

# Ottumwa Residential Facility



## Resident Handbook



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Ottumwa Residential Facility Offender Handbook  
Revised March  
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**NOTE: This rule book is updated on a regular basis. Between updates, changes to this rule book will be posted on Facility Bulletin boards.**

**NOTE: Additional rules, restrictions, privileges will apply to Federal Offenders or Offenders convicted of Sex Offenses.**

## INTRODUCTION

This Handbook contains an explanation of almost everything you need to know about the Ottumwa Residential Corrections Facility (ORCF). You are expected to know this information as soon as possible and use this information in your day-to-day activities. Ignorance of the rules is not an excuse. Repeated violations of rules may result in your being removed from the program.

It is not possible to list every rule that may apply during your stay here. Staff will be giving you verbal directives; **you are required to follow all lawful staff directives. Failing to do so may result in going to jail.**

This Handbook outlines **YOUR** responsibilities as a resident. The information explains many of the things you need to accomplish in order to complete the program.

Even though the program has many other individuals in it, you only have to worry about your program and problems. You will get along best if you do your own time. If at any time you have a question relating to the facility or program, ask one of the staff.

Resident activities and whereabouts are strictly monitored so that progress or lack thereof can be reported to the Courts, the Department of Corrections and/or Board of Parole. Progress is judged on how you deal with the increases in freedoms, compliance with programs, and general attitude.

The residential program is progress based. The length of time you spend here will depend upon your progress. Residents not sent here as a result of a probation/parole violation report will be **considered** for release after 30 days of acceptable employment. Other factors, such as programing will also determine how quickly you move through the program.

When your case manager feels you are ready for release they will contact Facility management and schedule a staffing. Once this has been approved they will submit a report to the Court of original jurisdiction or the Iowa Board of Parole. The report will contain a brief summary of goals established, goals achieved, positive and negative behavior, future plans, recommendations for release, and follow up supervision. It is not uncommon for the ORF staff to recommend a period of intensive supervision to follow residential placement.

There are furlough opportunities for those individuals who are progressing appropriately. More details can be found in the Furlough and Phase/Level sections of this handbook.

The handbook hopefully provides for almost every problem or situation that will come up. Any problems or special request not addressed in the handbook should be brought up with the Residential Officers. If he/she is unable to give an immediate response, they will address your concern with management and get back with you.

The Ottumwa Residential Correctional Facility is a work/treatment-oriented program. You are expected to obtain and maintain a full time job in addition to

actively participating in all recommended treatment activities.

Everyone must pass the facility orientation test prior to being permitted to work or job seeks. Only the Manager or designee can make exceptions.

You will be required to provide urine samples for drug testing and take breath tests for alcohol use while at the facility.

**You must report any and all contact with law enforcement personnel as soon as you return to the Facility.**

**You and your property are subject to search at all times. You will be placed in jail for refusing a pat search, breath test, or UA.**

There is a charge for various programs available either in the community or within the residential facility. You will be notified in advance to the costs of each particular activity.

## **ORIENTATION**

Everyone must complete the orientation program. Rules change often, so it doesn't matter how many times you have been through the program before, each new commitment requires successfully completing orientation.

The goal is to finish orientation within one week. All residents will be required to register at Iowa Workforce development (IWD) their first week here. You may also be required to complete NCRC (national Career Readiness Certificate) testing. New residents will also view several video tapes to help them learn Facility rules and procedures.

After completing the orientation process and registering with work force you will be allowed to job seek. If you do not find employment you may be required to complete a 2 week job skills course offered through IWD.

Everyone ordered to the facility must pay rent. You will be assessed \$20.00 per day. Rent begins on your first day in the program.

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 count 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, this will be charged to your account. Once you become employed and are financially able, you will be responsible for purchasing your own detergent.

### **KIOSKS**

The District has implemented a seamless approach to supervision. The goal of this program is to have offenders keep the same supervising officer (PO) throughout their entire supervision, whenever possible. We no longer have POs housed in the Facility; your PO may be located in the Ottumwa office or in other communities. Your primary means of communication with your PO through the ICON Kiosk computers in the lobby. YOU will use these to send messages to your PO and to request furloughs (time outside the facility). If your PO is not located in the Ottumwa Office you will also use

Skype (teleconferencing) to meet with your PO. RO staff will explain this process to you.

### **FURLOUGHS/PASSES**

**Furloughs/Passes are a privilege, not a right.** Furloughs enable Residents to spend time in the community. They are granted as reinforcement for positive behavior and must fit some sort of rehabilitative purpose.

**Furloughs/Passes may be restricted, reduced or denied as a result of inappropriate behavior, because of security concerns, or for any other reason. Furloughs may be cancelled by any staff member at any time. If this occurs you will be required to immediately return to the Facility.**

Passes are 4 hours or less in duration and will be submitted to, and approved by the ROs. All furloughs (in excess of four (4) hours) must be approved by the Manager or, Supervisor. If you are assigned a facility chore you must make arrangements to have another resident do your chore before taking a Pass (4 hours or less).

Furloughs/Passes will not be approved if you owe more than \$200 in rent. If you complete 6 hours of "furlough credit" you may be allowed a 3 hour Pass regardless of how much rent you owe.

You may receive additional time away from the Facility in the form of Treatment furloughs/Passes. Your PPO or the ROs will be better able to explain how treatment furloughs/Passes directly support your case plan and the process you will have to go through to get them approved. Non-Federal Residents will only be allowed one "hygiene" staff

transported Treatment Pass per month. Receipts will be required for all hygiene furloughs.

All furlough/pass applications must contain the following information:

1. Resident's Name and Phase/Level
2. Name of person/place visiting
3. Specific address, telephone number of, all locations
4. Time/day/date leaving facility and return time/day/date
5. Type of transportation to be used (name of licensed driver and license plate of motor vehicle)
6. Must be submitted via the Kiosk system.

If your furlough/pass request is for a location in a rural area or other destination which staff are not familiar, please include a detailed map of how to get to your destination.

All overnight or out of county furloughs must be submitted for approval at least **2 business days in advance of departure.**

All furloughs in excess of four (4) hours must be to an address with a verified working, land line (**not a cellular**), telephone. The number must be included on the furlough application. The staff may deny your furlough application if it is not filled out properly.

If you wish to Furlough to a location without a landline you may rent a GPS unit; RO staff will have more information on this. The charge will be \$25 for 24 hours and \$30 for 24 to 48 hours.

All furloughs/passes to private residences must be to a pre-approved destination. In order for the location to be approved, you will need to provide their information to your PO.

You should start making preparations for your first overnight furlough while you're in phase/level I to avoid unnecessary delays. If you have any questions please feel free to discuss them with your PO.

You will not be allowed more than 12 hours of unaccountable furlough/pass time per week. (No more than 4 hours at a time or on the same day).

Unaccountable time is where you cannot be readily reached by a land line (not cellular) telephone. Restaurants, stores, malls, parks, hotel swimming areas, and hospitals are some examples of unaccountable locations. You must list specific locations and times so that staff will be able to locate you while on unaccountable time. You must call the facility each time you arrive at or leave any location. It is your responsibility to keep the staff informed of your whereabouts.

Residents require special permission to furlough to the same location at the same time. For a more in-depth explanation please visit with RO staff.

Residents must strictly adhere to the curfew times indicated in the phase system. In addition, the resident must strictly maintain the hours indicated on their furlough plan. Failure to do so will result in cancellation of the furlough/pass and possible reduction and/or loss of additional furlough/pass time.

All furloughs/passes are to begin and end at the Residential Facility. Generally furloughs cannot begin prior to 7:00 AM.

Residents will not be allowed to go to work directly from a furlough/pass destination and likewise will not be allowed to go directly from work to furlough/pass destinations without management approval.

It is the Resident's responsibility to remind the household where they are furloughing that the facility will be making random telephone checks to insure rule compliance. It is imperative that you be called to the telephone no matter what you are doing. Facility policy is: **If you cannot talk on the phone when called, you are not at the furlough residence.** Cellular telephones are not acceptable. Anytime you cannot be contacted for over two hours, you risk being classified as Escaped.

