



Volunteers of America®

TEXAS

Fort Worth Residential Re-entry Center

Client Handbook

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Introduction to this Handbook

This handbook does not contain each and every aspect of our RRC nor can it. It's to serve as a summary for different program elements as well as to help answer questions you may have upon arrival. It also serves to give you your copies of our house rules, the BOP prohibited acts, PREA information, and other information you're required to have. Information within this handbook is current as of the month/year listed above.

Most of your questions will be answered as you complete orientation but feel free to ask questions as they arise. It's our intent to help you complete your placement here with as little friction as possible while being compliant with BOP requirements.

Coercion

During your residence you will not be placed under the control or authority of any other client. Any client who tries to assert control or authority over another client will be in jeopardy of losing his or her residence. If another client or any member of the outside community should in any way try to assert control over your actions or behavior, this would be considered a threat to your independence and freedom of action. In any case where this kind of situation occurs you should immediately notify a staff member.

It is basic to our policy and outlook that "Kingspins" are not tolerated for any reason. If, by staff observation or by report from a fellow client, a person is in question in this respect, that behavior will be subject to an incident report and hearing with possible termination or return to custody as a result.

PREA

PREA is the "Prison Rape Elimination Act" passed by Congress in 2003. Volunteers of America Texas, Inc. has zero tolerance relating to the sexual assault/rape of clients and recognizes these clients as crime victims. We will immediately respond to allegations, fully investigate reported incidents, pursue disciplinary action, and refer for investigation and prosecution those who perpetrate such conduct.

Sexual Misconduct – shall include but is not limited to sexual behavior directed toward a client. Sexual misconduct includes acts or attempts to commit acts of sexual contact, sexual abuse, and sexual harassment. Furthermore, sexual misconduct includes conversations or correspondence which demonstrate or suggest a romantic or intimate relationship between a client and employee, contract employee, volunteer, or any other individual in a position of authority over a client. All sexual contact between these persons is sexual misconduct regardless of consent.

Sexual Contact – shall include but is not limited to the intentional touching, either directly or through clothing, of the genitalia, anus, groin, breast, inner thigh, lips, or buttock of any person with an intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person.

Sexual Abuse – shall include but is not limited to subjecting another person to sexual contact by persuasion, inducement, enticement, or forcible compulsion; subjecting to sexual contact another person who is incapable of giving consent by reason of their custodial status; subjecting another person to sexual contact who is incapable of consenting by reason of being physically helpless or restrained, or mentally incapacitated; and raping, molesting, prostituting, or otherwise sexually exploiting another person.

Sexual Harassment – shall include but is not limited to unwelcome sexual advances, requests for sexual favors, disrobing or requesting that another person disrobe without a legitimate penological objective, making sexually offensive comments or gestures, or other verbal or physical conduct of a sexual nature.

Reporting

1. Clients who are victims of or have knowledge of sexual misconduct should immediately report the incident to a staff member; or
2. Clients may utilize the formal grievance procedure to report sexual misconduct but clients are not required to go through the informal resolution step to report allegations of sexual misconduct. Designated staff will process such grievances as a high priority and immediately forward copies to the PREA coordinator; or
3. Clients may use an agency-approved free confidential telephone hotline to report sexual misconduct. Procedures for using the telephone hotline will be communicated both verbally and in writing to clients during each facility orientation and as clients are transferred between facilities. **The number is (800) 862-8482.**

Clients are not required to file written reports but staff who receive verbal reports from clients are required to file written incident reports to the Director or designee after making an immediate verbal report.

False Reporting

Substantiated deliberately malicious or false reports by clients or other parties will result in disciplinary action or criminal charges.

Retaliation

Retaliation against clients, employees, or other parties for reporting sexual misconduct will not be tolerated. Those who retaliate may face disciplinary action.

New Client Orientation Schedule

It is your responsibility to complete each step listed on your intake checklist & have the form signed at each level by the appropriate staff member. Parts of your intake are scheduled and held in a group setting and others by appointment only. You must complete your intake within 14 calendar days. When completed submit your intake checklist form to your case manager. Subject to change without notice. Changes will be posted.

If you don't complete your orientation within 14 calendars days an incident report will be written and you may be placed on in-house restriction until it's completed.

Health Screen..... with RN
 Thursdays beginning at 730am – nurse's office downstairs
Social Service Coordinator with SSC by appointment
Employment Orientation with Employment Specialist
 Fridays at 930am – lower level group room
Case Manager Orientation..... with CM by appointment after SSC orientation
Facility Manager Orientation with Facility Manager
 Tuesdays & Thursdays at 1pm – dining room
Facility Orientation with Assistant Director
 Tuesdays at 3pm – dining room

Release Procedure

Successful releases

- You must provide documentation that you paid your "final fee." If you don't have this documentation your release will be delayed. Your final fee notice is issued by the Employment Specialist.
 - o If you don't pay subsistence fee for whatever reason your case manager or the Employment Specialist must provide this information to staff at the front desk.

- If you do pay subsistence but don't owe a final fee for whatever reason your case manager or the Employment Specialist must provide this information to staff at the front desk.
- You must sign-out at the front desk and take your notice of release form with you when you leave. NOTE: Do not lose your notice of release; some government agencies require documentation of your release from BOP custody when you apply for services and this form serves as that documentation.
- Clients successfully releasing from the program can sign-out at the front desk any time between 6am and 9am on their date of release. You can request an earlier release time from your case manager. For example, if you leave for work at 4am and would like to release at 3:30am—to drop off your belongings at home then go on to work—you can request this release time.
- BOP clients are not released on weekends or holidays. If your release date falls on a weekend or holiday you will release on the preceding business day.
- CSR clients will release on their actual release date, no matter if it's a weekend or holiday.

Unsuccessful terminations

BOP clients will be removed from the facility by U.S. Marshals. Up until your transfer date you will remain on full house restriction.

CSR clients will be escorted to your locker by staff to pack your things and escorted out of the facility. Your USPO will be notified of your unsuccessful termination.

Avenue J RRC Program Components

Community Corrections Component (CCC)

Every client begins their placement as a CCC client but those clients placed here as CCC Only (aka Level 2 Only) will remain on level 2 until a formal request is made for them to be removed from this component. Clients referred from BOP are placed on this status by the BOP RRM's office usually for a history of violence, a history of escape/abscond/TSR violation(s), a history of gang affiliation, a lengthy substance abuse history, and/or a history of institutional incident reports. This list isn't all inclusive.

In order for a BOP client to be removed from this status a client has to be program compliant and make a formal written request through their case manager. This request is reviewed at our weekly Progress Review Team (PRT) meeting and, if approved, is then forwarded to the RRM's office for final review and approval.

Every client referred by the United States Probation Office as a condition of supervised release (CSR) usually remain in this component for 2/3 of their placement, but it depends on their judge's placement order.

CSR

CSR means "Condition of Supervised Release" and these clients are referred here by their USPO. Most CSR clients are placed here as a result of a TSR violation hearing. TSR is "Term of Supervised Release" and is also known as Supervised Release Term, or SRT. Clients violating condition of their TSR are placed here as a punitive measure.

Other reasons a CSR client may be placed here is because he or she lost their housing or job or both and need a temporary stay here to help them get on their feet again.

In other cases, a BOP client may "roll over" from inmate status to TSR status and remain in the facility. For example, a pre-release client who has no release plan or whose release plan is denied may be processed for a roll over.

Pre-Release

BOP clients who aren't designated as Level 2 Only (CCC) are pre-release clients. This simply means they'll move through the level system as goals are accomplished, they are program compliant, and they exhibit greater acceptance of responsibility.

Pre-release clients are eligible for recreation passes in level 3 and overnight passes in level 4. Home Detention is level 6. (There is no level 5)

Mothers, Infants Together (MINT)

This program allows a pregnant client time to spend with her baby. Movements are monitored closely and no MINT client is allowed to leave the facility without a staff escort. The length of stay is approximately 3 months after the birth of the baby. The focus of this program is to give a mother time to bond with her infant.

Intake Acknowledgments

- I agree to participate in alcohol and drug-use testing while a client in the VOA RRC program.
- I understand I will provide urine samples for drug testing and breath samples for alcohol testing.
- I understand I am prohibited from ingesting poppy seeds or any product with poppy seeds as an ingredient.
- I understand I am prohibited from using any liquid containing alcohol as an ingredient.
- I agree to pay my subsistence fee which is 25% of my gross income per pay period.
- I understand I must pay my subsistence fee within 48 hours of my payday or disciplinary action will be taken.
- I understand I must pay my subsistence fee with a money order and no other method of payment will be accepted.

Property Agreement

- I understand and agree that employees of Volunteers of America Texas are not responsible for the safekeeping of my property or money in regard to theft, fire, flood, or other damage or loss.
- I agree not to loan my property to other clients and to keep my things secured.
- I understand if I leave without taking my belongings with me or if I'm transferred from the facility by US Marshals without releasing my belongings to my designee listed below to take from the facility the employees of VOATx are not responsible for ensuring my belongings were collected and stored.
- I understand if I leave my belongings they will be stored for thirty calendar days; after thirty calendar days I understand my property will be disposed of in any manner deemed appropriate by VOATx.
- I understand the only person my belongings will be released to is the person I designate below, who must provide a current photo ID before my belongings will be released to them.
- I understand that if any of my property or anything in my possession is confiscated as contraband then it will be held until my exit date. I understand contraband items are not subject to being stored for 30 days after my exit date and may be disposed of in any manner deemed appropriate by VOATx at any time.

Client Living Areas / Personal Property

You're responsible for keeping your living area clean and free of clutter, making your bed, and keeping your personal items properly stored.

You may decorate your immediate living area with photographs and personal items so long as they comply with facility rules/standards. For example, a photograph containing nudity or depicting gang affiliation would not be allowed to be posted on your bulletin board or placed on your nightstand.

We provide lockers, lock, and other storage for your personal property. You can use your lock from the institution. NOTE: If we don't have the combination to your lock and need to open your locker for a facility or dorm search, your lock will be cut off and you will not be reimbursed for the cost of a replacement.

Your stay here is temporary so you shouldn't have so many clothes that your locker is overstuffed. If you have too much clothing you will be directed to remove some of it.

You cannot keep cardboard or plastic bags in your locker/storage.

Employees of Volunteers of America Texas are not responsible for your property or money in regard to theft, fire, flood, or other damage or loss.

Do not loan your property to other clients and keep your things secured. You may file a police report if you believe property has been stolen.

Visitation

You are responsible for the behavior of your visitors. Tell your visitors before they come about the procedure for visiting, visitation rules, and proper dress expected of them while at the facility.

All visitors must sign-in at the front desk each time they arrive and leave the facility and all packages, food, or other items are subject to search by staff. **Visitors may not use cell phones, tablets, cameras, or other recording devices in the facility or on facility grounds.**

NOTE: A visitor can and will be banned from the facility for a length of time to be determined by the Director or designee if a visitation procedure is violated or the conduct of the client or visitor is disruptive or otherwise unacceptable. The facility and grounds is private property; trespassers may be reported to law enforcement.

NOTE: Staff will cancel visitation all together if circumstances warrant it.

Visiting hours for clients whose last name begins with A-L:

7-10pm Mondays, Thursdays, and Saturdays with afternoon visitation on Saturdays 2-4pm

Visiting hours for clients whose last name begins with M-Z:

7-10pm Tuesdays, Fridays, and Sundays with afternoon visitation on Sundays 2-4pm

There is no visitation on Wednesdays.

Afternoon visitation may be granted on holidays. If so it will be posted.

Special visitation may be granted. Special visitation includes but isn't limited to relatives traveling from outside the 100-mile radius of the facility to see you, your attorney coming to see you, or other extraordinary circumstance. You can request a special visit in writing from the Director at least one business day before the visit.

You can also ask that your visitation days be changed. For example, if your spouse works on Sunday and that's your designated visitation day you can ask for Saturday instead, or for whatever day they can come visit you.

