

COOLIDGE HOUSE
RRC
Resident Handbook



A program of Community Resources for Justice, Inc.
FEBRUARY 2013

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INTRODUCTION

Welcome to Coolidge House. This facility is a Residential Re-entry Center that provides services to offenders from various Federal jurisdictions, including pre-release inmates, pre-trial detainees, direct court commitments and probationers. Coolidge House is operated according to guidelines of the Federal Bureau of Prisons (FBOP), assisting residents with necessary services and supervision to facilitate their reintegration back into the community upon their release.

During your stay, you will be required to comply with all facility rules and regulations and follow the program designed for you. While you are here, staff will assist in your reintegration efforts. If you have any questions please contact your assigned Case Manager, or other administrative staff.

Facility Objectives

Coolidge House, a 120-bed community correctional facility, is a Residential Re-entry Center housing adult male and female federal offenders. The facility is operated by its parent agency, Community Resources for Justice, Inc. (CRJ). Established in 1973 by Massachusetts Half-Way Houses, Inc. (MHHI), Coolidge House is modeled after MHHI's first residential program, Brooke House. Residents are referred from the Federal Bureau of Prisons, Pre-trial Services, United States Probation. Residents referred from these agencies are on pre-release or "community corrections" status, or are awaiting trial. Like CRJ's other residential programs, Coolidge House is designed to provide support, resources and the use of life skills training to assist residents in community reintegration and successful completion of the program. Emphasis is placed on aiding residents with employment, vocational and financial management needs and assisting residents in overcoming substance abuse issues, as well as constructive use of leisure time.

Your new address at this facility is:

Coolidge House RRC
307 Huntington Avenue
Boston, MA 02115
(617) 437-1967

The parent agency's address is:

Community Resources for Justice (CRJ)
355 Boylston Street
Boston, MA 02116
(617) 482-2520

Description of Parent Organization

Community Resources for Justice (CRJ) is a private non-profit agency, originally founded in 1878, and most recently incorporated as CRJ in 1999. For over a century, the agency has led policy reform and innovative programming for several distinct populations – men and women involved in correctional systems, at-risk and delinquent youth, and individuals with developmental disabilities. Today, CRJ operates both residential and non-residential programs throughout the Greater Boston area, Massachusetts, and New Hampshire, annually serving more than 6,000 individuals. (Refer to CRJ's Annual Report and Individual Program Brochures for more detailed descriptions of services offered.)

Mission Statement

CRJ is a non-profit organization, incorporated as a charitable corporation under the laws of the Commonwealth of Massachusetts. Its mission statement is as follows:

Community Resources for Justice supports our most challenged citizens. We work with individuals in, or at risk of being in, the adult or juvenile justice systems; individuals transitioning out of these systems back to their communities; and individuals with developmental disabilities requiring intensive support to be part of the community.

Our unique mix of innovative services, advocacy for system improvement, research and publications is designed to build the capacity of the people we care about to live safe and productive lives. These efforts also help communities gain an enhanced sense of safety and improved quality of life.

In everything we do, we are dedicated to being an organization that performs at the highest level, with a workforce possessing the skills and knowledge that ensure a strong positive impact on our clients, our communities and our profession.

Resident Arrival & Orientation

Upon arrival, the resident will be assigned a room which the resident and a staff member will inspect. The property inspection form will be completed and signed. Residents usually remain in the facility for their first three days (72 hours). The resident's status (pre-trial, institutional transfer, etc.) will determine when he/she will be allowed into the community to seek employment. Exceptions may be made for residents who are probation or direct court commitments and who arrive at the program with prior employment (already employed).

All new residents will meet with the Intake/Release Coordinator for an initial intake. Then, the resident will meet with their assigned Case Manager and will receive an orientation to the program.

The program will be explained to you by staff; however, you are responsible for knowing the information in this handbook in its entirety and understanding it thoroughly. This handbook explains the entire program, reinforces what is expected of you during your stay and serves as a quick reference.

When an individual becomes a resident of Coolidge House, he/she is expected to deal constructively with the issues necessary for a successful community life. Residents have access to assistance in developing and implementing personal plans. Residents are offered various, but significant, amounts of freedom in this process. However, freedom requires responsibility. Residents adhering to the guidelines set forth in this handbook show a progressive acceptance of that responsibility.

SAFETY PRECAUTIONS

Fire Drills

Fire drills will be conducted each month. Residents have three (3) minutes to exit the building once the fire alarm sounds. All residents must evacuate the building as instructed by staff. When the fire alarm sounds, everyone must leave the building and meet on the median strip in front of Coolidge House. Residents should exit the building through the main lobby or back exits when a fire drill occurs and follow the Fire Emergency Evacuation Plan. No residents shall use the elevator for evacuation. All residents must familiarize themselves with the following information:

EMERGENCY EXITS BY FLOOR

1st Floor

Main front door;
Fire exit off the resident lounge
Basement stairs to the basement fire door

2nd Floor

Rear stairwell to the ground floor
Front staircase to the main lobby

3rd Floor

Rear stairwell to the ground floor
Front staircase to the main lobby

4th Floor

Rear stairwell to the ground floor
Front staircase to the main lobby

5th Floor

Rear fire stairwell to the ground floor
Front staircase to the main lobby
Roof fire exit off the rear stairwell

There are two fire doors on the 1st, 2nd, 3rd, 4th, and 5th floors, plus two in the basement which must remain closed at all times. Fire extinguishers are located: at the front desk, in the common room, outside rooms 200 and 206, 300, 306, 400, 406, 500, and 506.

Fire Emergency Evacuation Plan

If a fire alarm sounds, all residents must immediately exit Coolidge House. Exit signs and diagrams are posted throughout Coolidge House on each floor. Residents may use either of the two exits located on each floor. Residents must exit through the fire doors located in the main stairwell or through the rear fire doors that open by pushing the panic bar. The front stairwell exit leads to the front of the building, down through the front lobby. The rear stairwell leads down to the back alley in the rear of Coolidge House. If the fire is at a lower level, the front and rear stairwell can be used to gain access to the roof.

After exiting Coolidge House all residents must proceed immediately to the median strip located between Coolidge House and the YMCA. Once at the median strip, all residents must remain there for a count. All residents must remain on the median strip until Coolidge House staff authorize reentry to the building. When residents re-enter the building, they must remain in the TV/Telephone Lounge for a second count. No one is allowed upstairs until permission is given by Coolidge House staff. Failure to follow any of the steps in this procedure will result in disciplinary actions.

Fire Prevention

- Coolidge House is a NON-SMOKING building. All matches, lighters, and cigarettes are prohibited items and are not allowed. Residents are not allowed to smoke within the facility or on Coolidge House grounds.
- Any electrical appliance (shaver, air conditioner, fan, etc.) should be unplugged when not in use. Do not leave any appliance connected to the outlet in close proximity to a water source (toilet, sink, shower, etc.).
- Only the mattresses issued are allowed in order to prevent the spread of fire.
- Notify staff immediately of any electrical and/or plumbing problems in your room or bathroom.

Universal Precautions

Universal Precautions are steps that need to be taken in order to prevent the spread of infectious diseases through contact with blood and other bodily fluids. These steps are relatively easy to follow, and serve to prevent the spread of Human Immunodeficiency Virus (HIV), Hepatitis, and other blood borne pathogens.