Furloughing to **hotels or motels require special permission and must be approved by your PO in advance.** Please be aware that certain Motels do not have 24-hour switchboards. If you plan to furlough to a Motel it is your responsibility to insure it is one where the switchboard is operating 24 hours per day. If staff makes the discovery after the furlough has started, the furlough will be cancelled at curfew or when the switchboard goes out of service, whichever ever comes first. Residents will not be allowed unaccompanied furloughs/passes to local hotels/motels.

**ALL FURLOUGHS shall not interfere with work, overtime, scheduled appointments, or program related functions. Residents are responsible for their own transportation while on furlough. If your furlough is canceled for any reason it is your responsibility to return immediately to the Facility.**

Facility staff has the authority to cancel furlough privileges at any time. It is your responsibility to have transportation back to the Facility should staff order you back. Failure on the part of the Resident to immediately return to the facility when instructed to do so by staff will result in a substantial reduction in future furloughs, discipline reports, and possibly the issuance of an arrest warrant or hold order.

The facility will grant individuals in levels 1 and 2, one and a half hours furlough per week to attend an organized religious services. Staff may specify what time services are attended for security reasons. Services will have to be located in the Ottumwa Community. There after you will be required to use you earned furlough time to attend services. For further explanation see RO staff.

## **JOB SEEKING**

Job seeking and the ability to keep and maintain employment are essential life skills that everyone must master in order to be productive. Part of your program must include obtaining employment. Without it you will be unable to progress through the phaselevel system because you will not be able to pay rent, restitution, debts, or establish a savings account.

Please remember that employment is not the only aspect of the program that affects you. You will be required to complete all the other aspects of your treatment program.

You are expected to actively seek employment after you have completed orientation. If you experience trouble in securing a job, the staff may refer you to

the IWD job skills program or one of several community agencies to assist you in your job seeking endeavors.

There are several important factors to keep in mind when you are job seeking. When you leave the building, you need to look presentable. Worn, torn and/or soiled clothing is not appropriate for job seeking. You need to be clean and well groomed. You do not need a Walkman, or similar device, to look for work so leave it in your room.

The day **PRIOR** job seeking you need to complete a job seeking furlough form for each time (AM and PM) you go job seeking and turn them in to staff before midnight the day prior to job seeking. We want you to fill in the time you stopped, the name and address of the business, whether you received an interview or filled out an application, and whom you talked with. This must be done **immediately** after leaving the business, DO NOT wait until later. Occasionally staff will contact the businesses to see if you in fact stopped there. The job seeking furlough form gives staff an indication of how hard you are trying to find work.

You are expected to be job seeking from 8:30 AM until 12:10 PM from 12:30 PM until 5:00 PM Monday thru Friday (except holidays). You are expected to be ready to leave the building to job seek by 8:15 AM. **Residents are not allowed to job seek together.** The purpose of job seeking is to get a job. You must go to all locations listed on your form. You are not to be wandering around aimlessly and you are not expected to be out a short time and then return to the facility. If you have extra time you may stop at other **job seeking locations, which MUST** be in the immediate vicinity (within 4 blocks and

on the same bus route) of your other listed job seeking locations and must be **immediately** added to your job seeking form so remember to take a pen or pencil with you while job seeking. Residents are only allowed to job seek at a particular employer once per week (you cannot go to the same place more than once per week without staff permission). **You must have RO permission to job seek at the Mall.** Because of the distance between the facility and the job market, exceptions may be made to the job-seeking schedule. The thing to keep in mind is that staff must be aware of any exceptions and that arrangements must be made for lunch in advance.

Job seeking on weekends must be approved in advance in writing by your PO and Management. Staff expects you to apply at a minimum of three different places of business during each furlough (six if you have private, car or bike transportation). It is not difficult to stop at ten or more per furlough. If you are having trouble finding work, or if you need transportation to make it to a particular location, let the staff know in advance and arrangements may be made.

Being out of place of assignment during job seeking may result in a GPS unit or limitations being placed on your job seeking furloughs.

If you do not find employment within an acceptable time frame or if you experience accountability problems during job seeking you may receive disciplinary action which could include room restriction, unpaid community service, or other sanctions. **Residents unemployed for 30 days will have a 24/7 room curfew, those who fail to find employment with 60 days will**

**result in a violation report being filed and may result in revocation.**

## **EMPLOYMENT**

Acceptable employment means you are making enough money to meet your responsibilities. Failure to pay rent and/or fees may result in disciplinary action. With few exceptions, residents are expected to obtain full time employment while in the facility. Furloughs and phase/level advancements are contingent upon the number of days employed, payment of bills, favorable work reports, etc.

For our purposes 30 or more hours per week is generally considered full-time. Any job must pay at least minimum wage, should have taxes withheld, and payday must be on a regular schedule. Residents are required to turn in copies of all paystubs. Facility staff must approve all employment, especially hotel housekeeping, contract or commission type jobs. Subcontracting or jobs paying with a 1099 form must be approved on a case by case basis. **All jobs need prior staff permission before you may accept them.** This will eliminate sub minimum wage or low accountability jobs. If Staff determines that you are unable to work, you will be referred to a community service activity or other work/treatment program. You will be considered "employed" after you have worked 8 hours.

**Do not enroll in college, trade school, or other educational courses prior to entering the Facility.** Facility staff must approve these courses in advance. In special cases full-time educational programs may substitute for full-time employment; however you still need to pay room and board rent and all treatment

expenses. **You will not be allowed to use Pell grants, student loans, or any other type of student aid to pay Facility rent. Therefore anyone going to school full time will need to secure at least a part time job.**

Staff will maintain regular contact with your employer. Originally they will contact the employer to confirm your employment. After that, they will attempt to do a job check monthly to monitor your attendance and performance. You should make sure that you share with any employer that you are in a correctional facility.

The facility expectation is that when you are signed out for work, you are at the work site. Reasonable time is permitted to get to and from work, but remember, it still is our definition of "reasonable". Staff usually allows ½ hour travel time for each trip to and from work, ½ hour unpaid meal break and two 15 minutes breaks during any given workday. Keeping this in mind if you work 8 hours a day you are expected to be out of the Facility for no more than 10 hours. Staff routinely compares paychecks to hours out of the Facility. They will discuss any problems with you. Discipline may result. **You cannot be at the work site unless you are getting paid.** Reporting for work several hours early and waiting around in the break room is not acceptable. Likewise, punching out and hanging around for a while is not permitted. **You are not permitted to sit inside of vehicles in the parking lot.** Often you will be required to call the facility to report when you are off work. Likewise, you should contact the Facility for permission anytime you will be away from your

primary work site. You must get staff permission to leave the work site for meal breaks. Anyone working nights will not be permitted off job site meal privileges. If your job requires you to be at different locations (such as construction), it is your responsibility to keep the staff informed as to your current work site.

**Once you start work you will be required to given a minimum of 2 weeks' notice when changing jobs.**

**This requirement can only be waived by Facility staff.**

**Employed residents are not allowed to job seek without Management approval. Special restrictions will apply.**

**If you become unemployed for any reason you will be immediately, administratively placed in level 1 status.**

## VISITING

Visitation is a privilege. Anyone wishing to visit an inmate must first be placed on an approved visitors list. Your PO is the staff member responsible for approving and entering persons on your visiting list. In order to get the person(s) you wish to be approved on your list, you must provide the necessary information to your PO. The information your PO will need includes the person's name, address, telephone number, age and relationship to you. **Anyone under the age of 18 will need to be accompanied by their parent or guardian the entire time while visiting.** Approved visiting lists are limited to six persons. You can request that persons be added or deleted as long as there are not more than six on the list at any given time. Changes to your list must be submitted for staff review.

All persons (including visitors) entering the facility are subject to search. Anyone refusing to submit to a search will be required to leave and will be permanently removed from all visiting lists now and in the future. Visitors will not be allowed to bring food or drink into the facility. Any such items brought in will be confiscated and disposed of in an appropriate manner. Each visitor must sign in at the control desk prior to being allowed into the building for a visit.