Visitation Rules & Procedures:

- All visitors must comply with emergency evacuation procedures and staff directions.
- All visitors aged 16 and older must provide a photo ID each visit. The information on the ID must match the information listed on the approved visitors list or the visit will not be permitted.
- Persons on supervision or who have completed a term of supervision (parole or probation) may not visit you unless they are an immediate family member and we have authorization from the BOP for that person to visit with you. Immediate family is defined as parents, siblings, or children.
- Visiting is allowed only in designated areas.
- Minor children must be supervised and in the company of their parent or guardian at all times. Minor children who are not supervised will have to leave the facility with their parent or guardian. Though the client may be the parent, minor children cannot be left alone with them—if the visitor leaves the facility for any reason the minor child/children must leave with them.
- All visitors must be clothed for mixed social gatherings. Any visitor who is inappropriately dressed will be asked to leave but may return once clothed appropriately. The definition of "appropriate" is at the discretion of staff on-duty.
- Any visitor who appears to be under the influence of drugs or alcohol will be asked to leave the facility. If they refuse to leave or create a disturbance then law enforcement will be summoned.
- Excessive familiarity/blatant displays of affection will not be permitted. A visitor will be asked to leave if inappropriate behavior is observed.
- Your visitor may bring food to you but all drinks must be in unopened, sealed containers. Fountain drinks are prohibited.
- Uneaten food, dishes, and containers must be removed from the facility or thrown away at the conclusion of your visit.

- The visitors on your approved list are here to visit with you, not other clients. If you and another client share a common visitor then they must be an approved visitor for both clients.

A visit will be denied or your visitor will be asked to leave if:

- A visitor is on not your approved visitors list.
- A staff member determines that the visit may be a danger to the security of the facility.
- There is disruptive or inappropriate behavior by the visitor or the client.
- The visitor appears to be under the influence of drugs or alcohol.
- The client declines the visit.
- The visitor is not appropriately dressed.

Physical Exams for CSR clients

Clients placed here through their USPO (CSR clients) are required to have a physical exam completed within five business days of arrival, whether you're already working or not. This exam will be scheduled by your case manager, who will also arrange transportation. You are not responsible for the cost of this exam. Failure or refusal to participate in completing the physical exam may result in your termination from the program.

Medical Treatment

You are solely responsible for the cost of your own health care and prescriptions.

The Affordable Care Act (ACA) requires everyone to be covered by health insurance. Our Social Services Coordinator can help you register with JPS to enroll in a health care plan through John Peter Smith Hospital (JPS). Our SSC has the forms needed to enroll.

For emergency or urgent care go to JPS. If you haven't enrolled with JPS yet tell the emergency room staff that you are indigent and don't have any money to pay them. Tell them you want to be billed at this address.

For non-emergency treatment JPS has an urgent care department. You'll follow the same procedure telling the staff you're indigent and would like to be billed.

After you enroll with JPS you can negotiate a lower cost for any bill you receive.

There is a pharmacy at JPS. Some prescriptions can be called in ahead of time in order to decrease waiting time.

If you are having difficulty receiving services from JPS ask to talk to a social worker there and tell them they may contact us for any further information they may need.

NOTE: You may seek treatment from any other health care provider and fill prescriptions at any pharmacy.

Medication

All MINT client medications must be kept at the front desk.

Other clients may keep their prescription medications provided the medication is not a Schedule II or psychotropic medication. Schedule II and psych meds will be kept at the front desk.

Medications that aren't Schedule II or psych meds must still be counted and documented (name, count, and dosage) at the front desk before released to you to store. Failure or refusal to provide prescription medications to be documented will result in disciplinary action.

Medication that is mixed with another medication in the same bottle is prohibited, and so is medication not in its original container. These will be confiscated.

You may also keep over-the-counter (OTC) but must be labeled with your name & number and remain in its original container.

All prescription medications must be taken as prescribed unless a doctor releases you from having to take that medication.

You can sign-out your medication(s) to take to work with you, which will be turned back in to staff upon your return.

All medications will be counted each time you take a dose. This is part the staff's duties and although time consuming, it is a requirement. Make adjustments to your schedule so this does not put you at a disadvantage to be ready for work or other program assignments.

TREATMENT/MEDICATION NOTE: If you refuse medical/mental health treatment and/or refuse to take medication as prescribed this may be grounds for termination from the program. If you feel your prescribed medication needs adjusting then you must do so through a medical/mental health professional, not adjust your dosage on your own.

If you're found on the property unconscious staff will call 911 and summon medical aid for you.

DRUG-USE TESTING NOTE: For the purposes of drug-use testing only medications prescribed for you and documented by staff will be considered authorized medication. If you're given a shot at your doctor's office or hospital you must provide documentation of what the shot was. If you have a positive drug test that cannot be reconciled with a medication then disciplinary action will result.

Level System

The level system was designed to provide a systematic way of meeting responsibilities and gaining privileges. Each level includes required activities, privileges and restrictions, and requirements for promotion. Any questions should be directed to your Case Manager. Level changes will only occur during meetings of the Program Review Team (PRT) on Wednesdays.

Level 1

This is the most restrictive level. Clients in this level are denied complete access to the community except in an emergency.

Level 2

All clients will be on level 2 for at least two weeks.

Clients allowed access to the community for job search, job interviews, employment, aftercare treatment, programming issues (SS card, driver license, etc.) and worship activities as approved. NOTE: to attend a worship service we must be able to verify the address and service times with staff at the church (or Temple, Mosque, etc.) and the church must have a landline. If the only phone for the church is the pastor's cell phone you will have to find another place to worship.

Yes, worship passes can be denied. In order for you to enter into community activities criteria must be met for the locations you wish to travel to. Any location that does not meet the criteria can and will be denied as a location you will be allowed to go.

Level 3

Once a client pays his or her subsistence fee on a 40-hour paycheck and, if applicable, has a pending release plan, they are eligible to move to level 3. On level 3 a client is eligible for a recreation pass up to 4 hours in duration. Examples of locations for rec passes include retail stores, restaurants, coffee shops, book stores, and so on as long as the location is not inside a mall. You cannot go to a residence on rec pass.

Level 4

On level 4 a client may take overnight passes to their release plan address. An overnight pass is either a 24-hour or 48-hour pass and, within this period of time, you can attend worship service and one rec pass location for up to 3 hours.

Clients are forbidden from going to any other residence.

Level 5

Not applicable.

Level 6

This is the home detention level. Clients must report to the facility a minimum of two scheduled times weekly plus whenever called-in by staff. A weekly timeline must be submitted and approved to your case manager and random phone calls/on-site visits at both work & home will be conducted by staff.

Mail

Incoming mail will be placed in your folder at the front desk. Messages for you will also be placed in your folder at the front desk so check it daily. You can send & receive mail here:

Your Name
2710 Avenue J
Fort Worth, Texas 76105

You must open all mail in front of a staff member to minimize the introduction of contraband. All outgoing mail is to be deposited in the mail box at the front desk. Outgoing mail is subject to being opened and inspected for contraband whenever staff determines that the mail is of a suspicious nature. You will be notified if outgoing mail is withheld.

You cannot send or receive mail from someone in custody or on supervision unless you have prior approval from the Bureau of Prisons to correspond. Simply write a request to the Director stating who the person is you wish to correspond with and their relationship to you.

When you release from the facility the postal service will not process a change of address for you for this address. It's your responsibility to notify those sending mail to you about your address change. Any mail or packages received here after you exit the program will be returned to sender.

Meals

Early Breakfast:

Monday-Friday 430am (continental)

Breakfast:

Monday-Friday 530-630am

Saturday, Sunday, and holidays 6-8am

MINT Breakfast:

Monday-Friday 9-930am

Saturday, Sunday, and holidays 6-8am

Lunch:

All days 12-1pm

Dinner:

All days 5-6pm

Late Supper:

730pm, 830pm, and 930pm

Diabetic Snack (Documentation must be posted in the kitchen):

745pm, 845pm, and 945pm

Sack Lunches:

Sign-up for a sack lunch at the front desk the day before you're asking for one. For example, sign-up for one on Monday for Tuesday, Tuesday for Wednesday, and so on.

The dining room is closed one hour before lunch & dinner and one hour after lunch & dinner. Unless you're on BA or UA watch or taking meds you cannot be in the dining room when it's closed.

NOTE: If the dining room isn't cleaned prior to visitation, visitation will be delayed until it is. Staff may cancel visitation all together if the dining room isn't cleaned.

Group Attendance Requirements

All groups/classes are held in the lower level group room unless posted otherwise. Groups days and/or times may change; if so, changes will be posted.

Job Readiness Group 9am Tuesday – Friday

Unemployed clients must attend job readiness classes until employed full time. Clients who are exempt from job search are not required to attend job readiness classes.

Unemployed clients who do not leave for job search on any given job search day must report to the Facility Manager or designee for an in-house assignment.

Transitional Skills	4pm Tuesday
Nurturing Parenting	6pm Wednesday
Transitional Skills	7pm Wednesday
Nurturing Parenting	4pm Thursday

Unless you're a RDAP/TDAT client you must complete nine consecutive transitional skills classes. All clients must complete six parenting classes. Refusal or failure to comply will affect your program progress and will result in disciplinary action.

Cleanliness & Morning Duties

You must have your living area clean and personal items properly stored before leaving the facility or by 730am (10am weekends & holidays), whichever comes first. All beds must be neatly made; no items stored under beds, on top of lockers, or on top of dressers. Improperly stored items will be confiscated and an incident report will be written.

Morning duties are posted weekly and must be completed before leaving the facility or by 730am, whichever comes first. You must have a staff member check and approve your duty before you leave. Failure to perform duties or report to staff that duties have been completed will result in an incident report.

Linen & Laundry

Upon arrival you'll be issued a set of linens and towels which include one pillow, two sheets, one pillowcase, two bath towels, and two blankets. You cannot bring your own linen to the facility.

Linens are laundered weekly and must be exchanged each Thursday between 4am and 7am. MINT clients must exchange their linen by 9am Thursdays. Failure to exchange linen may result in disciplinary action.

Washers and dryers are provided free of cost to all clients. Laundry facilities are located on the lower level, in room 102 and in the Little House. Female clients only may use the laundry room on Mondays, Wednesdays, and Fridays; male clients only may use the laundry room on Tuesdays, Thursdays, and Saturdays. On Sundays the schedule alternates – ask staff on Sunday what which group may use the laundry room. The laundry room closes daily at 1030pm and no washing or drying may begin after 930pm.

Indigent Clients

Indigent clients may receive detergent, personal hygiene items and transportation assistance. Once employed and receiving paychecks clients are no longer considered indigent.

Reporting Requirements

You must meet with your case manager on a biweekly basis throughout your placement. Once you're working you are still required to meet with your case manager every two weeks, you must attend and complete any classes you have left to complete, and you must report when directed to do so.

Evacuations & Tornadoes

All clients, staff, and visitors must comply with evacuation procedures and staff directions.

Building exits are located in the main entrance, kitchen, dining room and dorm areas of the upper level. On the lower level exits are on the west side of the recreation area and through the smoke area, through the east side of the recreation area through the main classroom, the laundry room, the north hallway, and the east and west dorms. Evacuation diagrams are posted on all bulletin boards and throughout the building.

Exits in the MINT House are located on each side of the building.

Evacuation drills are held on a random basis at various times. When an alarm sounds exit the building through the nearest exit and congregate in the backyard. MINT clients, medically exempt clients, and visitors are to report to the west end of the main parking lot. A client roll call will be conducted once staff verifies the facility has been emptied.

Visitors do not have to remain at the congregation area and may leave the property during an evacuation drill unless their vehicle is in the facility parking lot. If this is the case the visitor(s) will need authorization from staff or, if present, from emergency personnel. Visitors who elect to remain must comply with staff directions.

In the event of a tornado drill staff will walk the building alerting clients we are having a tornado drill. All clients must make their way to the lower level north hall and congregate there.

In the event of an actual fire staff will attempt to contain the fire if doing so doesn't endanger lives or risk injury to anyone.

After roll call and after being given an "all clear" signal clients will enter through the main door to be pat searched and signed-in. Visitors will be admitted last and must also sign-in on the evacuation form.

Failure or refusal to participate in emergency evacuation/tornado drills will result in disciplinary action.

The emergency telephone number is 911.

Use of Chemicals

You may not use caustic or toxic chemicals in the facility. Explanation of the chemicals used in the facility and MSDS or SDS forms will be discussed during your intake with the Facility Manager. If you need additional information at any time about the chemicals used ask the Facility Manager.

Use of Tobacco Products & E-Cigarettes

The use of tobacco products is prohibited inside the facility and MINT House. Smoking is permitted in the smoke break area downstairs or in the backyard rec area when it's open. MINT clients are permitted to smoke outside the MINT House next to the porch.

E-cigarettes and paraphernalia are prohibited and are considered contraband. E-cigarettes and paraphernalia will be confiscated and not returned to you until your release date.

