

RESIDENT HANDBOOK

**BURLINGTON
RESIDENTIAL
CORRECTIONAL
FACILITY**

REVISED
June 2011

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Our mission:
Providing an Opportunity for
Change.

MANAGER'S INTRODUCTION

Upon arrival, Residents assigned to the Burlington Residential Correctional Facility (BRCF) may have a wide variety of expectations and pre-conceived notions. Some of these expectations/notions may be correct; others not. It is hoped that this RESIDENT HANDBOOK, along with the orientation information and materials from BRCF staff, will provide the necessary knowledge of policies, procedures, rules, regulations, programs, etc. to enable Residents to be successful and gain from experiences here. In addition to the RESIDENT HANDBOOK, all applicable BRCF policies (such as the Disciplinary, Visiting, Hazardous Chemicals, Evacuation Contingency Plan, Personal Property, Review and others contained in the RESIDENT MANUAL and are available for you to review at the Control Desk (front Desk) area. You are also required to read the CLEANING MANUAL/MSDS book (also located at the Control Desk) within one (1) week of your arrival.

It is important that all Residents understand that one of the most basic requirements while at the BRCF is to comply with all rules and regulations. There are certain rules and regulations which were designed to assist Residents to live together in an acceptable manner in this dormitory style housing arrangement (which can be quite a change for Residents, ranging from those who have been accustomed to living on their own to those who have been living in cells in institutions). It is our policy to have only those rules and regulations deemed necessary to ensure a safe, secure, humane and orderly environment to where not only are basic needs met, but also, an environment that allows positive self change through effective treatment program involvement.

Residents should be aware, the Iowa Board of Parole (for those in the status of Parole, Work Release, and OWI) and the Courts (for those on Probation) have placed each Resident here for specific individual reasons and as a further test to determine if release to a less structured setting is merited; or if placement in a more structured setting is necessary. If Residents are serious about progressing toward release to the freedoms *and responsibilities* of independent decision making, they have that opportunity while at the BRCF by demonstrating responsible and mature behavior, including:

1. Complying with all rules, regulations, procedures and expectations of the facility.
2. Following the direction of facility staff.
3. Becoming fully involved in all recommended treatment programming; and
4. Adhering to the 8th Judicial District Zero-Tolerance Substance Abuse Policy.

All Residents need to be aware that BRCF, in cooperation with the Des Moines County Attorney's Office, FULLY PROSECUTES ESCAPE AS A FELONY (up to 5 years in prison consecutive to any other sentence).

The ability to live successfully in the free community should be the main goal of each Resident at the Burlington Residential Correctional Facility. The staff I manage (and others that we contract to provide services) are here to assist Residents toward this goal and hold Residents accountable (positively or negatively) to their response to these efforts. Residents whose behavior demonstrates they are serious about living successfully in the free community will find all the assistance they need. Likewise, Residents whose behavior demonstrates otherwise, will be reported to the Courts/Iowa Board of Parole, and may soon find themselves in another setting.

Residents will receive a copy of the RESIDENT HANDBOOK and it is to be read carefully. A video/audio tape is available for those with reading or eyesight difficulties, and arrangements will be made to impart information to those who do not have the ability to read the English language. If there are any questions, direct them to appropriate staff. Residents shall sign a Handbook receipt and are then responsible for fully complying with all rules, regulations and requirements as stated.

T. M. Gutman

ORIENTATION

Everyone must complete the orientation program. Facility guidelines change. Even though you may have been through the program before, each new commitment requires successfully completing orientation.

Orientation is designed to last 14 days. During that time you will meet with your counselor to determine what assessments need to be completed, to plot a course that will best help you find work, further your education, or whatever else you may need in order to meet the expectations of the courts, parole, the facility and yourself.

Before you graduate from phase/level I you must successfully complete orientation. This will include passing a test of your knowledge of the information provided in the resident handbook.

Everyone ordered to the facility must pay rent. There are different charges for different classifications. You will either be assessed \$15.00 per day or \$18.00 per day depending on your classification. Rent begins on your first day in the program, and is posted in banking automatically at midnight each day.

The facility has laundry machines available for your personal laundry and linens. These machines are not coin operated and you may use them as often as you need to. We do assess a monthly fee to compensate for the costs. **\$5.00** is assessed each person on the first of each month. If you come in after the first, you will not be assessed for that month. If you discharge on the 1st or after, you will be assessed for the full month. Laundry detergent is available at the staff desk for you to use during the period you are not employed. Once you become employed and are financially able, you will be responsible for purchasing your own detergent. If you continue to use Facility detergent you may be charged for it.

Case Planning: Each Resident will meet with their assigned Supervising Officer during orientation. The Supervising Officer will ensure an LSI-R has been completed. The Supervising Officer will also review each Resident's court orders, pre-sentence investigation report, prison records and recommendations, and conditions of release imposed by the Parole Board. The Supervising Officer will then prepare a Reentry Case Plan with the Resident.

Case Plan Review: Each Resident's progress in meeting the case plan and overall performance at the Facility, will be reviewed at least once a month. Updated treatment needs or behavioral changes needed, will also be addressed at this time.

When the assigned Supervising Officer feels the Resident has completed their case plan the Supervising Officer will prepare a report for release consideration. The Resident's case will be reviewed by the committee and a determination will be made if the Resident has maximized benefits from their stay at the Facility and is ready for release.

Likewise, if the Supervising Officer determines that a Resident has major failure(s) in program participation or if a Resident demonstrates a severe lack of effort in completing treatment programming, the Review Committee will determine if the Resident shall be referred back to the placing authority for termination from the facility.

COMMUNITY SERVICE PROGRAM

In order to receive a recommendation for release from the Burlington Residential Correctional Facility, Residents will complete all Court ordered community service. Some community service activities may be completed by Residents who have not been ordered to perform community service by the Courts, and/or are not performing community service in lieu of payment of fines, court costs, restitution, attorney fees, etc. Residents, who are not ordered by a court to perform community service, and are not employed more than 30 hours per week, may do community service work to cover the cost of up to one week's rent at a rate per hour established by the Residential Manager. Community service may be performed at most governmental, non-profit and charitable organizations. Any resident wishing to become involved in regularly scheduled community service must have pre-approval from their supervising officer. STEP residents must have approval from their supervising officer for each location at which they wish to perform community service.

RESIDENT PROGRAMS

The Burlington Residential Correctional Facility offers a wide variety of programming to help the Resident successfully integrate back into the community. Some of the programming is offered at the Facility and other programming will be available to the Resident in the community. The following is a brief description of some of the programs available.

OWI Continuum Program: Those Residents sentenced to the Facility under the OWI sentencing law, will participate in the OWI treatment program. Residents will be assessed to determine what level of treatment is appropriate and programming will be developed based on individual need.

Substance Abuse Program: This program is available for Residents that have been identified by an assessment as needing to participate in substance abuse treatment. Depending upon the level of treatment determined appropriate for the individual Resident, some of this programming will be available at the Facility and/or if needed at licensed outside agencies. AA/NA is also available at varying times in the community. AA attendance is at the discretion of the Supervising Officer. Programming is also available for Residents working through relapse issues.

Batterer's Education Program: This program is conducted by the Eighth Judicial District Department of Correctional Services for those Residents Court Ordered to participate.

Sex Offender Program: This program is available for those Residents that have been identified by the Sex Offender Treatment Team as needing to participate in sexual offender treatment. Treatment groups include pre-treatment group, maintenance group, Sex Offenders Anonymous and Sexual Assault Survivors Group. In conjunction with this, primary treatment is provided by Touchstone Behavioral Counseling.

Social Skills Classes: The facility offers a range of classes to help each Resident work on problem areas that have been identified during the review process. They include:

- Reasoning Skills: This program runs in conjunction with the Violator Program classes. It consists primarily of cognitive skills development material.
- Anger Management: This program helps Residents to recognize their angry feelings, learn their causes, and deal with them in an acceptable manner, which will improve their lives.

New Direction: New Direction is offered in conjunction with the low@Work (WIA). This program provides Residents with an opportunity to focus on and develop job finding and job retention skills.

Personal Budgeting: Offered by Iowa State Extension Service as an education class for household and personal financial management.

Education: Adult Basic Education/GED is available through Southeastern Community College with classes being held at the facility, as well as locations in the community.

Special Needs Programming: Residents identified with special needs (physical, mental, etc.) during primary review may have individualized programming designed for them. Individualized programs may outline specific objectives and deviate from Level/Step standards.

Class/Group Rules:

1. Residents are expected to be at class on time. No one will be admitted after class begins, unless prior arrangements have been made with the facilitator.
2. Residents will remain in class for its duration.
3. You may bring books, paper, pens, etc. that are needed for class participation to the class/group. (Food and beverages may be allowed at the discretion of the facilitator).
4. Breaks will be given at the discretion of the facilitator.
5. Violations of any of the above rules or other disruptive behavior will result in your removal from the class/group.
6. Walkmans, CD players, portable radios, etc. are not allowed in class/group, or while on treatment furloughs.

LEVEL SYSTEM

Residents of this facility (except those assigned to the Step or Phase Systems) will actively participate in the Level system. This system allows for a measurable assessment of progress towards meeting program expectations and responsibilities. Staff is able to realistically assess each Resident's progress based upon predetermined goals and objectives, which allows for additional privileges. There are five Levels within the system. The length of time needed to complete any given Level will vary for each Resident. There is minimum length for each Level.

1. Residents are eligible for successive Level advancements after completing the responsibilities and expectations as defined in their current Level.
2. Applications for advancement will be submitted on the proper form at least 48 hours in advance, written legibly and completely. Each Level advancement application must be approved by three residential officers, from at least two shifts, in order to be accepted for consideration by the facility review committee.

3. The Resident's Supervising Officer, Residential Supervisor or Residential Manager must approve all Level advancement requests.
4. If the Level advancement is denied, the form will be returned to the Resident with the reasons for the denial listed on the bottom of the sheet.
5. All Level advancements will be initiated the first Friday on or after the eligibility date and are effective when written on the status board.
6. Any appeals of Level advancement decisions will be made in writing and submitted to the Residential Manager.
7. Residents are entitled to only the number of furloughs allowed in the Level they are advancing to. (e.g. If a Resident in Level II is reduced to Level I and has already taken a 3 hour furlough, he has exhausted his furloughs for that week.)
8. All Level clients must turn in a Request for Furlough Location Approval Sheet for all personal residences they wish to furlough to. These sheets will be provided by Supervising Officer.
9. Unapproved loss of employment or failure to be involved in a full-time educational or treatment program will result in immediate reduction to Level II and a Disciplinary Report being written. In the case of an approved or acceptable loss of employment, a 14 day grace period will be allowed to develop/obtain a satisfactory alternative.
10. Residents will maintain financial requirements for their current Level or are subject to being reduced in Level(s). Once dropped a Level(s), Residents may reapply for Level advancement when the financial requirements of the Level being applied for are met.

