

Resident Handbook



HOUSTON HOUSE



(A program of Community Resources for Justice, Inc.)

TABLE OF CONTENTS

Introduction	4
Facility Objectives	4
Resident Responsibilities	4
Description of Parent Organization	5
Mission Statement	5
Resident Arrival	6
Intake & Orientation	6
Case Management Services	7
Employment	8
Subsistence & Savings	10
Mandatory Meetings	11
Life Skills Classes	11
Release	12
Fire Safety	13
Universal Precautions	20
Human Immunodeficiency Virus (HIV)	20
Hepatitis B & C	21
Houston House Gender Separation Procedures	22
Prison Rape Elimination Act (PREA)	25
Sexual Abuse/Assault Intervention	26
Communication Resources	27
Suicide Prevention	28
Safety Issues	29
Prohibited Items	30
Houston House Cell Phone Policy	31
Smart Phone Notice	32
Radios & T.V.	32
Internet Access & Computers & Computer Lab	33
Dress Code	34
Resident Conduct	34
Smoking & Electronic Cigarettes	35
Out of Bounds	36
Inspections/Searches	36
Resident Rooms	37
Room and Property Damage	37
Common Areas	37
Count	37
Meals	38
Laundry	39
Telephones	39
Mail	40
Money	40

Wake-up Policy	40
Drug & Alcohol Tests	42
Medical Services	42
Prescription Medication	43
Drug/Alcohol/Mental Health Treatment	43
Recreation	45
Religious Services	45
Visitors	45
House Work Details & Cleaning Supplies	46
Extra Duty Detail	47
Program Phase	47
Component Advancement	48
Grievances/Administrative Remedy Procedures	49
Resident Rights	49
Program Rules	50
Rule Violations & Sanctions	51
Incident Reports	51
Resident Accountability	52
Transportation	53
FBOP Prohibited Acts & Disciplinary Scale	55

INTRODUCTION

Welcome to Houston House. This facility is a Residential Reentry Center that provides services to offenders from various Federal jurisdictions, including pre-release inmates, direct court commitments and probationers. Houston 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.

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.

Resident Responsibilities

When an individual becomes a resident of Houston House, he or 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. Residents adhering to the guidelines set forth in this handbook show a progressive acceptance of that responsibility.

If you have any questions, please contact your assigned Case Manager or other program staff.

Facility Objectives

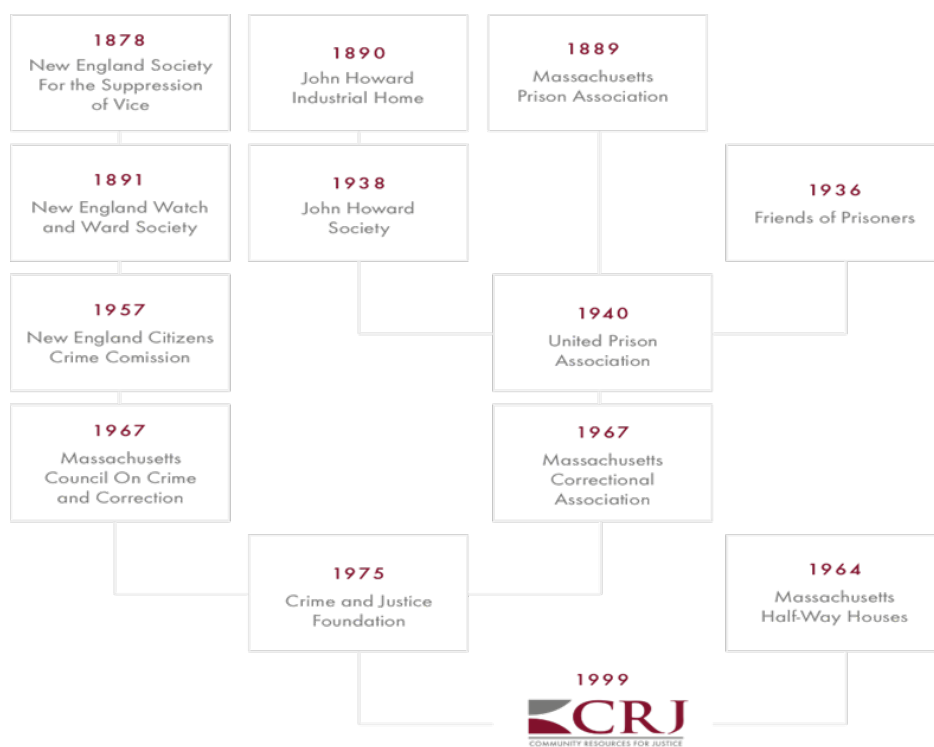
Houston House is an adult co-ed Federal Residential Re-entry Center, housing individuals involved in the Federal Criminal Justice System. The facility is operated by its parent agency, Community Resources for Justice, Inc. (CRJ). Residents are referred from the Federal Bureau of Prisons, United States Probation and other agencies. Like CRJ's other residential programs, Houston 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 the accurate assessment of each resident's needs (anti-social thought patterns, employment, substance abuse, family reunification, financial, etc.), and the individualized program planning to meet such needs.

Your new address at this facility is:
Houston House RRC
67 Slater Street
Pawtucket, Rhode Island 02860
(401) 722-2135

The parent agency's address is:
Community Resources for Justice (CRJ)
355 Boylston Street
Boston, Massachusetts 02116
(617) 482-2520

Description of Parent Organization

History of Community Resources for Justice



- Founded in 1878 and incorporated as CRJ in 1999.
- Involved in policy reform and supportive programming for several distinct populations – men and women involved in correctional systems, at-risk and delinquent youth, and individuals with developmental disabilities.
- Operates residential and non-residential programs in Massachusetts, New York, New Hampshire, and Rhode Island.
- Annually serves more than 6000 individuals.

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:

Our mission is to change lives and strengthen communities by advancing policy and delivering individualized services that promote safety, justice, and inclusion.

We welcome change.
We offer choices.
We focus on behavior.
We listen.



This is all done with integrity, compassion, creativity, and excellence.

THE HOUSTON HOUSE PATH
(Arrival to Release)



Resident Arrival

- All residents are to remain in the facility for their first three days (72-hours) to assist with their adjustment to the program, and to provide time for residents to meet with the administrative team. Exceptions may be made for medical issues, employment (already employed), and court/legal obligations.
- Urine sample will be required.
- Person & Property will be searched.
- Breathalyzer will be administered.
- Resident will be assigned a room, one bunk, and one stand-up locker.
- All residents will be provided with a basic toiletry kit, and program-owned linens (one fitted sheet, one flat sheet, one blanket, one throw blanket, one towel, one washcloth, and one laundry bag).
- Staff will provide directions for fire safety procedures.

Intake & Orientation

- All new residents will meet with the Intake/Release Coordinator for an intake interview within 48-hours of arrival to the program. Residents will also receive an orientation to the program, consisting of the following items:
 - Rules of the program and prohibited acts
 - Resident accountability
 - Mandatory meetings, house responsibilities, counseling program and resident executive committee
 - Disciplinary procedures and escapes
 - Emergency medical back-up plan
 - Emergency plan and evacuation routes

- Resident Handbook (a copy is given to the resident)
- IPP (Individual Program Plan)
- Health, sanitation and safety instructions
- Houston House Program Opportunities
- Program Components – Phase System
- Universal Precautions including Human Immunodeficiency Virus (HIV) and Hepatitis B & C Prevention, Risks regarding sexual behavior and drug abuse
- PREA & Sexual Abuse/Assault Intervention
- Suicide Prevention



Case Management Services

The Case Manager and Social Services Coordinator post their weekly meeting schedules at the Front Desk. Residents must refer to that schedule and locate their name to see when they are scheduled for their meetings each week.

Case Manager

Each resident is assigned to an individual Case Manager with whom he/she meets with on weekly basis 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 a program. In most cases, a resident's immediate questions will be answerable by that resident's assigned Case Manager.

- All Houston House residents will be assigned a Case Manager that will work with you from the point of your arrival until your date of release. All residents must meet with their Case Manager on a weekly basis for the first six weeks of their program involvement, and then have the option to meet with their Case Manager on a bi-weekly basis.
- Some areas of the program that will be reiterated and emphasized with the resident's Case Manager include the following: criminal attitudes, employment search and placement, release planning, family adjustment, program related activities, and behavior both in the house and in the community.
- Case Management Timeline:
 - Week 1 – Risk Assessment and Initial Case Management Meeting
 - Week 2 – Development of Individual Program Plan (IPP)
 - Remaining Weeks – Address and update goals in (IPP)
 - Just Prior to Release – Development of Release Plan

- All Houston House residents will have access to the Social Services Coordinator (SSC) to assist you with work, educational, and vocational goals. All residents must meet with the SSC on a weekly basis up to the point of becoming employed, and/or enrolled in an educational or vocational program.
- Case Management and Social Services Coordinator meetings are **mandatory**. Any resident who is unable to attend a meeting must receive approval no later than within 24 hours of the meeting with either the Case Manager or Social Services Coordinator.

Social Services Coordinator

Social Services Coordinator will work with unemployed residents coordinating employment search options, opportunities and placement. In addition, community activities including volunteer services and new group activities will be an ongoing facet to Houston House programming. In addition to offering employment services, the Social Services Coordinator will also assist residents with any educational needs.

Residents may use the following resources provided by the program to help with their reintegration into the community upon release:

- Job Posting Board
- Community Resources Binder located at the Program Monitor Station
- Career Coaching
- Houston House Computer Lab
- Basic computer skills



Employment

Residents are assigned a Social Services Coordinator (SSC) who will assist them in setting and pursuing employment goals. Residents must meet with the SSC on a weekly basis to pursue employment and work on job readiness. The SSC will also be monitoring resident's progress during the course of job search, as well as their progress during the course of their employment. Please note the following:

- Residents have 21 days, from the date of their arrival at the facility, to secure full-time (40 hours) employment. Failure to do so may result in a formal Incident Report and possible loss of Good Conduct Time, depending on the resident's efforts and motivation.

