

VOLUNTEERS OF AMERICA TEXAS



RESIDENTIAL RE-ENTRY CENTER

800 W. WINTERGREEN ROAD

HUTCHINS, TEXAS 75141

FEDERAL CLIENT HANDBOOK

REVISED JUNE 9, 2011

INTRODUCTION

Welcome to the Volunteers of America Residential Re-Entry Center. While you are here, this is your home, and your program. We will do all we can to make this a good opportunity for you to help yourself. If you can accept the challenge, you will find this can be the place to learn new and better ways to live your life.

Volunteers of America is a national Christian, human services organization founded in 1896 to provide material and spiritual assistance to those in need. Throughout its history, VOA has sought to establish programs which are responsive to Community need, characterized by programmatic and managerial integrity, and Consistent with its Christian commitment.

The Texas affiliate of VOA became operational in 1917 and has been providing social services to this community uninterrupted for over the past 75 years. With the changing community needs, the early 1970s brought about the establishment of the residential treatment facility for the ex-offender, services to the mentally retarded, an alcohol rehabilitation program, and the first restitution center in the State of Texas.

This handbook is designed to provide you with a complete understanding of the operations of the Volunteers of America Residential Re-Entry Center. It is vital you read the entire handbook. You will be required to attend an orientation session which will answer any questions you might have. **From the day you arrive you will be held responsible for following all program policies, rules, and, procedures. Your assigned Case Manager serves as your primary contact person in this program.** Your Case Manager will provide you with an appointed time to meet. If an emergency arises between appointments, please contact your Case Manager for a meeting time.

RESIDENTIAL PROGRAMS

Residential Re-Entry Center:

In a partnership with the Federal Bureau of Prisons, U.S. Probation Department, and the Volunteers of America Texas, Inc., the **RESIDENTIAL RE-ENTRY CENTER** was initiated on December 1, 1997. This program is designed to provide punitive sanctions for offenders under supervision and will also serve as a pre-release facility for inmates who are nearing the completion of their custody sentences. This program will focus on custody requirements rather than rehabilitation, although the program will provide drug treatment and other educational opportunities. There are (3) basic components to the Residential Re-Entry Center; Community Corrections, Pre-Release, and Home Confinement within these components there are six custody levels ranging from 24-hour restriction to Home Confinement. Each of the programs components will be monitored by a Program Review Team, which consists of representatives from the Bureau of Prisons, U.S. Probation Department, and Volunteers of America.

Federal Bureau of Prisons Pre-Release:

Clients in this category are under the jurisdiction of the United States Attorney General and are still considered to be in an incarcerated status. Pre-Release clients have a pre-determined date of release based on Federal Statutes. Pre-Release clients may be placed under the Community Confinement requirements if more structure is needed in supervision. A new arrival is automatically placed in a minimum of a 15-day Community Corrections Component, which limits access to the community.

Community Corrections Component:

Examples of Community Corrections Component include the following: Community Confinement, Public law, Pre-Trial, Supervised Release, and Parole/Mandatory Releases. Referrals to this program come from the United States Probation Office as a condition of probation or through the United States Parole Commission as a special condition of parole. Clients in this program are required to not only participate in the VOA-TX program, but also in the programs required by their USPO. Except for employment and religious service Community Corrections clients are generally restricted to the Facility.

HOUSE RULES AND PROHIBITED ACTS

The house rules are designed to provide an orderly running of the facility as well as provide for the safety and security of the clients, staff, and physical plant. It is expected that each client be familiar with the rules and obey them at all times. This handbook contains an itemized list of these rules and prohibited acts. You are expected to obey all laws in the community and uphold an ethical and moral code of conduct in the facility, your home, work and the community.

EMERGENCY EVACUATION

In the interest of the safety and welfare of the staff and clients of VOA Residential Re-Entry Center, 800 W. Wintergreen Rd., Hutchins Texas, it is necessary to establish an emergency plan of action to vacate the building in case of fire, man-made emergencies, or natural disaster. This plan is distributed to all staff members who will bear primary responsibility for the implementation and operational effectiveness of the plan and to all clients. An evacuation diagram is posted on all bulletin boards, in the client handbook, and other prominent locations throughout the building. Fire Drills will be held on a monthly basis. Clients are required to cooperate fully with any emergency drills by responding immediately and safely. Prevention of emergencies has the highest priority. It is the responsibility of the staff and clients to ensure, safe practices that will aid in the prevention of emergencies. **Smoking is permitted in designated outside areas only.** Ash trays are to be used and cigarette butts will **not** be discarded into trash receptacles, or onto the grounds. Storage of excessive paper and clothing will not be permitted in the client's rooms. Staff will monitor client's rooms to ensure that extension cords or outlet extenders are not being used.