Smoke break times for males and females are posted. Clients found smoking outside of designated areas or outside of their designated smoke break times may face disciplinary action.

Curfew

All clients are required to be in the facility from 9pm to 6am unless a curfew extension for work has been approved. You cannot be away from the facility or, while on overnight pass or home detention, be away from your residence between these hours except for approved work purposes.

Once employed you must be in the facility eight (8) consecutive hours daily and you can't work seven days a week; you must have at least one scheduled off day weekly.

In-house curfew is 11pm Sunday through Thursday. On Friday & Saturday nights and the night before a federal holiday curfew is 12am. All electronics must be turned-off at curfew, clients must be in bed, and lights will be turned-off.

If due to your work schedule you come in after curfew please be mindful of others who are in bed. If you need help seeing in your dorm you can ask staff to shine a flashlight for you.

Cell Phones, Computers, Tablets, & Other Electronics

You may not keep computers or tablets in the facility. BOP prohibits internet access by clients.

You may possess a cell phone to contact family and other contacts on your approved visitation list, to contact the facility, and to contact emergency personnel (if needed) in the community. The following conditions apply to cell phone use:

- You cannot use another client's cell phone
- You will not use your phone in the dining hall or downstairs rec area
- The phone may not have a camera or Internet access
- You're prohibited from calling, texting, or otherwise communicating with other clients or anyone who is a convicted felon unless they are a family member and you have prior authorization to contact them

- You cannot use a cell phone to account for your whereabouts and I must be able to be contacted with a landline telephone when directed to do so
- When in the facility the phone ringer will be turned off; only the vibrate feature for notifications may be used
- You will turn the phone off at lights-out and it will remain turned off until 10am, when you leave for work or job search, or when you leave for any other authorized absence from the facility, whichever is earliest
- You will not block my phone number from coming up on Caller ID
- You will accept phone calls from staff
- You will surrender my phone to staff when directed to do so
- You will provide to staff any password, lock code, or other method used to lock the phone when directed to do so
- You understand you may be prohibited from using your phone or other restrictions may be placed on your cell phone use if I do not abide by this agreement in full

With prior approval from the Director, and verified with your employer, you can be approved to have a cell phone with email access for work. This approval is limited to work only. NOTE: Your employer may state you need a cell phone with internet/email access for work but this is approved on a case-by-case basis. You would not, for example, need to have a cell phone with internet access for work if your job is as a waitress.

A cell phone will not be used as a method of accountability. Only landlines can be used to account for your whereabouts.

You can have an iPod or MP3 player, a television no larger than 19 inches, a DVD player, a radio, and a gaming console with controllers.

Client Associations

You're not permitted to have any outside contact with known felons, including relatives, but you can request authorization to have contact with a family member. You also can't reside with or take recreation passes with known felons.

Excessive associations between clients will not be tolerated. The appearance of romance or other type of prohibited relationship will result in disciplinary action and/or the transfer of the involved persons to a more secure facility.

Phone Calls

There are pay phones available on both floors for clients to make outgoing calls only. A staff member will receive all incoming calls at the front station. Messages will be taken and placed in your sign in/out folder. It is your responsibility to check your file for any messages you may have received. It is not the staff's responsibility to bring messages to you or inform you that you have a message. If you are expecting an important call or employment call -backs, you should check often for incoming messages.

Please advise family and friends that due to confidentiality limitations no information about you or any client will be given out over the phone to incoming callers.

If an emergency call is received staff will relay the message to you as soon as possible.

Calls cannot exceed 10 minutes in length. Phones are turned-off during facility curfew hours.

Drug & Alcohol-Use Testing

We will collect urine samples from you for drug-use testing and conduct breath tests for the use of alcohol. The BOP and this facility practices a zero-tolerance policy for the use of unauthorized drugs and alcohol. Our drug testing laboratory also has the capability to test for synthetic cannabinoids (synthetic THC, K2 and so forth).

You may be tested for drug or alcohol use at any time either from being scheduled on a randomized list of names or suspected of use by staff. You may be called-in from overnight pass for testing and you will be called-in while on home detention for testing. Once you've completed the procedure(s) you will be allowed to return to your pass/home detention.

All clients are subject to drug and alcohol-use testing regardless of your history of use. Failing or refusing to participate in drug and/or alcohol-use testing and/or abiding by the procedures for drug or alcohol-use testing will result in disciplinary action.

Alcohol-Use Testing

When you enter the facility you'll blow into a yellow "blow stick" we have at the front desk. A positive indication for the use of alcohol will result in your blowing into an Alco-Sensor breathalyzer machine as directed by staff. If this machine registers a positive result you will sit at the designated table and are on "BA watch." You are prohibited from eating, drinking, talking, or otherwise doing anything but sitting for at least fifteen (15) minutes. Failure or refusal to abide by BA watch procedures will result in disciplinary action. At the conclusion of the fifteen-minute waiting period you will blow into the Alco-Sensor machine again as instructed by staff.

If you leave the BA watch table for any reason or state in any manner you are refusing to submit to alcohol-use testing or participate in the BA watch procedure an incident report for refusing to take part in alcohol-use testing. Your only interactions will be with staff while on BA watch. You may not leave BA watch for any reason unless you 1) complete alcohol-use testing and are released by staff or 2) you indicate by your actions, verbally, or in any other manner you are refusing to participate in the BA watch procedure and/or alcohol-use testing.

NOTE: You are prohibited from possessing, ingesting, or rinsing your mouth with anything containing alcohol. It is not a valid defense if you test positive for alcohol use and claim it's because you used mouthwash or cold medication containing alcohol.

Drug-Use Testing

You will be placed on "UA watch" by staff at which time you will immediately sit at the UA watch table and are prohibited from eating, talking, or otherwise doing anything but sitting while on UA watch. You may have eight ounces of water provided to you by staff and no one else. If a sufficient amount of urine is not submitted within two hours staff will ask you if you wish to remain on UA watch until you provide a sufficient amount of urine for drug testing. If your reply is "yes" you will remain on UA until you provide a sufficient amount of urine for drug testing. If your reply is "no" you will be released from UA watch and an incident report will be written for prohibited act 110.

If you leave the UA watch table for any reason or state in any manner you are refusing to submit to drug-use testing or participate in the UA watch procedure an incident report for refusing to take part in drug-use testing. Your only interactions will be with staff while on UA watch. No other person may give you water or anything else to drink and you may not leave UA watch for any reason unless you 1) provide a sufficient urine sample for drug-use testing and are released by staff or 2) you indicate by your actions, verbally, or in any other manner you are refusing to participate in the UA watch procedure and/or drug-use testing.

NOTES:

- You are prohibited from ingesting poppy seeds or anything that has poppy seeds as an ingredient. Poppy seeds may test positive for opiates in drug testing. If your drug test comes back positive for opiates and you claim it's due to eating something with a poppy seeds in it, it is not a valid defense.
- The "sufficient amount" for drug-use testing is 70ml. Staff can show you the level on the collection bottle.
- If you cannot produce the sufficient amount of urine for drug-use testing the amount you did produce will be thrown out. We cannot "save" urine for you to add to until the amount is sufficient for testing. Keep this in mind when you're not sure if you can produce the sufficient amount.
- You're allowed 8 ounces of water while on UA watch provided to you by staff only. You won't be given more water.
- You must drop your trousers/shorts/skirt and raise your shirt so that collection staff can witness the flow of urine enter the collection cup.
- UA bottles are sealed from the lab. Staff will remove the cap from the bottle in front of you in the UA restroom or you may remove the cap yourself. If the cap isn't sealed prior to entering the UA restroom do not use that bottle.
- Once a sufficient amount of urine is collected staff will screw the cap onto the bottle in front of you.

Searches & Contraband

To reduce the possibility of contraband entering the facility searches will be conducted. These include pat searches of your person, searches of your bags, briefcase, purse or other item in your possession, searches of your storage areas in your dorm, and searches of your vehicle. Dorm and facility-wide searches will also be conducted on a random, unannounced basis.

You may not have any other lock on your locker other than a VOA-issued lock. Unauthorized locks will be cut off.

Searches may be conducted at any time and two staff will be present during all searches. During facility searches one client will be chosen as a representative of the dorm being searched to observe staff.

A disciplinary report will be written if contraband is found in your possession or in your storage or if you refuse a search. All confiscated contraband is subject for immediate disposal, as deemed appropriate by the Director. If it appears the contraband may be of serious legal importance law enforcement will be notified.

Contraband items include but aren't limited to:

- Aerosol sprays or pressurized cans
- Alcoholic beverages or items containing alcohol
- Any flammable, caustic, or toxic items
- Any illegal drugs or drug paraphernalia.
- Any items that may be used as a weapon
- Any motor vehicle key
- Bedding or pillows not issued by VOA
- Bleach or toxic or caustic chemicals
- Bootleg or burned CDs/DVDs/Blu Ray discs
- Cameras or recorders of any type
- Candles, incense, synthetic cannabinoids (K2 and the like), or other synthetic mood altering substances not prescribed by a physician
- Clothing or posters denoting drug or alcohol use, gang affiliation
- E-cigarettes or vapor cigarettes and related paraphernalia ("vapes")
- Firearms, knives
- Razor blades
- Sexually oriented magazines, books, photos, videos or other media
- Tattoo machines, tattooing paraphernalia (electrical or manual)
- Tools
- Unauthorized appliances, extension cords, laptops, tablets, cell phones, or other electronics
- Unauthorized pharmaceuticals

Use of Physical Force

Where staff can determine that a client is involved in or precipitates violence law enforcement will be notified. The overall perspective will be the protection of persons within the facility from physical harm. Only the level of emergency intervention necessary to control the situation will be used.

Client Dress Code

- You must be fully dressed when you leave your room or dorm area. You may not enter common areas of the facility wearing a robe or only sleepwear.
- Shoes or slippers must be worn at all times.
- Gender appropriate undergarments must be worn and may not be exposed (no sagging pants).
- Hats, caps, or other headgear may not be worn on the upper level in the facility. Hair preparation headgear may be worn in the dorms or bathroom areas only.
- Clothing denoting sexual connotations, drug or alcohol use, profanity, gang affiliations, or other questionable adornments may not be worn or displayed in the facility.

- Sunglasses may not be worn in the facility unless medically authorized.
- Tank tops, tube tops, halter tops, fish net tops, half shirts, or tops that are revealing may not be worn.
- Shorts are allowed but must be fingertip length.
- All dress code guidelines are in effect for outside recreation areas also.

Transportation

Fort Worth's mass transit agency is "The T" and the closest bus stop is three blocks north of the facility at the intersection of Conner & E. Rosedale. You can call The T for routes and schedules at 817-215-8600 and we have a bus route map in the main stairwell. Indigent/unemployed clients may be provided with a daily bus pass. Once you secure an income you're responsible for purchasing bus passes.

Bus Passes

Vocational training:

After your second week of being enrolled in BETTER, WIA, or FACT, we will no longer provide bus passes. You will need to make arrangements with your case manager at the Special Project Center to receive bus passes. NOTE: 1) vocational training must be approved prior to enrollment and 2) you will be responsible for transportation to vocational training programs that provide compensation or provide bus passes to you.

Employment:

We'll provide bus passes for two days after your first paycheck.

Recreation & Worship Passes:

We do not provide bus passes for rec passes or worship.

Operating a Motor Vehicle

You may not purchase a motor vehicle without prior written approval from the Director and/or the Bureau of Prisons.

Before you can operate a motor vehicle you must be employed full-time and complete the authorization to drive process.

You will be authorized to drive to and from work only; you cannot drive while on any type of pass.

NOTE: once approved to drive you may change locations and drive from work to a program event, such as doctor's appointment or TDAT session, and return to work or return to VOA from the event. If your session falls on an off day from work you will not be allowed to drive.

NOTE: once on home detention you may drive to and from the facility when called-in on an off day from work if you have no other form of transportation at the time.

You may not drive any other vehicle other than the one you're approved to drive.

NOTE: with prior approval from the Director/designee you may drive a rental car if your approved vehicle is inoperable for a short period of time.

To be approved to drive you must provide:

- A copy of your valid Texas driver license.
- A copy of the Texas county registration for the vehicle.
- A copy of proof of liability insurance for the vehicle with your first & last name.
- If the vehicle is owned by someone else, a notarized letter or a letter signed and witnessed in front of a staff member granting permission for you to operate the vehicle. The letter must include the owner's name, the make/model/year of the vehicle, and the VIN.
- The vehicle must be searched by staff.
- A completed authorization to drive form.