- Residents are required to fill out the Job Search Follow-Up Form on a weekly basis and turn it into the Program Monitor Station of the Social Services Coordinator during meetings. Residents who have difficulty reading, operating computers, etc. may request additional help job searching and creating a resume from the Front Desk through a Resident Request Form.
- To secure employment, residents must present the prospective employer with an Employment Verification form. The employer MUST be advised of the resident's current Legal status, present offense and placement at Houston House. Upon receipt of the completed Employment Verification form, the Program Director, Assistant Director, Case Manager, and Social Services Coordinator will decide if the proposed employment is acceptable. Employment Verification Forms must be completed and approved by Houston House before residents will be allowed to start employment.
- 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 have no longer than 12 hours daily to be out of the program. If deemed necessary, FBOP may approve an extension up to 15 hours.
- Employment that does not meet program requirements can be disallowed at any time (e.g., working with or for family members, working for self). It is the resident's responsibility to provide all documentation for request to operate specific motor vehicles and to carry an electronic device for employment purposes. Until this documentation is completed and approved, operation of a motor vehicle and possession of an electronic device are prohibited.
- The use of a smart phone for employment purposes will ONLY be permitted if the employer provides the program with a letter of support that details the specific need for a resident to own a smart phone. The letter of support must be provided to the Social Services Coordinator, who will then contact the employer for further verification. Once it has been determined that a resident legitimately needs a smart phone for work purposes, they will then be approved to purchase their smart phone. Residents should wait for official approval from the program before purchasing a smart phone and a plan. Residents who are approved to own a smart phone for work can only use the phone for work purposes, and not for personal use. A separate non-smart phone will only be allowed for a resident's personal use. All employment-related smart phones must be turned in at the front desk when a resident returns from work, and can be returned to them when they leave for work.
- 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 may physically inspect job sites of residents, and/or 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.
- 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 15 days from the last day that they worked to secure full-time (40 hours) employment. Residents may not be self-employed. Residents must be paid in the form of a payroll check that documents all taxes withdrawn.

Subsistence: Cost of Incarceration Fee (COIF) P.S. 5380

All residents are required to pay subsistence as a part of their financial responsibility to the program. Subsistence payments are not utilized by the program. Rather, these payments go directly to the Federal Bureau of Prisons. Residents will be charged subsistence according to the guidelines established by the Federal Bureau of Prisons. This amount will be 25% of a resident's weekly gross pay, not to exceed a weekly amount in excess of seven (7) times the daily rate, rounded down to the nearest dollar amount. Once the resident's weekly amount is determined, the resident is expected to purchase a money order in the specific amount made out to CRJ. Money orders will not be accepted with any change (i.e., cents) on them. The resident will submit the money order, passbook savings and pay stub at the Subsistence Meeting.

- Pro-Rated Subsistence
 - Each resident will also be required to make a pro-rated subsistence payment at least 2 weeks prior to their release date. Pro-rated subsistence is collected in advance to ensure payment before a resident is released. The Administrative Assistant will provide the resident with a copy of this calculation and a payment due date.

Subsistence payments must be made within 48 hours of the resident's scheduled pay date to meet this obligation, unless a waiver is deemed appropriate and waived. Any change in a pay schedule must be reported by the resident to the Social Services Coordinator immediately upon or prior to the change occurring. Failure to pay subsistence may result in an incident report, as well as possible removal from the program.

All subsistence payments are forwarded to the Federal Bureau of Prisons to meet the obligations of the COIF

Residents on Home Confinement are not required to pay subsistence, but are required to submit proof of savings and their most recent pay stub.

Any resident that is employed or receiving some sort of monetary pay (Social Security, Retirement Pension) must provide copies of each pay stub and/or proper documentation which lists total hours worked, and tax deductions. This documentation is to be submitted to the Social Services Coordinator.

All residents requesting a waiver or reduction for subsistence based on hardship, must provide a detailed budget containing proof of hardship. Subsistence waivers/reductions are approved/denied at the discretion of the Residential Reentry Manager's Office.

Savings

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

Mandatory Meetings

Residents must attend the following mandatory meetings:

1. House Business Meetings – held at least once per month.
2. Individual & Group Counseling sessions - see Case Manager and SSC for day and time.
3. All residents shall attend a Program Review Team (PRT) meeting usually held at 8:30am on the first Wednesday after their arrival to the program.

Additional meetings that may be required including:

- Life-skills classes and Transitional Skills.
- Meetings with the Program Director or Assistant Program Director as deemed necessary.

Life Skills/Transitional Skills Journaling Program

For residents who are not involved in the FBOP's RDAP and in formal treatment, they are required to participate in the program's Life Skills/Transitional Skills Journaling groups. Failure to participate and attend these groups may result in disciplinary action. It is important for residents to remain aware of this obligation and the schedule for these groups, especially when submitting daily itineraries. Residents must also be mindful of the schedule for these groups when it comes to their eventual work schedules. The Social Services Coordinator will facilitate resident life skills groups on topics which include: Employment Readiness, Money Management/Budgeting, Wellness Classes and Computer Classes, etc. 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 individual's demonstrated progress.



Release

Once an individual reaches his/her date of release, there will be several steps that must be satisfied in order to be granted an official release from the Federal Bureau of Prisons/Houston House custody. These steps are detailed below:

1. The resident must satisfy all financial obligations, including the payment of his/her pro-rated subsistence.
2. The resident must submit essential information regarding his/her release to his/her Case Manager two weeks prior to release. Essential information includes your proposed release address, employment plan, and treatment requirements. This information is then formulated into a Release Plan that is shared with the United States Department of Probation, if applicable.
3. The resident must clean his/her living quarters and submit his/her linens to the Houston House staff.



Release Continued

Residents must provide a verifiable release address to their Case Manager as soon as possible so that this information can be submitted to the appropriate USPO in the release district. In some cases, it is possible that residents may not be eligible for release without a USPO-approved release residence.

Residents sentenced in other Judicial Districts must have a Relocation Release Plan **approved by Probation at least 30 days before their schedule release date**, or they will not be allowed to relocate upon their release from Houston House. Residents should further be reminded that it may take up to two weeks from the date of receipt for a Probation Officer to respond to a Release Plan.

Upon completion of a resident's sentence, he/she will leave the facility. A few days prior to the end date, the assigned Case Manager will complete all paperwork needed for the resident's release.

Staff will assist in each resident's release, including:

1. Collecting the resident's locker locks and linens, which must be washed by the resident before release.
2. Completing all release forms with the resident.
3. Giving instructions on how to contact the USPO within 72 hours of release from Houston House.

Please note that the standard release time is 9:00 a.m., unless other arrangements have been made, with the approval of the Intake-Release Coordinator.



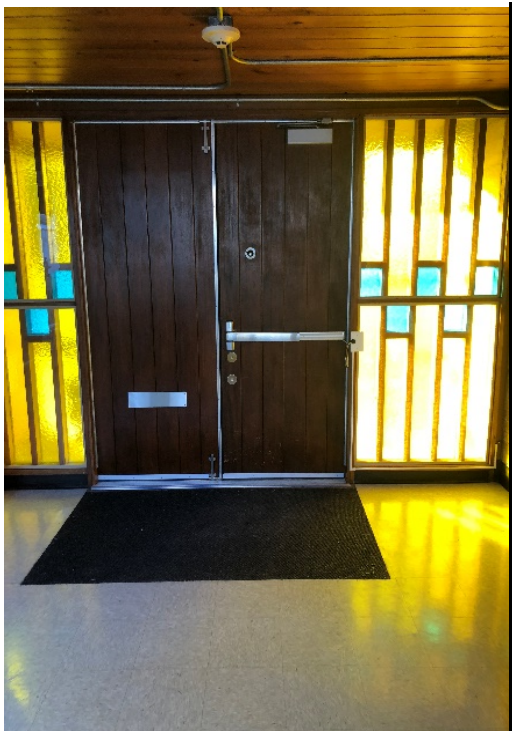
Fire Drills

- Conducted every month at random, and at different times each month (morning, afternoon, evening, overnight).
- All residents must treat every sounding of the alarm seriously, and evacuate as quickly as possible as instructed by staff.
- When the fire alarm sounds during a fire drill, all residents must exit the building through either the main lobby door or the exit to the parking lot outside of the kitchen, whichever is closer.