Most visitation will take place in the dining room. You will be permitted in the dining room only if you have a visitor present. Under no circumstances will visitors be allowed in the lounges. **You must remain in the visitation area during your entire visit. You will not be allowed to leave without staff permission.** Lights are to remain on in the visitation areas during visiting hours. You are responsible for the behavior of your guests. Misbehavior may result in your visitor being asked to leave. For the respect of all, visitors are to be dressed in a reasonable and acceptable manner. **Acceptable to staff.** Shoes and shirts are required. You may embrace your visitor upon entering and when leaving the building, but other displays of affection will not be tolerated.

The Facility has a family visiting area available to residents with small children. The family visiting area is restricted and must be approved in advance. When small children do visit, parents are responsible for the child's behavior. If children are unruly or unmanageable, they along with the adult will be asked to leave.

Visitors will use the entry area restroom, but only after receiving permission from the staff on duty first.

Visiting times and days are posted in the front of the building. They are subject to change at the discretion of the Manager. Approved visitors will not be moved from one resident's visitation list to another's. Additional visiting rules are posted on the bulletin board in the front hallway.

## MEALS

Meals will be served when the dining room opens. Do not line up for meals before they are announced. Do not loiter in the dining hall prior to meals being served. If you show up after the serving line closes you may not get a meal. Exceptions will be made for job seekers and others who are eligible for a saved meal.

The RCF provides for three meals per day. Breakfast is a self-service activity where Residents will prepare their own meal with the food items being provided by the program. There is generally plenty of cereal, bread for toast, coffee, milk, juice, and on occasion rolls or muffins. The normal breakfast hours are from 4:00 AM (if you work early, you must eat breakfast within 1 hour of your departure time) to 7:30 AM. The breakfast cart will be out after 2:00 AM for residents returning late (after 1:00 AM) from work. You are allowed 30 minutes to eat breakfast, after that time you are expected to leave the dining area.

The schedule may be altered for individuals when necessary, as long as it does not become a social activity. No one will be allowed to begin eating after 7:30 AM (Unless they are just getting back from a night job). This is to allow the persons assigned the dining and kitchen cleanup an opportunity to complete their activity in time to begin job seeking by

8:15 AM. If you over sleep, you will not be allowed to eat until the next scheduled meal.

Lunch is generally served at 12:00 PM. The dining hall closes at 12:30 PM. The facility provides a hot meal during the lunch period. Those individuals who are working and unable to return to the facility for lunch will be allowed to take a sack lunch. Lunch sacks may be obtained at the front desk just prior to leaving for work. One sack per individual unless exceptions are made by your counselor or management

Supper is the major meal of the day and is served around 5:00 PM. The dining hall closes at 5:30 PM. Those individuals who are working and unable to return to the facility for supper will be allowed to take a sack lunch.

All meal times are subject to change without notice. From time to time, the quantity may be limited and you will be asked to limit your servings to insure that everyone has a chance to eat. This is particularly true for those persons who work late. If there are leftovers after everyone has gone through the line, you may ask to go back for seconds. Just remember to treat everyone with the same respect that you would like them to show you.

If you place an advanced request, a meal will be held back for you. You are expected to eat your saved meal within one half an hour of your return to the facility. Meals will be saved for those residents who (for legitimate reasons) miss both lunch and supper. Meals may also be saved (provided the resident puts in a saved meal request) for residents who miss a meal for medical or treatment reasons. Meals will not be saved for

Residents who miss a meal due to a personal furlough.

Residents are not allowed to bring any food, drink or candy into the facility. Gum is allowed but may be restricted. Residents also are not allowed facility food between meals. If you get hungry in between meals there is a vending machine with snacks available. Remember though, no food or drinks in the sleeping areas or the bathrooms.

No facility glasses, cups or other eating utensils are to be taken outside the facility, into the lounges, or to your rooms. The only food permitted inside must be purchased from the vending machine(s). **Please do not leave any food around for stray animals and DO NOT feed any of the local wildlife; there is a serious risk of them being rabid! The food also attracts other strays such as skunks.**

You will not be permitted to bring into the facility personal cups, glasses or table service. Thermos and coolers are permitted for persons needing them for out of facility lunches however they must be stored in the lobby.

Staff will announce when the meals begin, but will not wake people up. The facility policy for drinks is two milks for breakfast and one milk for lunch and supper. You are not permitted to share your milk with anyone else. **You take it, you drink it!** You may have as much juice as you wish provided you use Facility glasses. The drink machine is available only for meal times and may be discontinued if people abuse it.

## RECREATION

The facility provides a limited amount of in-house recreational activities. Persons

who are unemployed or underemployed are restricted from any in-house recreational activities until after 5:00 PM on normal workdays. **On duty staff will have the complete discretion to allow card playing** (males in the dining hall, females in the women's lounge). This privilege may be given or taken away at anytime. Card playing will not be allowed in the dining area during visiting hours.

Facility yards are open from 4:00 AM until 10:00 PM (closed 11:50 AM – 12:10 PM and 4:50 PM – 5:10 PM). Residents are not allowed outside of the fenced yard areas for recreation during evening and weekend hours without advanced staff permission. **You always need staff permission to leave the designated yard areas.**

Outside activities are optional and must be directly supervised by staff, may be restricted due to staff constraints, and will not be co-ed (males and females residents will have separate recreational times). You are not permitted to take blankets and pillows outside. You are not allowed to lie down on the ground or on the benches or tables while outside. Residents must return to the building whenever instructed by staff.

A television is provided for general viewing in each of the lounges. The selection of programming is made by a simple majority vote of the Resident population viewing the programming. Votes will be taken at the conclusion of the previous program (rolling of the credits). Residents may lose television privileges for inappropriate behavior. **On duty staff may revoke television privileges and to close one or both lounges at any time.**

The television is to be turned off at midnight during the week and at 2:00AM on weekends and staff approved holidays. The staff on duty may make exceptions. Sleeping in the lounges is not permitted. The television lounges will be shut down from 10-10:30 each evening for cleaning purposes. In addition, the lounges will be closed for treatment purposes as per posted schedules.

### QUIET HOURS

Quiet hours are between the hours of 9:30 PM and 6:00 AM. This means that all activities must be at a reduced noise level. If radios, talking, or card playing in the facility becomes too loud, staff may order all activity stopped and the lights to be out. Likewise, the noise in the lounges must be at a tolerable level.

Even during non-quiet hours, all volume on radios and the T.V. shall be kept at a reasonable level. If staff can hear music through your Walkman, iPod, etc., you will receive one warning and then be instructed to turn it off for the rest of the day. Staff does have the discretion to write reports and to confiscate these items. Residents need specific staff permission to do laundry after midnight (Sunday – Thursday) or after 2:00 AM (Friday & Saturday). Unemployed residents are not allowed to do laundry after 7:00 PM.

**All unemployed residents are required to be in their rooms by 8:00 PM.** Chronically (30 or more days) unemployed residents will have a 24/7 room restriction. For individuals who cannot get up in the mornings, staff will impose an earlier bedtime. Those residents who are gainfully employed will

have a midnight bedtime during the week and 2:00 AM on weekends.

### TELEPHONE

The facility has four pay phones for the personal use of Residents. With a Resident population of up to 80 persons, it is necessary to place restrictions on the use of the telephone. The rules, which have been adopted, are simple and are to ensure everyone, will get an equal opportunity to use the telephone.

The payphones are not facility property and problems with the payphone system should be reported to the desk staff immediately so that the proper authority can be notified. Staff may direct residents to report problems to the “800” number listed on the payphones.

The telephone rules include:

1. Calls are limited to 10 minutes.
2. “Double clutching” (hanging up only to have the other party call you right back) is not allowed. Share the phones, wait for your turn.
5. No telephone calls will be allowed between the hours of midnight (2:00 AM weekends) and 6:00 AM.
6. Staff may limit or restrict the use of telephone privileges with just cause (such as overuse).
7. Residents will not abuse the telephone equipment.
8. Residents will use appropriate language while talking on the telephone.