Once approved to drive you must turn your keys in to front desk staff upon signing-in to the facility. You are prohibited from providing transportation to other clients in your approved vehicle.

Accountability

Staff must know of your whereabouts at all times.

- When in the community you must call-in each change of location (COL) when you 1) arrive at your destination (work, pass site, home) and 2) when you leave that location to go to another location.
- If you sign-out to the yard then be in the yard. When someone who is supposed to be at the facility is missing we'll conduct a facility search and we 1) do walk down to the creek, 2) walk to the back brush, and 3) call your name. Coming in saying you were back there when you weren't, and we know you weren't, is pointless.
- When you sign-out to work then go to work and call us when you get there. We conduct random work site calls and have found clients have signed-out to work on their day off, or left their work site for whatever reason but didn't call us and return to the facility.
- When you return from job search you must have your completed job contact form with you and turn it in to front desk staff.
- When you return from any pass you must provide documentation from your location(s) as verification you were there. For example, restaurant receipts, pharmacy receipts, group attendance form, court documents, and so on.

If we cannot locate you in 20 minutes we are required to notify BOP, who then has the option of placing you on escape status.

We know you will bathe when you're home, we know many bus rides take longer than 20 minutes, we know you'll go to the restroom at work... The important thing is when we call or go by your house or work site someone answers the phone, knows where you are, and can contact you in order for you to contact us.

If you're on the bus or driving to work we know what your travel time is and we'll know when to expect your phone call. When you get to your location call us when you're supposed to.

If an emergency arises we need to know about it. If you're hurt at work and are being taken to a clinic have your supervisor contact us with that address and phone number. If you're at home and your spouse or child is being taken to the ER then contact us.

The important thing to remember is use the telephone. Once BOP enters you into their system as an escapee the US Marshals Service is notified.

Vocational Training

With prior approval from the Employment Specialist and Director you may enroll in a vocational course or program.

Job Search & Employment

Job search is Monday through Friday, excluding holidays, from 930am to 4pm. You must be appropriately dressed or you will not be allowed to sign-out for job search. If you do not leave for job search or you're not allowed to sign-out for job search then you must report to the Facility Manager or designee for an in-house assignment for the day.

When you present your completed job search pass for approval you must also have a completed job contact form to go with it. You'll take the job contact form with you and have each location contact sign that you were there. This is your proof of job search for the day. Failure or refusal to return your completed job contact form upon returning from job search will result in disciplinary action.

Before you begin employment the employer must complete an Employment Approval Form (EAF). The Employment Specialist will verify the job and submit the request to the Facility Director for approval.

You cannot start work until the EAF is completed and approved.

All unemployed clients must attend job readiness group until full-time employment is secured. Full-time employment is one 40-hour a week job or two or more jobs that equal 40 hours weekly. You have twenty-one (21) days from your date of arrival to secure full-time employment.

Job limitations & requirements:

- You must be in the facility eight (8) consecutive hours within a twenty-four hour period.

- If your work schedule varies weekly, biweekly, or monthly a new schedule must be verified and approved by the Employment Specialist or designee for each new schedule.
- You cannot work for family, friends, or be self-employed.
- You cannot work seven days a week; you must have at least one scheduled off day weekly.
- You must be compensated at the federal minimum wage. For this reason we cannot approve jobs where you will be paid commission-only unless the employer guarantees in writing you will make minimum wage. If at any time your earnings are below minimum wage we will remove you from that job.
- Staff must be able to speak to you at your job while you are there.
- You may have a cell phone if the job requires it but you cannot use a cell phone for accountability.
- Staff will speak to you and your employer at least monthly.
- You can work overtime/extended hours we just need your supervisor to either 1) call us if it's the same day or 2) put the notification in writing if it will be a future date. NOTE: You cannot work seven days a week on a regular basis but if it's temporary and approved in advance it may be allowed.
- The employer must be aware of your legal status and residence/supervision requirements prior to you beginning work.
- You must attend/complete all group requirements if you haven't done so prior to starting work. If you still have transitional skills or parenting skills classes left to complete then you must still complete them.

Other employment restrictions may be imposed on a case-by-case basis and employment may be denied/revoked at any time.

If you lose your job through no fault of your own and you are on Level 3 or 4, you will retain your level for two calendar weeks while you look for another job. After this time if you haven't secured full-time employment you will be placed on Level 2. NOTE: Movement through levels is also dependent upon whole program participation, not just employment and fee payments. For example you may be dropped a level, or not moved up a level, if you're not compliant with group attendance or have pending disciplinary reports or sanctions to complete.

With prior approval from the Director, and verified by your employer, you can be approved to have a cell phone with email access for work. This approval is limited to work only. NOTE: Your employer may state you need a cell phone with internet/email access for work but this is approved on a case-by-case basis and is dependent on your position. You would not, for example, need to have a cell phone with internet access for work if your job is as a waitress or telemarketer.

There is a separate form to complete with the Employment Specialist for authorization to use a cell phone for work.

Subsistence Fee

- You're required to pay a subsistence fee which begins with your first paycheck/other source of income. This includes home detention clients.
- You have up to 48 hours after your payday to pay your fee in full. If your fee payment is short you will be given 24 hours to make your payment correct.
- All fees must be paid by money order.
- Your subsistence fee is 25% of your gross earnings (wages, tips, pension, retirement, applicable financial aid, and all other applicable income you receive while a client) rounded down to the dollar.
- You must also provide proof of earnings and hours worked each pay period.
- Failure or refusal to pay your subsistence fee in full and/or provide proof of earnings and hours worked when due will result in disciplinary action.
- Fees may be submitted to an administrative staff member, who will sign a temporary receipt at that time. A permanent receipt will be written the following Monday and placed in your folder at the main desk.

To figure your subsistence fee divide your gross income by four and round down to the dollar no matter what cents there are.

Example:

Gross Income \$206.96

$\$206.00 / 4 = \51.74

The subsistence fee for this paycheck is \$51.00

There is a maximum fee amount per pay period which is the per diem rate set by BOP. You will be notified if you reach this amount.

Prior to your release date you will be given a prorated final subsistence fee. This prorated final fee is based on the last two paychecks you received in order to calculate an average gross amount and an average subsistence fee daily rate. This daily rate average is multiplied by the number of days remaining from your last fee payment through your release date. The Employment Specialist will go over this process in more detail during employment orientation. Your prorated final fee can be substantial but keep in mind it's usually a fee for three weeks or more rather than the one or two weeks you may be accustomed to paying per paycheck.

Once you receive your final fee notice you no longer have to pay 25% of your gross per pay period. You do, however, still need to provide proof of earnings and hours worked per pay period.

Note that your subsistence fees are forwarded to the BOP and we act as the collector of these fees. Failure or refusal to pay your fee is failure to pay BOP, not VOA.

School / Continuing Education

We encourage continuing education but you must be employed full time and received your first paycheck before a request to attend school (college, community college, adult continuing education) will be considered. You cannot attend school-only while a client you must also work full time. If you'd like to enroll in school after you've received your first paycheck we recommend a part time course load rather than full time—you still must be in the building 8 consecutive hours out of 24 hours.

If you took courses at the institution and have exams to complete you must still be employed or enrolled in vocational training/program full time.

Requests to attend school and/or take exams must be made to your case manager in writing; your case manager will present your request at our weekly PRT meeting for approval. Do not schedule anything or attempt to enroll in courses until this is approved.

This does not include GED/adult basic education classes.

Financial Aid

If you'd like to enroll in school you may be eligible for financial aid. Most schools have a financial aid department you can request information from but be aware many for-profit schools may attempt to pressure you into completing paperwork—DO NOT DO SO. You must have permission from BOP prior to entering into any contract or other agreement. If you apply for aid without prior approval from BOP it is a violation of your placement.

Also be aware if you're approved for aid and for whatever reason you can no longer attend school you may not be eligible for financial aid again. If you were also approved for school loans then you'd still have to repay those loans. NOTE: Depending on the type of financial aid it is you may also have to pay the 25% subsistence fee. The rule of thumb is if you can buy gum with it then you owe a fee on it.

Passes & Furloughs

- Recreation passes, worship passes, and overnight passes go in the wooden pass box in the dining room and are due by 5pm Tuesdays. Do not put these passes in office mailboxes they will be denied.
- Phoenix passes are due Sunday night in the Phoenix pass box. Do not put passes in office mailboxes unless it's a pass that was already approved but has changed for whatever reason. In this instance the pass can go to the Director but a written explanation about the change(s) must be attached.
- DPS passes, Social Security passes, and birth certificate passes go to the Social Services Coordinator, who will verify required documentation before these passes are approved. You may, for example, need a residency affidavit. NOTE: An appointment with DPS for driving exams must be made and documentation of the appointment provided before a pass for a driving test will be approved.
- Job search passes, interview passes, or any other pass pertaining to job search or employment go to the Employment Specialist.

- Passes for money orders to pay subsistence fees go to the Employment Specialist
- Passes for money orders to pay restitution, fines, etc. go to your case manager.
- Passes for AA, GED, and other programming other than vocational training go to your case manager.
- Passes for any court appearances or legal meetings/law library go to your case manager.
- Passes for dental/eye/medical/mental health appointments go to your case manager. Appointments must be verified before the pass is approved.
- Passes for emergency or urgent care treatment go directly to the Director or designee.

Job Search Passes Submitted as directed by the Employment Specialist

Job search passes are due during job readiness class as directed by the Employment Specialist. Interview passes are approved the day before the interview. All interviews must be verified before a pass will be approved.

Rec passes Submitted in the pass box by 5pm Tuesday

Overnight passes Submitted in the pass box by 5pm Tuesday

Worship passes Submitted in the pass box by 5pm Tuesday

- If a pass is late or not in the pass box then it will be denied. Yes, worship passes can be denied.
- You are allowed only one recreation location while on an overnight pass + you can attend worship if the service is during your pass.
- You cannot go to the same recreation location(s) week after week but you can go every other week.
- If your worship day falls on a day other than Sunday you can arrange with your case manager when your worship pass will be due.
- You must provide documentation that you went to the location(s) on your pass in the form of receipt(s) or, for worship passes; a church bulletin reflecting the date of the worship service. If you do not provide this documentation upon return from pass future pass requests may be denied.
- NOTE: If your place of worship doesn't have church bulletins your worship leader (pastor, Iman, etc.) must provide to you a letter with his/her signature and the date stating you attended service. If you can't provide documentation of worship attendance you will not be approved to attend service at that particular place of worship.

RDAP/TDAT passes Submitted in the "Phoenix pass box" Sunday

- If a pass is late it will be denied. Yes, we know you must attend your sessions but so do you; if you fail to submit your pass by the deadline it will be denied. You can submit more than one pass at a time for Phoenix sessions. (You can submit your passes for the month, for example)
- Do not submit a pass Sunday night for your session(s) on Monday it may not be approved in time for you to sign-out. We enter client schedules into SecurManage prior to you signing out so if your pass is for 1pm Monday, for example, and it isn't approved until after 11am Monday morning it may not be entered into SecurManage in time for you to leave.

Furloughs As needed

The BOP can grant furloughs for clients to attend the funeral or deathbed of an immediate family member. The information needed for a furlough, which is a pass outside of a 100-mile radius of the facility, is listed below:

- A letter from the doctor stating the family member's diagnosis and/or prognosis
- The name, address, and telephone number of the hospital (or hospice, care facility, etc.) plus the room number of the family member
 - Or, for a funeral, the name, address, and telephone number of the funeral home
 - The name, address, and telephone number of the church funeral services will be held (if applicable)
 - Date & time of the funeral service (if applicable)

(The above information needs to be verified by the client's case manager before the furlough is processed to send to BOP)

- Method of transportation, which is usually a privately-owned vehicle (POV)
- Color, make, model, and year of the POV
- License plate number of the POV
- Name, driver license state, and driver license number of the driver

- Furloughs are usually only granted for one day but depending on distance can be granted for overnight. If this is an overnight furlough you'll need to provide the address and telephone number of the residence you'll stay the night along with the name of the host—we will call you at the residence to verify you're there
- Departure date and time from VOA
- Return date and time to VOA

Program passes Due at least two business days before the event

Passes for AA meetings, to go to a bank to open a savings account, to attend GED classes, to go to DPS/Social Security, and so forth must be approved two business days prior to the event.