Simple steps that should be taken are:

- Avoiding any contact with another person's bodily fluids, especially blood, fluids that are contaminated with blood, fluids that could potentially be contaminated with blood, semen, and vaginal fluids.
- Any spill of blood or bodily fluids, whether accidental or resulting from an injury/emergency must be reported to staff immediately, so that they can be cleaned up by staff using the Universal Precautions Blood/Body Fluids Clean-up Kits.
- Protective equipment/gear (e.g. protective goggles, face shield, latex gloves, etc.) should always be used whenever there is the potential for coming into contact with any bodily fluids, such as whenever you are assisting anyone who has been injured or is ill.
- Avoiding direct contact with surfaces or items that may contain blood or bodily fluids, such as soiled laundry, without taking proper precautions (i.e. wearing protective gloves, etc.)
- Avoid sharing personal hygiene items (e.g. razors, toothbrushes)
- Ensuring that all contaminated surfaces are properly decontaminated and disinfected with approved cleaning methods and products
- Protecting of mucous membranes (eyes, mouth, and nose)
- Protecting of any opening in your skin (cut, wound, eczema)

Any exposure to blood or other fluids should be reported to staff immediately, so that preventative medical treatment can be sought whenever possible. The safest way to limit the transmission of blood borne pathogens is to treat any and all spills of blood or bodily fluids as if they pose a risk for infection.

Human Immunodeficiency Virus (HIV)

HIV is a virus which affects the Immune System in humans, causing any infected individual to become much more susceptible to infections and illnesses as the virus spreads throughout the Immune System causing damage to it. HIV can eventually lead to Acquired Immune Deficiency Syndrome (AIDS), which is when the HIV has created severe damage to the Immune System, causing the individual to be susceptible for opportunistic infections, which tend to be much more serious and potentially life-threatening.

HIV is transmitted from person to person by blood, semen, vaginal fluids, or breast milk. Common means of transmission from one person to another are: sharing needles, having unprotected vaginal, anal, and oral sex, blood transfusions, or a mother infected with HIV breastfeeding an infant. These risks for infection can be limited by not sharing needles, using condoms every time you have sex, or abstaining from sex. In addition, drug and/or alcohol abuse can potentially lead to situations where you might be prone to engage in behaviors that greatly increase your risk of infection with HIV and other blood borne pathogens, such as Hepatitis. The best tool for preventing the spread of HIV/AIDS is education. By keeping in mind the steps you need to take in order to decrease your risk of infection, you will hopefully be less likely to engage in behaviors that will increase your risks of infection.

In order to become infected, the HIV virus must enter your bloodstream. Therefore, there are other instances where a person can become infected with the virus, such as if it were to enter their bloodstream through even a very small cut or wound on their skin.

Getting tested for HIV/AIDS is another effective means of preventing the spread of the virus. Many individuals who are infected, have not been tested, and are unaware, and could then potentially spread the virus to others, such as their sexual partners, unknowingly. Many individuals who have been infected with HIV often experience no symptoms for as long as many years. There are resources available in the community for getting tested for HIV/AIDS, as well as for assisting those who are HIV positive with obtaining the services that they require. These resources include a number of medications and treatments which can be used to treat HIV/AIDS and significantly limit their symptoms, allowing many infected individuals to lead normal, healthy lives.

Hepatitis B & C

Hepatitis B (HBV) is a disease that is caused by a virus which affects the liver in humans. Like HIV/AIDS, it is spread through contact with bodily fluids, such as when sharing needles (whether for tattooing or IV drug use), having unprotected sexual contact, infection through open cuts or wounds, or fluid contact with mucous membranes (i.e. eyes, nose, and mouth). The spread of Hepatitis B can be limited by getting the vaccine (a series of three inoculations) from a healthcare professional. According to the Center for Disease Control, approximately 30% of individuals infected with HBV do not exhibit any symptoms. For those who do, the symptoms can include: jaundice, fatigue, abdominal pain, loss of appetite, nausea, vomiting, and joint pain. Chronic infection with HBV can lead to cirrhosis (liver damage), liver cancer, and eventually liver failure (fatal). There are treatments available for HBV, however, their efficacy often depends on how soon after infection the virus is diagnosed. Testing is recommended for individuals in high risk groups.

Hepatitis C (HCV) is also a disease which is caused by a virus that affects the liver in humans. Unfortunately, there is no vaccine or cure for Hepatitis C. There are treatments for HCV, which are also more effective when the virus is discovered earlier rather than later. Symptoms of HCV can include: jaundice, fatigue, dark urine, abdominal pain, loss of appetite, and nausea. The means of transmission of HCV are similar to other bloodborne pathogens, including, unprotected sexual contact, contact with infected needles, sharing personal hygiene items, contact with infected blood or bodily fluids, infections through openings in the skin, and exposure to infected tattooing/body piercing tools. According to the Center for Disease Control, 80% of infected individuals exhibit no signs or symptoms of HCV infection. Testing for HCV is recommended for individuals in high risk groups, such as IV drug users, blood transfusion/organ recipients prior to 1992, hemodialysis patients, and individuals treated with clotting factors prior to 1987.

Sexual Abuse & Assault Intervention

Sexual Abuse and Assault are often difficult to prevent, as they typically occur unexpectedly or secretly. There are some steps to take to stop any abuse from taking place. First and foremost, if it has already occurred, or continues to occur, report it immediately. While admitting that this type of abuse has taken place can be incredibly difficult, it is the first step to stopping the victimization. Victims of sexual assault or abuse can be male or female, child or adult, from any type of background, and of any physical appearance or size. Admitting that you have been victimized does not mean that you are physically or mentally weak, or that you did anything wrong. In addition, seeking support for past sexual abuse or sexual assault, such as individual or group counseling can help a lot of individuals lessen the effects of the abuse. Some of these effects are: low self-esteem, self-destructive behavior, anxiety, and depression. In addition to the emotional damage, victims of sexual assault and abuse may also have a higher risk for contracting a sexually transmitted disease (STD).

Sexual Assault and Abuse (which is typically the term for ongoing assaults) can be identified by the following:

- Unwanted physical sexual advances
- Unwanted groping, fondling, or touching of genitals or other body parts in a sexual manner
- Coercion to perform sexual acts (oral sex, intercourse, etc.), whether through overt or direct threat of physical harm, or in exchange for protection or other favor, etc.
- Forcible intercourse, rape, or penetration of mouth, anus, vagina, or forcible oral copulation

Any allegations of sexual assault or abuse will be handled with confidentiality and privacy, to the extent that is legally allowable. Any reports of sexual assault or abuse will be reported to law enforcement authorities for investigation, as well as the Bureau of Prisons or US Probation. In the case of recent sexual assaults, the reporting victim will be asked to seek medical treatment, in order to attend to any physical or bodily harm that has taken place, and also to collect any physical evidence which may be present. In these types of cases, it is best for the victim of the assault to refrain from showering/washing, or from using the toilet in order to ensure that physical evidence is not destroyed. If an assault has taken place farther in the past, where physical evidence is no longer present, it is still extremely important to report the assault. In addition, an individual who seems to be overly sexually aggressive or interested should be a cause for concern. Any unwanted verbal or written sexual advances that are declined and continue should also be reported, so that the behavior can be dealt with accordingly. This type of behavior could potentially be a precursor to sexual assault.

Suicide Prevention

Many individuals who are suffering through difficult times may contemplate committing suicide. In some cases, these individuals do nothing more than consider the act of suicide (suicidal ideation), without ever developing a specific plan, or actually making an attempt. When someone is in the mindset of even considering suicide, it is necessary to get them some assistance as soon as possible. Whether this assistance comes in the form of emergency psychiatric evaluation, ongoing psychological counseling, or use of psychotropic medications, the decision should be made by a trained mental health professional.