9. Residents may request to use the Business lines for job or treatment related calls only. **This will be at staff discretion.**
10. 3-way calling, conference calling, and call forwarding are prohibited.

Each resident will have a personal voice mail box where messages can be left for him/her. The local number for this box is 641-814-1035. Family/friends will need to know your ICON # in order to leave you a message. This will be set up within the first few days of your arrival at ORF.

### **CELL PHONES**

Residents in level 3 or above who are current with all fees (rent, supervision, RCF charges) will be allowed to have personal cell phones with management and PO approval. **These phones will not be allowed inside the facility;** they must be stored in your tobacco locker. The Facility will not charge these phones. Cell phones needed for work/medical reasons will be approved on a case by case basis. You must adhere to the cell phone rules you signed upon entry. Failure to do so may result in the loss of cell phone privileges.

### **DRESS/HYGIENE**

You are expected to be fully dressed when out of your assigned sleeping room. This includes foot coverings. You are expected to maintain good personal hygiene habits. Showers should be taken daily during normal hours. You should be fully covered when going to and from the shower. This can be a properly secured

robe or proper clothing. A wrap around towel is not appropriate. Your clothing must be washed regularly. Hygiene items are available at the front desk. **Staff will direct you to take care of hygiene problems if necessary.** Remember you share the living space with others. You are expected to wash bedding weekly. Failure to do so may result in a loss of furlough/pass time. You should also note that members of the opposite sex will be conducting eye counts. For mutual respect, you must wear some sort of sleeping attire. You will **not** sleep wearing daytime clothing and/or wearing shoes, boots or slippers. Sleeping attire, including robes, will not be worn in the lounges, dining hall, yard or while talking on the phones.

Body piercings are not allowed at ORCF. The only exception is pierced ears.

**Staff has complete authority to determine appropriate clothing.** Please ask before bringing questionable clothing into the Facility. Spandex, halters, bare midriff, fishnet or similar types of clothing are not acceptable inside or outside the facility. Likewise, clothing which advertises bars, taverns, alcoholic beverages or promotes drug usage is not allowed. Women are required to wear bras when outside their assigned rooms. Men are required to wear shirts in addition to pants or shorts. Pajamas are not acceptable attire in the lounges or dining rooms. Altered clothing (except appropriate cut-offs) will not be allowed. Tank tops will not be worn inside the Facility or on Facility grounds. Clothing items may not have obscene, drug related, racist or subversive pictures, messages, symbols or decals.

All clothing must be in good repair. Shoes with plastic or steel cleats are prohibited.

## **ILLNESS, MEDICAL TREATMENT**

**ANY AND ALL MEDICAL PROBLEMS SHOULD BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE STAFF ON DUTY.**

**The Facility will not assume responsibility for resident medical expenses. You must have staff permission to go to any type of medical treatment, unless it is an emergency (and you are out of the building).**

If you do not go to work or return early from work because you are sick, you will be required to remain in your room for the next 24 hour period (or until you return to work) except for meals and to use the rest room.

If emergency medical treatment is necessary, the Ottumwa Regional Health Center's Emergency Room will be used as a resource. If it is a true medical emergency you must notify the facility as soon as possible after receiving medical care. Residents should avoid such trips whenever possible. Emergency room visits can cost more than \$800. You must begin paying for your medical treatment as soon as you have money on the books. If you incur medical bills while at ORF staff may place a hold on your funds in order to pay these expenses. This may affect your furloughs, phase advancements, and release from the Facility.

You are encouraged to call River Hills Community Health Center (683-5773) for routine, non-emergency medical and dental care. They may be able to charge

you reduced rates based upon your income and ability to pay.

## **IOWA WELLNESS**

All eligible residents will be required to sign up for Iowa Wellness. This is an insurance program that will assist in covering medical, mental health, and substance abuse treatment expenses.

If it becomes necessary for extensive or expensive medical treatment, Residents will be referred to the University of Iowa Hospitals in Iowa City. Your PO will attempt to arrange financial assistance through alternative funding sources.

## **MEDICATIONS**

**All medication will be turned into staff immediately upon entering the building. Staff will determine which medications will be stored in your medication locker and which will be secured by staff.**

During orientation you will be required to complete medication training and pass a written test. This will allow you to keep most medications in your room. All medications taken orally (by mouth) must be secured in your medication locker. This includes cough drops, antacids, stop smoking gums, etc. **Your medication locker must be locked at all times, even when empty.** All psychotropic medications, narcotics, or other abusable medications will be secured. These will be controlled by staff and you will be allowed to take them during Med lines at 4 AM, 5 AM, 6 AM, 7 AM, 11:30 AM, 5:30 PM, 8 PM. If you miss scheduled med lines you can still receive your

medication however you may be subject to disciplinary action.

## CLEANUPS/CHORES

The housekeeping chores of the facility are the responsibility of the Residents. Every Sunday evening, a clean-up roster is posted on a clip board at the control desk. There is a series of morning cleanups, noon cleanups and evening cleanups. Usually unemployed residents will be assigned the majority of the cleaning chores however residents in all phases and levels may be assigned chores. You need to check the board to find out your weekly assignment. Remember, complaining or poor performance could result in additional chores.

If you are assigned to work in the kitchen area, the cleaning responsibilities are posted on the wall above the dish machine. Pots, pans, and all kitchen items need to be returned to their proper area when cleaned. If you don't know where something belongs, ask the Food Service Leader or the desk staff.

**If you want to take a 4-hour or less furlough and have an assigned cleaning chore you must make arrangements to have someone else cover for you.** If you are on furlough for more than 4 hours staff will make arrangements to cover your chore. Ask staff if you have questions.

You will be responsible for your sleeping area. Your clothing must be put away; dirty clothing placed in laundry bag and your bed is to be made. In addition, you are expected to pick up after yourself. That is, you clean up after yourself when

you eat breakfast, put the dishes in the bus tray, wipe off the counter, etc. If you eat a late plate you should rinse off your dishes.

Remember, treat everyone else's cleanup activity the way you want them to treat yours. Put pop cans, cups, and drinking glasses in their proper place.

Residents may be assigned general house keeping and/or special cleaning activities for furlough credit. An explanation of furlough credit activities can be obtained from your PO or the staff at the control center.

Staff has the responsibility to maintain a healthy and safe environment; Staff will always attempt to get a volunteer (furlough credit) with cleaning chores. If that fails, **Staff has the authority to order Residents to do clean up chores.** Refusal to comply may result in loss of privileges or may result in disciplinary action.

## SMOKING

Due to the Smoke Free Air act smoking is not allowed inside the Facility or anywhere on Facility grounds. Chewing tobacco is also not allowed inside the facility or on Facility grounds. All residents will be assigned a tobacco storage locker located inside the front door of the Facility. **All smoking and tobacco items (including lighters, matches, and papers) are considered contraband, are not allowed inside the Facility, and must be stored in your tobacco locker.** You will be charged \$5 to replace lost keys. Any smoking items found inside the interior entrance door

will be confiscated and disciplinary action may be taken. All confiscated smoking or tobacco items will be destroyed. Special smoke breaks will be given **(at staff discretion)** when possible.

## TRANSPORTATION

**You must have staff permission to ride in, or operate any type of motor vehicle (except public transit) while housed at ORF.**

Transportation while in the ORF is the responsibility of the Resident once he/she has completed orientation. The City of Ottumwa has a very adequate BUS service. You may also walk, ride a bicycle or arrange for a ride with a friend or relative. When you arrange transportation with a third party, you must provide staff with information concerning the driver, type of vehicle, and license number. Staff may ask to verify drivers' licenses. If the driver refuses you will not be allowed to ride with that individual. The Facility does have vehicle(s) and staff may provide transportation to residents. Residents will be charged a fee (unless waived by their PPO or management) for rides. Staff transportation may be limited by staff and/or vehicle availability or the weather. Do not become dependent on staff transportation, as it will not be available when you are released. Staff may decline you a ride if they feel that you need to improve your self sufficiency.