Level I: Residents will remain in Level I for the first 14 days after arrival at BRCF. During that time, the Supervising Officer will oversee the orientation process which will include signing all forms, completing LSI-R, Jesness, and setting up a banking plan with payee list and required fees. Residents must submit all residential locations to which you wish to furlough for approval. In order to be considered for advancement into Level II, Residents will accomplish the following:

1. Complete all intake procedures:
 - A. Sign all forms, contracts, probation agreements, etc.
 - B. Read handbook and/or view handbook video.
 - C. Submit visitation list to Supervising Officer for approval.
 - D. Complete all medical planning. All residents will have current TB test on file. There will be a \$5.00 fee assessed if a test is necessary.
2. Will have met with Supervising Agent at least twice.
3. Perform Community Service Work as directed.
4. Participate in regular facility maintenance activities.
 - A. Have daily cleaning assignments completed to staff satisfaction on time each day.
 - B. Have personal living area cleaned to staff satisfaction each day by 0730.
 - C. Practice proper personal hygiene habits daily and wash linen and clothing at least weekly.
5. Complete Job Skills requirements as directed by Supervising Agent.
6. Pass an Orientation Test and submit a Level Advancement Application.
7. Will be free of any disciplinary actions for the seven days prior to level advancement (final disciplinary decision/appeal response).
8. PRIVILEGES: One 3 hour furlough, on Saturday or Sunday between 0730 and 2000, within Des Moines County. Residents may furlough to one primary and one secondary destination.

Level II: Residents will spend a minimum of three weeks (21 days) in Level II. In order to be considered for advancement into Level III, Residents will accomplish the following:

1. Continue with all relevant responsibilities of Level I.
2. Will have negotiated, and begun working on a Reentry Case Plan.
3. *Secure satisfactory employment OR become enrolled in a full-time training/education program* as directed by staff. Establish and follow a schedule for all appointments.
4. Establish, review and sign restitution plan(s).
5. Meet financial requirements:
 - A. Minimum of \$75.00 in facility banking account.
 - B. Have rent obligations current through rent credit or direct payment.
 - C. Facility charges (Wal-Mart, Pharmacy, etc.) paid in full.
 - D. Facility fees (linen packet, ride charges, etc) paid in full.
6. Will be free of any disciplinary actions for last 14 consecutive days of Level (final disciplinary decision/appeal response).
7. PRIVILEGES: One 3 hour furlough during work week between the hours of 0730 and 2200 and one 6 hour furlough during the weekend/days off between the hours of 0730 and 2200. (Note: A six hour furlough may be split into two 3 hour furloughs if approved and arranged in advance.) Residents may furlough to one primary destination and two secondary destinations.

Level III: Residents will spend a minimum of four weeks (28 days) in Level III. In order to be considered for advancement into Level IV, Residents will accomplish the following:

1. Continue with all pertinent responsibilities from previous levels.
2. Meet Financial Requirements:
 - A. Develop budget with the assistance/approval of Supervising Officer based on income projections from current employment.
 - B. Set savings goal.
 - C. Have a minimum of \$150.00 in facility banking account.
3. Will maintain satisfactory employment or education/training activities. This includes receiving positive reports from supervisor, foreman or teacher/trainer.
4. Will be free of any disciplinary actions for last 14 consecutive days of Level (final disciplinary decision/appeal response).
5. PRIVILEGES: Two 3 Hour furloughs during work week between the hours of 0730 and 2200, and one 24 hour furlough during weekend/days off, curfew 2200. (Note: A 24 hour furlough may be split into two 12 hour furloughs if arranged and approved in advance.) Residents may furlough to one primary destination and up to three secondary destinations.

Level IV: Residents will spend a minimum of four weeks (28 days) in Level IV. In order to be considered for advancement into Level V, Residents will accomplish the following:

1. Continue with all pertinent responsibilities from previous levels.
2. Meet financial requirements:
 - A. Abide with budget as previously arranged.
 - B. Will have a minimum of \$300.00 in facility savings account.
3. Will have a valid Iowa driver's license if legally possible.
4. Will have successfully completed or be actively involved in case plan activities.
5. Will have all debts incurred while a resident of the facility paid in full.
6. Will be free of any disciplinary actions for last 14 consecutive days in Level IV (final disciplinary decision/appeal response).

7. PRIVILEGES: Three 3 hour furloughs during work week between the hours of 0730 and 2300 and one 48 hour furlough on weekends/days off, curfew is 2300. (Note: A 48 hour furlough may be split into two 12 hour furloughs if arranged and approved in advance; however, Resident will lose the remainder of the furlough). Residents may furlough to one primary destination and up to four secondary destinations.

Level V: In Level V, Residents will accomplish the following:

1. Will continue with all pertinent responsibilities from previous levels.
2. Will develop with Supervising Officer, aftercare case plan objectives/responsibilities.
3. Will have demonstrated stability of employment.
4. Will develop a finalized release plan to include:
 - A. Setting personal goals.
 - B. Submitting a living arrangement plan to Supervising Officer for approval.
 - C. Revise/adjust budget for after placement living situation.
 - D. Submitting agenda for continuation of all necessary counseling activities to Supervising Officer for approval.
5. PRIVILEGES: Three 4 hour furloughs during work week between the hours of 0730 and 2300 and one 52 hour furlough on weekends/days off, curfew 2300. (Note: A 52 hour furlough may be split into two 12 hour furloughs if arranged and approved in advance; however, the Resident will lose the remainder of the furlough). The number of locations is unlimited, however all secondary locations must be listed at the time the furlough is submitted.

STEP SYSTEM

Residents of this facility who have been convicted of a sexually related offense will actively participate in the Step System. This allows staff to realistically assess each Resident's progress in regards to predetermined goals and objectives. Based upon each Resident's degree of progress on those specific goals and objectives, staff will establish privileges/restrictions for each Resident. There are (6) Steps within the system. The length of time needed to complete any given Step will vary for each Resident. There is minimum length for each Step but no maximum.

1. Each Resident will be supplied a copy of the Sex Offender Contract and Supervision Conditions. Residents will know and comply with all conditions and rules.
2. In most cases, in accordance with state law, STEP residents will be required to wear and carry GPS electronic tracking devices. The determination as to whether a resident meets the state standard for this requirement will be made by the Sex Offender Treatment Team.
3. Residents are eligible for successive Step advancements after completing the responsibilities and expectations as defined in their current Step.
4. Applications for advancement will be submitted 48 hours in advance on the proper form, written legibly and completely. The Step advancement will be approved by the Sex Offender Group/Treatment Facilitator, Resident's Supervising Officer, and the Residential Manager or Residential Supervisor.
5. If the Step advancement is denied, the form will be returned to the Resident with the reasons for denial listed on the bottom of the sheet.
6. All Step advancements will be initiated the first Wednesday on or after the eligibility date and are effective when written on the status board.
7. Any appeals to Step advancement decisions will be made in writing and submitted to the

Residential Manager.

8. Residents are entitled to only the number of furloughs allowed in the Step the Resident is advancing to (e.g. if a Resident in Step III takes one 3 hour furlough and then advances to Step IV, the most furlough time the Resident is entitled to for the remainder of the week, is a 3 hour furlough and 2 twelve hour furloughs on weekends/days off). All Step clients must turn in a primary furlough location sheet for all personal residences they wish to furlough to along with any public locations they wish to furlough to regularly. These sheets will be provided by Supervising Officer.
9. STEP residents must have approval from their supervising agent for each location at which they wish to perform community service.
10. Unapproved loss of employment or failure to be involved in a full-time educational or treatment program will result in immediate reduction to STEP II and a Disciplinary Report being written. In the case of an approved or acceptable loss of employment, a 14 day grace period will be allowed to develop/obtain a satisfactory alternative.
11. All furloughs will be in accordance with furlough procedures.
12. All recreational furloughs to a private residence, no matter what length, and church furloughs will be submitted 48 hours in advance for approval. Recreational furloughs four (4) hours or less, to public locations (i.e. WalMart, K-Mart) may be turned in two (2) hours in advance if the location is listed in pre-approved destinations.
13. Residents will maintain financial requirements (savings and rent) for their current Step or are subject to being dropped a Step(s). Once dropped a Step(s), Residents may reapply for Step advancement when the financial requirements of the Step being applied for are met.

Step I: Residents will spend a minimum of two weeks (14 days) in Step I. In order to be considered for advancement into Step II, Residents will accomplish the following activities:

1. Complete all intake procedures:
 - A. Sign all forms, contracts, probation agreements, etc. This includes the Sex Offender Treatment Contract and additional Supervision Conditions.
 - B. Read handbook and/or view video and pass test on facility regulations.
 - C. Submit visitation list to Supervising Officer for approval.
 - D. Submit completed Primary Residence Furlough Request form for all homes they wish to visit to Supervising Officer for approval. This list will include primary furlough addresses and names of persons living at the primary location, and the ages of any minor living at the residence. A Primary Furlough list will be signed by the Resident, Supervising Officer, and the Residential Supervisor or Residential Manager. Furlough locations are subject to on-site visits, prior to staff approval. Residents may not furlough to any locations that are not on the pre-approved list.
 - E. Provide proof of Sex Offender Registration which can include a copy of the Notification or receipt for the Fee.
 - F. Complete all medical planning. All residents will have current TB test on file. There will be a \$5.00 fee assessed if a test is necessary.
2. Participate in community service activities as directed.
3. Will participate in regular facility maintenance activities.
 - A. Have daily cleaning assignments completed to staff satisfaction on time each day.
 - B. Have personal living area cleaned to staff satisfaction each day by 0730.
 - C. Practice proper personal hygiene habits daily and wash linen and clothing at least weekly.
4. Will meet with assigned Supervising Officer at least twice. This will include:
 - A. Initial intake and LSI-R interview, and Jesness.

- B. Referral to Sex Offender Treatment Programming.
- 5. Will develop a job seeking plan with Supervising Officer.
- 6. Will be ready to job seek by 0830 each morning M-F after the first seven working days.
 - A. Job seeking furloughs, stating specifically where the Resident intends to job seek, and following the plan developed with the Supervising Officer, will be submitted to the Supervising Officer for approval by 1200 the day before the requested furlough.
 - B. Will be allowed to job seek a maximum of four (4) hours per day.
- 7. Will complete and pass step test and step advancement application.
- 8. Will be free of major disciplinary actions for last seven days prior to Step advancement (final disciplinary decision/appeal response).
- 9. PRIVILEGES: One 2 hour shopping furlough on Saturday, after 5 days, between the hours of 0800 and 1600, and will be within the Burlington/West Burlington city limits. The Resident will submit the furlough applications to his Supervising Officer, specifying the business where the shopping will occur, 48 hours in advance. Residents may furlough to one furlough destination.

