | 247.99 | \$ 61.00 |
| 248.00 | 251.99 | \$ 62.00 |
| 252.00 | 255.99 | \$ 63.00 |
| 256.00 | 259.99 | \$ 64.00 |
| 260.00 | 263.99 | \$ 65.00 |
| 264.00 | 267.99 | \$ 66.00 |
| 268.00 | 271.99 | \$ 67.00 |
| 272.00 | 275.99 | \$ 68.00 |
| 276.00 | 279.99 | \$ 69.00 |
| 280.00 | 283.99 | \$ 70.00 |
| 284.00 | 287.99 | \$ 71.00 |
| 288.00 | 291.99 | \$ 72.00 |
| 292.00 | 295.99 | \$ 73.00 |
| 296.00 | 299.99 | \$ 74.00 |
| 300.00 | 303.99 | \$ 75.00 |
| 304.00 | 307.99 | \$ 76.00 |
| 308.00 | 311.99 | \$ 77.00 |
| 312.00 | 315.99 | \$ 78.00 |
| 316.00 | 319.99 | \$ 79.00 |
| 320.00 | 323.99 | \$ 80.00 |
| 324.00 | 327.99 | \$ 81.00 |
| 328.00 | 331.99 | \$ 82.00 |
| 332.00 | 335.99 | \$ 83.00 |
| 336.00 | 339.99 | \$ 84.00 |
| 340.00 | 343.99 | \$ 85.00 |
| 344.00 | 347.99 | \$ 86.00 |
| 348.00 | 351.99 | \$ 87.00 |
| 352.00 | 355.99 | \$ 88.00 |
| 356.00 | 359.99 | \$ 89.00 |
| 360.00 | 363.99 | \$ 90.00 |
| 364.00 | 367.99 | \$ 91.00 |
| 368.00 | 371.99 | \$ 92.00 |
| 372.00 | 375.99 | \$ 93.00 |
| 376.00 | 379.99 | \$ 94.00 |
| 380.00 | 383.99 | \$ 95.00 |
| 384.00 | 387.99 | \$ 96.00 |
| 388.00 | 391.99 | \$ 97.00 |
| 392.00 | 395.99 | \$ 98.00 |
| 396.00 | 399.99 | \$ 99.00 |

Dismas Charities, Inc.
Receipt of Rules – Federal Facilities

I have received a copy of the **Federal Prohibited Acts** dated _____. I have read them, or had them read to me. I understand them and I agree to abide by them. I am aware that a copy of the Federal Prohibited Acts is posted on the Resident Bulletin Board. I am also aware that these rules are reviewed and subject to change.

| | |
|--------------------|------|
| Resident Signature | Date |
|--------------------|------|

| | |
|-----------------|------|
| Staff Signature | Date |
|-----------------|------|

I have received a copy of the **Dismas Charities Rules, Regulations and Minimum Restrictions** dated _____. I have read them, or had them read to me. I understand them and I agree to abide by them. I am aware that a copy of the Dismas Charities Rules, Regulations and Minimum Restrictions is posted on the Resident Bulletin Board. I am also aware that these rules are reviewed and subject to change.

| | |
|--------------------|------|
| Resident Signature | Date |
|--------------------|------|

| | |
|-----------------|------|
| Staff Signature | Date |
|-----------------|------|