Appointments Due at least two business days before the appointment

Passes for doctor appointments, to fill a prescription, eye exam appointments, and so forth must be verified through your case manager and submitted for approval two business days prior to the event. You must attach a copy of your appointment documentation to the pass.

Emergency Medical As needed

Passes for emergency medical reasons can be approved the same day. If your situation appears to warrant it we will call 911.

Overnight Passes & Home Detention

Pre-release clients can take overnight passes and release to home detention to their release plan address only. Before a client will be allowed to stay the night at their residence we will need 1) documentation of a landline telephone at the residence, 2) we will need to conduct a home site visit at the residence, and 3) the address must be submitted for investigation to a USPO as your release plan. NOTE: If you have no TSR to follow your release from BOP custody then we don't have to send your release plan for processing.

The landline at this address cannot have Caller ID, Conference/3-Way Calling, or Call Forwarding. Documentation must be provided showing the line does not have these features. Your documentation may say something similar to "this line has no features," "no features exist on this line," "this line has no services," "basic line," etc. This may be on an order for new phone service, the phone bill, or on a letter requested from whichever phone company you have. **A home site visit will not be scheduled until the phone information has been verified.**

After phone information is verified then a home site will be scheduled with your host. This visit is conducted by VOA staff and is separate from any visit by a USPO. A home site can be denied for a number of reasons but if prohibited items are found in the home or on the property then the home site will be denied. *It does not matter if a USPO has approved the plan as the two inspections are separate from each other.* Contraband includes but is not limited to:

- Firearms and/or ammunition
- Other deadly weapons (Including crossbows, swords, etc.)
- Alcoholic beverages (including so-called "non-alcoholic" beverages like O'Doul's, or opened decorative decanters filled with an alcoholic beverage)
- Illegal narcotics or paraphernalia

Once these steps are completed a home detention request packet will be prepared and sent to the BOP for approval. Ideally, we'll receive a response from BOP within a couple of weeks but it can take longer.

Common Pass Locations

Texas Department of Public Safety:

Fort Worth Mega Center
8301 Brentwood Stair Road, 76120
817-285-1900
M-Th 730a-6p / F 730a-5p

Fort Worth South
6413 Woodway Drive, 76133
817-294-1075
M, W-F 8a-5p / Tu 8a-6p

Hurst
624 Northeast Loop 820, 76053
817-299-1426
M, W-F 8a-5p / Tu 8a-6p

Arlington
3901 West Arkansas Lane Ste 111, 76016
817-274-1818
M, W-F 8a-5p / Tu 8a-6p

Social Security Administration:

819 Taylor Street RM 1-A-07, 76102
(866) 704-4858

John Peter Smith (JPS) Hospital

1500 S. Main Street 76104
Main Telephone: (817) 702-3431

ER/Urgent Care
1500 S. Main Street 76104
(817) 702-1110

Lake Worth
6316 Lake Worth Blvd, 76135
817-238-9197
M, W-F 8a-5p / Tu 8a-6p

Weatherford
1309 S. Bowie Dr. Weatherford 76086
817-599-7631
M-F 8a-5p

2901 Altamesa Blvd, 76133
(866) 681-1405

Pharmacy
1500 S. Main Street 76104
(817) 702-3531

Recreation Pass Locations

As of the date of this handbook the following is a partial list of recreation locations near the facility at Renaissance Square. You're not limited to these locations but they're within walking distance if you don't have transportation. It's about a 30-minute walk from the facility south on Mitchell Boulevard, at Mitchell and Berry.

Burger King	3112 E. Berry St.	(817) 535-3117
Jack in the Box	2916 E. Berry St.	(817) 536-2616 ()
Marshall's	2748 Renaissance Square	(817) 536-0902
McDonald's	3000 E. Berry St.	(817) 413-0059
Panda Express	2928 E. Berry St.	(817) 535-3100
Popeye's	3100 E. Berry Street	(817) 534-6052
Ross Dress for Less	2732 Renaissance Square	(817) 413-0752
rue21	2720 Renaissance Square	(817) 531-2400
Shoe Carnival	2738 Renaissance Square	(817) 534-4670
Walmart	2900 Renaissance Square	(817) 900-1912
Wing Stop	2718 E. Berry St.	(817) 534-9464

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

If you have questions about this notice, please contact **Yolanda Jackson**, Privacy Officer, at **713 460 0781**.

Volunteers of America Texas provides many types of services, such as health and social services, to the clients we serve. We much collect information about you to provide these services. We also create a record of the care and services you receive from us. We need this information to provide you with quality care and to comply with legal requirements.

Volunteers of America Texas knows that information we collect about you and your health is private. We are required by federal and state law to protect this information. We are committed to protecting the privacy of the clients we serve.

The Notice of Privacy Practices will tell you how Volunteers of America Texas may use or disclose information about you. This Notice also describes your rights to information we keep about you, and certain obligations we have regarding the use and disclosure of this information.

Volunteers of America Texas is required by law to give you this notice of our privacy practices for the information we collect and keep about you, and to follow the terms of the notice that is currently in effect.

HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

The following categories describe different ways that we use and disclose your health information.

For Treatment. We may use health information about you to provide you with health care treatment or services. We may disclose health information about you to health care providers involved in your care. They may work at our offices, or at the office of another health care provider to whom we may refer you for other treatment purposes.

For Payment. We may use and disclose health information about you to get payment for the health care services you receive from us. For example, we may need to provide information about health care services you received from us to bill your health plan for health care provided to you.

For Health Care Operations. We may use and disclose health information about you in order to manage operations of our program and activities. For example, we may use health information to review the quality of the service you receive.

Health-Related Service and Treatment Alternatives. We may use and disclose health information about you to tell you about health-related services or recommend possible treatment alternatives. Please let us know if you do not wish to receive this information, or if you wish to receive this information at a different address.

Military and Veterans. If you are a member of the armed forces or separated/discharge from military services we may release health information about you as required by military command authorities or the Department of Veterans Affairs.

Workers' Compensation. We may release health information about you for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illnesses.

Public Health Risks. We may disclose health information about you for public health activities, such as:

- to prevent or control disease, injury, or disability;
- to report births and deaths;
- to report child abuse or neglect;
- to report reactions to medications or problems with products;
- to notify people of recalls of products they may be using;
- to notify a person or organization required to receive information on FDA-regulated products;
- to notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition;
- to notify the appropriate government authority if we believe a client has been the victim of abuse, neglect, or domestic violence. WE will only make this disclosure if you agree or when required or authorized by law.

To Avoid Harm. We may use and disclose health information about you to law enforcement when necessary to prevent a serious threat to your health or safety or the health or safety of the public or another person.

Health Oversight Activities. We may disclose health information to a health oversight agency for activities authorized by law, such as audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

Coroners, Health Examiners, and Funeral Directors. We may release health information to a coroner or health examiner, for example, to identify a deceased person or determine the cause of death. We may also release health information about patients to funeral directors as necessary to carry out their duties.

Lawsuits and Disputes. If you are involved in a lawsuit or a dispute, we may disclose health information about you in response to a court or an administrative order. We may also disclose health information about you in response to a

subpoena or other lawful process by someone else involved in a dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information required.

As Required By Law and For Law Enforcement. We will disclose health information about you when required or permitted by federal, state or local law. We may also release health information if asked to do so by a law enforcement official:

- in reporting certain injuries, as required by law, such as gunshot wounds, burns, or injuries to perpetrators of crime;
- in response to a court order, subpoena, warrant, summons or similar process;
- to identify or locate a suspect, fugitive, material witness, or missing person;
- about the victim of a crime if the victim agrees to disclosure or under certain limited circumstances, we are unable to obtain the person's agreement.
- about a death we believe may be the result of criminal conduct;
- about criminal conduct at our facility or programs; and
- in emergency circumstances to report a crime, the location of a crime or victims; or the identity, description, or location of the person who committed the crime.

National Security and Intelligence Activities. We may release health information about you to authorized federal officials for intelligence, counterintelligence and other national security activities authorized by law.

Inmates. If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may release health information about you to the correctional institution or law enforcement official. This release would be necessary (1) for the institution to provide you with health care; (2) to protect your health and safety or the health and safety of others; or (3) for the safety and security of the correctional institution.

Disclosures to Family, Friends, and Others. We may disclose information to your family or other persons involved in your medical care. You have the right to object to the sharing of this information.

YOUR PRIVACY RIGHTS

You have the following rights regarding health information we maintain about you:

Right to See and Get Copies of Your Records. In most cases, you have the right to look at or get copies of your health and billing records. This does not include psychotherapy notes. You must make your request in writing. If you request a copy of the information we may charge a fee for the costs of copying, mailing or other supplies and services associated with your request.

In limited circumstances we may deny your request to see or get copies of your records. If you are denied access to health information you may request that the denial be reviewed. Another licensed health care professional chosen by Volunteers of America Texas will review your request and the denial. The person conducting the review will not be the person who denied your request. We will comply with the outcome of the review.

Right to Request a Correction or Update of Your Records. You may ask us to change or add missing information to your records if you think there is a mistake. You must make the request in writing, and provide a reason for the request. All requests must be limited to one page of paper and legible. We may deny your request if it is not in writing or does not include a reason for the request. We may also deny your request if you ask us to change information that:

- is accurate and complete;
- is not part of the information you are permitted to inspect and copy;
- was not created by us, unless the person or organization that created the information is no longer available to make the change; or
- is not part of the health information kept by or for our programs.

Any changes we make to your health information will be disclosed to those with whom we disclose information, as described above.

Right to Get a List of Disclosures. You have the right to ask us for a list of any disclosures of your health information we have made. Your request must be in writing. We are not required to account for disclosures made before April 14, 2003, or for any period longer than 6 years. The first list you request within a 12-month period will be free. Fees will be charged for

the cost of providing additional lists. We will mail you a list of disclosures in paper form within 30 days of your request, or notify you if we are unable to supply the list within that time period.

Right to Request Limits on Uses or Disclosures of Health Information. You have the right to ask that we limit how your information is used or disclosed. You also have the right to ask that we limit the health information we disclose about you to someone who is involved in your care, such as a family member or friend.

You must make the request in writing. You must tell us what information you want to limit and to whom you want the limits to apply. We are not required to agree to the restriction. You can request that any restrictions you put in place to be terminated in writing or verbally.

Right to Choose How We Communicate with You. You have the right to ask that we share information with you in a certain way or at a certain place. For example, you may ask us to send information to your work address instead of a home address. You must make this request in writing. Your request must specify how or where you wish to be contacted. We will not ask you the reason for your request. We will accommodate all reasonable requests.

Right to Get a Paper Copy of this Notice. You have to ask for a paper copy of this notice at any time. Current copies of this notice will also be available at all times at each of our Program Sites.

Right to File a Complaint. You have the right to file a complaint if you do not agree with how we have used or disclosed information about you.

Other Uses of Health Information

Other uses and disclosures of health information not covered by this notice or the laws that apply to us will be made only with your written authorization. If you provide us with authorization to use or disclose health information about you, you may revoke that authorization, in writing, at any time. If you revoke your authorization, we will no longer use or disclose health information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made pursuant to your authorization, and that we are required to retain our records of the care that we provided to you.

How to contact Volunteers of America Texas to review, correct, or limit your health information:

You may contact Yolanda Jackson, Privacy Officer for Volunteers of America Texas, at the address listed below to:

- Ask to look at or copy your records
- Ask to limit how information about you is used or disclosed
- Ask to cancel your authorization
- Ask to correct or change your records
- Ask for a list of the times Volunteers of America Texas disclosed information about you.

Yolanda Jackson
Volunteers of America Texas
4808 Yale St.
Houston, Texas 77018

Volunteers of America Texas may deny your request to look at, copy, or change your records. If we deny your request, we will send you a letter that tells you why your request is being denied and how you can ask for review of the denial. You will also receive information about how to file a complaint with Volunteers of America Texas or with the U.S. Department of Health and Human Services, Office for Civil Rights.

How to file a complaint or report a problem:

If you do not agree with how we have used or disclosed information about you, you may contact us at the address listed below to file a complaint or report a problem. You may also file a complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, at the address below. The services you receive from us will not be affected by any complaints you make. Volunteers of America Texas cannot retaliate against you for filing a complaint, cooperating in an investigation, or refusing to agree to something that you believe to be unlawful.