There are certain factors that may put an individual at a higher risk for suicidal ideation or attempts. These factors include, but are not limited to:

- Loss (e.g. death of a loved one, loss of job, divorce, loss of freedom, etc.)
- Abuse (physical, sexual, emotional, verbal)
- Serving a jail or prison sentence
- Mental Health Issues
- Family Issues
- Substance Abuse/Alcoholism
- Domestic Violence
- Relationship Issues
- Sexual Identity Crises
- Work Pressures

In many cases, an individual who is contemplating suicide, or has already decided to commit suicide, gives signs to those around them, often as a “cry for help”. Some of these signs can include:

- Stating it directly (“I wish I were dead”, “I’m going to kill myself”, “If I were gone, everything would be better”, etc.)
- Giving away prized personal possessions
- Engaging in self-destructive behaviors
- Being preoccupied with suicide or death
- Sudden changes in weight, personal appearance, personal hygiene
- Self-mutilation
- Sleep disturbances (insomnia, hypersomnia)
- Mood Swings
- Increased use of alcohol or drugs
- Withdrawing from family, friends, co-workers
- Unusual visits or phone calls
- Making arrangements, getting personal business in order
- Obtaining weapons, stockpiling medication
- Prior suicide attempts

Most of the risk factors for suicide are easily identifiable by those who are close to individuals contemplating suicide. Often times, the warning signs go unnoticed until it is too late. Therefore, it is extremely important to seek treatment for anyone who exhibits any of the signs listed above, or who may be at an increased risk for committing suicide. The signs should be taken seriously.

If you are contemplating suicide, it is important to get help immediately. The program has access to various resources to assist with emergency evaluation (on-site), and mental health treatment in the community. If you feel that you, or anyone else is an immediate danger to him or herself, or anyone else, seek out a staff member immediately.

PROHIBITED ITEMS & BEHAVIORS

Alcohol & Drugs

- Alcoholic beverages or anything containing alcohol
- Cough medicine, mouthwash, rubbing alcohol, hand sanitizer
- Substances deemed illegal by statute
- Synthetic substances including; Hawaiian Haze, K2, Black Mamba, etc.
- Tobacco and tobacco products

Electronic Devices

- *Any device with internet access is prohibited*
- Recording devices, tape recorders, cameras, video cameras, and music devices (All iPod products and MP3 Players)
- Computers, laptops, tablets, iPads, iPod touch, and E-readers
- All removable data storage
- Cell phones, smart phones, cell phone components, palm pilots, and pagers
- Gaming systems and portable gaming systems including; Wii, Xbox, Play station, PSP, etc.
- TVs larger than 19inches, TVs with broken exterior casings, or TVs with frayed wired
- Homemade TV or radio antennas
- Separate speaker systems
- Personal Lamps, colored light bulbs, extension cords, multi plugs

Inappropriate Materials

- Gang related materials or clothing
- Nude or seminude posters and pictures
- Pornography including printed and digital
- Other questionable material

Household Items

- Personal pillows, blankets, bedspreads (excluding sheets), more than one towel
- Scatter rugs, throw rugs, curtains, and plants
- Heating elements such as; hotplates, irons, coffee makers, space heaters
- Personal furniture, plastic milk crates and bins, cardboard boxes, paper and plastic bags
- Silverware, Tupperware, tools, box cutters, jackknives, and multi tools
- Incense, candles, oils, perfume, cologne, aerosol cans, and cans labeled "high flammable"
- Cleaning chemicals other than those provided
- Dietary supplements or weight gainers (protein shake mix, creatin, Hydroxycut, SlimQuick, ect.)

Contraband discovered by staff will be confiscated and destroyed, including all of the above under Electronic Devices.

Prohibited Behaviors

- Residents may have only incidental contact with other residents, former residents or convicted felons outside Coolidge House, and the only exception involves an employment situation.
- Residents may not engage in "romantic behavior" with other residents or visitors while in Coolidge House.
- Residents may not communicate by phone or mail with inmates at other correctional institutions, unless correspondence is approved by FBOP.
- Residents may not enter into any legally binding contracts. This includes signing-up for checking accounts, credit cards, cell phones, etc.
- Residents may not buy or possess gambling paraphernalia, including lottery/scratch tickets, or magazines.
- If a resident changes their appearance, they may be required to have another picture taken for their file. Residents may not change their appearance in such a way as to promote gang affiliations.
- All property or gifts must be accepted at the program, unless accompanied with a receipt of purchase.
- Residents should treat staff and visitors with respect. Residents using inappropriate language, especially in the common areas, will be subject to disciplinary act.
- Residents are not allowed in the rooms of other residents.
- Residents should not be in the lounge area after, 11:00pm Sunday – Thursday, 12:30am Friday and Saturday, when the lounge is closed
- Only one resident is allowed in the basement at a time (for laundry purposes).
- If a resident cannot be located in a common area, his/her room, or bathroom, an incident report will be written.
- Certain community establishments (e.g., bars) are off-limits to residents, as identified by staff.
- Residents are not allowed behind the front desk at any time.
- Residents shall immediately notify staff of being arrested or questioned by any law enforcement officer. Residents must provide supervisory staff (preferably their assigned Case Manager) with a memo if they are detained by any law enforcement agency explaining the incident.

Dress Code

Residents are expected to be fully clothed at all times. No pajamas, bathrobes, slippers, white tank tops, or revealing clothing are allowed to be worn outside of the resident's room. Residents are also expected to be appropriately dressed or covered while sleeping; no sleeping in the nude or in underwear. Residents are not permitted to wear hats or do rags in the building unless it is a recognized religious cap. Staff may request residents change their clothing if deemed inappropriate.

CASE MANAGEMENT

Residents are assigned to a Case Manager with whom he/she meets regularly to deal with all issues concerning community adjustment. The relationship between a resident and his/her Case Manager is strongly emphasized throughout a resident's involvement with the program. In most cases, a resident's immediate questions will be answerable by that resident's assigned Case Manager.

Residents will meet with their Case Manager regarding the following: employment search and job placement; release residency planning; family adjustment; program related activities; and responsible behavior both in the house and in the community. In addition, community activities including volunteer services and new group activities will be an ongoing facet to Coolidge House programming

Residents are required to meet with their Case Manager bi-weekly it is the residents' responsibility to see their Case Manager on their designated day. Residents should bring all their concerns to their Case Manager during this meeting and not on a daily basis unless it is an emergency.

Residents are required to bring all requests to their assigned Case Manager, including itineraries, and resident request forms. If a resident feels that their Case Manager is not adequately addressing their concerns, residents may appeal decisions to the Assistant Director and then Director. Residents should not put requests in to either Assistant Directors or the Director without having first tried to address the issue with their Case Manager. The only request that should be brought to the Program Director is a BP-8.

Housing

Residents must provide a release address to their Case Manager as soon as possible. A resident's release address must be approved by U.S. Probation 30 days prior to release. Residents with no release address can work with their Case Manager to secure housing. If an address is not secured prior to release, U.S. Probation may extend a resident's stay at the Coolidge House.

Residents must release to their original sentencing district. Residents who were not sentenced in Massachusetts but wish to stay in Massachusetts must submit a complete release plan (address and employment) for U.S. Probation consideration two months prior to release.

Release

Upon completion of a resident's sentence, he/she will prepare to leave the Coolidge House. Residents are required to report to the Main Office no later than 9:00am to sign their release paperwork and return their key and linen. Residents who need to release earlier than 9:00am because of work schedules need to make arrangements with the Intake/Release Coordinator in advance. Residents are expected to remove all of their property from the Coolidge House at this time. Anything forgotten will be considered abandoned. Residents releasing from Federal Bureau of Prisons custody have 72 hours to report to their assigned U.S. Probation Officer and will be provided their contact information with their release paperwork.

RESIDENT ACCOUNTABILITY

All resident movement must have pre-approved permission from Coolidge House staff and must be documented in the computer system. It is the resident's responsibility to acquire permission for leaving the premises and changing their location and, to ensure that Coolidge House staff is aware of the resident's whereabouts at all times. It is the resident's responsibility to know their exact time of return and to return to the program by that time.