Step II: Residents will spend a minimum of four weeks (28 days) in Step II. In order to be considered for advancement to Step III, Residents will accomplish the following activities:

- 1. Continue with all relevant responsibilities of Step I.
- 2. Continue community service obligations.
- 3. Will have negotiated, and begun working on a Reentry Case Plan.
- 4. Secure satisfactory employment OR become enrolled in a full-time training/education program as directed by the staff.
- 5. Will have made arrangements through Supervising Officer for transportation to and from work and other activities. Personal vehicles are not an acceptable means of transportation.
- 6. Establish and follow a schedule for all appointments.
- 7. Establish, review and sign restitution plan(s).
- 8. Meet financial requirements:
 - A. Minimum of \$75.00 in facility savings account.
 - B. Have rent obligations current through rent credit or direct payment.
 - C. Have facility charges (Wal-Mart, Pharmacy, etc.) paid in full.
 - D. Facility fees (linen packet, ride charges, etc) paid in full.
- 9. Will be free of disciplinary actions for last 14 days of Step (final disciplinary decision/appeal response).
- 10. Will continue objectives/Supervising Officer assignments from the negotiated case plan.
- 11. PRIVILEGES: One 2 hour furlough during work week between the hours of 0800 and 1900 and one 3 hour furlough during the weekend/days off between the hours of 0800 and 1900. The Resident will submit the furlough applications to his Supervising Officer 48 hours in advance. Residents may furlough to one primary destination and one secondary destination

Step III: Residents will spend a minimum of four weeks (28) days in Step III. In order to be considered for advancement into Step IV, Residents will accomplish the following activities:

- 1. Continue with all pertinent responsibilities from previous Steps.
- 2. Meet Financial Requirements:
 - A. Develop budget with the assistance/approval of Supervising Officer based on income projections from current employment and set savings goal.
 - B. Have a minimum of \$150.00 in facility savings account.
- 3. Will maintain satisfactory employment or education/training activities. This includes receiving

- positive reports from supervisor, foreman or teacher/trainer.
4. Will be making satisfactory progress in Sex Offender Treatment Programming, including accepting full responsibility for the circumstances of the offense.
 5. Will be free of major disciplinary actions for last 14 days of Step (final disciplinary decision/appeal response).
 6. PRIVILEGES: Two 2 hour furloughs during work week between the hours of 0800 and 2000 and one 6 hour furlough during weekend/days off. Curfew is 2000. (Note: A 6 hour furlough may be split into two 3 hour furloughs.) The Resident will submit the furlough applications to his Supervising Officer 48 hours in advance. Residents may furlough to one primary destination and up to two secondary destinations.

Step IV: Residents will spend a minimum of four weeks (28) days in Step IV. In order to be considered for advancement into Step V Residents will accomplish the following activities:

1. Continue with all pertinent responsibilities from previous Steps.
2. Meet financial Requirements:
 - A. Abide with budget as previously arranged.
 - B. Will have a minimum of \$300.00 in facility savings account.
3. Will have a valid Iowa driver's license if legally possible.
4. Will have successfully completed or be actively involved in case plan/Supervising Officer activities.
5. Will be actively participating in Sex Offender Treatment and have taken full responsibility for the circumstance of the offense.
6. Will be free of major disciplinary actions for last 14 days of Step (final disciplinary decision/appeal response).
7. PRIVILEGES: Two 3 hour furloughs during the work week between the hours of 0800 and 2000 and two 12 hour furloughs on weekends/days off. Curfew is 2000. The Resident will submit the furlough applications to his Supervising Officer 48 hours in advance. Residents may furlough to one primary destination and up to three secondary destinations.

Step V: Residents will spend a minimum of four weeks (28 days) in Step V. In order to be considered for advancement into Step VI, Residents will accomplish the following activities:

1. Will continue with all pertinent responsibilities from previous Steps.
2. Will develop aftercare case plan with Supervising Officer outlining objectives/responsibilities.
3. Will develop a finalized release plan to include:
 - A. Setting goals for self.
 - B. Submitting living arrangements plan to Supervising Officer for approval.
 - C. Revise/adjust budget for after placement living situation.
 - D. Develop agenda for continuation of all necessary counseling activities for Supervising Officer approval.
4. Continue to be actively participating in Sex Offender Treatment and continue to accept full responsibility for circumstances of offense.
5. Will be free of major disciplinary actions for the last 14 days of Step (final disciplinary decision/appeal response).
6. PRIVILEGES: Three 3 hour furloughs during the work week between the hours of 0800 and 2000 and one 24 hour furlough on weekend/days off, curfew 2000. (Note: A 24 hour furlough may be split into two 12 hour furloughs if arranged and approved in advance.) The Resident will submit the furlough applications to his Supervising Officer 48 hours in advance. Residents may furlough to one primary destination and up to four secondary destinations.

Step VI: There is no minimum time frame for Step VI. Resident's responsibilities include:

1. Will continue with all pertinent responsibilities from previous Steps.
2. Will continue to be actively participating in Sex Offender Treatment and continue to accept full responsibility for circumstances of offense.
3. Will, after permission from Sex Offender Treatment Team, Supervising Officer, and Residential Manager, secure approved housing.
4. Will have release plan reviewed by Supervising Officer and Sex Offender Treatment Team and then approved by the Residential Manager.
5. PRIVILEGES: Four 3 hour furloughs during the work week between the hours of 0800 and 2000 and one 48 hour furlough on weekend/days off. Curfew is 2200. (Note: A 48 hour furlough may be split into two 12 hour furloughs if arranged and approved in advance; however, Resident will lose the remainder of the furlough.) The Resident will submit the furlough applications to his Supervising Officer 48 hours in advance. Residents may furlough to one primary destination and up to five secondary destinations.

PHASE SYSTEM

Residents assigned to the Young Offender Residential Program will participate in the Phase System. All participants in the Phase System will meet the following general requirements:

1. Will have completed personal hygiene, room clean-up, any assigned facility clean-up; be dressed and ready to start their day prior to 0800 Monday through Friday.
2. Will be in attendance at a morning planning meeting at 0800 Monday through Friday.
3. Will job seek according to regular facility job seeking guidelines, except they will leave the facility at 0815.
4. Will be in attendance at an evening community meeting at 2115 Sunday through Thursday.
5. Will complete a daily journal entry and the journal is to be turned in to staff by lights out.
6. Will be in bed, with lights out and electronic devices used only with headphones at midnight seven nights a week, until they attain Phase IV.
7. Unapproved loss of employment or failure to be involved in a full-time educational or treatment program will result in immediate reduction to Level II and a Disciplinary Report being written. In the case of an approved or acceptable loss of employment, a 14 day grace period will be allowed to develop/obtain a satisfactory alternative.
8. All Phase clients must turn in a primary furlough location sheet for all personal residences they wish to furlough to. These sheets will be provided by Supervising Officer.
9. The Phase group may be asked to be responsible for offering recommendations for disciplinary sanctions to be imposed on other Phase residents.
10. Phase residents may not be in their beds on workdays during non-work hours. Residents are entitled to 8 hours sleep from the time they return from work.
11. Phase residents may nap for 90 minutes prior to leaving for work, provided the time does not interfere with any other part of their case plan, or assigned chore.

Within the Phase Group conflicts are resolved using the system outlined below. Staff members provide support for the process; however, it is carried out by the individuals involved and the Phase Group.

Peer Intervention System

A. One-to-One

- Guidelines:**
1. Individuals directly involved in the conflict attempt to respectfully resolve the issues.
 2. If a mutually acceptable resolution is not achieved, go to B.

B. Group Intervention

- Guidelines:**
1. Individuals directly involved in the conflict formally present the issues to all group members and at least one observer from the staff.
 2. A roundtable discussion follows, which is facilitated by a group member.
 3. Group members brainstorm options to resolve conflict.
 4. If resolution is achieved, the agreement is written as an enforceable contract signed by the parties to the conflict and the observing staff member.
 5. If resolution is still not achieved, or the terms of a contract violated, go to C.

C. Review Committee

- Guidelines:**
1. The review committee, composed of a staff member and one representative from each room selected by the residents of the respective rooms, convenes to assess the conflict.
 2. If it is determined that a section B contract has been violated, the committee issues a Minor Report against the offending party or parties, according to facility policies and procedures.
 3. If the conflict persists, go to D.

D. Major Report

- Guidelines:** Staff members file a Major Report against the offending party or parties, according to facility policies and procedures.

PHASE I: Residents are eligible to advance from Phase I after having been in the Phase for a minimum of 14 days, and having accomplished the following:

1. All Orientation paperwork and assessments have been completed. Submit all residential furlough locations to which they wish to furlough for approval.
 - Intake papers
 - LSI-R
 - Jesness
 - Handbook Test
 - Education Assessment

- Visitation list submitted
 - Probation Agreement signed
 - Restitution Plan signed
 - Complete all medical planning. All residents will have current TB test on file. There will be a \$5.00 fee assessed if a test is necessary.
2. Intake interview is done.
 3. Ten (10) hours of community service is complete.
 4. Has completed Pre-Employment Skills Class.
 5. Will be ready to job seek by 0815 each morning M-F after the seventh day in the facility. Job seeking furloughs, stating specifically where the Resident intends to job seek, will be submitted to the Supervising Officer for approval by 1200 the day before the requested furlough.
 6. Has been free of major disciplinary reports for the 14 consecutive days prior to advancing.

PRIVILEGES: One three (3) hour furlough on Saturday or Sunday, taken between 0730 and 2000, and within Des Moines County. Residents may furlough to one primary destination and one secondary destination.

PHASE II: Residents are eligible to advance from Phase II after having been in the Phase for a minimum of 21 days, and having accomplished the following:

1. Continued with all pertinent responsibilities of Phase I
2. Twenty additional hours of community service has been completed
3. Reentry Case Plan complete and reviewed by Review Committee.
4. Is employed fulltime, or enrolled in an educational program fulltime, or a combination of both
5. Is participating in all classes agreed upon in the Reentry Case Plan
6. Has lead at least two peer meetings
7. Has read a book approved by his counselor and written a one page report about it.
8. Is current on all financial obligations to the facility (Rent, WalMart, pharmacy, etc.)
9. Has at least \$75 in facility banking account
10. Has established a formal release plan with Supervising Agent
11. Is free of major disciplinary reports for the 21 days prior to advancing to the next Phase

PRIVILEGES: One 3 hour furlough during work week between the hours of 0730 and 2200 and one 6 hour furlough during the weekend/days off between the hours of 0730 and 2200. (Note: A six hour furlough may be split into two 3 hour furloughs if approved and arranged in advance.) Residents may furlough to one primary destination and two secondary destinations.

PHASE III: Residents are eligible to advance from Phase III after having been in the Phase for a minimum of 28 days, and having accomplished the following:

1. Continued with all pertinent responsibilities of the previous Phases.
2. 20 additional community service hours.
3. Has led at least two additional peer meetings.
4. Has read a second book approved by his counselor and written a one page report about it.
5. Has at least \$150 in facility banking account.
6. Is free of major disciplinary reports for the 28 days prior to advancing to the next

Phase.

PRIVILEGES: Two 3 Hour furloughs during work week between the hours of 0730 and 2200, and one 24 hour furlough during weekend/days off, curfew 2200. (Note: A 24 hour furlough may be split into two 12 hour furloughs if arranged and approved in advance.) Residents may furlough to one primary destination and up to three secondary destinations.