To file a complaint or report a problem to Volunteers of America Texas contact:

Yolanda Jackson
Volunteers of America Texas

4808 Yale St.
Houston, Texas 77018
Phone 713 460 0791 ext. 3020
Fax 713 460 0988

To file a complaint with the U.S. Department of Health and Human Services, contact:
Office for Civil Rights
Medical Privacy, Complaint Division
U.S. Department of Health and Human Services
200 Independence Avenue, SW, HHH Building, Room 509H
Washington DC 20201

Changes to this Notice

Volunteers of America Texas reserves the right to change this notice. Any changes will apply to health information we already have about you, as well as any information we receive in the future. A current copy of this notice will be posted at each of our program sites and facilities and provided as required by law. You may also ask for a copy of the current notice any time you visit one of our facilities.

Acknowledgement of Receipt of This Notice

We will request that you sign a separate form or notice acknowledging that you have received a copy of this notice. If you choose, or are not able to sign, a staff member will sign their name, and the date. This acknowledgment will be filed with your records.

Grievance Procedure

You have the right to seek remedy to any grievance through a clearly outlined process. No client shall be harassed nor will punitive action be taken due to client seeking remedy through this process. Grievance forms are available at the front desk and must be provided when requested. A copy of all grievances will be maintained in a central file in the Director's office.

NOTE: In order to use this grievance procedure the grievance must be something we are able to address and resolve. For example, if you file a grievance with us stating BOP is taking too long to approve your home detention request we have no control over this and will not be able process your grievance. You will have access to the BOP grievance procedure.

- 1) Once completed by the client the sealed grievance will be forwarded to the Director or designee.
 - a) The Director or designee will notify the client in writing of receipt of the grievance within three business days.
 - b) The Director or designee may conduct any investigation deemed necessary in regard to the grievance.
 - 2) Whether or not an investigation is conducted the Director or designee will meet with the client within seven business days of notifying the client of receipt of his or her grievance (from the date in step 1a).
 - 3) At this meeting the Director or designee will:
 - a) Propose a resolution to resolve the grievance, or
 - b) Inform the client the grievance cannot be resolved at this time, why it cannot, and will make an appointment to meet with the client again, or
 - c) Inform the client the grievance cannot be resolved, why it cannot, and close the grievance.
 - i) Examples of grievances that cannot be resolved are those that involve other clients who are no longer at the facility, staff who are no longer employed with the agency, or other circumstances present that prevent resolution of the grievance.
 - 4) The client who filed the grievance can, at any time in this process, request that the grievance be dismissed.
- BOP clients can utilize the BOP grievance procedure through the RRM's office. BOP forms are available from the Director.

Client Rights

- 1) The right to refuse treatment and medication and to be advised of the consequences of such refusal. (NOTE: Refusal to comply with medical instructions may result in your removal from the program.)
- 2) The right to refuse to participate in a research program without compromising access to services to which you are otherwise entitled.

- 3) The right to actively participate in the development of an individualized treatment plan and to have the plan periodically reviewed.
- 4) The right to know and meet with the staff members responsible for your care, to know their professional qualifications, and to know their position within Volunteers of America Texas.
- 5) The right to a humane and safe environment affording reasonable protection from harm, and privacy with regard to personal need.
- 6) The right to communicate with others and to have visitors on the premises unless restricted for good cause by the Director.
- 7) The right to be free from mistreatment, abuse, neglect, and exploitation.
- 8) The right to know what fees you will be responsible for and limitations placed on the duration of service.
- 9) The right to have this list read to you and explained in terms you understand as well as a right to have a copy of this list for your records.

BOP Inmate Rights and Responsibilities

RIGHTS

1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation and voluntary worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, - and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular period, toilet articles, and medical and dental treatment.
5. You have the opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and facility guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.

RESPONSIBILITIES

1. You are responsible for treating inmates and staff in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care exercise as you may need it.
5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.

9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.

10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.

11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.

9. It is your responsibility to seek and use such materials for your personal benefit, without depriving others of their equal rights to the use of this material.

10. You have the responsibility to take advantage of activities which will aid you to live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the participation in such activities.

11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

Disciplinary Procedure

Minor Incident Reports

We practice a form of informal disciplinary procedure called “minor incident reports” which, as you’ve guessed are for alleged violations of minor house rules or posted standards. Once the report is written it will be forwarded to your case manager who will then meet with you to discuss the report. If you’re found to have committed the violation then your case manager can issue any sanction found at the end of the house rules section.

Minor incident reports aren’t served to you prior to meeting with your case manager.

Major Incident Reports

Upon observation of a client allegedly committing a violation of a prohibited act an incident report will be written. Normally the report will be written within 24 hours of the discovery of the alleged infraction.

After the report is written it will be served, or read, to you by a staff person who did not author the report and who is not otherwise involved in the incident. After the report is read this staff person, the investigator, will read you your rights and take a statement from you in accordance with these rights. Normally the incident report will be investigated within 24 hours after it was written.

You will also be asked, and to sign, that you wish to waive or not waive your 24-hour notice of hearing. One of your rights is to have at least 24-hours notice before you have your hearing, whether the hearing will be held formally or informally. If you waive this right then your hearing can be held without giving you 24-hours notice.

Your signature in no way constitutes an acknowledgment of guilt.

Informal Hearing

For 300 and 400 series prohibited acts we have the option to hold an informal hearing. You’ll have your hearing with the Director, Assistant Director, both, or a combination of the Director or AD and another staff person who is otherwise not involved in the incident.

Your rights will be reviewed with you, the incident report will be read to you, and questions will be asked of you. (You do not have to answer questions nor do you have to make a statement at the hearing.)

At the conclusion of this hearing you will be found guilty or not guilty of committing the prohibited act and in-house sanction(s) issued as appropriate.

Formal Hearing

NOTE: If the charge is serious enough you may be transferred from the facility prior to your hearing being held. If this is the case your hearing will be held at the facility or institution you are transferred to. (Normally the Mansfield Law Enforcement Center & Jail)

For 100 and 200 series prohibited acts we must hold a formal hearing. You will be given a notice of hearing and you'll have your hearing with the both Director and Assistant Director or a combination of the Director or AD and another staff person who is otherwise not involved in the incident. This makes up the Center Disciplinary Committee (CDC). We don't have a DHO so the CDC holds the hearing and, if you're found guilty of the charge(s), a CDC packet is prepared and sent to a DHO for review and final disposition. If you're found to be not guilty then this completes the formal hearing process.

Your rights will be reviewed with you, the incident report will be read to you, and questions will be asked of you. (You do not have to answer questions nor do you have to make a statement at the hearing.)

At the conclusion of this hearing you will be found guilty or not guilty of committing the prohibited act and sanction(s) issued as appropriate. The sanctions at a formal hearing are recommended sanctions to the DHO, who has the option of upholding the recommended sanction(s), reducing the sanction(s), or dismissing the incident report.

Normally, hearings are held within five business days after the conclusion of the investigation.

NOTE: if a timeframe is missed it does not void the incident report. For example, if an incident report isn't served to within 24 hours after staff became aware of the alleged infraction it does not void the report – it will still be investigated and a hearing will be held. Or if your hearing is held after five business days it does not void the report.

There are a number of reasons why a timeframe may not be met and we have to explain any delays to the BOP/DHO in the CDC packet.

Staff Representative in a Formal Hearing

One of your rights at a formal hearing is to have a staff representative (see below). You may request the staff representative of your choice, so long as that person is reasonably available and was not a victim, witness, investigator, or otherwise significantly involved in the incident.

Prior to the CDC hearing the staff representative will be available to help you understand the incident report charge(s) and potential consequences. The staff representative may also assist you to prepare witness testimony and evidence for the hearing. During the hearing you are entitled to have the staff representative appear and assist you in understanding the proceedings.

If your staff representative is not available for the hearing you may 1) select another staff representative, 2) request the hearing be postponed for a reasonable amount of time until your staff representative can appear, 3) proceed without a staff representative (If you're found guilty of the charge(s) the change or absence in staff representative will be noted in the CDC packet), or 4) if you wish to have a staff representative and your choice(s) simply cannot perform the duty the CDC Chairperson will appoint one for you.

The CDC Chairperson will also appoint a staff representative if it appears you are unable to adequately represent yourself in the hearing, for example, if you are illiterate or have difficulty understanding the charges against you.

Full House Restriction

In some instances you may be placed on full house restriction (FHR) pending an investigation. When on FHR you may not sign-out of the facility other than for emergency medical attention and for verified worship attendance. You may not have visitors or sign-out to the yard.

Clients awaiting disciplinary transfer will also be placed on full house restriction.

You may also be placed on full house restriction if you fail/refuse to meet with staff as required. For example, if you haven't met with your case manager when you were due then your case manager may place you on FHR until you meet with them. Another example is if you haven't met with all staff to complete your intake checklist you may be placed on FHR.

Extra Duty

Extra duty is most common in-house sanction for violation of a house rule or prohibited act. Extra duty is a task or assignment given to you that is not an assigned chore or otherwise considered a "regular chore." For example, if you have extra duty hours to complete and wish to clean shower stalls, but your assigned chore is cleaning the shower stalls, this would not be considered extra duty. If, however, your assigned chore is something other than cleaning shower stalls and you're given the assignment to clean shower stalls it could be considered extra duty.

There are two ways to perform extra duty:

- Staff will give you an assignment. If you have physical limitations and cannot perform the assignment report this to staff, otherwise you cannot refuse an extra duty assignment. If you report physical limitations administrative staff will verify this through client file documentation.
- You can ask staff if you can conduct a specific task for extra duty credit. Client-requested extra duty tasks must be approved by staff prior to beginning; extra duty credit applies only to approved tasks.

If you refuse an extra duty assignment you may be subject to disciplinary action for not accepting a program assignment.

Extra duty hours are credited hour-per-hour. For example, completing an hour and-a-half of an extra duty assignment equals an hour and-a-half of extra duty credit.

Staff credit of completed extra duty hours is the responsibility of the client. Extra duty forms are reviewed weekly for compliance/completion. The Director may require client explanation if extra duty isn't finished by the completion deadline if it appears no progress is being made toward completion.

BOP Inmate Rights at a Discipline Hearing

1. The right to have a written copy of the charge(s) against you at least 24 hours prior to appearing before the Center Discipline Committee
2. The right to have a member of the staff who is reasonably available represent you before the Center Discipline Committee
3. The right to call witnesses and present documentary evidence in your behalf, provided Center safety would not be jeopardized
4. The right to remain silent. Your silence may be used to draw an adverse inference against you. However, your silence alone may not be used to support a finding that you committed a prohibited act
5. The right to be present throughout the Center Discipline Committee hearing except during Committee deliberations and except where Center safety would be jeopardized
6. The right to be advised of the Center Discipline Committee recommendation and Bureau of Prisons' decision, the facts supporting the recommendation and decision, except where Center safety would be jeopardized, and the disposition in writing; and
7. The right to contest under Administrative Remedy procedures or by letter the Bureau of Prisons' decision to the Regional Director within 20 days of notice of the decision and disposition.

House Rules

1. All prescription medications are to be turned into the front desk. All over the counter medications must be kept in the original containers, labeled with client's name/number and locked in the client's locker at all times. All medications should be taken as directed.
2. You may not consume or possess any alcoholic beverage or anything containing alcohol as an ingredient. Use of any item that contains alcohol other than as directed or intended is prohibited.