EMERGENCY EXITS (from each floor)

1st Floor

Main Lobby



Outside of Kitchen into Parking Lot



1st Floor Continued

**By Handicapped Room in to Court Yard
(Wheel Chair Ramp)**

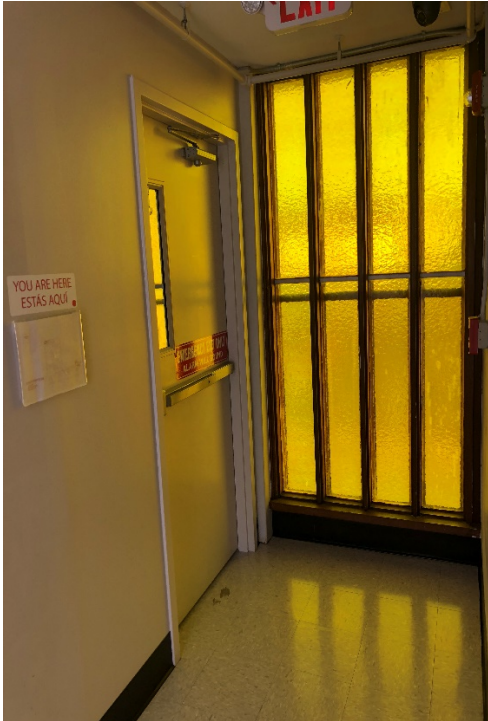


Common Room into Court Yard

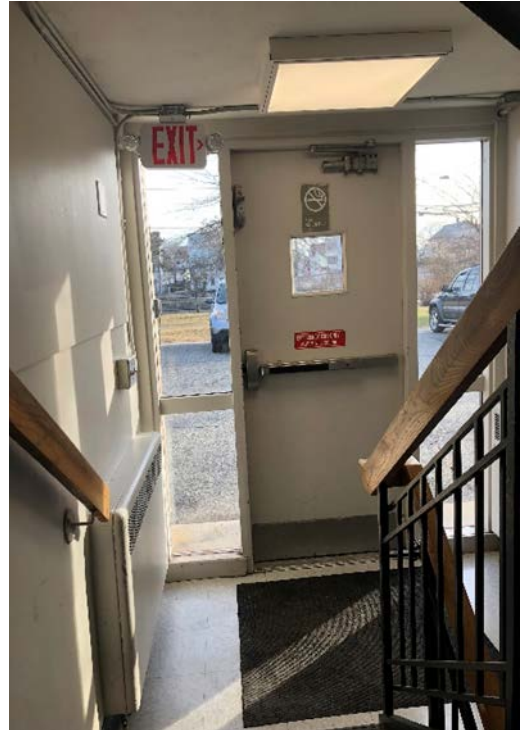


2nd Floor

**Outside Room 224 into Courtyard
Parking Lot**



Outside of Kitchen into

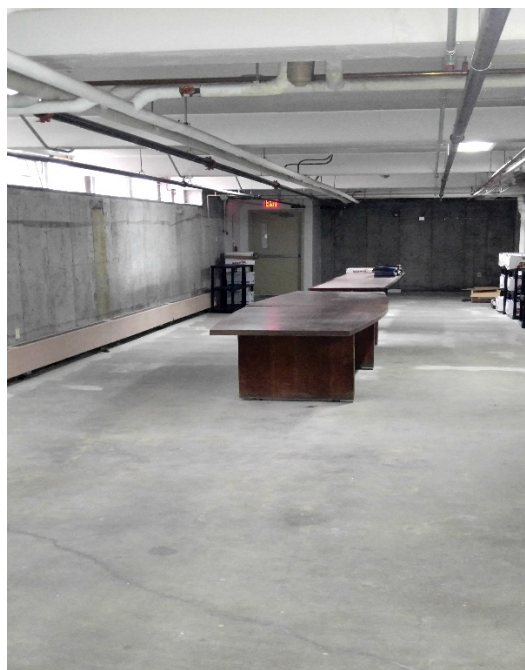


Basement

Step 1: Enter Armed Door in Gym



Step 2: Enter Door at Far End of Room



Basement Continued

Step 3: Exit Basement Door into Courtyard

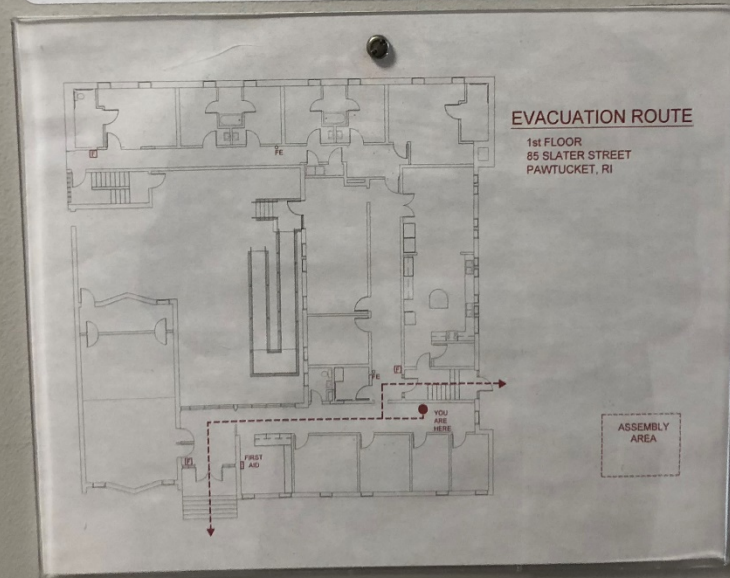


Outside of Kitchen into Parking Lot



PLEASE NOTE THAT THE PICTURES ABOVE CONSIST OF THE PRIMARY EXIT DOORS IN THE EVENT OF AN EVACUATION. SHOULD ANY EXIT POINT BE BLOCKED, PLEASE REFER TO THE CLOSEST EMERGENCY EVACUATION DIAGRAM FOR AN ALTERNATE PATH OUT OF THE BUILDING. A SAMPLE DIAGRAM IS INCLUDED BELOW

**YOU ARE HERE
ESTÁS AQUÍ**



Fire Emergency Evacuation Plan & Fire Alarm Procedures for All Residents

Back Lawn Meeting Area After Evacuating Building



1. If a Fire Alarm sounds, all residents must immediately exit Houston House.
2. Exit signs and diagrams are posted in the hallways throughout Houston House on each floor.
3. Residents may use the closest emergency exit on each floor, depending on where the resident is in the building.
4. The rear stairwell leads down to the basement level in the rear of Houston House.
5. After exiting Houston House all residents must proceed immediately to the parking lot behind Houston House and wait in a group on the back lawn.
6. Once on the back lawn, all residents must remain there for a head count.
7. All residents must remain on the back lawn until Houston House staff authorizes re-entrance to the building. (If authorized by the Fire Department.)
8. When residents re-enter the building, they must line up for a second head count. No one is allowed upstairs until permission is given by Houston House staff.
9. Failure to follow any of the steps in this procedure may result in disciplinary actions.



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.

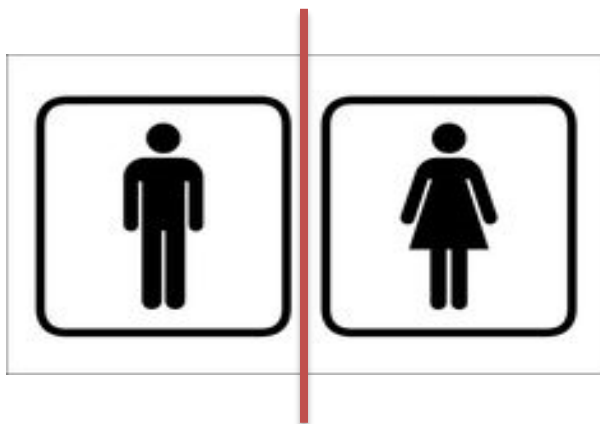
Getting tested for HIV/AIDS is another effective means of preventing the spread of the virus. Many individuals who are infected, have not been tested, and are unaware, and could then potentially spread the virus to others, such as their sexual partners, unknowingly. Many individuals who have been infected 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 blood borne 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.



Houston House Gender Separation Procedures

1. HOUSING/ROOM ASSIGNMENTS

- a. Female residents will reside in their own gender-specific dorm room located in Room 120 on the first floor of the facility.
- b. Male and female residents are housed on the first floor of the program, but are only allowed access to their individual rooms.
- c. Female residents are not permitted to access the second floor of the facility, unless they have a meeting with the Social Services Coordinator and/or Case Manager, whose offices are located on the second floor. Additionally, female residents will be allowed onto the second floor to use the computer lab, with prior approval from the staff.

2. RECREATION/COMMON AREA

- a. The female common area is located on the first floor, and is shared by the male residents who reside on the first floor of the program.
- b. Male and female residents are prohibited from sharing furnishings while occupying the common area, including the table in the rear of the common area.
- c. Male and female residents are prevented from accessing the recreation yard at the same time, unless for the purpose of a program activity (program barbecue, TSJ groups, etc.), or in the event that there is not enough space in the program to accommodate resident visitors for male and female residents who have scheduled visits.

3. DINING/MEAL TIMES

- a. Female residents will be afforded the same meal times and access to the kitchen as the male residents, for the purposes of meals.

- b. In the event that male and female residents are dining at the same time, both genders are prohibited from sitting at the same table as one another.

4. COMPUTER/INTERNET ACCESS

- a. Female residents have access to the computer lab on the second floor of the facility, with prior approval from the staff, due to male residents being housed on the second floor of the facility.

5. VISITATION

- a. Female residents will have the same visiting times and privileges as the male residents.
- b. Female residents' visits will occur in the facility's chapel or the recreation yard.
- c. Depending on the weather and number of visitors, staff will ensure that female residents are not having visits in the same location as the male residents and their visitors.

6. LAUNDRY

- a. Laundry units for female residents are located immediately outside of the female dorm room. These units are also reserved for residents with physical disabilities.
- b. Female residents are not allowed to use the laundry units in the basement where the male residents do their laundry.

7. EXERCISE EQUIPMENT

- a. Female residents will have access to the basement for the purpose of utilizing the exercise equipment provided, with prior approval from the staff.
- b. Staff will ensure that no male residents are allowed access to the basement for the purposes of exercising and doing laundry while female residents are utilizing the exercise equipment in the basement.

8. HEADCOUNT

- a. There are several count times each day where residents must present themselves at the front desk. Male residents will form a line on the wall located on the same side of the front desk. Female residents will form a line on the wall that is opposite of the front desk, and opposite of the wall where male residents will line up on. Staff will count female residents first and dismiss them from the first floor before commencing the male resident count.

9. MEDICATION DISTRIBUTION

- a. The first fifteen minutes of medication distribution time is for female residents. They will line up at the med room door on the first floor.
- b. Male residents will congregate in the male lounge and go to the medication room on the first floor to receive their medication when staff calls them.