PHASE IV: Residents are eligible to advance from Phase IV after having been in the Phase for a minimum of 28 days, and having accomplished the following:

1. Continued with all pertinent responsibilities of the previous Phases.
2. Has led at least two additional peer meetings.
3. Has read a third book approved by his counselor and written a one page report about it.
4. Has at least \$300 in facility banking account.
5. Has obtained a valid Iowa Driver License, if eligible.
6. Has taken at least eight weekend furloughs, as described in Phase III, without incident.
7. Is free of major disciplinary reports for the 28 days prior to advancing to the next Phase.

PRIVILEGES: Three 3 hour furloughs during work week between the hours of 0730 and 2300 and one 48 hour furlough on weekends/days off, curfew is 2300. (Note: A 48 hour furlough may be split into two 12 hour furloughs if arranged and approved in advance; however, Resident will lose the remainder of the furlough). Residents may furlough to one primary destination and up to four secondary destinations.

PHASE V: Residents are eligible for the Transitional Release Program considerations after having been in Phase V for 28 days, and having accomplished the following:

1. Continued with all pertinent responsibilities of the previous Phases.
2. Has completed Reentry Case Plan.
3. Demonstrated stable employment for the 90 days prior to release from the facility.
4. Has paid district supervision fee.
5. Has taken at least four weekend furloughs, as described in Phase IV, without incident.
6. Is free of major disciplinary reports for the 56 days prior to release from the facility.

PRIVILEGES: Three 4 hour furloughs during work week between the hours of 0730 and 2300 and one 52 hour furlough on weekends/days off, curfew 2300. (Note: A 52 hour furlough may be split into two 12 hour furloughs if arranged and approved in advance; however, the Resident will lose the remainder of the furlough). The number of locations is unlimited, however all secondary locations must be listed at the time the furlough is submitted.

EMPLOYMENT

Residents participating in the Burlington Residential Facility program are required to secure and maintain satisfactory employment or be involved in a full time training program.

Satisfactory Employment: A Resident is considered to have satisfactory employment under the following conditions.

1. The Resident has submitted and had approved a work data sheet.
2. The employer is engaged in a legitimate and legal enterprise.
3. The employer provides documentation in relation to insurance, business, health standards, and other information as deemed necessary to ensure the appropriateness of the business as a Resident employer. (Note: Staff may use other means to verify employer legitimacy.)
4. The employer is not under active supervision of any correctional agency and has not been for 18 months.
5. The employer is willing to provide the facility a schedule of work hours.
6. Where employment involves frequent location changes (e.g. construction, roofing), the employer is willing to provide a schedule of work sites, i.e., addresses.
7. The employer does not knowingly assist, assign, condone, require or allow the Resident to participate in illegal behavior and/or acts which are in violation of facility rules and regulations.
8. Wages and paydays are regularly scheduled and maintained.
9. The job pays at least minimum wage as established by law.
10. The employer provides documentation of pay and an itemized list of all money withheld from the check (Note: Residents will be paid by check, money order, or draft, and will include the number of hours worked. Cash payment is not acceptable).
11. Employment will be at least 30 hours per week.
12. The characteristics/duties of the proposed employment do not expose the Resident or the public to unnecessary risk relative to the criminal offense history or identifiable treatment needs of the Resident.
13. Residents are responsible for getting to and from work. All transportation will be approved as soon as possible after the ride has been arranged. Residents will take the most direct route to and from work.
14. Residents who are not satisfactorily employed are expected to accept any employment offered or assigned, as approved by Supervising Officer.
15. Residents are subject to disciplinary action for quitting or changing employment without prior permission from their assigned Supervising Officer.
16. When changing employment, Residents will give sufficient notice (usually a scheduling or pay period) to the employer.
17. Out of state work assignments will have prior written approval by the Residential Manager or designee and must meet DOC guidelines.
18. Residents wishing to hold more than one job will obtain permission from their assigned Supervising Officer.
19. Treatment assignments hold priority over any employment.
20. Residents will not miss any scheduled work hours unless prior approval is given.
21. Residents will be on time for all scheduled employment.
22. Resident must be in pay status when they are at their place of employment.

NON-RECREATIONAL FURLOUGHS

Under the following circumstances, furloughs may be approved for religious, medical, legal, treatment, or job related reasons, without being charged against recreational furlough time. Unless listed as a pre-approved destination in the computer, a standard furlough application will be completed for each non-recreational furlough requested.

Religious Activities

1. Residents may take one furlough per week for public religious services.
2. The furlough may be up to three hours duration, but shall only be requested for the length of time it takes to go directly to the service, participate, and return directly from the service.
3. Resident will use the most direct travel route to and from a public religious service.
4. Public religious service furloughs must be approved by the Supervising Officer and must be submitted 48 hours in advance.
5. Residents will bring back a church service bulletin for the day of the service.
6. Residents may not ride in the same private vehicle without prior approval.
7. STEP Residents' religious furlough requests must be pre-approved by the Sex Offender Program Treatment Team.

Treatment Furloughs

1. Residents will use the most direct travel route to and from a treatment furlough.
2. Walkmans, CD players, portable radios, etc. are not allowed while on treatment furloughs.
3. Treatment furloughs will have prior approval of the assigned Supervising Officer.
4. Residents may not stop at any other locations along the way or returning.
5. Residents approved for treatment furloughs must remain in the meeting the entire time and must return directly after the meeting.

Legal Furloughs

1. Residents may be allowed to attend legal meetings, court dates, etc. with approval of their Supervising Officer.
2. Residents will use the most direct travel route to and from a legal furlough.
3. Because court proceedings can be of varying lengths, Residents will call the facility when the proceedings end.

Medical Furloughs

1. Medical furloughs include, but are not limited to doctor appointments and emergency treatment with approval of a staff member.
2. Residents will use the most direct travel route to and from a medical furlough.
3. Residents will, as much as possible, schedule medical appointments so as not to conflict with regularly scheduled activities such as work, classes, treatment sessions, etc.
4. Residents are required to immediately inform staff of any medical emergency occurring at the facility.

Job Seeking/Job Related Furloughs:

1. Unless approved by his Supervising Officer, Residents employed less than 30 hours per week will actively seek full time employment Monday through Friday (except holidays) from 0830 until 1200. For those in the Phase System 0815 to 1200.
2. Two copies of a completed job seeking furlough form will be submitted to the Control Desk by

- 1200 the day before the furlough is to be taken, and will include name, address, and telephone number of potential employers the Resident will be visiting.
3. Other job seeking activities may be conducted after 1200, Monday through Friday, with the approval of the Resident's Supervising Officer. These are activities such as:
 - A. Further interviews.
 - B. Telephone calls for follow-up, or other potential employers.
 4. Residents wishing to job seek on weekends will obtain prior approval from their Supervising Officer.
 5. Job interviews scheduled before 0830 or after 1700 must be approved in advance by the Resident's Supervising Officer.
 6. While Residents are at a business, they will fill in the time of contact as well as the name and title of the person they spoke to.
 7. Upon returning to the facility, Residents will turn in the completed Job Seeking Furlough Form to the Control Desk Residential Officer.
 8. Pre-Employment Training classes will be scheduled for the afternoon. Residents referred to these classes will attend during the scheduled times.
 9. Acceptable forms of transportation for job seeking are public transit, walking or bicycle.
 10. Residents will wear appropriate clothing while job seeking. Shorts are prohibited. Residents will wear clothing that is in good repair. Further dress guidelines are outlined on page 24 of this handbook.
 11. Walkmans, CD players, portable radios, and like devices are not allowed while job seeking.
 12. Residents will job seek alone.
 13. Residents will use the most direct travel route from location to location and returning to the facility.

RECREATIONAL FURLOUGHS

Furloughs are an earned privilege which enables Residents to demonstrate their ability to act responsibly in the community. Residents demonstrating the ability to comply with facility and personal program objectives may be granted furlough privileges, through the procedures outlined, in order to participate in programs and activities that legitimately serve rehabilitative objectives.

1. Work, treatment programs, facility functions or scheduled appointments take priority over recreational furloughs.
2. The furlough week begins on Mondays.
3. Only one furlough can begin per day, with the exception of Phase Group 12 hour weekend furloughs, which may begin on the same day, and must be taken in their entirety.
4. Unemployed or underemployed Residents may not furlough before 1700.
5. All furloughs to a private residence must be pre-approved by the Supervising Officer.
6. Residents may not have the same public furlough destination during the same time period without prior approval from staff.
7. Facility staff may cancel furlough privileges at any time. Failure on the part of the Resident to immediately return to the facility as instructed by staff, will result disciplinary action and possibly the issuance of an arrest warrant.
8. All furloughs begin and end at the facility.
9. No furlough may begin or end between the hours of 1445 and 1515.

10. All furloughs longer than 4 hours will be to an address with a working land line telephone unless pre-approved by Supervising Officer and manager/designee. Cell phones are not acceptable.
 - A. Residents are responsible for informing the household where they are furloughing to that the facility will be making random telephone and on-site checks, at any time of the day or night, to ensure compliance with curfew and other furlough regulations.
 - B. It is imperative that facility staff talk directly with the Resident when called (no matter what the Resident is doing). The facility policy is: *If the Resident cannot talk on the phone when called, he is considered not at the furlough residence.* During an on-site check, the Resident must present himself face-to-face to a staff member. Residents may be required to submit to a breath test, or to accompany staff to an acceptable location to provide a UA specimen. Anytime a Resident is unaccountable for over two hours he risks being classified as on Escape.
11. Each furlough application will be filled out completely and legibly in blue or black ink, or the application will be denied. Furlough applications will contain the following information:
 - A. Resident's name, number, Level/Step/Phase, and length of furlough.
 - B. Name and relationship of person visiting, and destination.
 - C. Complete address and telephone number (will include exact directions for rural residences/apartment locations.) Cellular or mobile phone numbers are not acceptable.
 - D. Time/date requesting to leave the facility and return time/date.
 - E. Type of transportation to be used (license # and drivers name).
 - F. Resident's signature.
 - G. Purpose of furlough (i.e. family visit, treatment program, recreation, etc).
12. All secondary locations must be listed on the back side of the furlough form.
13. Residents will strictly adhere to curfew times indicated in the Level/Step/Phase system and stringently maintain the hours indicated on their furlough plan.
14. Residents who elect to return sooner than the duration of their furlough (e.g. if a Resident takes only two hours of a three hour furlough) may not "bank" the balance and use it at another time.
15. Residents may not combine furloughs (e.g. a 12 hour furlough cannot be combined with a three hour furlough to make a 15 hour furlough).
16. Residents who elect to split 48 or 52 hour furloughs into two 12 hour furloughs will lose the remainder of the furlough.
17. If a Resident will not be readily accessible by telephone during a furlough, that furlough may not exceed 6 hours in length.
18. Residents are entitled to only the number of furloughs allowed in the Level/Step/Phase they are advancing/dropping to (i.e. if a Resident is in Level II and takes a 3 hour furlough, then advances to Level III, he is only entitled to one three (3) hour furlough and a 24 hour furlough for the remainder of the week. If a Resident is in Level II then drops to Level I and has already taken a three hour furlough, he has exhausted his furlough for that week.)
19. Unaccountability time is defined as travel time out of county, between the facility and any approved furlough locations, and may only be used on two occasions per week:
 - A. Residents are allowed up to 4 hours of unaccountability furlough time per day.
 - B. Residents are allowed up to 8 hours of unaccountability furlough time per week.Unaccountable time is considered part of furlough time and is not granted in addition to.
20. Furlough requests of 4 hours or less during the week are submitted for review and approval by Residential Officers except Step clients who must submit in accordance with their guidelines. Furlough requests of 4 hours or less will be submitted at least 2 hours in advance.