3. All VOA buildings and vehicles are tobacco-free areas. Smoking, smokeless tobacco, e-cigarettes, and paraphernalia (e.g. ashtrays, spit cans) are prohibited except in designated areas only. Smoking is prohibited within 20 feet of any entrance to a VOA building.
4. All clients must enter and exit the facility from the front entrance only except in the event of an emergency or other authorized exception.
5. Federal clients may not sign out before 6am and must be signed in by 9pm unless a curfew extension has been granted.
6. You may not tamper with any locking device. All doors and windows must remain closed and locked at all times except in the event of an emergency or other authorized exception.
7. You must immediately respond to all emergency bells and comply with staff directions during emergency procedures of the facility.
8. You must have prior staff authorization to leave the facility grounds. You must return by the approved return time unless an extension has been authorized by staff.
9. Physical contact between clients regardless of sex is prohibited. Males and females are not allowed in each other's room/dorms. No client may be in another client's bed.
10. Excessive associations among clients or a romantic relationship among clients is prohibited.
11. Loitering in the parking lot, halls, doorways, at the front station, or in the dining room is prohibited. You are required to sign in immediately upon arrival on the property and leave the property immediately after signing out.
12. You are required to sign-out for yard privileges at the front desk. After signing out you are required to go immediately to the backyard and may not congregate at the top of the stairs ramp or around the MINT House.
13. Televisions, radios, DVD players, MP3 players, and so forth must be turned off at curfew. All radios/music devices must be operated with earphones only. Personal televisions must be kept at a low volume. Televisions cannot exceed 19 inches in size.
14. You may not use loud, abusive, or profane language. You must conduct yourself properly at all times.
15. No sexually orientated magazines, videos, photographs, books, or clothing are allowed in the facility. Any outward expression of gang affiliation is prohibited; this includes but is not limited to hand signs, clothing, graffiti, tattoos, and so on.
16. You must be awake, dressed, have your beds made and personal areas cleaned by 7:30am (10am Saturdays, Sundays, and holidays) or prior to leaving the facility, whichever is earliest. If you wish to nap on your bed between the hours of 7:30am and 4pm you must lay on top of the made bed. (With the exception of clients who work overnight)
17. Morning duties are assigned. All duties must be completed and checked daily by a staff member prior to clients leaving the building. Staff must sign off indicating the chore has been completed satisfactorily before you will be allowed to leave the facility. Morning duties must be completed by 7:30am or prior to leaving the facility, whichever is earliest.
18. Your living area, including bed, must be clean & neat at all times. All items must be properly stored in drawers or lockers. Excessive items will be confiscated. Items cannot be left on, hanging from, or stored under your bed or locker.
19. Food, beverages, beverage containers, and utensils are not allowed out of the dining room. The dining room is open only during posted approved hours. Any items purchased from the vending machines must be consumed in the dining room when the dining room is open or in the yard when that area is open. The kitchen area is off limits at all times unless authorization is granted by staff; clients may not be in the kitchen without staff present.
20. You must allow all packages, vehicles, and personal belongings to be searched at any time.
21. You must have prior written approval to operate a motor vehicle. Unauthorized vehicles will be towed away at the owner's expense. Keys must be turned into the front desk upon entry into the facility. You are permitted to drive only one authorized vehicle at a time.
22. Clients may not ride together to work or other activities in a privately-owned vehicle. Clients are not permitted to drive one another's vehicle.

23. Unemployed clients must job search Monday through Friday. All clients will attend Job Readiness Classes until full time employment has been secured. All job search passes must be submitted during Job Readiness Class, for approval. You must return a signed Job Contact form each day when returning from job search.
24. Clients that are not maximizing job search time, are under-employed, or not meeting program requirements/guidelines may be assigned to a daily facility work detail Monday through Friday.
25. Prior to the first day of employment an Employment Approval Form must be completed and submitted for approval. You may not begin any job before the Director has approved employment. You may not quit a job without prior approval from the Employment Specialist or Director.
26. Unauthorized cell phones are prohibited. Cell phones with cameras & Internet access are prohibited except for verifiable employment purposes only. You may not use a cell phone or as a method to be contacted for accountability. Cell phones for work must be turned into the front desk when you are in the facility.
27. Devices with internet capabilities are prohibited in the facility. (Cell phones, laptops, tablets, etc.)
28. You must keep the facility advised of your whereabouts at all times. The facility must be called for approval prior to any change of location.
29. In-house curfew is 11pm Sunday through Thursday and 12am Friday and Saturday. Recreation areas are closed 30 minutes prior to curfew. Laundry may not be started after 9:30pm.
30. Clients are prohibited from signing any contracts without prior authorization from the Director and in some instances the BOP.
31. Facility linen must be turned in each week on the scheduled linen day to be laundered.
32. Violation of any posted standard in the client handbook or within the facility is prohibited.
33. Sharp instruments, tools, and etc, must be turned in and stored at the front desk.
34. You must attend all required groups and complete other program requirements as assigned.
35. Gambling and gambling paraphernalia is not permitted in the facility.
36. You must pay all required fees and provide proof of earnings/hours worked for each pay period.
37. Extension cords, stingers, and tattoo guns and equipment are prohibited at the facility.
38. Non-prescription sunglasses are not to be worn in the facility.
39. All furniture must be used as designed. Feet must remain on the floor not on the furniture.
40. You may not use or possess any type of synthetic cannabinoid or other mind/mood altering substances. (K2, spice, etc.)

House Rule Sanctions

Sanctions will be determined by the severity of the violation and contractual guidelines. More than one sanction may be imposed for any infraction.

- Up to 28 hours of extra duty.
- Loss of specific privileges for up to 30 days (yard sign out, recreation area usage, smoking, etc.)
- Special task (work detail, writing assignment, assigned duty, etc.)
- Forfeiture of passes and/or special sign outs for up to 30 days.
- Confiscation of item(s). NOTE: confiscated items will be stored until your date of release.
- Room Restriction.
- Loss of visiting privileges or specific persons being restricted from visiting.

NOTE: All confiscated contraband is subject for immediate disposal, as deemed appropriate by the Director. If it appears the contraband may be of serious legal importance law enforcement will be notified. Employees of Volunteers of America Texas are not responsible for your property or money in regard to theft, fire, flood, or other damage or loss.

BOP Community Based Program Agreement

I, _____, Register Number, _____, hereby authorize employees of the Department of Justice and employees of any facility contracting with the Department of Justice to release any or all of the contents of information in my inmate central

file to educational facilities, social agencies, prospective employees, etc., for the purpose of assisting in all phases of community programming and release planning.

I also authorize the above persons to advise prospective employers that I am currently in the custody of the U.S. Attorney General serving sentence or under the supervision of the U.S. Parole Commission or U.S. Probation Office. This consent will remain in effect until my release from supervision or until revoked in writing by me. Revocation of this authorization may result in my removal from a community-based correctional program.

I understand that while a resident of a residential reentry center or work release program I will be expected to contribute to the cost of my residence through payments to the contractor and I agree to make such payments. I understand that failure to make payments may result in my removal from a community-based program (Not applicable for MINT referrals).

I understand that urinalysis or other Bureau of Prisons authorized testing to detect unauthorized drug or alcohol use may be required as a condition of residence in a residential reentry center or work release program, and if required, I agree to submit to such testing. I understand that ingestion of poppy seed products may result in positive test results for unauthorized drug use and is therefore prohibited.

I understand that no non-emergency medical care may be provided to me at the Bureau's expense without prior authorization of the BOP. I understand that, as part of my transition to release, I am expected to assume increased responsibility for my health care while I am a resident of a community-based correctional program.

I also understand that I may be transferred by the BOP to a suitable institution or facility at the Bureau's option for medical care should the Government deem it necessary.

I understand that I may be required to undergo clinical assessment and may be required to participate in treatment, e.g. mental health/psychiatric treatment, substance abuse treatment, sex offender treatment, recommended as a result of the assessment. I understand that failure to abide by treatment program recommendations may result in my return to a secure facility.

I understand that I may be required to abide by the conditions of supervision as imposed by the sentencing court or the U.S. Parole Commission, including the payments of fines and restitution and to follow the instructions of the probation officer as if on supervision.

I understand that upon arrival at the residential reentry center I may be initially placed in the restrictive Community Corrections Component for a period of orientation. In this component, I will be expected to remain at the RRC unless authorized to leave for employment or other authorized program purposes. Additionally, I understand that social visits and recreational/leisure activities will be confined to the RRC.

I understand that while a resident of a residential reentry center or work release program I will be required to abide by the rules and regulations promulgated by such program.

For MINT referrals, I understand that I or the guardian shall assume total financial responsibility for my child's care while I am a resident of a RRC. Should I or the guardian be unable or unwilling to bear my child's financial cost, I will be transferred back to my parent institution immediately. I understand that no financial support will be provided to my child by the Bureau of Prisons.

Part II

In the event that I am approved for Home Detention, I agree to abide by the following conditions related to my legal participation in Home Detention.

I understand that my participation in Home Detention will be an alternative to placement in a RRC for no more than the last six months or 10% of my sentence, whichever is less. I am aware that I will legally remain in the custody of the Bureau of Prisons and/or the U.S. Attorney General and that failure to remain at the required locations may result in disciplinary action and/or prosecution for escape.

I agree to report to my assigned probation officer or the contractor's facility immediately upon reaching my release destination.

I understand that if I decline to participate in the recommended Home Detention program I may face administrative reassignment out of the residential reentry program.

I agree that during the Home Detention period, I will remain at my place of residence, except for employment, unless I am given permission to do otherwise. I also understand that I will be required to pay the costs of the program based on my ability to pay.

I also agree to maintain a telephone at my place of residence without "call forwarding," or "three-way calling" for this period. I also agree that if instructed to do so, as a condition of Home Detention, I will not have access to a computer with a modem or other device for accessing the internet. I also agree that if my confinement is to be electronically monitored, I will wear any electronic monitoring device required, follow procedures specified, and comply with any telephone and computer access restrictions as they apply to the monitoring device requirements.

BOP Conditions of Home Detention

I understand that my placement on Home Detention status is a privilege which may be revoked by the Residential Re-entry Manager (RRM). I understand that any violation of Home Detention Conditions, or conduct or activity which reflects a disregard for the rights of others, shall be sufficient cause to revoke my Home Detention and/or terminate my Residential Re-Entry Center (RRC) program participation

I understand and agree to abide by the following conditions during my period of Home Detention:

1. I will reside at my approved residence at _____.
2. I will conduct myself in a lawful manner.
3. I will accept phone calls from RRC/Probation Staff, verifying my presence at my home and at my job site. I agree to maintain a telephone at my place of residence without "call forwarding," or "three-way calling" for this period and will, when requested, provide copies of my telephone bill to the Center/Probation staff. I also agree that if my confinement is to be electronically monitored, I will wear any electronic monitoring device required, follow procedures specified, and comply with any telephone and computer access restrictions as they apply to the monitoring device requirements.
4. I will accept the visits of RRC/Probation personnel to my job site and home.
5. I will return to the RRC/Probation at least _____ weekly for routine progress reviews and program participation, and more often if instructed to do so.
6. I understand I must continue mental health/psychiatric treatment, substance abuse treatment, sex offender treatment while on Home Detention.
7. I will not own or possess any deadly weapon or knowingly be in the company of a person possessing the same.
8. I will remain steadily employed at _____ and will not change employment without prior approval of RRC/Probation staff.
9. I will not knowingly associate with persons having a criminal record, nor frequent places where illegal activities are conducted.
10. I will not drink alcoholic beverages of any kind; nor will I enter any establishments, such as bars or liquor stores, where the sale and/or consumption of alcoholic beverages on the premises is the primary business of the establishment.
11. Except as medically authorized, I will not use or possess narcotics, or other controlled substances, nor be in the presence of persons possessing the same.
12. I agree that during the Home Detention period, I will remain at my place of residence, except for employment, unless I am given specific permission to do otherwise.
13. I will not own or drive a motor vehicle without proper authorization.

14. I will abide by special instructions given to me by the RRC/Probation, e.g., electronic monitoring program participation.

15. I will submit to urinalysis or alcohol testing as requested by the RRC/Probation. I understand that ingestion of poppy seed food products may result in positive test results for unauthorized drug use and is therefore prohibited.

16. I agree to pay subsistence for the cost of my participation in Home Detention.

17. I understand that I am personally responsible for all costs of my housing, meals, and general subsistence, while I am on Home Detention.

I fully understand that willful failure to report as required, unauthorized change of residence, employment, or failure to otherwise inform Center staff of my whereabouts, could constitute an escape from federal custody.

BOP Prohibited Acts

Greatest Severity Level Prohibited Acts

- 100 Killing.
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.

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

Available Sanctions For Greatest Severity Level Prohibited Acts

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

High Severity Level Prohibited Acts

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any officers or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.

- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 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.

Q & A

This section contains common questions new arrivals have and our answers to them. If you have a question not covered here feel free to ask staff.

My case manager at the institution told me I'd just have to check-in and do some paperwork then I could go on home detention. What's going on?

We do have "direct home detention" referrals from BOP but we still have a process to complete. You can expect to remain in the facility approximately two to four weeks before releasing to home detention or, if you're not a direct home detention referral, it will take longer. No one will come in, sign paperwork, then release to home detention. See the home detention section in the handbook for a list of what we need from you.

I completed groups at the institution why do I have to go to groups here?

It's required of us by BOP to provide these classes/groups to you and they require you to attend.

I started working do I still have to go to groups?

Yes, you have to go to groups until you've completed them.

I'm at work when groups are offered how can I go? Do I have to miss work?