10. DRUG TESTING/URINE COLLECTION

- a. Male and female residents will provide urine samples in the drug testing room located on the first floor of the facility and directly across from the front desk.
- b. Male residents are not permitted to congregate at the front desk during the urine collection of female residents, unless signing out of, or returning to the program.
- c. Female residents are not permitted to congregate at the front desk during the urine collection of male residents, unless signing out of, or returning to the program.

11. SEARCHES

- a. Houston House does not conduct cross-gender searches.
- b. Unless safety dictates otherwise, residents of one gender will not be searched in the immediate presence of resident(s) of a different gender.

GENERAL RULES REGARDING GENDER SEPARATION

1. Adherence to the expectations noted above and all resident movement inside the program will be observed and controlled by a combination of surveillance cameras monitored 24-7, regular building rounds, and random but consistent room inspections and searches.
2. Male and female residents are prohibited from any type of physical contact.
3. Association, interaction, and communication between male and female residents outside of incidental circumstances is prohibited.
4. Male residents are prohibited from accessing the female dorm room on the first floor.
5. Female residents are prohibited from accessing the male dorm rooms on the first and second floors of the facility.
6. Female residents are not allowed access to the second floor, unless for the purposes of meeting with the Social Services Coordinator and/or Case Manager, or utilizing the computer lab with pre-approval from staff.
7. All gender separation rules and expectations are clearly noted in the Resident Handbook and are reviewed with each resident at his/her orientation with a Case Manager.
8. Case Managers will discuss gender separation with residents on an ongoing basis.
9. Any resident found to be in violation of gender separation rules/expectations may be subject to disciplinary action including removal from the program.



PRISON RAPE ELIMINATION ACT (PREA)

Houston House has zero tolerance towards all forms of sexual abuse/misconduct including sexual assault and sexual harassment. Resident on resident, staff on resident and resident on staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated. Residents will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the resident's safety, dignity, and privacy, without fear of retaliation.

Resident on resident, staff on resident or resident on staff sexual assault and/or sexual abuse is defined as one or more residents engaging in, or attempting to engage in a sexual act with one another or the use of threats, intimidating, inappropriate touching, or other actions and/or communications by one or more persons aimed at coercing and/or pressuring another to engage in a sexual act. Sexual harassment is defined as repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by an inmate, detainee, or resident directed toward another; and repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

In order to ensure safety for all, residents are encouraged to report instances of sexual assault/abuse/harassment to any program staff member. Residents may also report a sexual assault/abuse or sexual harassment through a grievance form anonymously, or contacting the agency PREA Coordinator (see contact information below), or to a staff member. All allegations will be taken seriously and thoroughly investigated and staff shall take the necessary steps to separate the victim from the accused. Staff will make assistance available for the resident to receive medical evaluation and care as well as needed mental health support.

Appropriate steps will be made to protect the resident including, but not limited to: transferring to another facility where they can be housed more appropriately (i.e., a single room); moved to another room in the facility closer to a staff office; and increased contact with case management to provide ongoing support.

During intake, staff will review PREA information with each resident. After the review, each resident will then be required to sign a Resident Orientation to PREA form and a Resident Acknowledgement of PREA form with the intent to increase the resident's knowledge and

awareness of PREA, and assist in assuring zero-tolerance for all forms of sexual abuse/misconduct.

Residents are reminded: Any resident who has been the victim of, or witnessed sexual abuse/harassment should report it to staff immediately, without fear of retribution or retaliation. The report may be verbal or written. If for any reason you feel uncomfortable reporting to staff, you may report it to the PREA Coordinator at:

**Community Resources for Justice
500 Harrison Avenue, 1-F
Boston, MA 02118
Telephone: (617) 423-2020, Ext. 2300
Fax: (617) 423-2020**

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.

The Houston House holds an agreement with the **Day One: The Sexual Assault & Trauma Center** to offer support services to those individuals that have been the victims of sexual abuse or harassment. Day One: The Sexual Assault & Trauma Center can be accessed by all program participants, and may be contacted at **(401) 421-4100**.



Communication Resources

Houston House provides resources for those individuals that experience difficulty communicating through ordinary means. These communication resources are available to all program participants, no matter the circumstances. You may request the services listed below from any member of the program staff:

1. **AT&T Language Line**: This service is designed to provide language services for non-English speaking individuals. Specifically, this resource provides translation services for over 150 different languages. You may request this service of any staff member and it can be accessed using any standard telephone. To access the AT&T Language Line, please dial (831) 648-7582, and follow the automated instructions.
2. **TTY/TDD Telephone**: Houston House maintains a TTY/TDD Telephone unit to assist hearing impaired residents in communicating with family members, friends, employers, or otherwise. The unit is held in the Monitor Station in the program's front lobby. To access this services, please inform the staff person on duty. A TTY/TDD Telephone functions like a computer, where an individual will type his/her message into the unit and the message is translated using an automated voice. The hearing impaired person will receive responses in writing, displayed on the screen of the unit.



Suicide Prevention

Many individuals who are suffering through difficult times may contemplate committing suicide. In some cases, these individuals do nothing more than considers 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 yourself are contemplating suicide, it is important to get help immediately. There are numerous resources in the community to assist individuals suffering mentally. 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. The program has access to various resources to assist with emergency evaluation (on-site), and mental health treatment in the community. The Samaritan Suicide Prevention Center has a toll free number at 1-887-870-8336, as well as the National Suicide Prevention Lifeline at 1-800-273-8255.



Other Safety Issues and Precautions

The following guidelines are provided for the personal safety of the residents and the safety of the program:

- Any electrical appliance (cell phone charger, shaver, curling iron, hair dryer, 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.). Do not leave electrical appliances in bathrooms.
- Residents are not allowed to bring in their own furniture. Furniture may not be moved without the Director's permission
- It is **MANDATORY** that only the mattresses and linens issued are used in order to prevent the spread of fire, as they are flame retardant. Pillows and blankets other than those issued on arrival are **NOT ALLOWED**. Mattress pads, covers etc. are not allowed. Pillows and/or blankets not issued by the program will be removed from resident rooms.
- **ALWAYS** notify staff immediately of any electrical and/or plumbing problems in your room or the bathroom.
- Residents should always obtain chemicals from, and return them to, the Front Desk, and not another resident to ensure that they are properly accounted for. Residents are not allowed to store chemicals in their room.
- Items possessed by residents that may potentially pose a safety risk for other residents, program staff, or the physical facility will be confiscated.



Residents found to be in possession of prohibited items may receive an incident report. At the staff's discretion, and depending on the item(s), prohibited items may be discarded immediately, stored in the basement until a resident releases, or held onto until a resident can have someone pick up/return the items. If you bring in a prohibited item, it is at your risk, and residents will not be compensated monetarily for items that are discarded or lost.

Prohibited Items

1. Outside food and beverages.
2. Any laundry products other than dryer sheets and laundry detergent.
3. Personal pillows, robes, blankets, sheets and bedspreads (other than those provided).
4. Cardboard boxes (including shoe boxes).
5. Extension cords or multi-plugs.
6. Scatter or throw rugs, unless for religious purposes.
7. Curtains.
8. Aerosol cans and any product labeled "highly flammable"
9. Nude or semi-nude posters or pictures as well as any pornography, printed or DVD/VHS. Other materials may also be prohibited as deemed inappropriate by the program.
10. Gang-related materials, clothing, or bandanas.
11. Heating elements (hot plates, irons, heaters, rice cookers and coffee makers).
12. Incense, candles, oils, and plug-in air fresheners
13. Perfume, or cologne
14. Colored light bulbs.
15. Personal lamps.
16. Alcoholic beverages or anything containing alcohol (cough medicine, mouthwash, hand sanitizer, etc.).
17. Plastic milk crates, plastic bins, storage bins or Tupperware
18. Plants.
19. Tools (work tools must be turned in and left at the front desk upon returning from work).
20. Cleaning chemicals or supplies stored in resident rooms, including bleach.
21. Forks/steak knives, box cutters, jackknives.
22. Smoking tobacco, smokeless tobacco, and incense and tobacco products, e-cigarettes, and vaporizers.
23. Lighters and matches.
24. Paper or plastic bags.
25. Dietary supplements, weight gainers or weight loss products (protein shake mix, creatine, Hydroxycut, SlimQuick, etc) – they can cause a resident to test positive for banned substances during UA testing.
26. Electronic Equipment:
 - a. Personal TVs, and DVD players.
 - b. Separate stereo system components. Components must be in one unit and used with headphone only.

- c. For any electronic equipment that can be heard outside of your room, headphones are required.
- d. Devices with internet access (iPod touch, PSP, etc.).
- e. Recording devices (tape recorder, video camera, camera, pager watches, or MP3 players that have any camera or recording capabilities).
- f. Laptop and personal computers, unless for work/educational purposes.

**THE HOUSTON HOUSE RESERVES THE RIGHT TO PROHIBIT ANY ADDITIONAL ITEMS
THAT ARE NOT LISTED IN THE RESIDENT HANDBOOK**



**CELL PHONE/ Smart Phone
Houston House RRC**

POLICY:

Houston House will allow residents who have the ability to use SMART/cell phones under strict parameters. The intent of this policy is to eliminate the barrier of using outdated flip phones in the community for making program accountability calls, and to better facilitate a resident's communication with family, community supports, and potential employers.

PROCEDURES:

Residents will be responsible for the purchase of phone, and they will be permitted no more than one personal phone. Phones must be registered with the program (phone number, code, and photo of device) prior to use by the resident. The resident must review and sign the attached agreement form to ensure understanding of the restrictions and expectations of cell/smart phone possession and use. Smart watches, such as Fit Bits or Apple Watch, are prohibited.