21. Weekend furloughs shall be submitted at the control desk by midnight the Tuesday prior to the weekend leaving, and shall require the approval of the Residential Manager or designee.
22. Furloughs of four hours or less in length and out of Des Moines County must be submitted at least 48 hours in advance, and shall require the approval of the residential manager or their designee.
23. Residents may earn extended furlough time for Thanksgiving and Christmas holidays, if they have been free of disciplinary action for the 30 days prior to the holiday according to the following schedule:

Level/Step/Phase III and higher – 10 hours

Level/Step/Phase II – 4 hours

Level/Step/Phase I – 2 hours

These furloughs may be added to short furloughs (3-4 hours) however they may not be added to longer furloughs (5 hours and above).

24. Any Resident who owes more than \$100 in rent, and is not employed for, or engaged in treatment for 30 hours per week or more, must perform at least the number of hours of combined community service, rent credit and work from Saturday to noon the following Friday in any given week to cover the cost of one week's rent, or they will not be eligible to take a weekend furlough. Supervising Agents will review the rent due list.
25. Should a resident not meet the criteria described above he will be denied all weekend furloughs, of any length.
26. If you are on the "owes rent" list you do not have the option of refusing rent credit, community service or spot jobs in order to take a recreational furlough. Failure to comply will result in a major report.

RESIDENT SERVICES

Medical/Illness

1. Residents needing medical attention shall notify staff immediately.
2. Residents shall pay for their own medical treatment. Outstanding medical bills will be paid as soon as money is available in personal account.
3. In the event emergency medical treatment is necessary, the Great River Medical Center's Emergency Department will be used. (Note: Residents should avoid emergency room trips whenever possible as the expense can be higher than a doctor's office visit.)
4. Generally, Residents will be instructed to make an appointment with a local physician.
5. In medical emergencies where the complaint is related to a head injury, dizziness or chest pains facility staff will call for emergency medical care from the Burlington Fire Department, which may include transportation by ambulance at their discretion.
6. Medication:
7. All medication brought into the facility by residents (including over-the-counter and all prescription medication) must be shown to staff for proper authorization and storage.
 - A. Residents are sold a padlock as part of their intake linen packet. This lock is to be used on the medication storage locker.
 - B. At the discretion of facility staff, Residents may keep over-the-counter

medications in their room. These medications must be stored in the Resident's assigned medication locker. Residents are responsible for purchasing their own over-the-counter medications. Over-the-counter medication may not be shared with other Residents.

- C. Residents will be allowed to keep the following non-prescription (ALCOHOL FREE) items in their room and must be stored in the Resident's assigned medication locker: antacids, a multi-vitamin (no herbal supplements), cough drops, and/or creams/lotions (for sports/pain, athlete's foot, hemorrhoid, or antibiotic purposes).
 - D. At the discretion of facility staff Residents may keep non-abusable prescription medications in their room. These medications must be stored in the Resident's assigned medication locker. All prescription medications must remain in their original container. Containers must have child safety caps.
 - E. Assigned medication lockers must be locked at all times with the pad lock supplied by the facility in the linen packet.
 - F. All scheduled controlled medication and injectable medication will be secured at the control desk, and must be taken in the presence of a staff member. Upon request by a resident, staff will provide the resident with the medication, ensuring the correct container is given. Staff will hand the resident the medication bottle and the offender will administer his own pills/injection. Staff will document on the medication log that the medication was released, and both the staff and resident will initial the form.
 - G. It is the resident's responsibility for taking the injectable medication as directed. Staff will document in the medication log that the medication was released, and both the staff and resident will initial the form. The Resident will recap the syringe in the presence of the Residential officer and deposit it into a sharps container.
 - H. Residents are responsible for reporting to the Control Desk for medications as directed by their prescriptions. Unless a resident is signing out to work, medication will not be dispensed within the 10 minutes before and after shift changes at 0700, 1500 and 2300.
 - I. Residents are required to obtain a duplicate bottle from the pharmacy for all non-sample medications secured by the facility. Residents will take the duplicate bottle with them to work, on furloughs, etc. Staff will audit the medication when the resident leaves the facility and returns to the facility.
 - J. All non-liquid medications must be washed down with an approved fluid in the presence of a Residential Officer. The officer may check the Resident's mouth to ensure the medication has been swallowed.
 - K. Residents will have a choice of a milk or a fruit when taking medication where labeled instructions call for food.
8. Resident unable to go to work or returning from work early because of illness will be required to stay in their room for the next 24 hours, except for meals, use of the bathroom, and two (2) ten minute breaks per shift.
9. Residents who are excused from work due to injury are not restricted to their room.
10. Work Release and OWI Residents unable to work or maintain program involvement due to long term illness, injury, or extensive treatment shall be furloughed to University of Iowa Hospitals, Iowa City, Iowa or transferred to a security institution following Department of Corrections approval.

11. Residents on probation and unable to work or maintain program involvement due to long term illness, injury, or extensive treatment will be referred back to the courts.
12. Residents who have any infectious/contagious disease/condition shall immediately report this to staff.

Meal Service

1. The facility provides three meals per day.
2. Breakfast is a self service activity where Residents prepare their own meals.
 - A. Bread, milk, coffee, juice, and cereal are available.
 - B. Breakfast begins at 0630 and residents must complete their meal by 0700. Consideration may be made for those with earlier work times.
 - C. Residents who oversleep will eat at the next scheduled meal time.
3. Lunch is served from 1145 until 1215 and supper is served from 1645 to 1715. Meals should be finished by 1230 and 1730.
4. Residents who work or are in program activities away from the facility during these times, may request a sack lunch. Once a lunch is taken from the facility it may not be returned.
5. Residents who choose to furlough during meal time will not be allowed to eat when they return.
6. Residents who choose to attend religious services during meal times, may have a sack lunch immediately upon return.
7. Residents who work or are in program activities away from the facility during both lunch and supper, will have a meal saved for them (which can be warmed up in the microwave). They must request the meal within the first hour that they return to the facility.
8. Residents may have coffee, water and use of vending services from 0430 to midnight Sunday through Thursday and until 0200 on Friday and Saturday nights.
9. Residents are strictly prohibited from being in the kitchen preparing food.

Laundry Service

1. Upon entry to the facility, Residents will receive a linen package including one (1) blanket, two (2) sheets, one (1) pillowcase, two (2) towels, two (2) washcloths, one (1) covered cup and one (1) laundry bag. Residents will be assessed a cost of \$25.00. Residents will take these items with them upon discharge.
2. Washers and dryers are provided by the facility for Resident's personal use.
3. Residents will use the washer and dryer nearest to their bedroom.
4. Laundry may be done daily beginning 0600 and must be finished by 2300. Laundry rooms will be closed at 2300.
5. All clothing will be laundered regularly (daily if work/hygiene odors warrant).
6. Bedding will be laundered at least weekly.
7. Laundry soap will be provided only to unemployed Residents and may be obtained from Control Desk staff.
8. A facility ironing board is available for use and is located in the laundry room off of the pool table area. Residents are responsible for proper use and storage of the ironing board. The facility iron must be signed in/out at the Control Desk.
9. Residents are only allowed powdered bleach, no liquid bleach.

BEDROOM GUIDELINES

All Bedrooms

1. Furniture will not be rearranged.
2. Residents are responsible for all items in their assigned area.
3. Residents are responsible for having their medication storage locker locked at all times.
4. Nothing shall be placed on bedroom walls, lights, light fixtures, windows or blinds.
5. Food and beverages, other than water in a covered cup, are not allowed in bedrooms.
6. Unemployed or under-employed may not be in their beds between the hours of 0830 and 1730. Residents are responsible to ensure they are awake for all required activities.
7. Residents may be on their assigned beds only.
8. Residents may enter their assigned rooms only.
9. Shoes will be removed before lying on beds.
10. Lights and radios will be turned off when not in use.
11. Lights must be turned off between the hours of midnight and 0600. Radio alarms may be used during this time but must be turned off immediately after rising. Book lights may be used while lying in bed during this time.
12. Headphones must be used in rooms after 2200.
13. Residents must obtain permission from staff before opening windows.
14. Bedrooms will be swept and dusted daily.
15. Waste baskets shall be emptied daily.
16. Windows shall be cleaned as needed, but no less than once a week.
17. Bedroom floors shall be mopped as needed, but no less than once a week.
18. Beds will be made when Residents are not sleeping.
 - A. The blanket will be the top cover and will be tucked in.
 - C. The only items allowed on a bed are a pillow and an extra blanket (folded at the end of the bed).
19. Residents are subject to disciplinary action if bedrooms are not maintained as outlined in the standards below.
20. Unemployed Residents must be in bed by 2300 Sunday through Thursday.
21. Phase Residents are to be in their beds with lights out every night by midnight.
22. Level and Step Residents are to be in their beds with lights out by midnight Sunday through Thursday and by 0200 on Friday and Saturday nights. There will be no exceptions for holidays. The television will be turned off one-half hour before bedtimes.
23. Any Resident who returns from work after 2200 will be allowed a sixty (60) minute "wind down" period before being required to go to bed.

Bedrooms 1 through 13

1. Bedroom locks are confidential and may only be used by Residents assigned to the room.
2. Items allowed on the ledge under the window are books (limit 5) and pictures (limit 3).
3. Items allowed on the desk between the beds are a clock/radio and a drinking cup/glass.
4. The top of the nightstand shall be clear of items. Personal property may be stored in drawers or nightstands.
5. Clothing items will be hung up or neatly folded and stored in the closet/wardrobe.
 - A. Only suitcases or travel bags can be stored on top of the closet/wardrobe.

- B. Laundry bags/baskets will be kept on the closet/wardrobe shelf. (Dirty clothes will be kept in the basket or bag.)
6. Footwear will be lined up and kept under the edge of the bed.
 7. A locker box may be stored under the bed.
 8. Windows may be open between the hours of 0800 and 2000 with staff permission (weather permitting).

Bedrooms 14 and 15

1. A suitcase/travel bag or locker box may be stored under the bed.
2. The only items allowed on nightstands are a clock/radio, a drinking cup/glass, and 3 pictures.
3. The top of dressers will be clear of all items. Personal property may be stored in drawers or nightstands.
4. Clothing items will be hung up or neatly folded and stored in dresser drawers or nightstands.
5. Laundry bags/baskets will be kept under beds. (Dirty clothes will be kept in the basket or bag.)
6. Footwear will be lined up and kept under the edge of the bed.