LINEN

Upon your arrival you will be issued a set of linens and towels which will include 1 pillow, 2 bed sheets, 1 pillow case, 2 bath towels, and 1 bedspread. Clients may not bring their own linen to the facility, with the exception of face towels (white). Linens are laundered weekly. Clients must turn in all linen weekly as posted, pick-up clean linen and make beds neatly prior to departure or 7:30 am, whichever applies.

MEDICAL TREATMENT

With the exception of the BOP clients who have prior authorization from the CCM's office, you are required to pay for any medical treatment you need. The most inexpensive treatment can be received at Parkland Memorial Hospital in Dallas. Although none of these services are free, they are based upon your ability to pay. All clients going to the hospital must get a referral from their Case Manager, and **MUST** bring back documentation that they were seen by medical staff. The following procedure should be beneficial in assuring treatment at a reasonable rate. You are responsible for payment of any emergency vehicles called to the facility on your behalf.

Clients that are unable to pay for the services of a doctor on a non-emergency basis and the client is indigent must get enrolled in the Parkland Hospital TAX SUPPORT program, which will either cover or lower the cost of treatment. The client must always bring picture identification to the hospital with them and a referral letter from their Case Manager. If a client is registered with the TAX SUPPORT program they will be classified as homeless for a period not to exceed six months. Medical treatment is provided through Parkland Memorial Hospital, 1st floor Urgent Care Clinic or Bluit Flowers Health Clinic at 303 Overton Road, (214) 590-4200.

1. Go to the financial aid office. If you do not have money, tell the staff that you are a VOA client and don't have the money to pay them. Tell them you want to be enrolled in the TAX SUPPORT program. Give them the referral letter from your Case Manager.
2. Call Bluit Flowers Health Clinic for a same day appointment or arrive to the clinic by 8:00 A.M. with no appointment and you will be permitted to see a doctor. Again give them your referral letter and tell them you want to apply for the TAX SUPPORT program.
3. If you are given a prescription, you will be responsible for getting it filled. There is a pharmacy at the hospital which will fill all prescriptions.

All medical treatment for Federal Bureau of Prisons clients must be approved by the Facility Director, even emergencies. Please complete a Special Sign-Out pass and give to your Case Manager if you wish to seek medical treatment so that proper arrangements can be made. Whenever you need transportation to Parkland Memorial Hospital or Bluit - Flowers Medical Clinic, you must complete bus voucher form. If you wish to visit your private physician or seek other medical attention it is necessary to inform your Case Manager. You are responsible for all costs. All Federal clients who are not transferred from a Federal institution are required to have a physical exam completed within five working days of arrival. This exam is at no cost to the client and will be scheduled by your Case Manager.

DRUG AND ALCOHOL SURVEILLANCE

Our responsibility to our sponsoring agencies is to provide drug surveillance through random urine samples and alcohol surveillance through breath sample tests. If you are a Federal client, the costs of these tests are paid for by the Federal Bureau of Prisons or the United States Probation Office. The results of the urine and breath tests will be provided to your sponsoring agency by the staff of VOA and the results may become part of any recommendations that VOA makes concerning the continuation of your stay at VOA and/or possible return to a more secure institution in the case of federal clients.

ALCOHOL TESTING: The client will be placed on BA watch for a 15 minute waiting period prior to participating in a breath sample test to ensure an accurate reading. During this waiting period, clients are not permitted to eat, drink, smoke, or talk to anyone, and must remain in the designated collection area.

DRUG TESTING: Federal clients will have ample time to produce a sample. If no sufficient sample is submitted in the allowed time frame, an incident report will be written for a U.A. stall. If the client leaves the collection area at any time without permission, they will be written up for refusing a UA. Clients are permitted 8 ounces of liquid during the testing process. Clients are responsible for informing staff of any prescription medications that have been taken in the last 72 hours.

