

# Resident Handbook



## HOUSTON HOUSE



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

October 2019

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## 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.**





- 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



- 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



### **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.

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 SAFETY

#### 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.



## 1<sup>st</sup> Floor Continued

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



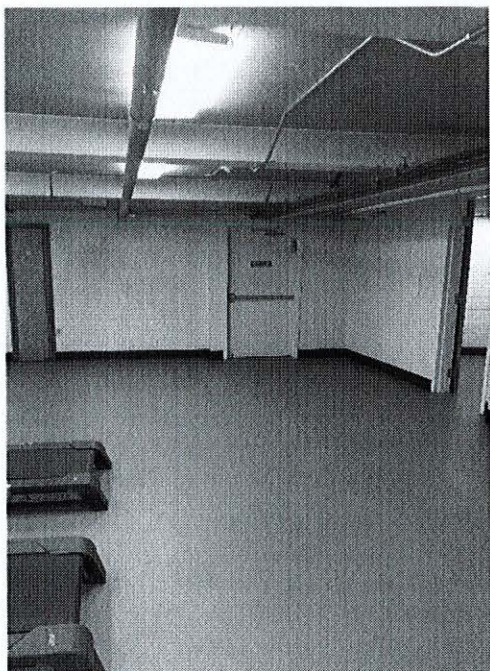
**Common Room into Court Yard**





## 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**





## 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.



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



- 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.



### **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.

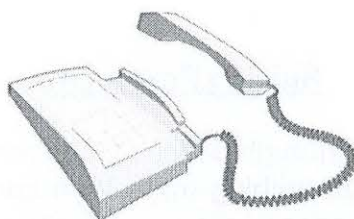
Appropriate steps will be made to protect the resident including, but not limited to: transferring to another facility where they can be housed more appropriately (i.e., a single room); moved to another room in the facility closer to a staff office; and increased contact with case management to provide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



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.

- 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.



requires the use of a smart phone may receive permission to have one in the program - please refer to the Employment section of the handbook for further details.

- b. Personal TVs, and DVD players.
- c. Separate stereo system components. Components must be in one unit and used with headphone only.
- d. For any electronic equipment that can be heard outside of your room, headphones are required.
- e. Devices with internet access (iPod touch, PSP, etc.).
- f. Recording devices (tape recorder, video camera, camera, pager watches, or MP3 players that have any camera or recording capabilities).
- g. 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**



**Houston House RRC Cell Phone Policy**

**POLICY:**

Houston House will allow residents who have the ability to use cell phones under strict parameters. The intent of this policy is to eliminate the barrier of finding functioning payphones 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 approved by the program prior to use by the resident.** Prior to purchasing a phone, the resident must meet with their Case Manager to review the restrictions and expectations of cell phone purchase, possession, and use. Once a cell phone has been purchased by a resident, it must be turned in at the front desk until their Case Manager can inspect the phone and give final approval for a resident to use it in the program. Once the Case Manager has inspected and approved the phone, they will meet with the resident to review and complete the Cell Phone Agreement.

Houston House will continue to consider any non-approved phones as an unauthorized/contraband item. Any resident found with an unapproved cell phone will be subject to disciplinary action.

Resident cell phones may not have internet or camera functions. Suggested models for personal phones are:

- Samsung T105G Tracfone
- T-Mobile (Nokia 1616)





### **Internet Access and Computers**

Residents are not permitted to have internet access at any time while in the building unless utilizing the program's computer lab, which they must sign up for at the Program Monitor Station. Additionally, any resident with restrictions regarding their access to computers or the internet/email, either in their Special Conditions of Supervised Release, or as dictated by the Bureau of Prisons, may not use, possess, or have access to a computer or the internet at any point, including job searching, employment, or at their approved residence.

### **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.



- 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.



- 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. 1<sup>st</sup> floor room = 1<sup>st</sup> floor common area & 2<sup>nd</sup> floor room = 2<sup>nd</sup> 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



### 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.

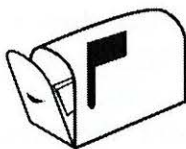
Residents are required to wash and dry their sheets and pillowcases at least weekly. When using the dryers, residents must empty the lint tray after each use. Residents that work and are unable to complete laundry within the designated time frames may do laundry outside of normal hours.

**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.



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.



## **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





### **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).
- Visiting hours are Monday – Friday from 5:30 p.m. to 8:00 p.m., and Saturday – Sunday from 12:00 p.m. to 7:00 p.m., at 1 hour increments.
- Residents whose visitors travel from a long distance may receive an extended visit at the approval of their Case Manager. Residents who just arrived to the program and are on 72 hour restriction may receive visits Monday – Friday from 9:00 a.m. to 8:00 p.m., with normal visitation hours on the weekend.
- In order for visitors to be allowed into the facility, residents must fully complete the visitor request form, 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

## **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.



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  
     U.S. Customs House – 7<sup>th</sup> Floor  
     2<sup>nd</sup> & Chestnut Streets  
     Philadelphia, PA 19106

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



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



- 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



**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.



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.

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.



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.

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.