- All resident movement requires prior permission; most movement will be approved by your Case Manager.
- Additional approval may be required from Federal Probation and /or the Federal Bureau of Prisons.
- Residents can acquire permission by submitting itineraries to their respective Case Manager by posted deadlines.
- Itineraries must be completely filled out, to include name, street address, city, state and complete phone number. Case Managers will approve your schedule in the computer and residents are required to obtain current approved itineraries before leaving the program.
- It is the resident's responsibility to sign in and out of the building at the front desk EVERY time he/she exits or enters the building. It is the resident's responsibility to ensure that the address, phone number, time out of the building and time in are accurate.
- When a resident is out of the building at an approved site, he/she must call the Coolidge House front desk to get permission before changing locations. Residents must call on arrival at the first destination, check in every two hours and call on departure when leaving their last destination. All calls must be made from a verifiable phone. A verifiable phone is a landline that shows up on the caller ID. If it is not a verifiable phone the resident will be instructed to call from another phone. The resident is responsible to be reachable by telephone or by Coolidge House staff AT ALL TIMES.
- If a resident is not found to be at their last call-in location (for example during a spot check), the resident will most likely be considered out of place and appropriate disciplinary action will be taken. For example, if a resident is signed out to the YMCA and staff cannot physically find the resident at the YMCA, the resident will receive an incident report.
- It is the resident's responsibility to remain at the location to which they are signed out at the times they have been approved for. If the resident needs to leave the premises or make any changes to their itinerary, it is the resident's responsibility to acquire permission from a Case Manager. Front Desk staff cannot approve itinerary changes at any time.
- Residents returning 30 minutes late without proper documentation will be issued an incident report. If a resident is running late due to a late medical appointment, late interview, etc. the resident may call in to their Case Manager to request that their time of return be extended.
- Each resident's initial curfew is 5:00 PM. With the approval of his/her Case Manager, a curfew may be extended for specific program related activities. Curfews can be increased or decreased depending upon a resident's behavior and participation in the program. Allowances can be made to accommodate unusual employment situations. Furlough Rules and Regulations apply for BOP residents whenever curfews are extended out of the area.
- All residents waiting to be signed out should wait behind the fire door. Only one resident is allowed at the front desk/lobby area at a time. Residents are prohibited from sitting on the lobby bench unless directed by staff.
- Residents are expected to bring back documentation from each destination on their itinerary. The documentation can include a variety of different items (ie: business cards, flyers, computer print outs, applications, and/or medical records). Any documentation should be stapled to the resident's printout from SecurManage, and turned into the front desk immediately upon your return to the program.

Failure to follow any of these conditions may result in a sanction up to and including disciplinary transfer.

EMPLOYMENT

Residents have 21 days, from the date of their first active job search, to secure full-time employment. Failure to do so will result in a formal Incident Report and possible loss of Good Conduct Time. Residents are required to secure employment that matches their education and work history, except if related to convictions. Case Managers and the Employment Specialist are available to assist residents with their job search, and will be monitoring residents' progress during the course of job searching. Residents will be attending a Job Readiness class to include; resume building, career coaching, and interview skills, shortly after arrival to the program. Residents who have difficulty reading, operating computers, etc. may request additional help job searching and creating a resume from their Case Manager or the Employment Specialist. Residents who are not restricted from computer/internet use are permitted to use the internet for job searching purposes at a local career resource center, or as part of their employment if required as part of their job responsibilities or duties. Program staff can and will confiscate any unapproved, or questionable, electronic devices, computers, computer components, or other devices at any time.

To secure employment, residents must present the prospective employer with an Employment Verification Form. The employer MUST be advised of the resident's current conviction and placement at Coolidge House. Employment Verification Forms must be approved by Coolidge House staff before residents will be allowed to start employment. Upon receipt of the completed Employment Verification form, Coolidge House staff will verify the employment offer. Employment that does not meet program requirements may be denied. Employment offers could be denied for the following reasons: owning personal businesses, working for family members, temporary placement agencies, and employment based solely on commission, compensation less than minimum wage, employers that do not withhold taxes, and residents requesting to work in fields closely related to any convictions.

When residents start working, they are not allowed out of the program for more than 12 hours. Residents needing additional time to travel to and from the work site may request additional travel time from their assigned Case Manager pending Bureau of Prisons approval. Residents may only work 6 days a week and must take 1 day off per work week. Residents who are paid hourly may work up to 54 hours a week, residents who are paid on a salary basis are only allowed to work 40 hours weekly.

Residents may not terminate their employment under any circumstances without permission from their Case Manager. Residents terminated by an employer can be subject to Incident Reports. Examples of termination that are subject to Incident Reports are: inappropriate behavior, theft of goods/services, unexcused absences, tardiness, not providing an employer proper notice before changing employers. Each report of termination will be reviewed to determine the proper course of action. If for some reason a resident is terminated or must leave their employment, the resident will then have 21 days from the last day that they worked to secure full-time employment.

Driving and Cell Phone Approval

Residents who secure employment that requires them to drive or use a cell phone may request approval from the Employment Specialist or their Case Manager. Approval times vary depending on specific requirements.

- *Cell Phones Requests:* Cell phones should be "pay by minute" phones to avoid entering into any contracts. Approved work cell phones may not be brought into the program, residents are encouraged to leave them at their employment site.
- *Driving Requests:* It is the residents responsibility to secure parking. Driving authorization for work is not a blanket approval to drive everywhere, residents should see their case manager for further clarification.

Employment Spot Checks

As required by the Bureau of Prisons, all residents will be subject to daily telephonic spot checks by program staff. These calls are made on a random daily basis, and must result in program staff speaking with the resident at an approved work site over the telephone. Any resident who fails to be reachable at the approved work site will be deemed to be out of place, and will be subject to disciplinary action. In addition, program staff will physically inspect job sites of residents, and conduct in-person spot checks for residents who are signed out of the program for work purposes. Residents are not allowed to request a specific time that they would like to be spot checked.

Computer Lab Rules

A computer lab is available for residents who need assistance seeking employment. Computer lab hours will vary and will be posted and are subject to change. At no time will a resident be permitted to use the computer lab without staff supervision. The computer lab is for residents working on resumes, cover letters, employment applications. Residents are not permitted to be on social networking sites (Facebook, MySpace, Instant Messaging systems, chat rooms). Residents are not permitted to download or store data on the computers in the computer lab. The computer lab is a privilege, residents who are discovered to abuse the computer lab will be banned.

Internet Access & Computers

Residents are not permitted to have internet access at any time while in the building. Additionally, any resident with restrictions regarding their access to computers or the internet/email, either in their Special Conditions of Supervised Release, or as dictated by the Bureau of Prisons, may not use, possess, or have access to a computer or the internet at any point, including job searching, employment, or at their approved residence. All residents must have prior written permission from the Bureau of Prisons staff to have computer and internet access.

Residents who are not restricted from computer/internet use are permitted to use the internet for job searching purposes at a local career resource center, or as part of their employment if required as part of their job responsibilities or duties. Program staff can and will confiscate and destroy any unapproved, or questionable, electronic devices, computers, computer components, or other devices at any time.

FINANCES

Subsistence

All residents are required to pay subsistence as a part of their financial responsibility to the program. Federal Bureau of Prisons guidelines have established that residents will pay 25% of their weekly gross income, not to exceed seven (7) times the daily rate. Subsistence payments must be paid by money order. Residents reporting to the weekly subsistence meeting must bring their paystub, money order, and passbook savings account.