Resident-to-resident contact is strictly prohibited – this includes calls, text messages, emails, photos, money transferring, or other contact.

Use inside the program will be limited to inside the resident's assigned room during regular hours. Use of personal phones is off limits once lights out/curfew begins. Violations of this policy will result in phone use suspension/termination. Use of the cell phones in hallways, stairwells, or common areas is strictly prohibited. This includes texting and calling.

Applications for monetary gain or transferring (Cash app, Venmo,) or any applications utilized for gambling or stock exchange are prohibited.

Use inside the program will be limited to inside the resident's assigned room, the lounge, and outside sitting area. Use of personal phones is off limits once lights out/curfew begins.

Violations of this policy will result in phone use suspension or termination. Use of phones (including with headphones) in hallways, stairwells, or common areas, where it may be disruptive or distracting to others, is prohibited. Use during groups or other program meetings is disruptive and therefore prohibited.

Residents are responsible for the care and possession of the cell/ smart phone, including keeping it charged.

Residents are not allowed to sell, loan, or share use of the phone with any other individuals. Inappropriate content on the device, including but not limited to vulgar, pornographic, or provocative pictures, language, or material, is strictly prohibited; and such content found will result in disciplinary action, which may include loss of smart phone privileges.

Residents who download social media applications (Facebook, Instagram, Twitter, etc.) for the purpose of family reunification are subject to these applications being searched. Social Media apps that have temporary content, such as Snapchat, are not allowed. YouTube and live streaming is not allowed (Netflix, Hulu, HBO). Other apps are at the discretion of the Administration team.

Residents are responsible for any information found on any device that they are utilizing and any changes to the phone, phone number, etc. need to be communicated to the case manager or Assistant Program Director.

All phones will be subject to search at the discretion of program staff to ensure the phone is in compliance with program standards. Any resident found with a cell phone with any prohibited applications or other capabilities will be in possession of an unauthorized/contraband item. Residents must answer all calls from RRC and the phone number is 401-722-2135.

NOTE: Any resident found with an unapproved cell phone will be subject to disciplinary action.

Failure to comply with the above procedures may result in loss of cell phone privileges.



Internet Access and Computers

The program's computer labs, which they must sign up for, are located in the day rooms. 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.

Computer Lab

Houston House provides a computer lab for use by its residents for employment purposes and basic computer skills training only. Use of this lab is a privilege and contracting authorities (FBOP & USPO) may stipulate that a particular resident cannot use the computer lab. The computer lab consists of computers with internet access and a printer available for residents to print resumes, cover letters, and other employment related documents. Resident's may also make use of the lab to check their email for employment related correspondence. To make use of the computer lab for any reason, residents must request a computer mouse at the Program Monitor Station to use a specific computer, and may not switch computers at any time. If no computers are available, the resident will have to wait until a computer becomes open. When done using a computer, residents must turn in their computer pass. **The computer lab will be available for residents to use, Monday through Sunday, from 9:00 a.m. to 9:00 p.m.** Residents are not permitted to access any adult or non-employment related sites while using the computers and any abuse, or inappropriate behavior inside the lab may result in loss of this privilege and possible disciplinary action.



Dress Code

- Staff will instruct residents to change their clothing if deemed inappropriate.
- Residents are expected to be fully clothed at all times.
- Tank tops, sagging pants, belly shirts 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.
- No headwear of any kind (unless a recognized religious cap is allowed to be worn; this includes but is not limited to: hats, hoodies, baseball caps, towels, do-rags, sunglasses. Hoodies may be worn without the hood on.

Resident Conduct

- Residents may have only incidental contact with other residents, former residents or convicted felons outside Houston House, and the only exception involves an employment situation.
- Residents may not communicate by phone or mail with inmates at other correctional institutions, unless correspondence is approved by FBOP.
- Residents may not communicate, contact or make statements to any member of the media without prior approval by FBOP.
- Residents may not enter into any legally binding contract without the prior approval of the Program Director. This includes signing-up for any loan, credit cards, cell phones, cars etc.
- Residents may not engage in "romantic behavior" with other residents, or visitors while in Houston House.
- Residents may not buy or possess gambling paraphernalia, including lottery/scratch tickets, or magazines.
- No resident may possess, purchase or use intoxicants while living at Houston House including home confinement.
- Residents may not possess or use weapons of any kind. Any item deemed a weapon by the program staff will be confiscated, destroyed, or provided to the necessary legal authority.
- If a resident changes their appearance, they will be required to have another picture taken for their file. Residents may not change their appearance without their case manager's approval.
- Residents are not permitted to wear hats in the building unless it is a recognized religious cap.
- Residents must treat staff and visitors with respect. Residents using inappropriate language, especially in the common areas, will be subject to disciplinary act.
- Residents shall immediately notify staff of having contact with any law enforcement officer.



Smoking

Houston House is a **NON-SMOKING** building. All tobacco and tobacco products are **prohibited** items and are not allowed on the property. Residents are not allowed to smoke within the facility or on Houston House grounds. Possession of tobacco or smoking products in the facility is prohibited and these items will be confiscated and disposed of. Any resident found to be in possession of these items is subject to appropriate disciplinary action. Electronic cigarettes, pipes and other smokeless tobacco products are prohibited.

If there are signs of smoking in a resident room/bathroom, and staff cannot determine who was smoking, the other residents who reside in that room and/or share that bathroom will be written up.

Out of Bounds

The following are prohibited practices or are areas that are off-limits for all residents:

- Loitering in the lobby or in front or rear of the building.
- Residents are not to loiter in the hallways unless actively on the pay phone or actively doing laundry
- The resident lounge and TV room area after **11:00 PM**, and **12:00 AM** on Fridays and Saturdays.
- In the basement or main stairwells (with exception: emergencies, laundry, working out, or doing details).
- Only one resident is allowed to be at the front desk at one time.
- Any other room or floor but their own, unless there for specific program business.
- Staff permission must be given prior to going to any staff office. Residents must ask the Front Desk staff for this and are not allowed to go to staff offices directly.
- If a resident cannot be located in a common area, his/her room, or bathroom, he/she may be considered out of place, an abscond, or an escape, depending on the situation.
- Certain community establishments (e.g., bars) are off-limits to residents, as identified by staff.

Inspections/Searches

- Residents will receive a full pat/pocket & bag search when entering the building, and must also remove their shoes during this search.

- Residents may be searched at any time in the building.
- Staff may conduct searches and inspections of resident rooms, common areas, and other parts of the facility at any time.

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 without proper approval. Resident lockers must remain locked at all times.
- Resident rooms and all common areas must be clean and neat at all times.
- 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, carpets vacuumed) including under beds, windows must be cleaned, air conditioning vents and other vents must remain dust free, woodwork (baseboards, radiator cover, and windowsills) must be clean, and windows must remain closed at all times. It is expected that each resident room shall be clean before signing out for the day's activity.
- Lights and electrical appliances (air conditioners, radios and alarm clocks) are to be turned off before leaving for the day. Residents are not allowed excess property which does not fit in their wardrobe or under their bunk (e.g., clothes, shoes, bed linens, towels, etc.). Resident lockers must be closed and locked at all times, when not in use.
- Residents may decorate rooms within the standards of propriety. Wall decorations must not damage the walls. Residents will be provided one corkboard which items may be placed on.
- Residents are not allowed to rearrange furniture (beds, dressers or chairs) in their rooms at any time.
- Only metal trash baskets are allowed in resident's rooms. Baskets must be emptied daily or before it is full.
- Clothing must be in the wardrobe and shoes neatly placed under the bed. Dirty laundry shall be placed in designated mesh laundry bags only and kept inside the wardrobe. Excess property is not allowed. The Program is not responsible for any lost or stolen resident property, even in the event of a resident's return to custody.

Sunday through Thursday, residents must be in their assigned rooms by 11:00 PM (exceptions: emergencies, out to work, doing details). On weekends, (Friday and Saturday) residents must be in their assigned rooms by 12:00 AM. Throughout the night, bed checks will be conducted to ensure accountability of all residents.

Room & Property Damage

As you are now a resident of the Houston House, it is expected that you will treat the facility with respect and consideration. If it is found that you are responsible for damage to any Houston House property, you will be subjected to disciplinary action, which can include monetary compensation for damages.

Resident rooms are inspected on a weekly basis. 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. Residents must report any damage or mechanical issues immediately to the staff at the Program Monitor Station.

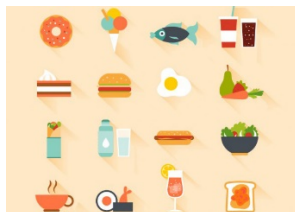
Common Areas

All common areas must be clean and neat at all times. Any damage to the common area beyond reasonable wear shall be noted, and the resident responsible shall be subject to disciplinary action, including restitution.

- Residents must use the recreational room on their assigned floor. 1st floor room = 1st floor common area & 2nd floor room = 2nd floor common area.
- Residents are not allowed to congregate in hallways and stairways.
- Lying down or placing feet upon the furniture in the lounges is prohibited. Residents may not sleep in the common areas.
- Moving the furniture in the common areas is prohibited.

Resident Counts

- **10:00 a.m.**, **2:00 p.m.**, and **8:00 p.m.**
- **ALL** residents who are in the program at those times must report to the **Front Desk** to announce their name and presence in the program. Failure to arrive for count will result in a verbal warning the first time, and then an Incident Report for the second missed count.
- During counts when there are multiple residents, residents must line up in single file and announce their name and presence one at a time. Once a resident does so, they must leave the front desk area so other residents can do the same.



Meals

Lunch and dinner are served daily between the hours of 12:00PM – 1:00PM and 5:00 PM – 6:30 PM, respectively. The kitchen is open for breakfast between the hours of 6:00AM – 9:00AM on weekdays and 6:00AM to 10:00AM on Saturdays, Sundays, and holidays.