FEES AGREEMENT/SAVINGS

All working clients; are required to pay weekly fees. Failure to do so may result in your termination from VOA-TX. You must pay your fees on the day you are paid, but not later than 3 days. A copy of the check stub must accompany all fee payments. All fees must be paid by money orders. Fees are 25% of gross earnings. Any client who does not pay required fees will automatically receive an incident report which will forfeit any passes until all delinquent fees are paid. Federal clients must round the fees down to the nearest dollar. All clients must show proof of earnings and hours worked by check stub or employer-completed weekly wage statement each pay period. Fees must be paid in full each pay period.

- A. Federal clients pay up to a maximum of their weekly cumulative contract per diem rate. To figure fees, divide your gross income by four and round down to the nearest dollar, dropping all cents.

Example:

Gross Income:	\$154.90
X 25%:	<u>\$38.72</u>
You Pay:	\$ 38.00

Federal clients on Home Confinement are required to pay 25% of their gross income, up to half of the normal contract per diem rate times seven days.

- B. Money can be saved through VOA-TX non-interest bearing account. Submit money to be saved in the form of a money order at the time of payment of fees. Upon request, you will receive a check in the amount of your savings.
- C. A pro-rated amount will be established no later than 2 weeks prior to a clients release date, which is to be paid in full prior to the day of release. This is the amount you owe from your last pay check until your release date.

GRIEVANCE PROCEDURE

VOA-TX believes all clients have the right to seek remedy to any grievance through a clearly outlined process. No client shall be harassed or punitive action be taken due to a client seeking remedy through this process. Grievance forms are available at all times at the front desk. A copy of all grievances will be maintained in a central file by the Facility Director.

IN-HOUSE REMEDY:

Please speak with your Case Manager or Assistant Director prior to writing grievance to determine if it can be resolved. The client makes a grievance in Writing to the Facility Director. The Facility Director will meet with the client in a timely fashion, normally within 72 hours, schedule permitting, to resolve the issue.

VOA-TX ADMINISTRATIVE REMEDY:

The client requests in writing a meeting with the Director of CTC if the above matter was not resolved. The Director of Substance Abuse/Correctional Services instructs a representative to collect all relevant information, which is then presented in writing during the meeting with the client. This meeting will be held within 5 working days, schedule permitting, of the request to meet.

OTHER REMEDIES:

If the In-House or Administrative remedies do not resolve the issue the Director of CTC shall forward all relevant reports to the representative of the sponsoring agency, upon notification by the client that this route will be pursued. All VOA-TX clients may contact a representative of their sponsoring agency to seek a remedy based upon the sponsoring agency's procedures.

BOP ADMINISTRATIVE REMEDY:

All clients who feel they have not received an adequate response to their grievance can file a grievance with the CCM's office. Forms are available at the facility from the Facility Director or Assistant Facility Director.

CLIENT RIGHTS

As a client of VOA-TX we strongly feel that you are afforded certain rights

1. The right to refuse treatment and medication and to be advised of the consequences of such refusal.
2. The right to refuse to participate in a research program without compromising access to services to which you are otherwise entitled.
3. The right to actively participate in the development of an individualized treatment plan and to have the plan periodically reviewed.
4. The right to know and meet with the staff members responsible for your care, to know their professional qualifications, and their position within VOA.
5. The right to a humane and safe environment affording reasonable protection from harm and privacy with regard to personal need.
6. The right to communicate with others and to have approved visitors on the premises unless restricted for good cause by the Facility Director.
7. The right to be free from mistreatment, abuse, neglect, and exploitation
8. The right to know what fees you will be responsible for and any limitations placed on the duration of service.
9. The right to have this list read to you and explained in terms you understand as well as a right to have a copy of this list for your records.

DISCIPLINARY ACTIONS

The informal system of disciplinary action may impose the following actions:

FULL-HOUSE RESTRICTION: Indicated by a pink sign out sheet, must stay in the facility until cleared to leave by the Facility Director or designee. If the client chooses to leave while on FHR this will constitute an ABSCOND or ESCAPE and will be referred to the Center Disciplinary Committee and/or be considered a self-termination from VOA-TX.

WORK ONLY RESTRICTION: Indicated by a yellow sign out sheet. This restriction allows the client to go to work or look for work and return to the facility only. With this restriction, extra duty may be imposed. The extra duty must be completed before this restriction will be removed.

EXTRA DUTY: Indicated by an extra duty assignment sheet. This restriction allows you to continue with sign-out privileges; however you must complete a specified amount of extra duty each night. Extra duty must be completed by the date assigned or receive a subsequent incident report.