## MOTOR VEHICLES

It is the philosophy of the Residential Facility that all residents become responsible for their own transportation to and from work, outside appointments and

furlough destinations. Most often taking public transportation or paying for rides with co-workers or arranging rides with friends or family members accomplishes this.

However, all residents are eager to use their own vehicle and avoid the inconvenience of depending upon someone else. This is an option, but will only be available to those residents who have a genuine need to drive and have demonstrated that they are responsible enough to be granted the privilege. In order to be **considered** for automobile privileges, the resident must meet these minimum requirements:

1. Show proof of ownership of vehicle, or provide a copy of registration of lawful owner with a written statement of permission from the owner to drive the vehicle.
2. Provide proof of active liability insurance.
3. Have a valid Iowa Driver's License.
4. Have a good driving record as determined by staff.
5. Must have staff permission prior to transporting any current resident of the residential facility.
6. Must turn in keys whenever not using the vehicle and permit staff to search the vehicle at anytime while under facility supervision.
7. Must keep the vehicle in safe operating condition (safe to staff standards).

8. **Persons in the facility as a result of an OWI conviction will not be permitted to drive under any circumstances.**
9. Use of a vehicle is a privilege maintained by positive progress and participation in the facility programs. Must remain free of major reports.

You may park in the Facility parking lot with staff permission. The Facility assumes no responsibility for any damage to your vehicle.

### **FINANCIAL PLANNING**

You must turn in all your earnings, gifts or other sources of revenue. You are permitted to have only money authorized by staff. You should receipt in any paychecks, tips, gifts, or other funds (including all types of unemployment and disability payments) as soon as you receive them. Failure to do so may result in a disciplinary report. All money needs to be deposited by Monday at 0800 hours. Failure to do so may result in funds being on hold and unavailable to file a store order until the following week.

If you are in need of cigarettes, clothing, or other items, we would suggest that you have your family send or bring them in, rather than money. If they give you the money for the item, you still have to turn it in and it generally takes at least a week to get it back. It is much easier to get someone to take a little extra time and purchase the merchandise for you.

You will receive a receipt for all money you turn in. This money in turn is deposited in an account in an Ottumwa bank. In order to get your money, you

must fill out a store order to identify where the money is to go. Only one store order per client per week. The breakout listed on the printed store order consists of the following categories; rent, savings, restitution, court costs, fines, attorney fees, family, medical, and personal. If you try to draw back more money than you have in your account, you may receive a major report. If the store order is not completed correctly it is very likely that it will not be processed. **It is to your benefit to discuss your budgeting and Store Orders with your PO during your meetings or through KIOSK messenger. Your PO will need to approve all payees and enter them on to your account. PO's will need to approve any extra expenditure ahead of time. Any questions you may have regarding store orders should be directed to your PO or Night shift RO's as they are the ones who enter them.** You are required to turn in a store order every week.

If the store order is not completed correctly staff may make changes.

The store orders are processed each Tuesday and sent to the district's business office in Fairfield. The checks are made out and returned to the facility. Your check should be available for pick up at the desk on Fridays before 8:00 AM and/or after 9:00 am. Unforeseen circumstances may delay the checks. Shortly after a Resident is employed, his PO will assist in the development of a budget. This budget then becomes part of the case plan. Items considered in the budget process include accrued and ongoing debts.

The following set of priorities will be used to decide how income is to be applied:

1. Restitution (Automatic 10%)
2. Rent
3. Debts accrued while in facility (medicine, loan fund, Laundry, MHC, etc.).Rent
4. Supervision Fees
5. Savings
6. Personal (money given back to you).

A general rule of thumb is that you will need to budget your money (per receipt) based on the following formula:

1. \$140.00 per week for rent (\$20 per day)
2. 10% of your take home to legal debts
3. Up to \$75.00 (if other fees are current) refunded to you for personal needs (More if you can demonstrate a compelling need).  
If your Rent is not current you may be limited to \$50 or less.
4. The rest placed in savings

The budget is an arrangement between you and your PO. It has the intentions of (1): meeting your obligations as you are going through the program and (2): establishing an adequate savings account so that you will be able to assume an independent living situation when you are released.

The above formula is a minimum standard and may not reflect what your individual budget will eventually be. If you feel that you need more personal money or that there are other things that you need to take care of, it is necessary to talk with your PO and make sure that it gets included in your budget.

There is a Resident loan fund available for those nonfederal residents who have a compelling, treatment related, need for immediate cash. This fund is for emergency situations only. In order to qualify for a loan (\$10.00 maximum), you must have an equal amount of money already on the books. The residential manager, supervisor and your PO must determine if your need is of an emergency nature.

### **PERSONAL PROPERTY**

The RCF program can be a several month (or longer) commitment. As such, you will need to have seasonal clothing. If your stay will include winter months, you will need to have available to you a warm coat and boots to job seek and work in. You will need to bring personal hygiene items such as soap, shampoo, toothpaste and deodorant. You also need to bring or provide your own laundry detergent. The facility can sell you hygiene items, towels, sheets and blankets or you may bring your own. All pillows and blankets must meet national fire codes. There are washers and dryers available on the premises, but you still need to have enough clothing to go a week without washing. Storage space is very limited so it is only logical to bring the basic essentials. You will need to provide an alarm clock, but you will not be permitted to bring stereos, tape players, or TV's, radios, or musical instruments. Staff may allow clock radios at their discretion. A good rule to follow is to bring minimum property, and then ask staff after you have been here if you can bring additional property.

All clothing must be stored in drawers, lockers or hung up. Items of personal property, which is left unattended in the dining room, lounges or bathrooms, will be disposed of. You should also not leave your clothing in the laundry rooms unattended for extended periods of time. Residents may be permitted to have personal jewelry. Total value may not exceed \$100.00. The Facility is not responsible for any lost or stolen property. (Jewelry may not depict illegal, drug related, and racist or obscene symbols).

Residents may be permitted to have small miscellaneous articles. These would include razor(s), suitcase or garment bag, wallet, board games sunglasses, etc. Total value should not to exceed \$150.00. Small articles are to be put away when not in use.

Sunglasses are not to be worn inside the building. Portable radios, MP3 players, and IPODS with earphones are permitted. Items with video or photographic capabilities are not allowed. Other than that, no personal stereos, tapes, CD's, televisions, fans, electric sound equipment or musical instruments is permitted.

The Facility will not be responsible for any personal property, which is damaged, lost, destroyed or stolen. If you have property, which you feel, is of great value to you or has such sentimental value that it cannot be replaced, don't bring it in. All claims for lost, damaged, or stolen property must be filed via a tort claim with the Iowa Attorney Generals Office. Staff will attempt to secure the belongings of anyone who escapes, absconds, or is placed in jail. This does not mean that the

facility will accept responsibility for anything that is lost, stolen or damaged. Property will only be stored for 15 days. After that time it will be disposed of.

**You are required to have a receipt for ALL items purchased while at the Facility especially for items you plan on bringing into the Facility.** This is necessary in order to deter shoplifting. Please refer to the property information sheet located on page 31 of this book.

### **EMERGENCY EVACUATION PROCEDURES**

As you become adjusted to the ORCF, please take note of all of the exits. Also note that all of the rooms have posted floor plans and evacuation procedures. Take some time to become familiar with them.

In the event that the building needs to be evacuated, Residents and staff shall evacuate by means of the nearest safe exit. Once outside of the building, everyone is to congregate directly across the street from the building. After the building has been cleared, staff will make an eye count to account for everyone, staff and clients alike. Residents and staff shall remain across the street from the building until the senior staff has given permission to re-enter the building. Everyone must re-enter the building at the main entrance.

In the event that the building is uninhabitable or if inclement weather necessitates the securing of immediate shelter, staff will direct Residents to the probation office at 1315 North Court Street until more permanent arrangements can be made. It is extremely important that all Residents

follow the directions of the staff on duty during emergency proceedings.

In the event of a tornado warning, Residents shall be directed to the Facility conference room C located in the North section of the building. They shall remain there until the senior staff person has given the all clear. Tornado warning shall be both verbal and short bursts of the fire horn.