No you don't have to miss work but you do have to meet with our SSC for group credit. If you don't meet with our SSC then yes, you will have to attend groups in person and yes, you will then miss work.

Do you want me to quit my job so I can go to groups?

No. Your employer will know you're living here and that you have requirements you have to meet while you're here. You won't have to quit your job but you will have to tell your employer you have to attend groups until you're done plus that you'll have to meet with your case manager every two weeks.

Can I order food here?

Yes. Staff has a menu at the front desk for places that deliver. Approved visitors can also bring you food but cannot bring you fountain drinks. Drinks must be in their original, unopened container.

I grew up attending the church I want to go to but it's small and they don't have church bulletins, can I still go?

If your place of worship doesn't have church bulletins your worship leader (pastor, Iman, etc.) must provide to you a letter with his/her signature and the date stating you attended service. If you can't provide documentation of worship attendance you will not be approved to attend service at that particular place of worship.

What if my preacher doesn't want to give me a letter of attendance?

Without proof of attendance you can't attend that particular place of worship.

You can't deny me my religious rights.

Your right to worship isn't being denied, your authorization to go to a specific place is being denied due to non-compliance with a condition of entering the community on pass. You can find another place of worship that does have church bulletins or whose worship leader will provide you with proof of attendance.

Why was my AA pass denied?

If a rec or overnight pass is denied the reason will be written on the pass, but if you're otherwise program compliant most passes are denied because proof of being at the location wasn't provided. In the case of 12 Step meetings you need to take an attendance form with you and have the secretary sign it for you. For churches, it's a church bulletin or a letter from the worship leader, for stores and restaurants it's receipts.

The only rec location we don't require documentation for is your home (release plan address). We verify your presence at home through the landline.

I don't want to go on home detention because I don't want staff hassling my family with the visits and phone calls.

You cannot refuse to participate in programming, which includes home detention. You can, however, request to forego home detention due to hardship. If you see having transportation problems or financial difficulties if you go on home detention then submit a written request to your case manager along with an explanation why you don't wish to go on home detention.

It's been our experience that clients hesitant about going on home detention were happy they did so after being at home for a couple of weeks.

NOTE: If you decline home detention for any reason then you may not be allowed to take rec or overnight passes any longer.

Why do you have to call my job? My boss told me I'll get fired because you call so much.

We call for accountability. We have to call at least once a month but sometimes we'll need to call you more often, depending on what's going on. Your boss was told by staff that we'd have to call, plus will have to come to the job site in person, so if you'd like us to speak with him or her let us know. Many times a conversation with the Employment Specialist will smooth things over.

I missed the bus what do I do? I'm stuck in traffic what do I do?

Call us as soon as you can and tell us what's going on. A report may still have to be generated but your phone call to us will keep us from having to call BOP to say you're late and we don't know where you are.

I have surcharges and don't have any money; how do I get my driver license?

We have the affidavit for you to claim indigent status for DPS plus you'll need to mail 1) proof of your incarceration and 2) a residence letter. You should get a copy of your BOP comp sheet within a couple of weeks of your arrival, if you don't have one already, which will serve as documentation of your incarceration.

After you mail these items it takes about two weeks to process and you'll get a letter in the mail stating what your revised surcharge amount(s) are, if any.

You can still get your Texas ID card.

How do I get my ID?

We have a list of items you'll need to show proof of your identification but at the very least you'll need your BOP inmate ID, an affidavit of Texas residency we provide, and your birth certificate. You'll take these items to DPS, pay your money, and get your ID!

When can I look for a job?

You can start job search almost immediately. Meet with the Employment Specialist at the first job readiness group you attend.

I got a job but they want me to start today what do I need to do?

You have to give your employment approval form to the Employment Specialist but you can't start a job on the same day you turn in the form. The soonest you can start a job would be the next day if the information on the form can be verified that quickly.

What is a subsistence fee?

It's a form of compensation to the BOP for your stay here. We're paid a rate by BOP to house/supervise you on their behalf. The amount you pay in subsistence goes to BOP to pay some of that money back.

So it's rent?

No, it's a reimbursement to the BOP.

I got my first paycheck but it's only for one day of work, can I skip this fee and wait until my next paycheck to pay?

No. Your subsistence fee is due in full for each paycheck. You must also provide proof of earnings and hours worked each payday.

Can I pay part of my fee so I can give some money to my family? I'll pay it back with my next paycheck.

No. Your subsistence fee is due in full for each paycheck. You must also provide proof of earnings and hours worked each payday. After you pay your fee you can give money to your family.

Failure or refusal to pay your subsistence fee in full each paycheck will result in disciplinary action and/or your transfer out of the program to a more secure facility. You won't be able to help your family financially if you lose your job due to pending disciplinary action or are transferred out.

I worked all day in the hot sun and all I get to drink on UA watch is eight ounces of water?

Yes. Our agreement with BOP stipulates you can have only eight ounces of water given to you by staff.

I could drink as much as I wanted to in the institution when I was on UA watch why not here?

Because our agreement with BOP stipulates you can have only eight ounces of water given to you by staff.

Why can't I talk to anybody but staff when I'm on BA or UA watch?

It's a requirement of watch. You can visit with others once your UA or BA is completed and you're released from watch by staff.

I go to Phoenix but forgot to get a pass signed what do I do?

Phoenix passes are due in the Phoenix pass box every Sunday evening. If you're new, the Director may sign a pass for you if it's late. Otherwise it will be denied and you will miss your session.

You can submit more than one pass for Phoenix at a time; if you wanted to submit passes for the next two weeks or for the month you can do so.

I got a shot for coming in late from pass but the report wasn't served to me within 24 hours. Isn't it illegal for you to still have a hearing on this?

No. We do have timeframes to meet but if they aren't it does not void the report. If you have a formal hearing for this report we will have to explain to the DHO why it was served late. If your hearing is informal you'll get an explanation about why it's late.

My case manager told me I got a shot for not making my bed, why wasn't that report served to me?

Minor incident reports are given to your case manager for disposition once they're written. Only major incident reports are served to you. The purpose of a minor IR is to serve as a warning to you that a house rule or other posted standard was in non-compliance. Usually for a first offense you'll receive a verbal warning or verbal reprimand.

What's a posted standard?

A posted standard is any procedure or instruction in this handbook or posted on a bulletin board or other posting within the facility. For example, smoke break times for men and women are posted on the smoke break door but not in this handbook. That is a posted standard.

Another example of a posted standard is the dress code – it's a section in this handbook but not a house rule(s).

Why is my case manager telling me I have to pay restitution while I'm here? My judgment says I don't have to pay anything until sixty days after I start probation.

One of the conditions of the BOP community based program agreement states: *I understand that I may be required to abide by the conditions of supervision as imposed by the sentencing court or the U.S. Parole Commission, including the payments of fines and restitution and to follow the instructions of the probation officer as if on supervision.* (Underlined emphasis added)

You'll pay toward any court-ordered financial obligation while you're here but it won't necessarily be the amount stipulated in your judgment. For example, if your judgment states you'll pay 20% of your net or \$100, whichever is greater, we won't

have you pay that much because you'll be paying your subsistence fee, too. This is where we can vary because you have yet to begin your term of supervised release but you will pay something toward any financial obligation you were ordered to pay.

My dad is going to let me borrow his car to drive while I'm here but he lives in Oklahoma and the car is registered there, do I have to have it registered here?

Yes.

I go to Phoenix and there's no way I'm going to get forty hours a week at work so I can get a rec pass, can you work with me?

Yes, if you attend Phoenix and it overlaps into your work schedule we take that into consideration when reviewing client levels each week.

I started working and can't get any sleep in my dorm, can I change dorms?

You can request a dorm change in writing through the Facility Manager.

I paid my fee on a 40-hour check Friday but my rec pass was denied, why?

We have our PRT (Progress Review Team) meeting every Wednesday. It's at these meetings when we move clients in the level system and review passes. If you don't pay your fee until the following Friday then you won't move up a level until the next Wednesday.

Staff did my home visit for overnight passes on Thursday, so I have to wait until the next Wednesday to be moved to level 4?

Correct, barring disciplinary action or other unforeseen circumstances you'll move to level 4 on Wednesday to be able to take your overnight pass the following weekend.

I'm on level 3 but was laid off. It wasn't my fault the entire shift was laid off, can I still take my rec passes?

You will remain on your current level for two weeks before being moved to level 2. If you begin working before that week is up your level won't change.

I quit my job because my boss kept messing up my hours and y'all denied my rec pass, why?

You cannot quit your job without authorization from the Employment Specialist for any reason. If you quit your job without authorization disciplinary action will be taken and you will lose any pending rec or overnight passes.

I'm on home detention and I'd like to quit my job for another one that pays better, can I do that?

Yes, with prior authorization from the Employment Specialist. Don't start your new job until the EAF has been approved.

I'm on home detention. I called when I left my job to go home and I called when I got home, then an hour later I got called-in for a UA. I work in Fort Worth but live an hour away, in Graham, why couldn't staff have told me to come in when I left work so I could save my gas?

You have to report to the facility when directed to do so.

My wife came to see me but she was told she couldn't; it was my night for visitors why wasn't she allowed to visit me?

She may have refused to sign in, refused to show her photo ID, didn't have her photo ID, or didn't comply with another visitation requirement.

She's been here before and staff knows who she is, why couldn't she stay?

Visitors must sign in and show photo ID each time they're here to visit. If they won't comply with visitation requirements they won't be allowed to visit.

But staff doesn't always check IDs.

Staff should check photo ID for every visitor over the age of 16 for every visit. If you believe you or your visitors are being treated unfairly then contact the Director and/or file a grievance.

My boyfriend was upset because staff told him he couldn't use his cell phone in here. He was just showing me pictures he took but staff said he'd have to leave if he didn't put up his phone; why does staff have to have an attitude?

Cell phones, cameras, or other recording devices, tablets, or computers are prohibited from being in the facility. It's your responsibility to make sure your visitors are aware of the visiting rules and requirements prior to them coming to see you. If staff had "an attitude" we can address it but that doesn't make it okay for anyone to disobey visitation rules.

They told him if he didn't put it up then he'd have to leave and if he didn't leave they'd call the police and he'd be banned. Why can't I see the pictures he took?

You can't see them because they're on a prohibited device. If you'd like to see photos he can print copies for you.

Isn't it against the law for you to ban people from coming to see me?

No, it's not. The facility is private property, not government property, and we aren't banning your contact with visitors we're just not allowing them in the building.

The Director can ban anyone from the building. If your visitor is consistently difficult with complying with visitation procedures or if there's an incident this is reported to the Director. You'll be told to tell your visitor to comply and then if the behavior continues he or she will be banned. This can last anywhere from a couple of weeks to thirty days to the entire length of your stay, depending on the circumstances.

I'm in the MINT program and my parents want to take pictures of my baby; how can they if they can't bring a camera?

With prior authorization from the Director, your relatives can bring a camera and they can take photos only of you, themselves, relatives, and your baby. They cannot take photos of any other clients, staff, the interior of the building, or grounds.

MINT clients are the only clientele whose relatives can use cameras—with prior permission from the Director.

EVERY PERSON HAS THE RIGHT TO BE SAFE FROM SEXUAL ABUSE

The Federal Bureau of Prisons has a

ZERO TOLERANCE POLICY



If you or someone you know has been pressured
to engage in sexual behavior:

SPEAK UP – TELL SOMEONE – REPORT IT

How You Can Report:

**Tell Any Staff Member at
Any Facility**

**File an Administrative
Remedy**

**Electronic Message to Staff:
DOJ Sexual Abuse Reporting
Mailbox
(TRULINCS)**

In writing to:
Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

CADA PERSONA TIENE EL DERECHO DE ESTAR A SALVO DEL ABUSO SEXUAL

LA OFICINA FEDERAL DE PRISIONES TIENE UN

POLITICA DE CERO TOLERANCIA



**Si usted o alguien que usted conoce ha sido presionado
para entrar en la conducta sexual:**

HABLE – DIGALE A ALGUIEN – REPORTELO

Cómo Se Puede Reportar:

**Informe a Cualquier
Empleado en Cualquier
Facilidad**

**Presente un Remedio
Administrativo**

**Envíe un correo electrónico
al personal de DOJ: Buzón
de Cobertura de Abuso
Sexual
(TRULINCS)**

**Por escrito a la:
Oficina del Inspector General de los U.S.
Departamento de Justicia, División de
Investigaciones
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530**