SPECIAL TASK ASSIGNMENT: A special task or assignment may be imposed due to mental, medical, or other documented problems deemed appropriate by facility staff.

CCC REQUIREMENTS:

SPECIAL PROCEDURES Can be added as recommended by the Facility Director and approved by CCM which limits a client's privileges for a set amount of time and provides a more structured supervision.

All clients are given the opportunity to discuss all disciplinary reports prior to disciplinary action being imposed. The above disciplinary actions may be imposed the Case Manager, Facility Director, Assistant Facility Director, On-Call Supervisor, or Director of Correctional Services for any violation of the House Rules or Prohibited Acts, The Federal Formal System involves the holding of a formal hearing by The Center Discipline committee. This process normally will not exceed 72-hours excluding weekends and holidays. Clients may be transferred to a more secure facility. If clients are transferred, clients may not return to the facility. The property emergency contact person may pick up your property.

SEARCH

In instances where contraband, cell phones, narcotics, narcotics paraphernalia, alcoholic beverage, or stolen property are suspected of being in the client's possession, or based on contractual guidelines, the client shall be asked to submit to a search of his/her body, possessions, or room, If any contraband is found this may be reason for immediate termination of residence through the informal or formal disciplinary process. Contraband found will be disposed of. Any vehicle in the parking lot is subject to be searched upon demand. The police will be notified immediately if any illegal substances are confiscated.

If a person refuses the search, this shall be grounds for disciplinary action either informal or formal. If the matter is of serious legal importance, the local police shall be informed and the matter pursued from there.

Room searches will be conducted at the minimum on a monthly basis per our contractual agreements. One client per room may be able to witness the search. If no client from a particular room is available, the client representative may witness the search.

Contraband items include, but are not limited to, the following: firearms, knives, tools, drug paraphernalia, bleach, toxic or caustic chemicals, razor blades, sexually oriented magazines, books, photos, etc., clothing and posters denoting drug or alcohol use, unauthorized pharmaceuticals, unauthorized appliances, extension cords, and an excess of any authorized property (i.e., excessive magazines or newspapers are a fire hazard)

PHYSICAL FORCE

Where it can be determined by staff that a client is involved in or precipitates violence, which shall be cause for termination. In a case where assault on a person occurs, that shall be a matter for police discretion. The overall perspective will be the protection of persons within the residence from physical harm. The prevention of property damage or of escape shall be considered to be matters for the police or custodial authorities.

MEDICATION

All prescribed medications are to be turned in to the front desk for inventory and documented by a staff member. Clients will obtain medication at specific time for self medication observed and documented. No medications CONTAINING ALCOHOL ARE PERMITTED AT THE FACILITY. All medications are to be taken in dosages as prescribed on the label. Only medications that are checked in, inventoried, and documented by the facility staff will be considered authorized medication. Clients are allowed to take their medications home, on pass or to work. Over-the-counter medications must be labeled with client's name, register number, and kept in the original container and locked in client's own locker.

COERCION

Each client is accepted for residence on the merits of his/her case and our ability to answer those needs. Your responsibility is to the staff of the facility and to your respective parole or custodial obligations and authorities. During your residence, you will not be placed under the control or authority of any other client. If some other client or any member of the outside community should in any way try to assert control over your actions or behavior, this would be considered a threat to your independence and freedom of action. In any case where this kind of situation occurs, you should immediately inform your Case Manager or the Facility Director.

Any client who tries to assert control or authority over another client will be in jeopardy of losing his or her residence. It is basic to our policy and outlook that "King Pins" are not tolerated in any guise or for any reason. If, by staff observation or by report from a fellow client, a person is in question in this respect, that behavior will be subject to an incident report and hearing and could be considered reason for termination or return to custody.

JOB SEARCH PROCEDURES

All offenders are expected to be employed, 40 hours per week within the first 15 calendar days following completion of the facility between orientations and securing identification. All unemployed Federal clients are required to look for employment Monday through Friday from 8:00 a.m. to 5:30 p.m. Any clients that do not actively seek employment may be subject to disciplinary action and possible termination from the program. Clients must return to the facility if they complete the job search sites that have been approved even if this is before 5:30 pm. A sack lunch will be provided if signed up for the night before. Unemployed clients will be required to attend a Job Skills Workshop until full-time employment is secured.