Earnings Statement			
CO. FILE DEPT. CLOCK NUMBER MCB 216543 02470383 0		ADP	
XYZ Corporation 100 Corporation Crt. New Town USA 10000		Period ending: 00/00/0000 Pay date: 00/00/0000	
Social Security Number: 999-99-9999 Taxable Marital Status: Married Exemptions/Allowances: Federal: 3, \$25 Additional Tax State: 2 Local: 2		JANE HARPER 101 MAIN STREET ANYTOWN, USA 12345	
Earnings	rate	hours	this period year to date
Regular	10.00	32.00	320.00 15,640.00
Overtime	15.00	1.00	15.00 780.00
Holiday	10.00	8.00	80.00 4,160.00
Tuition			37.43 * 1,946.80
Gross Pay			\$ 452.43 23,526.66
Deductions	Statutory		
Federal Income Tax			45.22 2,351.44
Social Security Tax	- 29.83		1,551.67
Medicare Tax	- 6.98		362.89
NY State Income Tax	- 17.37		903.24
NYC Income Tax	- 8.23		427.96
NY SUI/SDI Tax	- 0.50		31.20
Other			
Union Dues	- 5.00		100.00
401(K)	- 28.85 *		1500.20
Stock Plan	- 15.00		150.00
Life Insurance	- 5.00		50.00
Loan	- 30.00		150.00
Adjustment			
Life Insurance	+ 13.50		
Net Pay			\$ 273.85
* Excluded from federal taxable wages			
Your federal taxable wages this period are \$386.66			

Gross income is rate of pay times hours worked. This is calculated before taxes are withdrawn.

25% is calculated:

$$452.43 \div 4 = 113.1075$$

Money orders are not accepted with any change (cents).

The money order for this paycheck should be:

\$113

Residents must bring the money order as well as their pay stub (like the one to the left) to the subsistence meeting.

Residents will also present their passbook savings account at this time.

Each resident must report to the Subsistence Meeting in the main office to address subsistence obligation, subsistence hours will be posted. Residents who cannot attend during posted hours due to work or treatment obligations must pay their case manager in advance. Residents who are not yet working and residents that pay bi-weekly are still required to sign even when they are not making a payment. All residents must report at the earliest time that they are present in the building, unless other hours have been pre-approved by their Case Manager or the Administrative Assistant.

Savings

Residents are required to save 25% of their gross income in a **passbook savings account**. Residents must present the passbook at each Subsistence Meeting. Residents may not make withdrawals from their savings accounts without prior written approval from their Case Manager Supervisor. Residents who arrive at the program with no release residence may be required to save more. Residents are not allowed to have checking accounts.

Exchanging Money

Residents may not lend or borrow money from one another. Residents cannot exchange any money with staff, even if it is 4 quarters for a dollar. It is suggested that the resident possess a minimal amount of money while in the program. Any money that residents have when they arrive to the program should be kept for any program requirements such as obtaining identification, hygiene items, bus fare and clothing for interviews.

RESIDENT PRIVILEGES

Program Phases

Coolidge House is a Residential Re-entry Center that operates on a phase system classifying each resident into one of the three program components: community corrections, pre-release, or home confinement. Program requirements are basically the same; however, privilege and supervision requirements differ. A supervision system with phases defines the needs of each resident and restrictions of their sentence. Phases are assigned by the Bureau of Prisons and the Program Review Team.

Phase 1: Community Corrections

- Residents have limited community access including: employment, job interviews, outside treatment programs, other outside programming approved by PRT and emergency situations. Residents designated community corrects component will not receive leisure time activities and homes passes
- Residents on phase 1 may only move to phase two after successfully securing employment and meeting other programming requirements. In most cases The Bureau of Prisons will need to approve the change phase 1 to phase 2.

Phase 2: Pre-Release

- Residents have increased community access including employment, job interviews, outside treatment programs, daily leisure time activities, and home and overnight passes.
- Residents on phase 2 do not necessarily need to secure employment before becoming eligible for day passes to home. In addition phase 2 residents that are employed are eligible for overnight home passes.
- Residents on phase 2 may only move to phase 3 after their home detention eligibility has passed and after successfully completing overnight passes. Again, The Bureau of Prisons will need to approve the change phase 2 to phase 3.

Phase 3: Home Confinement & Electronic Monitoring

- Residents on phase 3 reside at home. This level allows residents to assume increasing levels of personal responsibility while at the same time providing sufficient restrictions.
- Phase 3 includes 2 hours of leisure time activities (LTA) daily.
- Home Confinement eligibility does not necessarily require employment depending on each resident's individual case. Residents need to speak to their Case Manager to determine their eligibility.
- Residents accepted into the electronic monitoring program are released from the supervision of Coolidge House.

Advancement Guidelines

PHASE ADVANCEMENTS

1. Clear conduct has been maintained, and any sanctions for previous disciplinary infractions must have been served.
2. The resident must be maintaining positive program adjustment, interacting appropriately and respectfully with staff and other residents, and must be demonstrating a willingness to fulfill their program requirements.
3. The resident must be gainfully employed, working at least 40 hours per week, unless excused from this requirement by the Bureau of Prisons.
4. The resident release address has been approved by both United States Probation and Coolidge House staff

MAINTAINING PRIVILEGES

1. Failure to follow home confinement guidelines (failure to follow itinerary, missing spot checks) will result in the resident's immediate return to the program and loss of pass and home confinement privileges until the incident is resolved.
2. Phase advancement is a privilege, not a right. Residents who are failing to comply with the program rules will not be granted phase advancements. In addition, residents who are approved for phase advancement, but fail to maintain their compliance with the above-noted conditions will lose those privileges.
3. Pass requests must be submitted to each resident's Case Manager no later than 9:00 PM on Tuesdays.
4. Each resident on an overnight pass must check-in with the program as scheduled and receive telephone and physical spot checks from staff.

Phone and Spot Check Requirements

Residents must provide their Case Manager with information to verify that their home telephone does not have call forwarding, caller ID, three-way calling, or conference calling. Residents must continue to submit their monthly home telephone bill to their Case Manager for continued verification. Residents must call the program if they do not receive a spot check while on pass or home confinement.

As required by the Bureau of Prisons, all residents will be subject to daily telephonic spot checks by program staff. These calls are made on a random daily basis, and must result in program staff speaking with the resident at the approved pass site. Any resident who fails to be reachable at the approved pass site will be deemed to be out of place, and will be subject to disciplinary action. In addition, program staff may physically inspect pass sites of residents, and/or conduct in-person spot checks for residents who are signed out of the program. Residents are not allowed to request a specific time that they would like to be spot-checked.

COOLIDGE HOUSE PROGRAMMING

Medical Services

Emergency care is available to all Coolidge House residents on a 24-hour, seven day a week basis. If a resident has a serious condition/emergency (chest pain, bleeding), he/she should notify staff and the resident will be transported to the Emergency Room via ambulance. If a resident has a medical symptom that poses a significant and immediate danger to his health, he/she will be treated immediately. Any health issue that can be treated after a resident's discharge should be scheduled at that time. Staff will make arrangements for examination of a resident immediately after suspecting, or having actual evidence of, a communicable or debilitating physical problem. Coolidge House has basic first aid supplies available at all times which can be obtained from front desk.

Offenders that have been referred by Federal Probation or Direct Court are required to have a physical examination within 5 days of arrival at the program (at no cost to the resident). Please see your Case Manager to discuss setting up the appointment for the physical.

Expenses for medical and dental care are normally the responsibility of the resident and may be paid for personally by the resident or by an insurance plan. Transportation to hospitals via ambulance is also the resident's financial responsibility. Residents should seek health insurance through a family member or employer. Residents that are not eligible through either of those channels should apply for free-care or state/federal based health insurance. Residents requesting non-emergent medical care must submit the proper paperwork to their Case Manager for consideration by the Bureau of Prisons prior to attending a medical appointment.

Regarding universal precautions: in case of accident or emergency, all blood or bodily fluids should be handled as if infectious. If there is a spill anywhere in the program, residents should notify staff immediately.