In the event of a war or national emergency, which would require seeking a civil defense approved fall-out shelter; Residents will be directed to proceed to the National Guard Armory. You will remain there until otherwise instructed to leave by staff or authorized personnel.

### **HAZARDOUS CHEMICALS**

In our attempt to provide a safe environment for residents in our facility, the Department is required to provide you with information concerning any hazardous chemicals in use in the facility. This will be done during orientation. Any chemical not used according to the manufacturers instructions can be potentially hazardous. Potential dangers might include fire/explosion, poisoning, chemical burns, or asphyxiation.

The important thing to remember is that all hazardous chemicals should be in a container, which is marked in such a way as to clearly identify the substance, issue an appropriate Warning, list potential hazards, and have the Name of the Chemical Manufacturer. You are responsible for reading the printed label (or have staff read it to you if you cannot read), and for reading the Material Safety Data Sheet.

The Desk Staff have access to the Department's Hazardous Chemical

Manual, which contains information on all hazardous chemicals in the facility. Whenever you want any information about any of them, just ask the staff. They will gladly share the information with you. Let the staff or supervisor know of any questions or concerns, you have the right to know!

### **DISCIPLINARY PROCEDURES**

Facility staff will handle ordinary discipline problems encountered by Residents. Staff utilizes a specific philosophy when dealing with such problems. If staff feel it is warranted you may receive a major disciplinary (Formal) report or minor (informal) report for rule violations.

You will notice that the more immediate the discipline follows the offense, the easier it is to connect the sanction with the violation. This eliminates the feeling that you are being picked on by a certain staff member.

By being given a copy of the facility rules and regulations you are given notice of what type of behavior is unacceptable, and what you may expect if you should violate one of the rules or regulations. Staff will attempt to let Residents know the limits of acceptable behavior and where the out-of-bounds begin prior to resorting to report writing.

If two or more Residents violate the same rule(s), both will be disciplined. It does not necessarily mean that they will both receive the same punishment. Facility discipline is handled in a way, which most appropriately fits into an individual's case plan.

Staff will act fairly and as impartial as possible with the primary goal being to prevent any further violations.

For Residents who disobey the rules and regulations of the facility, the following disciplinary measures may be taken, depending upon the seriousness of the infraction:

- A. Reprimand
- B. Special condition or time added to the work release plan (alcohol treatment, drug treatment, marital counseling, violator program, etc.)
- C. Placement in any phase of the level system.
- D. Restriction of furlough privileges.
- E. Extra duty in the facility
- F. Referral to prosecuting authority for violation of the law.
- G. Assessed costs.
- H. Recommend that work release revoked/removal from OWI program.
- I. Loss of privileges.
- J. Recommend forfeiture of good time to Administrative Law Judge (SWR & OWI).
- K. Recommend suspension of Honor Contract to Administrative Law Judge.

Several disciplinary sanctions may be imposed at the same time (restriction, extra duty, special conditions, etc.).

At any point following entry into the facility, disciplinary action(s) may be taken. The facility staff will determine what disciplinary measures are necessary.

The staff will insure proper procedures are followed when taking disciplinary action. The more serious the violation, the greater the consequences.

Following the determination that a violation has occurred, staff must decide what avenue to take, up to and including having the Resident placed in jail.

If the violation is of a minor nature, the staff will complete an informal report and may impose up to a 48 hour sanction. If the violation is considered to be of a serious nature, or if staff feels a more severe sanction should be considered, a formal/major report form will be completed and a hearing will be held.

A formal disciplinary hearing is required on all major violations. Disciplinary hearings cannot be waived, but Residents may waive their right to appear at the hearing.

The Resident's rights during the (major) disciplinary process include being provided a written copy of the allegations along with evidence being considered to determine guilt or innocence. Residents are entitled to at least 24 hours advance notice of the hearing, but may waive said notice.

Residents are entitled to an impartial hearing to be conducted by a staff member not directly familiar with the alleged violation. Residents may request witnesses statements or provide statements at the hearing and may ask for a staff assistance if they feel (due to language or educational limitations) that they can not adequately represent themselves. Residents are not entitled to cross-examine accusers. Residents have **NO** right to legal counsel during disciplinary hearing and none will be allowed. All Residents should be aware that possession of contraband drugs, or

alcohol while in the facility will result in immediate arrest and jail placement.

Fighting will not be tolerated. It takes two individuals to fight and both individuals will be removed from the program and placed in jail pending revocation.

**Termination from the facility is possible for the following:**

1. Consumption of any alcoholic beverages
2. Possession of drugs, alcohol, or intoxicants on grounds or inside the facility.
3. Fighting
4. Possession of weapons.
5. Violation of the law.
6. Repeated major violations.
7. Obstructive/Disruptive behavior
8. Unauthorized contact of a sexual nature with other residents.
9. Failing to follow staff directives

**APPEALS**

Residents may appeal the decisions of all disciplinary actions taken by the staff. **Minor (informal) reports are appealed to the Residential Supervisor (usually the next business day).** Any sanction given by staff will begin immediately. The supervisor is the final authority for informal report appeals.

For Major (formal) reports Residents **must inform the committee of their intent to appeal** and submit a **written** appeal within 24 hours of the decision being rendered. Unless otherwise directed, the appeal must be submitted to the Residential Manager. Appeals must state the reason for the appeal such as a lack of due process, disagreement with the decision of the committee, or disagreement with the punishment imposed by the committee.

If the Residential Manager wrote the report or was involved in the disciplinary hearing, the appeal will be forwarded another member of the District management team. In either case, a response to the appeal will be returned within 20 working days of receipt of the appeal.

Appeals shall be submitted to the staff on duty who will time/date stamp the appeal and insure that it reaches the appropriate authority.

**An appeal does not exempt the resident from the punishment imposed.** If the resident is not satisfied with the response to his appeal, he may appeal the response to the Assistant District Director. This next step in the appeal process must also be written and submitted (Post Marked) within 24 hours of the decision of the Manager. The Assistant District Director shall respond to the appeal within 20 working days of receipt of the appeal. The Assistant Director of Correctional Services is the final step in the Department's appeal procedure. Any correspondence to the Assistant District Director may be mailed directly to:

Asst. Director of Correctional Services  
214 N. 4th Street, Suite 2A  
Burlington, Iowa 52601

Any sanction will be immediately imposed.

## **RESIDENT GRIEVANCE**

All Residents under the supervision of the Residential Corrections Facility have the right to grievance procedures and an appeals process. All Grievances (except those pertaining to PREA i.e. sexual abuse, harassment, or misconduct), must be filed within 14 days of the alleged incident. There is no time limit on filing grievance pertaining to PREA issues.

### Definition:

"Any Client residing at the ORCF, may file a grievance to the appropriate official when he believes his rights have been or are about to be violated by administrative actions and conditions or correctional control, treatment, and/or other services. The Resident may also appeal the grievance decision to the Assistant Director of Correctional Services who shall have the final authority."

Residents may express complaints or grievances to the appropriate staff at any time. In addition, there is a standard appeal procedure for objecting to staff decisions. The procedure for both grievances and appeals is noted below.

(While there is a form provided for written grievances, you do not need to use one. A grievance written out on a piece of paper addressing those items, which need attention, will suffice for a grievance written of a formal form.)

Submit your written grievance to the staff on duty. They will review the grievance and if they are able, they will respond to your grievance as soon as possible but no later than 24 hours after receipt. The response will be verbal and may be

limited to a statement indicating that they will insure that the manager gets the grievance.

Any grievance may be submitted in writing directly to the facility manager. The manager will review the grievance and will respond verbally within ten (10) working days. Appeals to formal disciplinary action shall be submitted in written form to the manager within 24 hours of the decision of the disciplinary committee. The manager will respond to the appeal within twenty (20) working days of receipt of the appeal. Disciplinary action cannot be grieved. It must be appealed. Anyone not satisfied with the outcome of a grievance or appeal decision made by the manager shall appeal the decision to the next step. That appeal shall be submitted to the Assistant District Director within 24 hours of notice of the manager's decision. The Assistant District Director of Correctional Services is the final authority.