Whenever employment is secured, all information must be approved by the Employment Specialist in advance before accepting the position. No client is allowed to change employment without first notifying the Employment Specialist or Case Manager, and has been at the first job a minimum of **6 weeks**.

- A.** All clients are required to list a minimum of three job contacts per day on the Job Search Request form.
- B.** All clients must submit a completely filled out Job Contact form which includes arrival/departure times as well as signatures from contact persons immediately upon entering the facility.
- C. All clients are required to utilize public transportation, unless prior approval is obtained from the Facility Director.**

MAIL

You may receive and send mail at the following address: **800 W. Wintergreen Road, Hutchins, Texas 75141**

All mail (including packages) will be opened by the client in front of staff to minimize the introduction of contraband. All mail will be forwarded if an address is left with the office. Federal clients are not allowed to receive or mail anything from or to other persons still in custody or on supervision, unless approval has been granted by the Community Corrections Manager or designee.

All outgoing mail is subject to being opened and inspected for contraband whenever staff determines mail is of a suspicious nature. Client will be notified by staff if outgoing mail is withheld.

PHONE CALLS

There are pay phones available for clients to make outgoing calls only. All incoming calls will be received on the business phone and messages will be taken. It is the client's responsibility to check their file for any messages. If an emergency call is received the message will be relayed by the staff as soon as possible. All calls on the pay phones are not to exceed fifteen (15) minutes in length. Phones are not to be used before 6:30 a.m. or after curfew. No smoking is allowed while on the phone. There is a phone available, for use by clients who are indigent, at the front desk which can be used to make business calls with prior permission from staff. Any long distance calls will be approved and made in your Case Manager's office.

TRANSPORTATION

VOA-TX has a facility van that will transport you so that you may utilize the DART system. Check the bulletin boards for a current schedule. Indigent or unemployed clients can receive bus fare in certain situations. A "Request for Bus Fare Assistance" form is located at the front desk. This form must be completed and submitted to Employment Specialist the day before the assistance is needed.

LAUNDRY

Washers and Dryers are available in the facility for your use free of charge. Washers and dryers are available to all clients between the hours of 6:00 a.m. and curfew seven days a week alternating male/female use schedule.

LOCKERS

All locker keys will be issued by Facility Services Manager during the intake process.

Any situations regarding locker keys will need to be addressed in person to the Facility Services Manager. It is the client's responsibility to keep track of their own key, if a client is negligent in losing their key a replacement fee of \$3.00 will be charged.

CLEANLINESS AND MORNING DUTIES

We are very proud of our facility and hope that all clients will take great pride in maintaining a clean living environment. Staff will be making every effort to ensure that the facility continues to be a nice place to work and live and will appreciate your help in this area. Destruction of property, defacing walls, disregard of smoking restrictions, and careless misuse of equipment or furniture may result in disciplinary action. All clients are required to have their living areas clean and have personal items properly stored before leaving the facility or no later than 7:30 am. All beds must be neatly made before leaving the room. No items are allowed stored under beds, on top of lockers, or on top of dressers at any time. Items not properly stored will be confiscated on a daily basis, and a violation report will be written. Storage of excessive paper and clothing will not be permitted in the client's rooms. Staff will monitor client's rooms to ensure that extension cords or outlet extenders are not being used.

Each week a list of morning duties will be posted. These duties must be completed before leaving the facility or no later than 7:30 am. The client must have a staff member check their duty before leaving the center. Failure to perform duties or report to staff that duties have been completed will result in disciplinary action. Indigent clients will be given personal hygiene items. See the Facility Services Manager for details.

INDIGENT CLIENTS

Clients who are indigent will be given personal hygiene items by contacting the Facility Service Manager. Clients who need clothing have to see their Case Manager.

DRIVING PRIVILEGES

Driving privileges are only approved for those clients that are required to drive by their places of employment or whose places of employment are not on a bus line. Any client requesting permission to drive must complete the Authorization to Operate a Motor Vehicle available at the front desk and must attach copies of current insurance through the release date, proof of ownership (title and registration), or a notarized letter granting permission for the client to utilize the vehicle if the title is in another person's name. Clients must have approved driving permission and a parking sticker before they are allowed to operate any motor vehicle at any time. Client must show Texas Drivers License to case manager for verification before driving privileges will be granted. Federal clients may not operate a motor vehicle until approval is granted. Federal clients are permitted to drive to and from work only. You will not be allowed to take your vehicle to any pass locations, nor will you be allowed to drive while on pass without prior approval. Please make arrangements for someone to pick you up and take you to your pass location. Clients are required to turn in their keys immediately upon entering the facility. Failure to turn in keys will result in disciplinary action and possible loss of driving privileges. Clients are not permitted to give other clients rides in their cars. You are not allowed to purchase a motor vehicle without prior written approval from the Facility Director. Submit all-requests through the Case Manager.