Sick Policy

If a resident is ill on a workday and unable to go to work, he/she must advise his/her Case Manager. If the resident is excused from work or the day's activities, he is limited to bed rest for the entire day. Participation in any in-house activity, outside activity or recreational activity is prohibited while a resident is on bed rest. Manipulative attempts by residents to use sick call to avoid participation in program activities will be dealt with accordingly.

Prescription Medication

Any resident who is prescribed medication, especially narcotic or controlled substances, MUST specifically disclose all substance abuse history and all participation in substance abuse treatment (if applicable) to the treating physician PRIOR to obtaining medications. Any resident who fails to disclose this information to the treating physician, dentist, or other treatment provider will be subject to disciplinary action, as well as review of their program placement by the Bureau of Prisons.

All prescription medication must be given to staff immediately. Residents may not take any medication before it is turned in to staff and logged in, unless a medical emergency. All medication will be dispensed as prescribed. Medications are distributed nightly and on an as needed basis according to doctor's orders. Resident's prescribed medication cannot be kept in their rooms. Specific emergency medications such as inhalers, Nitroglycerin, and epinephrine pens, can be approved for self-carry by a resident's Case Manager, but only after it has been turned into the front desk. Residents are allowed to keep two bottles of NON-prescription medications in their rooms (eg. Advil, Centrum). If a resident has more than two bottles, staff will confiscate excess bottles and they will be discarded. No dietary supplements or weight gainers are allowed unless medically prescribed for an illness.

All Bureau of Prisons residents who are prescribed, or in need of, psychotropic medications (e.g. antidepressants, anti-anxiety medications) MUST seek these medications through Bureau of Prisons approved resources. The costs of any related evaluations and/or treatment as referred by the Bureau of Prisons to a contracted treatment provider will typically be at no cost to the resident. The costs of medications, on the other hand, will be the responsibility of residents.

Drug/Alcohol/Mental Health Treatment

Any resident who is designated by the Bureau of Prisons or by the United States Probation for substance abuse, mental health, or sex offender mental shall comply with all requirements placed upon them. Residents attending treatment should be aware that their progress in treatment, including attendance at appointments is monitored and failure to comply with treatment requirements will jeopardize placement in the program and/or early release eligibility through the disciplinary process. Appointments with any treatment providers are NOT to be re-scheduled without permission from the Case Manager.

Requirements of treatment:

- Attending all treatment appointments
- Attending all assigned in house groups or classes
- Actively participating in all treatment

Drug and Alcohol Tests

URINE TESTS

Staff may request a urine sample at any time. Residents are required to physically produce the urine sample at the time that one is requested. Failure to provide a urine sample within 2 hours after requested will be considered a "stall violation" and will result in an incident report being written.

The procedure for residents to provide urine samples is as follows:

1. When the staff member requests that a urine sample be provided, the resident must remain under staff supervision until they provide the sample. If is unable to provide a sample at the time that it is requested, he/she will remain on the bench in the Front Lobby until able to provide the sample. Only 8 ounces of water may be consumed prior to the resident providing the urine sample. Unless medically necessary, no other beverages, medications, or food items may be consumed prior to the resident providing the urine sample.
2. The resident will provide the urine sample in the designated urine collection room, only after emptying their pockets, removing any large coats or jackets, submitting to a pat search, and washing their hands prior to being handed the sample bottle.
3. The resident will physically produce the urine sample under staff observation, cap the bottle, place it in the specimen bag, and hand it to the staff member.
4. Once the appropriate paperwork has been completed, and the resident has signed all required documentation, the resident will witness the staff member seal the bottle.
5. Once the bottle has been sealed, the resident may leave the urine collection room, unless instructed otherwise by the staff member.

Any attempts to circumvent the urine collection process will be dealt with by severe disciplinary sanctions. This includes residents who attempt to dilute their urine sample, substitute any other substance for their urine sample, and employ the use of any device, apparatus, or container to tamper with a urine sample, or provide urine to another resident for the purposes of tampering with the urine collection process. In addition, any resident who is found to be in possession of any item deemed purposed for the substitution or tampering with the urinalysis testing process, even when not being asked to provide a sample, will be held accountable for attempting to tamper with the collection of urine samples.

It has been determined by the Federal Bureau of Prisons that consumption of poppy seeds may cause a positive urine test for morphine and codeine. As a condition of participation in community programs, all residents will be prohibited from eating any food products that may contain poppy seeds. In addition, the use of Vicks, and benzedrex inhalers could result in a positive urine test for methamphetamine; residents must provide a letter from their physician approving them for these medications. Residents are advised not to use or possess these products except as prescribed by a physician.

BREATHALYZER TESTS

Residents will be tested for alcohol use with an Alco-Sensor (breathalyzer). Alco-Sensor tests may be requested by program staff at any time. Any failure on the part of a resident to provide an adequate breath sample for the test will be deemed a refusal to provide the alcohol test. Any result higher than .000 will be considered positive, and a subsequent confirmation test will be conducted by staff at least 15 minutes after the first test. Residents must remain under staff supervision between these tests, and may not consume any food or beverage during this time. Appropriate disciplinary action will be taken for positive results.

Residents should check with a staff member or a pharmacist prior to taking any over-the-counter medications to ensure it will not result in a positive drug or alcohol test. It is the resident's responsibility to inform medical staff if they have a substance abuse requirement.

Mandatory Meetings

Residents must attend the following mandatory meetings:

- Program Review Team (PRT) meeting usually held at 9:30am, Thursday morning the week after the resident arrives
- Bi-weekly Case Note Meetings
- Individual & Group Counseling sessions
- Subsistence Meeting
- House Business Meetings
 - The mandatory in-house (house business) meeting will be scheduled as necessary, although additional meetings maybe scheduled from time to time.

Additional meetings that may be required include:

- Weekly in-house substance abuse groups
- Transitions
- Life-skills meetings

Life Skills Classes

All new residents are required to participate in the Employment Readiness, Money Management/Budgeting and Wellness Classes. Residents may also be required to attend Anger Management, Parenting and/or Transitions Classes. The degree of involvement shall be dictated by a review of each resident's particular circumstances, including such factors as ability, skills, prior work history, and supervision restrictions and obligations. The initial determination of involvement will be subject to change, based upon the residents demonstrated progress.

Count

At 10:00am, 2:00pm, and 8:00pm, residents are required to report to the Front Desk for count if they are in the building. Residents are expected to create a single file line starting at the fire door just before the lounge and heading down the hall towards the TV room. One at a time, residents will approach the front desk, state their last name, and wait for confirmation from the staff member conducting count. Residents may then proceed into the lounge or go upstairs. Only after the previous resident has cleared may the next resident approach the desk. Residents coming downstairs after count has already started must proceed to the end of the line. Residents who need to sign out at a count time will be expected to wait until after count has completed to approach the Front Desk to leave. There will be no movement 10 minutes before and after count.

Key Responsibilities

The original key issued must be returned to the program upon release for the resident to receive his/her deposit back. Residents are not allowed to have copies made of their room keys.

Resident Rooms

Residents are not allowed in the rooms of other residents. Residents may not have visitors in their rooms. Once a resident has been assigned to a specific room and bunk, it will not be changed. Rooms must be locked when not occupied.

Resident rooms and all common areas must be clean and neat at all times. It is expected that each resident room shall be clean before signing out for the day's activity. Residents must comply with the following standards of cleanliness for their rooms.