Bedrooms 16 and 17

1. A suitcase/travel bag or locker box may be stored under the bed.
2. The only items allowed on nightstands are a clock/radio, a drinking cup/glass, and 3 pictures.
3. The top of dressers will be clear of all items. Personal property may be stored in drawers or nightstands.
4. Clothing items will be hung up or neatly folded and stored in the closet.
5. Laundry bags/baskets will be kept on the closet shelf. (Dirty clothes will be kept in the basket or bag.)
6. Footwear will be lined up and kept under the edge of the bed or in the closet.

GENERAL INFORMATION

General Facility Rules

To insure safe and orderly running of the facility, the following activities are prohibited at all times:

1. Running in the building or horseplay.
2. Placing feet on furniture.
3. Wearing of caps, hats, bandannas, dew rags, other headgear, or sunglasses.
4. Loitering in hallways, bathrooms, laundry rooms or at the Control Desk area.
5. Use of open drinking containers anywhere except the dining area.
6. Use of walkmans/headphones in common areas of facility (i.e. Lounge, dining area, bathrooms, hallways, etc.). Residents may use walkmans in their bedrooms and in the area behind the facility, but must wear headphones at all times.
7. Bringing food or drink into the facility.
8. Residents are not to conduct business out of the sides door, or side opening of the control desk.

Contact With Law Enforcement

Any Resident who has contact with law enforcement will report that contact to a staff member on duty immediately.

Identification Cards

1. Upon entry to BRCF an Identification Card will be issued.
2. Residents will be responsible for purchasing a new I.D. if lost or if there is a significant change in appearance (determined by the Residential Supervisor). Cost \$2.00.
3. Identification Cards will be returned to the facility upon release.

Personal Property

1. Each Resident's personal property shall be inventoried upon entering the facility.
 - A. Personal property items will not (1) depict any gang affiliation/colors/symbols, (2) have any alcohol or drug related references, or (3) have obscene or racist symbols/pictures.
 - B. Items which are flammable or contain alcohol, including, but not limited to, mouthwash, perfume, cologne, etc. are not allowed.
 - C. Residents shall have ten days to remove personal property not allowed in the facility. (Note: Property will be destroyed or donated after 10 days).
 - D. Resident shall complete and sign a "Disposal of Personal Property Form" upon admission. The form shall designate a primary person (and secondary person if so elected by Resident), along with their complete address and relationship to the Resident, in the event that the Resident escapes and/or is removed from the BRCF program.
2. No property or money may be brought in, or sent in to the facility after the day a resident is admitted without specific permission from his Supervising Agent, the Supervisor or the Manager, except those items directly purchased by the resident with their own money.
3. Residents with approved purchases must show a sales receipt for these purchases`.
4. All personal property must be neatly stored in drawers, lockers, nightstands or closets.
5. Residents going on furloughs are not allowed to bring in items unless they have advance written approval from their Supervising Officers. (New items cannot exceed quantity limitations noted in standards 11, 12, and 13.)
6. All personal property is the responsibility of the Resident.
7. Residents shall not loan, give, exchange, accept, sell, or buy any other Resident's personal property.
8. Any items **not** listed in standards 11, 12 and 13 are considered contraband and not allowed in the facility without written staff approval.
10. Possession of any property item not on the Resident's inventory list is considered to be contraband and may result in disciplinary action being taken. Dangerous and/or illegal contraband will result in disciplinary action, including possible criminal prosecution.
 - A. Staff will conduct periodic inventories of Resident's personal property.
 - B. Any property considered contraband **will** be confiscated by facility staff and disposed of according to section #14 below regarding procedures for property disposal.

11. Clothing:

A. All clothing will be in good repair.

B. The following clothing items and quantities are allowed:

Footwear	4 pr.	Shower Shoes	1 pr.
Slacks/Jean	5 pr.	Shirts (any style)	12
Suits/Sport Coat	2	Neck ties	3
Shorts	4 pr.	Thermal Underwear	2 pr.
Pajamas	2 pr.	Underpants	7 pr.
Socks	7 pr.	Coveralls	1
Belts (2"x3"buckle)	2	Handkerchief/Dew-rags	5
Gloves	1 pr.	Sweaters/Sweatshirts	3
Coats/Jackets	2	Sweatpants	2 pr.
Caps/Hats	2	Robe	1

C. The following items are prohibited: Fishnet and bare midriff shirts and/or shoes/boots with plastic or metal cleats.

12. Miscellaneous Items:

A. Residents may have the following items and quantities listed below, value not to exceed \$150.00 per item.

Books/Magazines	5	Picture Frames (without glass)	3
Locker Box	1	Suit Case	1
Clock Radio/Clock	1	Radio/Tape/CD player	1
		(less than 18" wide / no detachable speakers)	
Calculator	1	Laundry Basket	1
16 oz. Drink Cup/Glass	1	Sunglasses	1
or smaller		Photos/Album	(1 shoe box or 1 album)
Wallet	1	Headphones	1
Blow Dryer	1	Newspaper	(current issue)
Razor	1	Cassette Tapes/CD's	5
Toiletries (small case or 2 shoe boxes)		MP3 like music device	1
Board Games	2	Card Deck	1
Laundry Soap	1	Wrist Watch	1
Umbrella (small collapsible with no tip)		Hangers (Plastic)	8
Weight Belt	1	Beard Trimmers (not hair clippers)	1
Book Light (battery)	1	Hacky Sack	1
Legal Papers	(2 shoe boxes clearly marked)		

C. NOTE: Electronic music devices will NOT contain any voice recording capability. Electronic music devices may not have video screens.

D. Residents may have personal jewelry, not to exceed \$150.00 in value.

13. Residents may have a bicycle as approved by facility staff and will be included in the Resident's personal property inventory. Bicycles must have a lock. Value limit may not exceed \$150.00.

14. Bedding/Linen Allowed:

Blankets	2	Pillow Case	2
Sheets	2	Hand Towels	2
Wash Cloths	2	Bath Towels	2

15. Property Disposal

- A. Any food items brought into the facility will be disposed of by a staff member immediately.
- B. The facility disciplinary committee will determine how property is handled when confiscated and resulting in a disciplinary report. (This may include, but not limited to property being donated to charity, property being sent home, or property being destroyed.)
- C. Upon discharge from the facility all items are accounted for and the Resident shall sign a statement acknowledging removal of all property. This statement shall be witnessed by staff and placed in the Resident's case file.
- D. In the event of serious illness, or death, the Resident's personal property will be placed in the garage.
 - 1) Staff will attempt to notify (by certified mail) the individual(s) designated by the Resident to receive his personal property.
 - 2) If the designated person cannot be contacted or refuses to accept responsibility for the property for a period of 15 days, the Resident's property will be destroyed or given to charity.
- E. In the event a resident escapes from the facility, he will have been considered to have abandoned his property and it will be disposed of.
- F. In the event of jail placement, the Resident will, when possible, be required to pack up his own property before being transported to jail. The Resident shall sign a statement acknowledging receipt of all property. This statement shall be witnessed by staff and placed in the Resident's case file. The Resident's property will then be placed in the facility garage.
 - 1) Staff will attempt to notify (by certified mail) the individual(s) designated by the Resident to receive his personal property.
 - 2) If the designated person cannot be contacted or refuses to accept responsibility for the property for a period of 15 days, the Resident's property will be destroyed or given to charity.

Dress/Hygiene

- 1. Staff members will determine which clothing is appropriate and which is being worn appropriately. Pants, shorts, sweats, etc. must be worn on the waist.
- 2. Clothing bearing gang symbols, references to drugs, alcohol, bars, pictures or words which are determined to be disrespectful of any gender, race or religious belief, are prohibited in the facility, and will be sent out.
- 3. Clothing which is determined by staff to be overly revealing is prohibited and will be sent out of the facility.
- 4. While in the facility:
 - A. Outside the assigned bedroom, Residents will wear at least a short sleeve shirt, shorts (not just underpants) and footwear of some kind. Sleeveless shirts are prohibited.
 - B. Inside the assigned bedroom Residents will wear at least shorts of some kind. NOTE: Female Staff Members may enter bedrooms at any time.
- 5. Residents are required to maintain good hygiene habits.
 - A. Showers should be taken at least daily. Note: Residents must use the bathroom nearest their area.
 - B. Staff may instruct Residents to wash themselves, their bedding or clothing if deemed necessary.

- C. Due to the risk of infectious diseases (i.e. Hepatitis) Residents are restricted from getting body piercing or tattoos while they are Residents of the facility.
6. Residents are not to cut their hair, or shave their head in the facility.

Facility Housekeeping

1. All Residents are responsible for facility housekeeping and the upkeep of the grounds.
2. Residents are responsible for picking up their own trash and pop cans.
3. Facility cleaning assignments (morning, noon, evening, night duties) are posted at the Control Desk on a weekly basis. Residents are responsible to check the posting for their assignment.
4. Each Resident is to review the BRCF Sanitation Manual prior to completion of cleaning tasks. The manual contains specific cleaning instructions and safety information.
5. Each Resident is required to immediately report to Control Desk staff any maintenance problem, defect, or safety hazard observed.
6. Residents may volunteer or be assigned special cleaning/facility upkeep projects (based on facility need) for rent credit.
7. Resident may not wear sandals or shower shoes when performing facility cleaning tasks.

Resident Personal Accounts

1. Residents shall submit **ALL MONEY** to facility staff as soon as possible.
2. A receipt will be issued for monies received.
3. Residents will meet with their Supervising Officer weekly to complete budget planning.
4. The following priority list will be used by staff for determining budget goals for SWR & OWI Residents:
 - A. Rent/debts to the Eighth Judicial District.
 - B. Court ordered child support.
 - C. Restitution.
 - D. Court Ordered Legal Debts or other documented financial obligations.
 - E. Personal money and any remaining balance shall be credited to the Resident's account.
5. The following priority list will be used by staff for determining budget goals for Probation Residents:
 - A. Court Ordered Child Support.
 - B. Rent/debts to the Eighth Judicial District.
 - C. Restitution.
 - D. Court Order Legal Debts or other documented financial obligations.
 - E. Personal money and any remaining balance shall be credited to the Resident's account.
6. Restitution: BRCF shall ensure that when required by law, all Residents shall compensate victims for pecuniary damages, as well as court costs and attorney fees as ordered by the sentencing court. During the weekly budget meeting with Supervising Agent 10% of resident's net income, or \$25 (whichever is higher) will be withheld for this purpose.
7. Residents will be allocated personal money, generally a maximum of \$50.00. Residents will not be allowed more than \$50.00 in their possession without prior staff approval.
8. Persons under the supervision of the Department of Correctional Services, will be required by Iowa law to pay a \$300.00 supervision of enrollment fee when signed on to probation, parole, or when received for supervision in Iowa by Interstate Compact. Under Iowa law, you cannot

be and will not be discharged from supervision until the supervision fee is paid in full. Willful nonpayment of the fee will result in court action being taken, which could include jail time by contempt of court, or revocation of Probation or Parole. The supervision fee will be paid in full prior to release from the facility.