If you still feel you have not gotten a fair shake, you may choose to consult with the office of the Citizen's Aide/Ombudsman. This is a state office which is responsible for investigating complaints levied against state agencies or organizations. You may contact the Ombudsman by writing to, or calling:

Citizen's Aide/Ombudsman  
Ola Babcock Miller Building  
1112 East Grand  
Des Moines, Iowa 50309  
(888-426-6283)

## **EMERGENCY GRIEVANCE**

If your complaint is found to be of an emergency nature by the staff on duty,

that staff member shall immediately contact the facility manager or designee. The manager or designee will respond to the grievance as soon as possible. If the complaint is not found to be an emergency, then the Resident will be instructed to file the grievance in the usual manner as set forth in the procedure noted above.

NOTE: If the manager or his designee is not readily available, staff will contact the District Duty Officer.

### **LIVE OUT/DAY REPORTING**

On rare occasions the Facility will place residents on a live out or day reporting status. Residents will be considered for live out or day reporting status on a case by case basis. Factors which may facilitate placement in this status may include but are not limited to advancing treatment objectives, increased supervision requirements upon facility release, Offender or Offender family member health considerations, Facility housing requirements, court or DOC orders.

Offenders in a live out or day reporting status will be required to contact the facility a minimum of twice daily by telephone, will return to meet with their Facility PPO at least once weekly, daily, will be required to follow all facility rules as well as any additional conditions or rules placed upon them by Facility staff, be charged rent at the rate of \$10.00 a day, and be required to immediately return to the facility if ordered to do so. OWI residents are not eligible for live out/day reporting.

## **PHASE LEVEL SYSTEM**

**This section does not apply to Offenders in the Federal or SOP programs.** PPOs will provide phase/furlough information to federal and SOP residents.

### **PHASE/LEVEL 1**

Phase I is the entry/unemployed phase. There are specific tasks and responsibilities that you must accomplish during phase I, which point you in the right direction. **You must give obtain a Social security card and state issued ID (or DL).** You are required to give these to staff so they can make a copy. Treatment activities are a very integral part of the program and are to be taken seriously. There are no maximum time frames in this or any other phase. There will be minimum time frames however. You will not be allowed to progress to the next phase until you become appropriately employed (or have a disability waiver). You will be required to meet weekly with your PO. For those of you who are repeating the program, you are expected to complete all assigned activities. There are no credits given for already completing the process once before.

### **PRIVILEGES:**

Phase I privileges are strictly limited. Room curfew time in phase 1 is 8:00 PM. Those privileges allowed include approved visitation (until 8:00 PM) once your counselor has approved your visiting list. Use of the resident telephones between the hours of 8:00 AM and 8:00 PM. Residents are allowed one three (3) hour furlough per week on

Saturday or Sunday between the hours of 8:00 AM and 8:00 PM while in phase I. All furloughs in phase I are restricted to the Wapello County area and must meet all facility furlough requirements.

#### NOTE

**If you become unemployed for any reason you will immediately be placed in level 1.**

#### PHASE/LEVEL II

There is not minimum time limits; you can advance to level 2 as soon as you become employed and meet these additional requirements

1. Must complete all intake procedures.
  - a) sign all forms, contracts, probation agreements, etc.
  - b) read handbook, view videos, pass all orientation tests
  - c) must have a visitation list approved by PPO
2. Must participate in regular facility maintenance activities
  - a) have cleaning assignments completed to staff satisfaction on time each day
  - b) must have personal living area cleaned to staff satisfaction daily by 7:30 AM
  - c)
3. Must meet with assigned PPO at least once. This will include:
  - a) initial intake, DRAOR & Jesness test
  - b) case plan negotiation and sign-off (if possible)

4. Must obtain a T.B. test at the Wapello County Health Dept. or show proof of T.B. testing within the past 12 months.
5. Must have a Social security card and state Driver's license or ID.
6. Must have an absence of disciplinary reports (major or minor) for last four (4) consecutive days prior to phase advancement. This time starts at the time any sanctions expire.
7. Must have phase advancement sheet signed by 3 full time Residential Officers.
8. Must be enrolled in a health insurance program through Iowa Wellness or the Affordable Care Act. (not SWR or OWI)
8. Must be appropriately employed.

#### PRIVILEGES:

In addition to those privileges noted in phase I, furlough privileges will be increased to include one (1) furlough of up to three hours in duration during the week (between 7:00 AM and 9:00PM). **Furloughs shall not interfere with scheduled treatment, counseling, or employment activities.** One six hour furlough on Saturday or Sunday will be allowed to a staff approved destination. Curfew for weekend furloughs 9:00 PM. (Weekend furloughs may be split into two three (3) hour furloughs, over the two days with staff approval). You will not be permitted to take any furlough time past curfew hours. In other words,

you can't combine extra earned times and weekend time to take a 12 hour over night furlough while in this phase. Telephone privileges will be expanded to the hours of 6:00 AM until midnight.

**You must remain in phase/level II for 14 days.  
You must be appropriately employed to remain in level II.**

### PHASE III

Residents who have reached Phase III should now be employed on a full time basis or be enrolled in an approved full time training or educational program. It is this phase where residents begin to demonstrate responsibility for their treatment programming and work toward the completion of goals established in their individual case plans.

In order to be considered for advancement into Phase III, the following activities must be successfully accomplished:

1. Continue with all relevant responsibilities of Phase I.
2. Maintain full-time employment OR remain in an approved training or education program.
3. Establish and follow a written schedule for all appointments.
  - a. Must have met you're your PO at least twice.
  - b. Participate and progress with all appropriate community agencies.
    1. Substance abuse Treatment

2. AA/NA
3. Mental Health
4. GED's--skill upgrading

4. Establish, review and sign a restitution plan if appropriate.

5. Fulfillment of all facility requirements.

a. **Maintain** at least \$50.00 in facility savings account. If you account balance falls below \$50 at any time you may be reduced back to level 2.

b. Have rent obligations current through rent credit or direct payment. Rent must be fully paid each week.

c. Residents must demonstrate understanding of facility rules, regulations, and policies by the absence of any disciplinary problems for the last 10 consecutive days of phase. This time begins on the date the sanction is completed.

d. Must attend all scheduled appointments both in-house and in the community. Must be on time; missed or late appointments may add one week per incident to the phase. (Work is a scheduled appointment)

7. Must complete case plan objectives/counselor assignments from the negotiated case plan.

8. Must have arrangements for transportation to and from work

and other activities. (This does not mean personal automobiles! It means arrangements with co-workers, etc. Talk with you counselor for specifics).

9. Must have phase advancement sheet signed by 3 full time Residential Officers

### **PRIVILEGES:**

In addition to the telephone and visitation privileges identified in phases I and II, furlough privileges will be expanded to include two furloughs during the week not to exceed three hours (10:00 PM-7:00 AM curfew). There will also be one (1) furlough of up to twenty-four hours in duration on weekends or days off. This furlough will be in strict accordance with facility furlough policies. Please see the furlough policy section of this handbook for specific details. For persons unable or unwilling to take a 24-hour furlough, this time may be split into two furloughs of up to 12 hours in duration on weekends or days off. Furlough hours for this phase can begin at 7:00 AM and you must be at your primary furlough destination or the facility no later than 10:00 PM.

NOTE: YOU may be required to complete a minimum of two 6 hour furloughs before being allowed an overnight furlough.

**You must remain in phase/level III for 28 days.**

**You must be appropriately employed to remain in level III**

### **PHASE IV**

Residents who have progressed into phase IV have passed the midway point

in their treatment program. Goals and objectives have all been established and in many cases responsibilities have been met. As the resident begins to show more responsibility for their actions, more privileges are available.

In order to be considered for advancement into phase IV, the following activities must be successfully accomplished:

1. Continue with all pertinent responsibilities from phases I and II.
2. Prove employment stability by working at the same place of employment for at least four (4) consecutive weeks.
3. Adjust budget with the assistance and approval of PPO based on income projections from current employment. A copy of any adjustment must be made available to the manager.
  - a. Set a personal budget goal.
  - b. Identify restitution payments (10%), rent, treatment cost, and personal spending limits.
  - c. Must maintain at least \$100.00 in the facility savings account.
  - d. Have paid a minimum of \$150 towards supervision fees owed.
4. Must continue to maintain full-time employment or education/training activities. This must include receiving positive feedback reports

from supervisor, foreman or teacher/trainer.