- Beds must be made daily
- Sheets and pillowcases must be clean
- A blanket must cover the bed
- Floors must be clean (wood floors dusted, mopped and waxed, carpets vacuumed) including under beds
- Woodwork (baseboards, radiator cover, and windowsills) must be clean
- Window screens must be in place
- Baskets must be emptied daily or before it is full
- Clothing must be in the wardrobe
- Lights and electrical appliances are to be turned off before leaving for the day
- Wall decorations must not damage the walls

Residents may decorate rooms within the standards of propriety. Residents are not allowed to rearrange furniture (beds, dressers or chairs) in their rooms at any time.. Residents are not allowed excess property which does not fit in their closet or dresser (e.g., clothes, shoes, bed linens, towels, etc.).The Program is not responsible for any lost or stolen resident property, even in the event of a resident's return to custody.

Inspections/Searches

There will be regular inspections of resident rooms, and common areas by staff for cleanliness and contraband items. When entering and leaving the building, staff will inspect bags and packages and pat searches are required. Staff may conduct searches of any part of the building, any resident's property, or any resident's person at any time if deemed necessary for the safety and security of the facility.

Room Damage

Any damage to the room beyond reasonable wear shall be noted, and the resident of the room responsible shall be subject to disciplinary action, including restitution. In the event that specific responsibility for damage within a resident room cannot be determined, the residents residing in the room at the time of discovery shall be jointly responsible for the cost of the repair.

Common Areas

All common areas must be clean and neat at all times. Residents may congregate in the recreation room (common room/TV room) on the first floor. Lying down or sitting on the floor in common areas, outside staff offices, and the front lobby is prohibited. In addition, lying down or placing feet upon the furniture in the lounges is also prohibited. Storing food in refrigerators, cabinets, and resident rooms is prohibited and will be discarded by staff on a daily basis. Moving the furniture in the common areas is also prohibited.

House Work Details

It is the responsibility of every resident of the House to contribute to the cleanliness and sanitary nature of the house. Residents will be assigned a detail upon arrival at the program. All work must be performed in a timely manner. All equipment must be thoroughly cleaned and returned to the proper storage area. Upon completion of a detail, the staff member on duty must check the detail for completion. The resident should accompany the staff member to ensure that the detail has been checked off as completed. Failure to complete the detail in an acceptable manner will result in house restriction and loss of free time and/or passes. Details must be completed daily and are each resident's responsibility. Details are to be completed thoroughly and as assigned. Incomplete work will result in program sanctions.

Extra Detail

Residents may be assigned extra detail as part of an incident report or infraction. If a resident owes extra duty, any staff may request that residents perform these duties at any time. It is the resident's responsibility to complete any extra detail assigned to them within the time frame assigned. Residents assigned extra detail must ask the front desk what extra details need to be completed.

Work Parties

When necessary, all residents will be involved in work parties for the maintenance and upkeep of the house. All residents are responsible for keeping the house clean and neat. Any resident may be called upon by any staff member at any time to do necessary chores in common areas. If there is a time conflict with a resident's employment, arrangements must be made with the Case Manager in advance to reschedule or change the resident's chores. A length of time estimate will be provided when available.

Cleaning Supplies

Residents may not store cleaning chemicals in their rooms, but may obtain cleaning supplies from program staff, at the Front Desk, in order to complete their assigned details, or in order to clean their assigned rooms and bathrooms. All supplies are checked in and out through the front desk for any assigned details. Residents should always obtain chemicals from, and return them to, the Front Desk to ensure that they are properly accounted for.

Meals

Breakfast, lunch and dinner are served daily. Hours are posted outside the kitchen.

Residents may receive a "bag lunch" from the front desk prior to leaving in the morning. In addition, residents who wish to have an evening meal saved for them may also request this by putting their name on the list at the front desk. Meals are only saved for residents who will not be in the program during dining hours due to work or treatment appointments.

Food is allowed in the kitchen, lounge, and TV room. If residents returns to the program with food or drink from an approved location it must be consumed immediately; residents may not store food or drinks. All food delivered has to be consumed within the posted meal times. Food delivery is a privilege; hours are posted.

Residents must make it known during orientation if they require a special diet for religious or medical purposes. All requests will be verified with the Bureau of Prisons and medical staff prior to allowing any special meals.

Telephones

Residents may use the pay telephones located on each floor of the program. Calls must be limited to fifteen minutes and may not be made after the TV lounge has closed in the evening. Personal telephone messages will not be taken at the front desk, unless it is an emergency. Employment related telephone messages will be kept at the front desk for residents to pick up.

Laundry

Residents are required to sign up for a laundry time with the front desk. Laundry slots are in two-hour intervals, starting at 8:00am and finishing at 10:00pm. Residents are required to wash and dry their sheets and pillowcases at least weekly. When using the dryers, residents are asked to empty the lint tray after each use. Residents that work and are unable to complete laundry within the designated time frames may request another laundry time. Residents must check in with Front Desk staff prior to going down the basement stairs and upon return. Only one resident is allowed in the basement at a time.

Mail

Resident mail is kept in the front lobby behind the front desk. No packages from visitors (only via USPS, UPS, etc.) will be accepted unless the resident is present to receive it. Residents may request their mail from the front desk when there are not residents waiting to be signed/in or during count times. Residents should check their mail regularly as they may also receive in-house mail from Coolidge House staff.

Visitors

Residents may only receive visits from individuals involved with their release plan. Due to limited space, residents must limit their visitors at any one time to four people or less. If a resident does not have a release residence or those involved in the release resident physically cannot visit, residents may request other visitors from their Case Manager. All visitors must be pre-approved by the resident's Case Manager. Visitors who are not approved will not be allowed in the building; no exceptions.

All visitors for Coolidge House residents who are 18 years old or older MUST present and leave photo identification at the front desk. If the visitor does not have photo identification, he/she will not be allowed to remain in the building. All visitors are to remain on the first floor of the building. Unaccompanied children under the age of 18 are not allowed. Children are not to be left unattended at anytime. Residents are not permitted to bring children when reporting for a personal check – in (PCI), or when a resident is in the building for life skills or substance abuse groups. No pets are allowed at any time.

Visiting hours are posted at the front desk. Visitors bags (purses, shopping) will be subject to search. Visitors may not use cell phones while in the building and should leave both cell phones and cigarettes at home or in their car as they will not be held by the front desk otherwise. Romantic behavior with visitors is prohibited. Visitors who behave inappropriately (including disrespect towards staff, failure to leave when visiting hours have ended, failure to supervise children appropriately) will be asked to leave and can be banned from visiting at the Coolidge House permanently.

Religious Services

All residents may attend religious services. Requests to attend services are handled on a case-by-case basis by the Case Manager. Residents must declare their religious preference at orientation. The residents' prior practice of attending religious services will be considered. Residents will be held accountable while participating in religious activities through telephone calls and documentation. Any resident requesting to attend religious services must go to the religious facility closest to Coolidge House.

Recreation

Residents are able to use the common room and TV room located on the first floor of the facility. This area can also be used when family and guests visit residents. Residents who are able to afford a membership at the YMCA may use up to one hour daily to work out. Residents are prohibited from using any other areas at the YMCA, specifically the computer lab. Residents are required to call on arrival and departure from the YMCA.

Wake-up Policy

Unemployed residents must be awake, and dressed, and their beds must be made by 8:00 AM, Monday through Friday. (This responsibility rests with residents).

Resident Executive Committee (REC)

The REC is a committee of residents created to improve communications with administrative staff. The Committee is comprised of three residents elected by fellow residents. To qualify, a resident must have been in the program for four weeks, and must be employed or a full-time student. REC duties and responsibilities include:

- Meeting with and making recommendations to the program director regarding house and resident issues
- Willingness to be asked to assist in a crisis situation (with staff supervision)
- Requesting staff or residents to appear at grievance hearings

- Active involvement in House Business Meetings
- Acting as an advisor for resident grievances

The Program Director may remove members of the REC for any reason. If no residents are interested in participating in this committee, it will be optional.

RIGHTS AND DISCIPLINE

Grievances/Administrative Remedy Procedures

Residents have the right to present issues of concern to the facility staff and FBOP staff if necessary.