Food is allowed ONLY in the DINING ROOM. (No food in resident rooms, on the lounge couches, hallways, etc.). No food or drinks are to be taken out of the dining room/kitchen area, except for a bagged lunch. Residents are not allowed to bring any food into the program. Residents may not store food or drinks anywhere in the building including the kitchen/refrigerators. Houston House is a non-cooking facility. Residents may not bring back any food that needs to be cooked. Resident's use of the oven is strictly prohibited.

The refrigerators will be locked outside of these time frames. Exceptions may be made depending on the schedules of a resident on any given day, as well as for religious accommodations.

Residents may request a bagged lunch or that a plate of lunch/dinner be reserved for them if their schedule prevents them from being able to eat during designated meal times. To do so, residents must sign up for these by putting their name on the list at the front desk the evening before.

Food is allowed ONLY in the DINING ROOM. (No food in resident rooms, halls, or TV room). No food or drinks are to be taken out of the dining room, except for a bagged lunch.

NO OUTSIDE FOOD OR BEVERAGES WILL BE PERMITTED INTO THE PROGRAM AT ANY TIME.

Take-out food orders can be delivered on Friday, Saturday, Sunday and Holidays during lunch (12:00pm until 1pm) and during dinner (from 5pm-8:30pm). Make sure food is at the program by 1pm and 8:30pm. **All food must be consumed and cleared no later than 1:30PM and 9pm.** Breakfast deliveries on weekends are allowed with the approval of the PMs. Food cannot be saved/stored and will be thrown away after 1:30pm and 9pm. NO FOOD/DRINK IN DORMS or anywhere else other than the kitchen/dining area! Family/friends are not allowed to

provide homemade food or bring in food from a restaurant for any resident. All food brought into the program from restaurants must be professionally delivered and will be inspected by staff upon delivery. Drinks can be purchased in the vending machine. No drinks are to be delivered.

Take-out food delivery is a privilege and may be suspended for any reason. These hours are subject to change. Residents are not allowed to lend or pool money to pay for takeout food orders (or for any reason). Residents are NOT allowed to purchase take-out food for other residents. Residents who abuse this privilege may have their takeout food ordering privileges suspended.



Laundry

Residents on the first floor may only use the washer and dryer on the first floor. Residents on the second floor may only use the washers and dryers in the basement. The laundry room is open for use from 6:00 a.m. to 12:00 a.m.

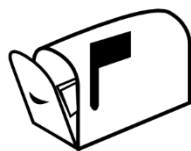
Residents are required to wash and dry their sheets and pillowcases at least weekly. When using the dryers, residents must empty the lint tray after each use. Residents that work and are unable to complete laundry within the designated time frames may do laundry outside of normal hours.

RESIDENTS MAY PURCHASE DRYER SHEETS AND LAUNDRY DETERGENT FOR PERSONAL USE. NO OTHER LAUNDRY-RELATED PRODUCTS ARE PERMITTED IN THE BUILDING.



Telephones

Residents in the program who do not have a personal cell phone may request permission to use the program's phone located in the Chapel.



Mail

Resident mail is kept at the front desk. Mail is distributed nightly during 8:00 p.m. count. No packages from visitors (only via USPS, UPS, etc.) will be accepted unless the resident is present to receive it. Packages delivered are subjected to search. Residents cannot receive mail from individuals who are currently incarcerated.



Money

Residents may not lend, exchange, 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 not to exceed \$100.00. 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.



Wake-up Policy

Residents must be awake and dressed, with their beds made by 8:00 AM, Monday through Friday, AND by 9:00 AM Saturday through Sunday. (This responsibility rests with residents. Exceptions may be made depending on a resident's work schedule). Alarm clocks should be purchased by residents as soon as they are off of their initial 3 day (72 hour) restriction period.



Drug and Alcohol Tests

Please note that ALL residents are prohibited from using ALL Cannabidiol (CBD) products. There are legal and illegal CBD products on the market. The legal products can be found in drinks, oils, lotions, and food at local stores. Despite the legal status of any CBD products, they are still prohibited.

(MAY BE CONDUCTED AT ANY TIME)

Program Staff will collect a urine sample, for the purposes of drug and alcohol testing, from any resident at any time. Residents who are instructed to provide urinalysis samples are required to physically produce the urine sample at the time instructed. Failure to provide a urine sample within 2 hours of the time instructed to by staff will be considered “refusing to provide a UA” and will result in an incident report being written (Prohibited Acts Code 110). Even if this is the case, the resident will still be required to provide the urine sample as soon as they are able.

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

1. When the staff member instructs a urine sample be provided, the resident must remain under staff supervision until they provide the sample. If he or she is unable to provide a sample at the time that it is instructed, he or she will remain on the couch in the Front Lobby until able to provide the 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 without soap prior to being handed the sample bottle.
3. The resident will physically produce the urine sample under staff observation, cap the bottle, 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 and bag have been sealed, the resident may leave the urine collection room, unless instructed otherwise by the staff member.
6. A resident must provide at least 15 cc if they are unable to provide the sample then it will be disposed of and the 2 hours does not start over.

Any attempts to circumvent the urine collection procedures 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 procedures. 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 procedures, even when not being asked to provide a sample, will be held accountable for attempting to tamper with the collection of urine samples.

Residents referred from the Federal Bureau of Prisons and assigned drug aftercare or drug history must provide a minimum of four urine samples per month.

Residents will also be tested for alcohol use with an Alco-Sensor (breathalyzer). Residents will also be tested upon their return to the facility. Alco-Sensor tests may be conducted 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.

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 FBOP indicates that 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.

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. Ultimately, the resident is responsible for knowing what he/she puts into his/her body.



Medical Services

Emergency care is available to all residents of Houston House on a 24-hour day, seven day a week basis. Houston House has a written agreement with **Miriam Hospital**, located approximately two miles from the facility. If a resident has a medical symptom that poses a significant and immediate danger to his/her 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.

**Miriam Hospital
164 Summit Avenue
Providence, RI 02906**

Staff will make arrangements for examination of a resident immediately after suspecting, or having actual evidence of a communicable disease or debilitating physical problem.

If a resident has a serious condition/emergency (chest pain, bleeding), he/she must notify the Front Desk or a Case Manager, and the resident will be transported to the Emergency Room via ambulance. If a resident is ill on a workday and unable to go to work, he/she must advise his/her Case Manager. If their Case Manager is unavailable, then he/she must notify the front desk. If the resident is excused from work or the day's activities, he/she 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 result in the Case Manager being notified and the

resident's behavior will be dealt with accordingly. Residents are not allowed to call out of work without permission of their Case Manager or Social Services Coordinator.

Physical & Tuberculosis (TB) Test for Probationers

Offenders that have been referred by Federal Probation or Direct Court are required to have a physical examination and TB Test (a general office or insurance type physical not requiring hospitalization to complete the exam) within 5 working days of arrival at the facility and at no cost to the resident. The results of the physical examination are documented and made part of the resident's file. The Houston House uses Ocean State Urgent Care for these purposes. New Probation Residents must go for a physical and TB Test on the day following their arrival at:

**Ocean State Urgent Care
1637 Mineral Springs Avenue
North Providence, RI 02904**

Upon arrival, residents must state that they are from the Houston House and are required to receive a physical and TB Test as part of their Intake.

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 are required to seek out free care or low-cost care to the greatest extent possible. Residents requesting non-emergent medical care must submit the proper paperwork to their Case Manager to be considered by the Bureau of Prisons prior to attending a medical appointment.

No dietary supplements or weight gainers are allowed unless medically prescribed for an illness.

Houston House has basic first aid supplies available at all times which can be obtained from front desk.

Regarding universal precautions: In cases of accident or emergency, all resident's blood or bodily fluids should be handled as if infectious. If there is a spill in a resident's room, clean-up kits are available at the front desk and should be utilized in any and all such situations.

Prescription Medication

- Prior to filling any Rx, the resident must receive permission from program staff.
- All medication prescribed by a physician and over the counter 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 each morning between **6:00 a.m. and 7:00 a.m.**, and nightly between the times of **6:30 p.m. and 7:30 p.m.**, unless specified otherwise on the medication instructions on the bottle.
- Resident's prescribed medication cannot keep it in their rooms, unless it is specifically intended to be "kept on person", and has been appropriately logged by staff and returned to the resident.

Mental Health Care & Medications

The Houston House utilizes the services of the **Counseling & Psychotherapy Center (CPC)** for mental health and substance abuse treatment. Residents who are not already referred for services, but feel they need assistance with such issues should speak to their Case Manager, and a referral for services may be created.

**Counseling & Psychotherapy Center
744 Park Ave, Suite 6
Cranston, Rhode Island 02910**

All BOP residents who are prescribed, or in need of psychotropic medications (e.g. antidepressants, anti-anxiety medications) **MUST** seek these medications through Bureau of Prisons' contracted mental health providers at the **Counseling & Psychotherapy Center**. 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. Therefore, it is essential that all residents who are eligible apply for free care do so as soon as possible, if they are unable to secure health insurance benefits through their employer or a family member/spouse.

Any resident who is prescribed medication, especially narcotic or controlled substances, **MUST** disclose any substance abuse history, participation in substance abuse treatment, and early release eligibility based on that treatment (if applicable) to the treating physician **PRIOR** to the prescribing of the medication. 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. Written notification from the prescribing physician must be given to a Case Manager stating that he/she is aware of the residents substance abuse history.