9. In addition to the \$25.00 linen fee, residents will be assessed a \$10 UA fee.

Transportation

1. Residents are not allowed to drive private vehicles while at BRCF.
2. Residents are responsible for their own transportation to and from job seeking, job interviews and treatment activities. Acceptable transportation includes walking, riding a bicycle, or using public transportation (bus or taxi).
3. Employed Residents are responsible for their own transportation to work.
 - A. Transportation will be approved by the assigned Supervising Officer.
 - B. Residents will provide the name of the driver, type of vehicle, and license number for third party transportation.
4. Residents will specify and use the most direct approved travel route to/from their destinations.

Use of Tobacco

In order to comply with the Code of Iowa, use of tobacco products of any kind is prohibited in the building, or on the grounds of the residential facility. Tobacco products must be kept in an assigned tobacco locker. Residents in possession of any tobacco related product while in the building will be considered to be in possession of contraband, and are subject to disciplinary action.

Recreation

1. The facility provides a limited amount of in-house recreational activities.
2. Unemployed or underemployed individuals are restricted from in-house recreation activities (including TV) until 1700 on normal work days.
3. No gambling of any kind is allowed.
4. Pool is permitted between 1000 and 2200.
5. Persons will be restricted from playing pool for horseplay (balls coming off the table, etc.).
6. Cards and board games may be played at the dining room table (with the exception of meal time) during the same hours as the TV except dominos which will end at 2200. There will be no paper scoring.
7. Pool, table games and TV are not permitted during designated meal times.
8. Television is provided for general viewing.
 - A. The television may be turned on at 1000 daily and will be turned off at 2330 Sunday through Thursday and 0130 on Friday and Saturday nights for Level and Step residents. Those Residents must be in their bed with the lights out by midnight Sunday through Thursday, and 0200 on Friday and Saturday nights. Phase residents are allowed to watch television until 2330 seven days a week and must be in their bed with lights out by midnight seven days a week, until they attain Phase IV.
 - B. Employed Residents may watch TV during the day if it does not interfere with work or program (school, groups, etc.) involvement.
 - C. Majority rule determines what program will be watched to completion.

- D. The only time a channel can be changed before the completion of the show is if 1) all the persons who voted to watch the program have left the area or 2) all the original persons viewing the program unanimously agree that the program can be changed.
- E. Disputes or arguments concerning viewing will be settled by staff and may include turning the set off.
- G. TV movies portraying pornography or excessive violence will not be allowed.
- 9. Basketball and other activities may be played outside as long as Residents remain on the paved portions of the facility, with the exception of horseshoes, which will be played in the horseshoe pit.
- 10. Residents will not damage facility recreation equipment (including hanging on the basketball rim) and will be responsible to return equipment to the Control Desk when finished.
- 11. Residents will return to the building when instructed by staff.
- 12. Organized recreation activities will be announced when scheduled. Activities may be held at area gyms and may include volleyball, basketball, weight training, swimming, etc.

COMMUNICATION

Phone Calls

- 1. The facility has four pay telephones for the personal use by Residents, and are for outgoing calls only.
- 2. Phone calls can be made between 0500 and 2300.
- 3. All telephone calls are limited to fifteen minutes in duration.
- 4. Between 0700 and 2300, Residents can make no more than three calls per shift.
- 5. Residents in rooms 1-15 will use only the phones in the dining room and Control Desk area. Residents in rooms 16 & 17 will use only the phone in that area.
- 6. Residents may not share telephone conversations by passing the phone back and forth between them or by standing near the phone passing messages.
- 7. If other Residents are waiting to use the pay phone, Residents may only complete one call and then will wait until others who are waiting have an opportunity to use the telephone.
- 8. Abuse of telephone equipment and/or rules, may result in restricted telephone usage.
- 9. Residents will not be allowed to use the business telephones at the control desk except to receive emergency or work calls

Mail

- 1. No mailing lists are maintained and unlimited correspondence is permissible unless restricted due to abuse. Mail to/from a correctional facility/institution is permissible with prior approval.
- 2. Residents are responsible for purchasing their own paper, stamps and envelopes.
- 3. All outgoing mail (envelopes and packages) will have the following information:
 - Resident's name (first and last)**
 - Burlington Residential Correctional Facility**
 - 835 Valley**
 - Burlington, IA 52601**
- 4. Outgoing mail will be sent from the facility, deposited in the mailbox located on the wall in front of the Control Desk.

5. Residents can receive incoming mail from Control Desk staff.
 - A. Residents shall open letters in front of staff so any monies received can be processed.
 - B. Packages will be opened by staff in front of the Residents and contents shall be inventoried if necessary.

Visiting

1. Visiting hours are Tuesdays, Thursdays and Saturdays 1830 to 2100 and Sundays 1330 to 1630 and will **NOT** interfere with Treatment Programs.
2. Persons wishing to visit Residents must be on an approved visiting list prior to the visit.
3. Residents may have members of their immediate family on their visiting list.
 - A. Immediate family shall mean mother, father, sister, brother, half-sister, half-brother, son, spouse, daughter, natural grandparents, natural grandchildren, legal guardian, foster parents, step-parents, step-children, step-brother, and step-sister.
 - B. Normally the immediate family will not be sent a visiting questionnaire, nor be given a background investigation.
4. Residents may have two friends on their visiting list.
 - A. A "friend" includes the individual, his/her spouse and children.
 - B. Residents are responsible to provide visit questionnaires to prospective visitors.
 - C. Forms are available from their Supervising Agent.
 - D. Resident shall write their name, number and the date on the front of the questionnaire before it is mailed.
 - E. Questionnaires will be returned to the facility staff as indicated on the form. Forms received through Resident mail will not be accepted.
 - F. Residents will be notified by their Supervising Officer when a visit is approved.
5. Visitors 17 years of age and younger shall be accompanied by an adult on the Resident's approved visiting list. Visitors 16 and 17 may visit alone when the parent or guardian grants prior permission in writing.
6. Upon presentation of proper identification, ministers and attorneys may visit at anytime during visiting hours provided the visit has been previously requested by the Resident. Exceptions for special visits during non-visiting hours will need prior approval from the Residential Manager.
7. All visitors will present proper identification upon entrance to the facility. A photo I.D. is preferred, however, all identification will include identifiable characteristics such as color of hair, height, weight, and birth date.
8. Visitors will sign in at the Control Desk before being visiting.
9. Visitors are subject to searches. Anyone refusing to submit to a search will be required to leave and their visiting status will be reviewed to determine if future visits will be allowed.
10. Visitors are not allowed to bring food or drink into the facility.
11. Visitors will be appropriately attired. (Guidelines will be sent to visitors.)
12. Visitors exhibiting signs of alcohol or drug use will be banned from entering the facility.
13. Any visitor exhibiting inappropriate behavior will be instructed to leave the facility.
14. Residents and their visitors will be allowed a brief embrace and/or kiss at the start of a visit and at the end of the visit only. Holding hands, which will be in view at all times, is the only physical contact allowed. Residents may hold small children (will be on their visiting list).
15. Visiting is restricted to the visitors' area. The dining area, pool table area and TV area are restricted areas.

16. Staff shall have discretion as to the seating arrangement, and may limit the number of visitors in the facility at any one time.
17. Residents/visitors are responsible for small children. If children are unruly, they along with the adult will be asked to leave. Children will remain in the same area as the adult at all times.
18. Visitors may not visit with other Residents.
19. Once a visitor leaves the facility the visit is completed for that day.

ADDITIONAL INFORMATION

Grievance Procedure: Residents under the supervision of the Burlington Residential Correctional Facility have the right to file a grievance regarding policies and conditions that affect them personally or are likely to affect them personally, as well as actions by employees and other Residents. Note: Complaints which may not be grieved are those in which policies have set formal appeal mechanisms (disciplinary process and review decisions). The Grievance Procedure may be used by Residents to file grievance in the following manner:

1. Grievances will be presented to staff within 10 days of the incident in question. A timed and initialed copy will be returned to the Resident.
2. Residents will attempt informal resolution before filing a written grievance.
 - A. Informal resolutions shall consist of the Resident informally attempting to resolve the problem with either their Supervising Officer, the Residential Supervisor or the employee with whom the Resident is having a problem.
 - B. Staff will verbally respond to informal grievances within 24 hours.
3. If the Resident is unable to resolve the grievance informally, a written grievance shall be completed and submitted to the Residential Manager. (Grievance forms are available from the form slot next to the Residential Supervisor's office). Note: Impaired, handicapped and illiterate Residents, unable to submit a written grievance, may verbally discuss their grievance with the Residential Manager.
4. Written grievances will include the following information:
 - A. Date and time of incident
 - B. Specific account of incident
 - C. Witnesses to the incident
 - D. Attempts made by the Resident to informally resolve issue
 - E. Corrective action desired by the Resident
 - F. Signature of Resident filing grievance
5. The Residential Manager will respond to the grievance within five working days.
6. Staff or Residents who appear to be involved in a complaint shall not participate in any capacity of the resolution process. If a complaint is filed against the Manager, the grievance shall be resolved by District Director.
7. Residents may appeal the Residential Manager's response to the Director of the Eighth Judicial District, 1805 W. Jefferson, PO Box 1060, Fairfield, IA 52556.
8. The Director will respond within ten working days of receipt. This decision is final.
9. **Emergency Grievances:** Grievances, determined emergency in nature (substantial risk of physical injury or other serious and irreparable harm if regular time limits are followed), by facility staff, will be responded to by the facility manager or designee as soon as possible.
10. In addition to the grievance procedure, Residents may file complaints either in writing or verbally by contacting the office of the Citizen's Aide/Ombudsman. The address is 1112 East Grand Ave., Des Moines, IA 50309-0231, and the telephone number is 1-888-426-6283.

Fire Escape Plan: Fire Escape diagrams giving instructions and showing exit routes are posted throughout the facility. When the fire alarm sounds, Residents will exit the facility according to staff instructions or fire exit diagrams. In addition, fire drills are held on a quarterly basis in order to keep Residents and staff knowledgeable of evacuation procedures. Any questions should be directed to facility staff. Residents are not allowed to smoke while outside during a fire alarm/drill.

Tornado or Disaster Plan Shelter Procedures: In the event of a tornado or other disaster emergency, Residents should seek shelter as quickly as possible. Residents in Rooms 1-15 shall proceed to the bathroom off the main bedroom hallway. Residents in Rooms 16 & 17 will proceed to the bathroom in their unit. If time does not allow evacuation to the areas noted, seek immediate shelter in your area along an interior wall away from windows. Any questions should be directed to facility staff.

Hazardous Chemicals/Right to Know and Usage: To ensure a safe area in which to work, live and visit, staff and Residents will handle hazardous materials in a proper manner.