5. Must have individualized case plan assignments completed as directed by assigned PPO.
6. Absence of major disciplinary violations for last 14 continuous days of phase. This time starts at the time any sanctions expire.
7. Must begin step 1 release planning with assistance of PO.

### **PRIVILEGES:**

In addition to those privileges granted in the previous phases, furlough times will be expanded to include three furloughs during the week not to exceed three hours per furlough. Additionally, weekend furloughs will be expanded to up to 48 hours in duration. Curfew for furloughs in phase IV will be 10:00 PM to 7:00 AM. All furloughs must meet facility policies and shall not interfere with treatment/employment or training opportunities.

**You must remain in phase/level IV for 28 days.**

**You must be appropriately employed to remain in level IV**

### **PHASE V**

The primary focus is now on issues related to release planning. This may also address some new goals or objectives to be accomplished.

In order to receive positive consideration for advancement into phase V, the

following activities must be successfully completed:

1. Continue with all pertinent responsibilities from phases I, II, and III.
2. Must maintain a minimum of \$200.00 in facility savings account.
3. Must have a valid lowa driver's license if legally possible.
4. Must have all facility debts paid, i.e. rent, laundry bus loans, medications, loans, etc.
5. Must continue satisfactory progress towards case plan activities.
6. Must select and satisfactorily complete at least two (2) self-growth or community service activities with the approval of the PPO (A listing of these activities can be obtained from your PPO).
7. Must begin step 1 release planning with assistance of PO.
8. Must have an absence of major disciplinary reports for last 14 continuous days in phase IV. This time starts at the time any sanctions expire.
9. Must continue to arrange for own transportation to and from work and scheduled activities. Facility transportation will only be used for emergency/unexpected circumstances.

## **PRIVILEGES:**

In addition to the privileges from the previous phases, the furlough times will be expanded as follows: Furloughs of up to four (4) hours in duration three days during the week. Furloughs on weekends (days off) of up to 52 hours in duration. Curfew for all furloughs in Phase V will be 10:00 PM to 7:00 AM. All furloughs must conform to established policies and procedures.

**You must remain in phase/level V for 28 days**

**You must be appropriately employed to remain in level V**

In order to receive positive consideration for advancement into phase VI, the following activities must be successfully completed:

1. Must continue with all pertinent responsibilities from phases I-IV.
2. Must develop/negotiate aftercare case plan objectives and responsibilities.
3. Must **maintain** at least \$250.00 in facility savings account.
4. Must develop a finalized release plan to include:
  - a. Submit living arrangement plan to PPO for approval
  - b. Revise/adjust budget for after placement living situation

c. Submit agenda for continuation of all necessary counseling activities to PPO for review/approval

5. Must have an absence of major disciplinary report for final fourteen (14) continuous days of phase.

## **PHASE VI**

This is the final phase of the treatment program. After residents have reached phase VI, they are generally ready for release consideration. Some individuals will spend additional time in the program for various reasons, but will have the greatest degree of privileges and responsibilities.

1. Must secure approved housing.
2. Must have release plan reviewed by the PPO and approved by the Supervisor and/or Manager.
3. Must meet with assigned probation/parole officer and sign all required forms.

## **PRIVILEGES:**

Daily furloughs of up to four hours in duration each workday. Furloughs on days off of up to 70 hours. Curfew for phase VI will be 10:00 PM to 7:00 AM. Remember, furloughs shall not interfere with work/treatment/scheduled appointments. Also, just because you have 70 hours of furlough time coming, there will be occasions where you will not be able to take it all. Furlough time cannot be carried over to the next week.

## Miscellaneous

1. If you are level 3 or higher you will not be allowed to purchase bus tokens from the facility. Bus drivers will sell them to you.
2. Smoking or stopping at your tobacco locker during a fire drill is prohibited.
3. Do not open the main entrance door and let anyone in unless directed to do so by staff.
4. The computers in the front lobby are for job seeking and printing off pay stubs. You need specific staff permission to use them for any other reason.
5. Male and Female residents are **NOT** allowed to socialize during passes./furloughs, this includes sitting at the same table or eating meals together.
6. If authorized a cell phone, you must answer the phone everytime the facility calls. If we leave you a voice mail you are expected to call back within 15 minutes. You will receive one warning. Second violation will result in loss of cell phone privileges for 1 week. Third violation will result in loss of cell phone privileges until reviewed by management (minimum of 15 days).

# Property

## Allowed items

- |  |   |
|--|---|
| 7 pairs of pants   | 10 Shirts                               |
| 10 shirts  | 7 pairs of underwear (gender specific)  |
| 7 pairs of socks   | 7 t-shirts                              |
| 4 pairs of shoes   | 2 jackets/coats                         |
| 3 belts  | 2 hats                                  |
| 2 shorts pajamas or equivalent   | 3 books (including religious)           |
| Finger nail/ toe nail clippers   | Battery operated beard trimmers         |
| Personal jewelry (no piercings, ear rings only)  | 1 Toiletry/make up bag                  |
| Stationary, writing supplies (reasonable amount)   | Bedding (twin size)                     |
| Laundry detergent & Fabric softener  | Alarm clock                             |
| Bleach (dry powder, alternative, or tablets only)  | Hygiene items (no alcohol)              |
| MP3 player (no video or photographic ability)  | IPOD (no video or photographic ability) |
| 2 Bath Towels 2 hand towels 2 wash cloths  | Laundry Basket or bag                   |
| Personal pillow (must meet fire code), must be cotton shell, and down/feather filled, NO POLYESTER |   |

## CONTRABAND

The RCF considers the following items contraband. Some of the items listed are items any correctional program will have on its contraband list. Others have been added because functional or operational procedures dictate them. Additional items may be added as needed:

- |   |                     |                              |
|---|---------------------|------------------------------|
| Alcohol   | Drugs               | Vinegar                      |
| Credit/Debit/EBT Cards                                    | Firearms            | Liquid Bleach                |
| Laser Pointers  | Needles             | Scissors                     |
| Weapons of any type                                       | Incense             | Stereos                      |
| Eye Droppers  | Rope                | Portable speakers            |
| Syringes  | CDs                 | White Out                    |
| Insolated Cups/Mugs                                       | Records             | Super/crazy glue             |
| Empty Containers  | Food/Candy          | Markers/highlighters         |
| Personal TV's   | Knives              | Electronic games             |
| Personal fans   | Tools               | Cameras                      |
| Air Fresheners  | String              | Muscial instruments          |
| Office Supplies   | Art/Craft Suppliers | UA Testing Supplies          |
| Stereos   | Muscial Instruments | Unauthorized inventory items |
| Obscene materials (as defined by law and District Policy) |                     |                              |
| Tobacco/smoking items, lighters, papers, etc.             |                     |                              |
| Tapes/Audio or Video,                                     |                     |                              |

Flowers, plants, stuffed animals, ballons

Other items as deemed necessary to maintain Facility safety and security

## MAJOR RULE VIOLATIONS

The following are considered major rule violations; circumstances and special exceptions allow staff to determine otherwise:

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 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 consequences of such threat or threats (whether or not such consequences, in fact, occurs) is:
  1. To place another person in fear of bodily injury; or
  2. To cause damage to property; or
  3. 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 an 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 synthetic substances. It further includes paraphernalia that is used in relationship to drug/intoxicant use, sale, or positive blood test. The offender must provide a testable sample within two hours of the request. Failure to do so shall constitute a violation of this rule.
9. **\*Possession/Use of Alcohol:** When an offender is in possession, 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 resident. 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 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, 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 areas in a manner to be seen by another person; gestures of a sexual nature to cause embarrassment 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 Paychecks, 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 barter, 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 from one offender to another; 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, mucous, 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 themselves 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.