- If a resident has a complaint against any staff person or with any aspect of the program operations, the first step is to speak with their Case Manager. If their complaint is against their Case Manager, they should speak to the Case Manager Supervisor or Assistant Director. In this way residents should try and handle their grievances informally through discussion.
- If this is not satisfactory, the resident's next step is to request a BP-8 (Request for Informal Resolution) from their Case Manager. The written complaint should include the nature of the complaint and any dates, time, places, and names that are relevant. The resident will receive a written response from the Director or the Assistant Director.
- If the matter is not resolved informally, the resident's next step is to request a BP-9 from the Program Director or designee
- Completed BP-9s can be sent to the following address:
 Federal Bureau of Prisons
 Community Corrections Office
 U.S. Customs House – 7th Floor
 2nd & Chestnut Streets
 Philadelphia, PA 19106

Resident Rights

1. You have the right to expect that you will be treated in a respectful, and fair manner by all staff.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation and voluntary worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing – and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.
5. You have the opportunity to visit and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help with it is available through a legal assistance program
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.
11. You have the right to use your funds for commissary and other purchases (consistent with institution security and food order) for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.

12. As an inmate charged with a violation of Center rules or regulations referred to the Discipline Committee for disposition, you have the following rights:
- a. The right to have a written copy of the charge(s) against you at least 24 hours prior to appearing before the Center Discipline Committee;
 - b. The right to have a member of the staff who is reasonably available represent you before the Center Discipline Committee;
 - c. The right to call witnesses and present documentary evidence in your behalf, provided Center safety would not be jeopardized;
 - d. The right to remain silent. Your silence may be used to draw an adverse inference against you. However, your silence alone may not be used to support a finding that you committed a prohibited act;
 - e. The right to be present throughout the Center Discipline Committee hearing except during Committee deliberations and except where Center safety would be jeopardized;
 - f. The right to be advised of the Center Discipline Committee recommendation and Bureau of Prisons' decision, the facts supporting the recommendation and decision, except where Center safety would be jeopardized, and the disposition in writing; and,
 - g. The right to contest under Administrative Remedy procedures or by letter the Bureau of Prisons' decision to the Regional Director within 20 days of notice of the decision and disposition.

Rule Violations and Incident Reports

Residents are required to interact with program staff and other residents in a respectful manner. Any resident who is disrespectful or insolent to a staff member will receive an incident report. Any resident who makes threats against a staff member, another resident, or any other person, whether directly or indirectly, will receive an incident report. Any resident who assaults, or attempts to assault, any other person will receive an incident report. Physical violence, or the threat of physical violence will not be tolerated at the program. Residents who participate in this type of behavior will be subject to severe disciplinary action, up to and including termination from the program and/or return to higher custody.

Violation of program rules may necessitate disciplinary action by the staff. Such actions may range from verbal reprimands for minor program violations (e.g., lateness to meetings) to expulsion from the program for very serious inappropriate behavior (e.g., physical violence). A resident's status and progress in the program will always depend on that individual maintaining responsible behavior.

When a minor violation has taken place, the resident shall meet with the Program Director or designee. The nature of the violation shall be fully explained and the appropriate discipline shall be taken.

For violation of program rules and regulations, an incident report will be generated by program staff, and informal or formal sanctions may be imposed according to the FBOP Prohibited Acts and Disciplinary Severity Scale (see below). Informal sanctions may include: verbal warning, written warning, extra cleaning duties, reduced curfew, ad loss of privileges to include leisure time and home passes.

Informal sanctions require the resident's agreement, and also to complete or serve the sanction. This is not a guaranteed outcome with regard to incident reports. Formal disciplinary action, including formal investigation, formal Center Discipline Committee Hearing, and submission of the information to the Discipline Hearing Officer (DHO) for FBOP residents may also be the outcome of an incident report. When an incident report is being processed formally, the resident may not regain privileges until the decision of the DHO has been received in writing, and only after any sanction issued by the DHO has been served. Formal sanctions may include: loss or forfeiture of Good Conduct Time, loss of visitation privileges, restriction to Community Corrections Status (Level 2), return to higher custody (disciplinary transfer). Should a resident receive a series of incident reports, he/she may be deemed to have demonstrated an unwillingness or inability to comply with the program rules and his/her continued placement at the program may be jeopardized.

US Probation residents who receive incident reports will be subject to disciplinary action. The assigned USPO is notified of the incident report, and is asked to participate in an Administrative Hearing. It should be understood that USPO

residents are subject to termination should they fail to comply with program rules. This may occur with or without an incident report being received by the resident, depending on the nature of the incident.

FBOP PROHIBITED ACTS & DISCIPLINARY SEVERITY SCALE

GREATEST CATEGORY

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

GREATEST SEVERITY LEVEL PROHIBITED ACTS

100 Killing.

101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).

102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.

103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).

104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.

105 Rioting.

106 Encouraging others to riot.

107 Taking hostage(s).

108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).

109 (Not to be used).

110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.

111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

114 Sexual assault of any person, involving non-consensual touching by force or threat of force.

115 Destroying and/or disposing of any item during a search or attempt to search.

196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.

197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.

198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY
LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmates personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

HIGH SEVERITY LEVEL PROHIBITED ACTS

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

208 Possession of any unauthorized locking 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 officers or staff clothing.

212 Engaging in or encouraging a group demonstration.

213 Encouraging others to refuse to work, or to participate in a work stoppage.

214 (Not to be used).

215 (Not to be used).

216 Giving or offering an official or staff member a bribe, or anything of value.

217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.

218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.

219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).

220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).

224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).

225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.

226 Possession of stolen property.

227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).

228 Tattooing or self-mutilation.

229 Sexual assault of any person, involving non-consensual touching without force or threat of force.

296 Use of the mail for abuses other than criminal activity which

circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).

297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.

298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.

299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL
PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmates personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

300 Indecent Exposure.

301 (Not to be used).

302 Misuse of authorized medication.

303 Possession of money or currency, unless specifically authorized, or in excess of 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 as part of a drug-abuse test would be charged as 110).

308 Violating a condition of a furlough.

309 Violating a condition of a community program.

310 Unexcused absence from work or any program assignment.

311 Failing to perform work as instructed by the supervisor.

312 Insolence towards a staff member.

313 Lying or providing a false statement to a staff member.

314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, *e.g.*, counterfeiting release papers to effect escape, Code 102).

315 Participating in an unauthorized meeting or gathering.

316 Being in an unauthorized area without staff authorization.

317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).

318 Using any equipment or machinery without staff authorization.

319 Using any equipment or machinery contrary to instructions or posted safety standards.

320 Failing to stand count.

321 Interfering with the taking of count.

322 (Not to be used).

323 (Not to be used).

324 Gambling.

325 Preparing or conducting a gambling pool.

326 Possession of gambling paraphernalia.

327 Unauthorized contacts with the public.

328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.

329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.

330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.

331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).

332 Smoking where prohibited.

333 Fraudulent or deceptive completion of a skills test (*e.g.*, cheating on a GED, or other educational or vocational skills test).

334 Conducting a business; conducting or directing an investment transaction without staff authorization.

335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.

336 Circulating a petition.

396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.

397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.

398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL
PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 3 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

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

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

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

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 offense itself.

Coolidge Internal & External Groups/Services Provided

Internal

Employment Readiness Group

Men's Health/Wellness

Abuse

Orientation Group

Vocational Group

Transition Skills

Money Management Group

External Groups:

AA/NA (USPO only)

Aftercare Inc.

Career Link

Career Stop

Counseling & Psychotherapy Centers (CPC) Appointments

Project Place – reentry, employment, & parenting groups

Religious Services (varies dependent on faith/institution)

The Workplace