**RESIDENTS ARE NOT ALLOWED TO KEEP OVER THE COUNTER MEDICATION IN
THEIR ROOM WITHOUT PRIOR APPROVAL FROM AN ADMINISTRATIVE STAFF
MEMBER**

Drug/Alcohol/Mental Health Treatment

Any resident who is designated by the Bureau of Prisons or by the USPO for treatment related to substance abuse, mental health, or a sex offense history (not limited to arrests and convictions) shall comply with all requirements placed upon them. This includes: attending all appointments as scheduled with outside treatment providers, attending all assigned in house

Houston House Residential Reentry Center: 2023

groups or classes, actively participating in any assigned treatment. Appointments with outside treatment providers are NOT to be re-scheduled without express permission from the assigned Case Manager, and may only be re-scheduled with adequate advance notice (i.e. not the same day as the scheduled appointment). Any resident who is designated for treatment through the Transitional Services office for the Bureau of Prisons (e.g. those attending substance abuse counseling, mental health treatment) should be aware that their progress in treatment, including attendance at appointments, is monitored by the Bureau of Prisons, and failure to comply with these requirements can and will jeopardize placement in the program and/or early release eligibility. In addition, any failure to comply with all applicable treatment requirements will result in disciplinary action.



Recreation

Residents are encouraged to identify and engage in positive recreational activities of their interest (gym, museums, painting, bowling, etc.).

For **gym passes**, residents have available to them an hour of gym time from the moment they arrive at the gym. Gym locations must be as close to the program as possible, and residents must provide their Case Manager with proof of a membership in order to go to that gym. Exercise equipment is available for use in the basement of the facility. **There is to be no hanging on pipes for pull-ups.**

Community Walks may be approved for residents. Community Walks must be put on an itinerary for pre-approval. Any last-minute requests will be denied. Residents will have up to one hour on a Community Walk.

Religious Services

All residents are entitled to attend religious services. Requests to attend services are handled on a case-by-case basis by the Case Manager or designee. The residents prior practice of attending religious services will be considered. Any resident requesting to attend religious services must go to the religious facility closest to the Houston House (maximum of 30 minutes allowed to walk to the Church of their choice. Residents must provide documentation of their attendance upon return to the program.

Visitors

- Residents may only receive visits from **IMMEDIATE FAMILY MEMBERS** (i.e., parents, siblings, sons/daughters, and spouse). A visitor intake form will be completed at case management intake designating the visitors' names and relationship to the resident at which time will be reviewed and approved or denied. This form will be kept on file for reference of each requested visit. All other visitors and their scheduled dates/times must be approved by Case managers and Program Director.
- Due to limited space, residents will be limited to no more than 4 visitors per visit and no more than two residents are allowed to have visits during the same designated hour. A tracking system will allow for scheduling. Each resident must provide a visitor request form to their case manager for approval at least a day prior the visit.
- The "chapel" is the designated visiting space, and the outside courtyard can be used weather permitting.
- Visiting hours are Monday – Friday from 5 p.m. to 7:00 p.m., and Saturday – Sunday from 11:00 a.m. to 3:00 p.m., at 1 hour increments. All other visits during different times must be approved by Case Managers and Program Director (visitor request form).
- All children under the age of 18 must be accompanied by an adult visitor. No pets allowed unless documentation is shown that the pet is a service animal. (Please be advised that children of home confinement residents are not permitted into the building during PCI or for any other reason they must enter Houston House.)
- Visitors that exhibit signs of being under the influence of alcohol or illegal drugs will not be prohibited to continue the visit.
- If potential visitors exhibit any signs of illness, they may not enter the building. If a visitor exhibits signs of illness while in the building, visitor will not be prohibited to continue the visit.
- All visitors must always behave in a professional manner. Visitors who violate the program rules, are rude or misbehaving, etc.. which staff deems inappropriate will be asked to leave the program immediately. Profanity is strictly prohibited. Romantic behavior is not allowed during visitation. All visitors must follow the resident dress code policy (see dress code policy in handbook).

- There is no food allowed during visitation.
- Residents whose visitors travel from a long distance may receive an extended visit at the approval of their Case Manager and Program Director.
- For visitors to be allowed into the facility, residents must fully complete the visitor request form at least one day prior to the visit, indicating the information of the visitors, as well as the one-hour time frame for their visit. Due to limited space in the program, staff reserves the right to alter requested visitation times, and may have to deny visitation at times. It is important to submit visitor requests as soon as possible, as requests will be approved on a first come/first served basis.

NOTE: Visitors age 18+ must present a valid ID upon entrance into the building and will be asked to sign a visitor's log. A copy of the ID will be made and held in log. Cell phones and belongings will not be permitted into the facility. They must remain in the visitor's car or be turned in at the Program Monitor Station where staff will hold onto the cell phone and bags until the visit is over. When visitors enter the program, all belongings will be subjected to a search and suggest that they leave items in their car. Tobacco and alcohol products are not allowed in the facility. Visitors will not be permitted beyond the Program Monitor Station and must visit residents in the Chapel or the Recreational Yard. Visitors who cause a disturbance in the program will not be permitted to return for future visits. Additionally, physically romantic behavior is not permitted during visits.

Program Cleanliness



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 to 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. Residents who fail to complete the detail in an acceptable manner will be directed by staff to complete detail appropriately. Details must be

completed daily and are each resident's responsibility. Failure to appropriately complete a cleaning detail can result in disciplinary action.

Chore assignments are assigned on a bi-weekly rotating basis. When there are more than enough residents in the house to cover all details, those individuals who have been in the house the longest, and are successfully meeting program responsibilities, may not be given details. In addition, residents will clean up after themselves in the kitchen, and to help keep the common areas in order.

Additionally, should any area of the facility need cleaning at any time of the day outside of chore hours, residents who are in the facility may be asked to help clean the area

Cleaning Supplies

Residents may not store cleaning chemicals, or supplies in their rooms. Cleaning supplies can be obtained from program staff at the Front Desk in order to complete details, or in order to clean rooms and bathrooms. All supplies are checked in and out through the front desk. Laundry detergent is classified as a personal hygiene item, and may be kept in the resident rooms.

Extra Duty Detail

Residents may be assigned extra detail as part of an incident report or rule infraction. If a resident owes extra duty, any staff may instruct that residents perform these duties at any time. If residents do not complete extra duty within the assigned time, He or She is subject to further disciplinary action. Residents who are assigned extra detail must ask the front desk what extra details need to be completed.

Program Phases

Houston House is a Residential Reentry Center that operates on a phase system that classifies 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. Levels of supervision, as well as any revisions, will be assigned by the Program Review Team (PRT). Upon arrival to the program, residents are required to remain in the facility for a period of 72 hours in order to get acclimated and settled. Once this period of restriction is over, residents will automatically enter the first component of their program involvement.

Please note that Probation Residents are only eligible for the Community Corrections Component of the program. Any request for additional privileges must be approved by both the resident's probation officer and the Houston House Administrative Team.

Component ONE: Community Corrections

- Generally, residents are restricted to the building, with the exception of approved employment, job searches, religious activities, program needs (shopping for clothes/hygiene), community programs, treatment, and emergency/medical situations.

- Residents have a set curfew of 5:00 p.m.
- There will be no job searching on the weekends.
- Visits are conducted at the facility.

Component TWO: Community Corrections/Pre-Release

- To be eligible for the Pre-Release Component, residents must be in the program for a period of 30 days, and must be working for a period of 2 weeks at that time or any time after. They must also be in good standing in the program. Good standing consists of solid accountability and adherence to the rules of the program.
- Once eligible for the Pre-Release Component, the administrative team will meet to determine if the resident is appropriate to enter the Pre-Release Component, based off of the resident's performance in the program.
- Once in the Pre-Release Component, residents receive an extended curfew of 9:00 p.m., and are eligible for outside recreational activities, such as going to the gym, which will be permitted on a daily basis. Going out for a formal sit-down meal and/or going to the movies, along with other special recreational activities will be permitted once a week. In order to participate in a special recreational activity, residents must first discuss it with their case manager for approval, with full details of the request. These activities can take place Monday through Sunday.
- Additionally, once in the Pre-Release Component, residents are eligible to start going home on passes. Each resident will be able to go on one pass per week, Monday – Sunday. The stages for passes are 4 hours, 8, 12, 24, and then 48 hours. If a resident is fully accountable as they move through the pass stages, they will become eligible for Home Confinement. Residents can only go on passes to the residence they have identified as their release residence. Pass requests must be submitted to each resident's Case Manager at least one week prior to going on pass. While on pass, residents are restricted to staying at their residence only, with the exception of work, treatment, and medical appointments.

Component THREE: Home Confinement

Residents who meet the requirements of this component reside at home and have gainful employment while maintaining their official detention at Houston House. This component allows residents to assume increasing levels of personal responsibility while at the same time providing sufficient restrictions. Residents on Home Confinement are eligible for the same standards of recreation as residents in the Pre-Release Component. Failure to follow Home Confinement guidelines (being out of place, missing spot checks) may result in the resident's immediate return to the program and loss of H/C privileges until the incident is resolved.

When it comes to leaving the facility/home confinement residence to go shopping while a resident is in any of the three components, they will be allowed to go out shopping once per

week, unless an exception needs to be made and is approved of. Residents will be allowed to go to two locations while out shopping, spending 1 hour at each location (malls count as one location), unless an exception needs to be made and is approved of.

Component Advancement

In order to qualify for Component Advancement, Bureau of Prisons-referred (institution transfer) residents must meet the following conditions:

1. Clear conduct has been maintained and any sanctions for previous disciplinary infractions must have been served.
2. History of solid accountability in the program.
3. The resident must be gainfully employed, working at least 40 hours per week, unless excused from this requirement by the Federal Bureau of Prisons.
4. The resident must have made at least his/her first subsistence payment and is continuing to make subsistence payments regularly from their income as required.
5. The resident must have a passbook savings account (unless restricted or waived), into which he/she is making regular deposits of 25% of their gross income as required.
6. 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.