VISITING PROCEDURES

Visiting is encouraged for all clients in order to re-establish family ties. **Visiting Hours:**

Saturday:	12:30 p.m. - 4:30 p.m.
Sunday:	12:30 p.m. - 4:30 p.m.
Holidays:	12:30 p.m. - 4:30 p.m.

PROCEDURES:

1. All visitors must be listed on an approved visitors list at the front desk or the visit will not be permitted. Family members that are currently on supervision or parole will need special approval by the Community Corrections Manager prior to a visit being allowed.
2. No client is allowed to have visitors that are currently under supervision or on parole, or ex-VOA client
3. All visitors age 16 or older must show picture identification each time they visit the facility.
4. All packages/items brought into the facility will be searched.
5. Visiting is allowed only in the authorized area. Children must stay in the visiting area with their parents at all times.
6. Excessive familiarity/fraternization will not be permitted. A visitor will be asked to leave if inappropriate behavior is observed.
7. All visitors must be clothed for mixed social gatherings. Any visitor who is inappropriately dressed will be requested to leave.
8. Any visitor who appears to be under the influence of drugs or alcohol will be asked to leave the facility immediately.
9. Only 3 visitors per day will be allowed, unless authorized, in writing, prior to the visit by your Case Manager, Assistant Facility Director, and Facility Director.

REPORTING REQUIREMENTS

Federal Pre-Release client are assigned to a USPO during their placement. However, they are not under the jurisdiction of the Probation Office. If you have questions concerning your supervision, contact your Case Manager for assistance. CCC Federal clients are required to meet with their USPO as scheduled. All Federal clients must meet with their Case Manager as directed to provide a progress Update and sign the necessary forms. Case Manager will set appointment with client.

GROUP ATTENDANCE REQUIREMENTS & JOB REDINESS CLASSES

A schedule of Living Skills, Job Readiness, Probation Re-entry Success Group is posted on the bulletin boards. Check with your Case Manager if you need additional information. Failure to attend required groups will result in disciplinary action.

CLIENT ASSOCIATIONS

Clients in the Residential Re-Entry Center are not permitted to have any outside contact with known felons who include individuals not currently under supervision Clients are not permitted to be supervised by, reside with, or take recreation passes with any individual who is a known felon. Excessive associations, and/or fraternization between clients in the Residential Re-entry Center will not be tolerated. Clients in the center are not permitted to associate with each other outside of the center for any reason

USE OF CHEMICALS

If you need information regarding any of the chemicals which are utilized at this facility, contact the Facility Services Manager. MSDS sheets are available for all chemicals used.

CURFEW HOURS

All Federal clients are required to be in the facility no later than 9:00 **p.m.** each night unless prior special written approval has been received in writing from Facility Director authorizing extension of the 9:00 p.m. curfew. All Federal clients must remain in the facility at least eight consecutive hours each day.

In-house curfew (lights out) is 11:00 p.m. Sunday-Thursday and 12:00 a.m., Friday and Saturday. Extension of posted in-house curfew hours must be approved in writing by the Facility Director.

SCHEDULE OF ACTIVITIES AND FORM DEADLINES

Job Contacts/Job Itineraries	Daily to Employment Specialist (3 days at a time).
Requests for Passes – Church Recreation, 24/48 Passes	Tuesday by 5:00 p.m.: put in the pass request box located at the front desk- any pass not submitted by 5:00 p.m. each Tuesday will be denied.
Employment Verification Forms	Before starting work
Release Plans	Within 60 days of release
Living skills/Academic Classes	As posted
Substance Abuse/Aftercare Groups	As posted
Outside Counseling, I.D., Other Agencies	To Case Manager at least 3 days in advance

MEMO TO ALL FEDERAL BUREAU OF PRISON CLIENTS

The Volunteers of America Residential Re-Entry Center is a facility designed and designated for the purpose of easing your transition from that of a closed institution to that of community living. Our purpose, individually and collectively, is to aid you in this transition. One fact to be kept firmly in mind; that while less restrictive, your residence here is still under the overall supervision and direction of the Bureau of Prisons as you are still under their Jurisdiction. Your rights and responsibilities are the same as those you were subjected to while in a closed institution. You have been given a list of general rules that apply during your residence here. You have acknowledged same and in addition a copy is posted in the facility.