1. The facility will obtain and maintain Material Safety Data Sheets (MSDS) on all hazardous chemicals in the facility and on the grounds.
2. A consolidated listing of all MSDS is located at the Control Desk and is available to Residents for review upon request.
3. Residents will be provided information during orientation about products used by this facility. Information will include:
 - A. How to lessen or prevent exposure to hazardous chemicals
 - B. Procedures to follow if exposed to chemicals
 - C. Container labeling procedures.

DISCIPLINARY PROCESS

Rules and Regulations: Listed below are rules and their definitions. In addition to knowing and following the contents of this handbook as directed, Residents are responsible for knowing all rules as well as changes which may be issued by the Residential Manager. Residents are responsible for and will be held accountable for their actions.

1. Illegal behavior: When an offender plans, participates, assists, condones, or encourages others to violate a state or federal law, whether the offense is committed inside or outside the facility and whether the offense actually occurs.
2. Verbal Abuse: When the offender subjects another person to abusive or defamatory language, remarks, gestures, in writing or verbally, and includes insolence or disrespect to another person.
3. Threats/Intimidation: When the offender communicates a determination or intent to injure another person or to commit a crime of violence or an unlawful act dangerous to human life, and the probable consequence of such threat or threats (whether or not such consequence, in fact, occurs) is:

- a. To place another person in fear of bodily injury; or
 - b. To cause damage to property; or
 - c. To take place in the future after released from confinement.
4. Disobeying a Lawful Order/Directive: When an offender refuses to obey an order (written or verbal) given by a person in authority, which is reasonable in nature, or attempts to circumvent established procedures.
 5. False statements: When the offender knowingly makes a false statement whether or not under oath or affirmation, including, but not limited to, dishonesty, deception, failure to disclose, cheating, etc.
 6. Unauthorized Possession/Exchange: When an offender has in possession on their person, in the offender's living area, locker, or immediate place of work or other program assignment, or receives from, or gives to another offender, any item delineated as unauthorized or contraband by district policy.
 7. Possession of Dangerous Contraband: When the offender possesses, used, or has under their control or custody, an item defined as dangerous contraband by district policy.
 8. Possession of Drugs/ Intoxicants: When an offender is in possession or has been in possession of any unauthorized drug or intoxicant. This includes paraphernalia that is used in relationship to drug/intoxicant use, sale, positive urinalysis, or positive blood test. The offender must provide a testable sample within two (2) hours of the request. Failure to do so will constitute a violation of this rule.
 9. Possession/Use of Alcohol: When an offender is in possession of, or has consumed alcohol. This includes a positive breath or Alco-sensor test result. Refusal to submit to a test for alcohol will constitute a violation of this rule. Offenders are not allowed to enter establishments where alcohol is served without prior staff permission.
 10. Abuse of Medication: When an offender fails to follow the prescription or package directions of any medications. An offender will also be considered in violation of this rule when they give their medication to another person. Medication shall be turned in to staff per district policy.
 11. Escape: When an offender is absent from the facility without proper authorization for over two (2) hours, or there is probable cause to believe the offender has taken flight or is involved in a criminal offense.
 12. Out of Place of Assignment: When an offender is not at their designated place of assignment (facility, work place, treatment program, furlough, or other authorized leave) and/or fails to use the most direct route or method of transportation. Offenders are responsible for notifying the facility staff of any proposed changes in their work schedule or furlough plan and must receive staff approval of all changes.
 13. Failing to Secure/Maintain Employment: When an offender fails to actively seek,

- secure and maintain full-time employment as approved by staff. When an offender jeopardizes employment, quits without staff approval, or is terminated from their job.
14. Sexual misconduct: When an offender proposes or engages in sexual contact with another offender at any time; or any other person on facility property (or premises). Indecent exposure also constitutes sexual misconduct. This includes, but is not limited to, offensive exposure of the genitals or pubic area in a manner to be seen by another person; gesture of a sexual nature to cause embarrassment or to be offensive to another person. Sexual misconduct may be written as well as verbal communication.
 15. Unauthorized Use of a Motor Vehicle: When an offender uses a motor vehicle as a means of transportation, whether as a driver or passenger, without staff permission.
 16. Unauthorized Possession of Money, Cashing Paycheck, Unauthorized Accounts or Purchases: When an offender cashes a paycheck, fails to turn in all money to staff, obtains a checking account, savings account, credit card, charge account, pay in advance or any payroll deductions for personal use without staff approval or control. Offenders are also in violation when they make purchases, or incur debts, without staff approval. All money shall be turned into facility staff and all expenditures must be done through the Facility budgeting process and with staff approval.
 17. Theft: When an offender takes possession or control of the property of another, or property in the possession of another, with the intent to deprive the rightful owner of the use or benefit of the property.
 18. Bartering/Selling Goods: When an offender barters, loans, gives, accepts, sells or buys things of value, including, but not limited to, clothing, personal items, furnishings, etc., transfers or attempts to transfer or accepts transfer of funds from one offender to another offender; or agrees to perform or receive services or gifts, for anything of value without staff approval.
 19. Gambling, Debts, etc.: When an offender plays any game for things of value or wagers anything on the outcome of an event or game; or incurs an unauthorized debt (i.e. cash advances, work debts, etc.).
 20. Safety/Sanitation Violation: When an offender engages in any practice contrary to written or verbal safety instructions; or is unsanitary/untidy in their personal hygiene, living quarters, common areas of the facility, or smokes in an unauthorized area.
 21. Failure to Comply with Special Conditions or Participate in Treatment: When an offender fails to be involved in a required educational or treatment program, which shall include failure to follow through with any special condition imposed by staff or to fully participate in treatment or educational activities. This includes failure to comply with a case plan.
 22. Tampering with Locks or Security Items: When an offender locks, unlocks or alters a locking device, fire alarm system, or security item without authorization. This

includes any unauthorized possession of a key or key pattern.

23. Damage to property: When an offender intentionally or negligently causes damage to property of another person, or of the state, such as tampering with electronic, mechanical, or plumbing devices or fixtures. This also includes damage to property resulting from other misconduct (i.e. fighting, horseplay, theft, disruptive conduct, etc.).
24. Fighting: When an offender engages in a physical altercation including the exchange of blows, shoves, kicks, offensive physical contact, or, if horse playing, the physical contact need not be in anger.
25. Assault: When an offender intentionally causes or threatens to cause injury to another person or applies any physical force or offensive substance (such as feces, urine, saliva, mucus, or any other item) against any person regardless of whether injury occurs, to include sexual assault.
26. Violation of a Condition of Leave or Furlough: When an offender fails to comply with any condition of a leave or furlough from the facility.
27. Unauthorized Group/Gang Conduct. When an offender displays or promotes involvement in an unauthorized group/gang through any of the following means: writing, words, physical appearance, hand signs, symbols, photographs, possession of group/gang-related materials or association with others known to be affiliated with an unauthorized group/gang.
28. Obstructive/Disruptive Conduct: When an offender interferes with staff duties, or conducts himself in a manner that disrupts or interferes with the secure and orderly running of the facility.
29. Habitual Minor Offender: When an offender is repeatedly found in violation of minor/medium violations. The number and types of offenses, and prescribed time frames may be reflected in district policy.
30. Attempt or Complicity: When an offender attempts to commit any of the listed offenses or is involved with others who are committing or attempting to commit any of the listed offenses.

Disciplinary Procedures: The following is an overview of the disciplinary process (the complete disciplinary policy is available in the RESIDENT MANUAL located at the Control Desk.

1. The reporting staff member will determine if the incident is major or minor in nature and write a report.
2. When a **major** report is written:
 - A. The Resident shall receive a written notice of the violation(s) at least 24 hours before a hearing is held, unless waived by the Resident.
 - B. The report will be investigated (normally by a Supervising Officer) and will include

- interviewing the Resident and any witnesses. (Note: Witnesses will be named at the time of the investigation.)
- C. A hearing, to include an interview with the Resident, will be held within seven working days.
 - D. The disciplinary committee will advise Residents of the right to appeal (will be in writing) the committee's decision within 24 hours. However, the sanction will be imposed and not delayed because of the appeal process.
 - 1) The committee will offer an appeal form.
 - 2) Failure to appeal the disciplinary decision within the 24 hour time limit will result in the sanction becoming final.
 - E. Disciplinary appeals shall be in writing and turned into Control Desk staff for forwarding to the Residential Manager.
 - 1) The Residential Manager or designee will respond to an appeal within five working days.
 - 2) The decision of the Residential Manager can be appealed to the District Director within 24 hours of receiving the decision.
 - F. Listed below are examples of possible sanctions for major reports:
 - 1) Reprimand.
 - 2) Special conditions added to work release plan.
 - 3) Placement in any Level/Step of the Level/Step system.
 - 4) Restriction of furlough privileges.
 - 5) Restriction to bedroom or facility during non-working/job-seeking hours (limit 7 days per incident). During these restrictions Residents:
 - a) Will remain in their rooms with the exception of two (2) ten minute breaks per shift (Residents will advise staff when taking these breaks).
 - b) Will not be allowed to make phone calls.
 - c) Will not attend AA/NA meetings.
 - 6) Extra duty in the facility (rent credit will not be given).
 - 7) Referral to prosecuting authority for violation of the law.
 - 8) Imposition of several disciplinary measures at the same time.
 - 9) Recommend forfeiture of good time (Work Release/OWI Residents only).
 - 10) Recommend suspension of honor contract (Work Release/OWI Residents only).
 - 11) Referral to the Review Committee to consider filing violation complaint on Residents in probation status or revocation on Residents in Work Release/OWI status.
3. If a **minor** report is written:
- A. The Resident will receive a written notice of the violations and recommended sanctions.
 - B. The sanction will be implemented.
 - C. Residents may appeal the disposition in writing to the Residential Supervisor within 24 hrs.
 - D. Minor report appeals will be turned into Control Desk staff, who will record the date and time received, attach the coordinating report and forward it to the Residential Supervisor. If appealing a minor report on a weekend or holiday the resident still must forward a written appeal. Staff will then call the on-call supervisor so an immediate response can be given. A written response will be issued on the next business day.
 - E. The Residential Supervisor will respond within 5 working days and this decision is final.
 - F. A disciplinary hearing will only be held on minor reports if the Resident requests a hearing or the Supervisor feels a hearing should be held.
 - G. Listed below are examples of possible sanctions for minor reports:

- 1) Reprimand.
 - 2) Restriction to bedroom or facility during non-working/job-seeking hours (limit 2 days per incident).
 - 3) Extra duty in the facility (rent credit will not be given).
 - 4) Imposition of several disciplinary measures at the same time.
4. Referral to Phase Group:
- In some instances the Facility Disciplinary Committee may decide to refer a disciplinary report written against a Phase Resident to the Phase Group to assign an appropriate sanction. In that event the procedure will be:
- A. The committee will hold a hearing and determine guilt or innocence
 - B. The committee will pass the report to a Residential Officer, who will bring the report to the next available evening Phase Group
 - C. The officer will facilitate the group discussion and conclusions, help them properly write the sanction the group decides upon, and return the decision to the Residential Supervisor for approval.
 - D. Once approved the sanction will be imposed.