Component Advancement is a privilege, not an automatic process. Residents who are failing to comply with the program rules will not be granted phase privileges. In addition, residents who are approved for component advancement, but fail to maintain their compliance with the above-noted conditions will lose those privileges.

Grievances/ Administrative Remedy Procedures

All residents have the right to present issues of concern to the facility staff and FBOP staff if necessary, and are able to lodge grievances about any matter, at any time. Much like the Federal Correctional System, the Houston House utilizes the BP-8 system as a means of resolving matters. The steps to submit a grievance are as follows:

- 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 his/her Case Manager. If the complaint is against his/her Case Manager, he/she should speak Director. 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, times, places, and names that are relevant. The resident will receive a written response from the 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
 Residential Reentry Manager
 New York Residential Reentry Office (CNK)

201 Varick Street, 8th floor, Room 849
New York, NY 10014

Please note that the Houston House maintains a copy of the Federal Bureau of Prisons Administrative Remedy Program Statement in the Security Monitor's Station. Please ask a member of the staff for this information, should you have any additional questions.

Resident Rights

1. Residents shall be accorded equal access to all facility programs and services regardless of their sex, sexual orientation, mental or physical handicap, color, religion, creed, or political beliefs.
2. Residents shall be entitled to humane, decent, courteous, and professional care.
3. Residents shall not be denied access to medical services nor denied medical care appropriate to their needs.
4. Residents are prohibited from being used as subjects in any scientific experiment.
5. Residents are entitled to their religious beliefs and shall be accorded voluntary access to religious services so long as such access does not constitute a threat to facility security and order.
6. Information related to any resident's case is completely confidential and shall not be shared with an outside party, unless:
 - a. The resident signs a written consent to release specific information to an identified party;
 - b. The resident shares information that indicates alleged child abuse or criminal activity;
 - c. A duly authorized agency or person requests criminal offender information;
 - d. The information is subpoenaed by a court order;
 - e. The information to be released is necessary to protect the health and safety of the resident;
 - f. The information is necessary to comply with periodic audits conducted by state, local or national agencies; or,
 - g. The information is used for the purpose of conducting legitimate scientific research and, in so doing, the identity of any resident remains anonymous.
7. Residents shall be entitled to a fair and judicious process regarding the handling of any disciplinary matter. The process in any major disciplinary matter shall include:
 - a. Notice of charges;
 - b. Miranda warning (for criminal offenses),
 - c. Notice of hearing;
 - d. twenty-four (24) hour preparation;
 - e. Staff representation;
 - f. Calling of witnesses;
 - g. Offering of testimony;
 - h. Cross examination of witnesses; and
 - i. Appeal of findings.
7. Corporal punishment is prohibited.
8. Residents shall be entitled to legal rights that include attorney consultation, legal correspondence, and access to courts and governmental agencies for the purpose of filing legal papers.
9. Residents shall be accorded uninhibited access to the grievance process and shall not be subject to reprisal or the threat of reprisal when engaged in said process.

10. Residents shall be accorded the right to choose their own dress, subject only to the limitations contained in the dress code.

RULES AND DISCIPLINE

Program Rules

Residents are expected to abide by and deal responsibly with the Program Rules. The major rules include the following:

1. No physical violence or threat of physical violence.
2. No possession or use of drugs not prescribed by medical professionals.
3. No possession or use of alcohol.
4. No smoking of any tobacco products or other substances (ie. synthetic marijuana)
5. Residents will address and communicate with staff and fellow residents in a respectful manner.
6. Residents will complete details and work assignments in a timely manner.
7. Residents will maintain a clean and safe room.

Residents shall immediately notify staff of being arrested or questioned by any law enforcement officer. Residents must provide staff with a memo if they are detained by any law enforcement agency explaining the incident.

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.

Rule Violations and Sanctions

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 disciplinary action shall be taken.

For minor violations of program rules, the Program Director or designee may impose the following informal sanctions:

- Verbal warning
- Written warning
- Cleaning duties
- Reduced curfew

- Room restriction.
- Removal from the Pre-Release/Home Confinement components
- Denial of component advancement
- House retardation of phase advancement eligibility
- Loss of Privileges
- House Restriction

For major violations of program rules, an incident report will be generated by program staff, and formal sanctions may be imposed according to the FBOP Prohibited Acts and Disciplinary Severity Scale (see next page).

Incident Reports

Institution Transfer (FBOP) residents who receive incident reports will be subject to disciplinary action should it be determined that the violation of program rules has occurred. This disciplinary action may result in informal sanctions being issued (e.g. extra duty, loss of phase privileges, etc.), which requires the resident to agree to the informal sanctions, 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) may also be the outcome of an incident report. When an incident report is being processed formally, the resident may not advance phases until the sanctions have been served. Formal sanctions may include: loss or forfeiture of Good Conduct Time, loss of visitation privileges, restriction to Community Corrections Status (Phase 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 referred residents who receive incident reports will also be subject to disciplinary action. Typically, the assigned USPO is notified of the incident report. These incident reports are typically dealt with informally, since formal disciplinary procedures do not apply to USPO cases. However, it should be understood that USPO residents are subject to termination from the program 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.

Appeals: Residents have 20 days to contest disciplinary decisions to the Regional Director.

Resident Accountability (Sign-in/Sign-out)

All resident movement must have pre-approved permission from Houston House staff and must be documented at the front desk. It is the resident's responsibility to acquire permission for leaving the premises and changing their location and ensuring that Houston House staff is aware of his/her 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.

- As resident movement may vary, prior permission may be required by any of the following staff: front desk staff, the resident's Case Manager and the Program Director. In addition, Federal Probation and /or the Federal Bureau of Prisons staff may be required to approve the resident's movement (depending on the circumstances).

- 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 front desk staff records the destination, address, phone number, time out of the building and time in. The resident must provide this information in person to staff at the front desk. It is the resident's responsibility to get the appropriate permission from Houston House staff prior to changing destination. **All residents waiting to be signed out should create a single file line starting at the wall just before the lounge and heading down the hall towards the visitors bathroom. Only one resident is allowed at the front desk at a time. Residents are prohibited from sitting on the lobby couch unless directed by staff.**
- When a resident is out of the building at an approved site, he/she must call the Houston 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 not a verifiable phone, the resident will be instructed to call from another phone.
- 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.
- It is the resident's responsibility to remain at the location to which they are signed out. If the resident needs to leave the premises, it is the resident's responsibility to acquire permission from Houston House staff.
- The resident is responsible to be reachable by telephone or by Houston House staff AT ALL TIMES.
- Residents that are 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.
- Method of Travel: The resident must list his/her method of travel to and from each destination on their itinerary the resident may not change his/her method of travel without prior approval of the program staff. Deviating from the approved method of travel without permission is prohibited and the resident will be out of place and appropriate discipline action will be taken.
- Curfew Privileges:
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. Residents from the Federal Bureau of Prisons, while signed out to a leisure time activity (LTA) or program related activity (PRA) activity, have a maximum curfew of 9:00 PM. Allowances can be made to accommodate unusual employment situations. Furlough Rules and Regulations apply for Federal Pre-Release residents whenever curfews are extended out of the area.

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

Transportation

As noted in the Resident Accountability section, all resident movement must be preapproved by program staff. The specific mode of transportation must always be clearly noted on the resident's itinerary.

Driving Privileges: Authorization to operate a motor vehicle is a privilege and is granted at the discretion of the Program Director. **Authorization to operate a motor vehicle is granted for work purposes or home confinement residents only.** Placement on home confinement does not guarantee driving privileges, rather it is granted when deemed appropriate and necessary by the Program Director. Residents who are granted driving privileges MAY NOT use the Houston House address as their residence for either their license or their vehicle's registration. Prior to a request for driving privileges to be considered, the resident must receive approval from the Case Manager to pursue the request and must then gather the following documents: a valid driver license, copy of driving record, valid registration and inspection of vehicle, and notarized letter from the registered owner of the vehicle (if other than self) granting permission for the resident to use said vehicle. Also, at minimum, all vehicle's driven by resident's must have liability insurance. Lastly, prior to approval the vehicle must be searched by program staff. All approved vehicles must be free of contraband and are subject to search by program staff at any time. Giving a ride to any current resident of Houston House is expressly prohibited. Resident's must operate their vehicle in a safe and legal manner at all times. Any unsafe driving, speeding tickets, or abuse or misuse of this privilege may result in loss of the privilege and possible disciplinary action. For more details and expectations, contact your assigned Case Manager.

Vehicles are not allowed to be delivered to a resident unless delivery is scheduled with the resident's Case Manager in advance. Residents with driving/vehicle privileges must secure off street parking during the schedule dates of the City of Manchester's Winter Parking ban. Off street parking location must be approved by the resident's Case Manager.

Residents are not allowed to exit the program repeatedly to retrieve items from their vehicles. Residents residing at Houston House will not be signed out or allowed out of the program to conduct repairs to their vehicles while the vehicles are parked on city streets or off street parking lots.

Bus Passes

The Houston House purchases bus passes for use by its indigent residents for job searching or program related activities. Employed residents are expected to purchase their own bus passes. Unemployed residents with other means of purchasing their bus passes are expected to do so and will not be granted use of a bus pass. Certain emergency situations may occur where special use of a bus pass may be granted at the discretion of the Case Management staff. Loss or misuse or abuse of a bus pass may result in loss of the privilege and potential disciplinary action.

FBOP PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE**GREATEST CATEGORY**

The UDC 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 mask or disguise.

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).

221 Being in an unauthorized area with a person of the opposite sex without staff permission.

222 (Not to be used).

223 (Not to be used).

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

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

226 Possession of stolen property.

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

228 Tattooing or self-mutilation.

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

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

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

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

299 Conduct which disrupts or interferes with the security or orderly running of the institution 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.