Violation of prohibited acts will be dealt with by referral to a Center Disciplinary Committee Hearing and one or more of the following disciplinary actions may be imposed on a finding of guilt by the Committee. The Committee makes a recommendation to the Disciplinary Hearing Officer who makes the final disposition.

1. Forfeiture or withholding of good time, with the approval of the Discipline Hearing Officer.
2. Disciplinary Transfer.
3. Recommendation to Parole Board that a grant of parole be retarded or rescinded.
4. Imposition of restrictions, or otherwise curtail privileges.

GENERAL FACILITY INFORMATION & CLARIFICATIONS

All clients are responsible for reading and following the guidelines listed below. Failure to follow this guideline may and probably will result in disciplinary action.

CONTRABAND:

This is a list of items that are considered to be contraband at the VOA. There may be other items not listed, that under certain circumstances would be considered contraband also. **DO NOT** have any of these items in your possession, in your vehicle, or in close proximity to you. **ITEMS OF CONTRABAND ARE NOT LIMITED TO THIS LIST!**

1. Any bedding or pillows not issued by VOA
2. Any flammable, caustic, or toxic items (paint, lighter fluid, bleach, acids, etc.)
3. All aerosol sprays or pressurized cans
4. Any prescription drugs, including your own.
5. Any illegal drugs or drug paraphernalia not prescribed by a physician. Alcoholic beverages or ingestible items containing alcohol, e.g. mouthwash, cough syrup, Nyquil, mood or mind-altering substances of any kind. All brands of synthetic cannabinoids (K-2, spice, etc.) or other synthetic substances.
7. Extension cords or outlet extenders of any type
8. Any item that may be used as a WEAPON
9. Cameras of any type or devices with cameras and/or internet access (Camcorders included)
10. Any motor vehicle key
11. Any computer or item that has computer potential or internet access.
12. Tattoo machines, tattooing paraphernalia (electrical or manual)
13. beepers, pagers, phones, or other electronic communication devices (CELL PHONES).

VISITING RULES:

1. Only persons on your authorized visitor's list will be approved to visit
2. All visitors must sign in, and out at the front desk.
3. All adult visitors must show a picture ID. The name and address must be the same as on the visitor's log.
4. Children, over the age of 16 must show school ID or other recognized form of ID.
5. You may not visit with other client's visitors
6. Proper conduct is expected at all time from clients and visitors.
7. Visitation is allowed at designated time, and in designated areas only.
8. Visitor smoking is permitted only in the designated area (front of building).
9. Visitors may not bring in food or drinks, except at designated days and times.
10. All parcels will be searched prior to being given to client.

VISITORS MAY BE DENIED OR REQUESTED TO LEAVE IF:

1. A staff member determines that the visit may be a danger to the security of the facility.
2. There is disruptive or inappropriate behavior by the visitor or the client
3. The visitor appears to be using, or under the influence of drugs or alcohol.
4. The client declines the visit.
5. The visitor is a known ex-client or under supervision (unless special permission is granted).
6. If the visitor is not properly dressed for the visit.
7. The visitor and the client engage in excessive fraternization

DRESS CODE:

1. You must be fully dressed when you leave your room or dorm area. Robes, gowns, or pajamas may not be worn in the dining room, smoking areas, or other common use areas.
2. Shoes or slippers must be worn at all times

3. Gender appropriate undergarments must be worn, but may not be exposed.
4. Hats, caps, or other headgear may not be worn in the facility. Hair preparation headgear may be worn in the dorms or bathroom areas only.
5. Clothing denoting sexual connotations, cling or alcohol *use*, profanity, gang affiliations, or other questionable adornments may not be worn or displayed in the facility.
6. Sunglasses may not be worn in the facility, unless medically authorized.
7. Tank tops, tube tops, halter tops, fish net tops, half shirts, or tops that are revealing may not be worn.
8. Shorts are allowed, but must be fingertip length.
9. All dress code guidelines are in effect for outside recreation areas, and smoking areas and visitors.

