

Riverside Recovery & Reentry Program

Revision Date: 05-2017

Youth Services Division Vision Statement:

The Youth Services Division is dedicated to public safety and trust by holding individuals accountable for their actions through custody, supervision, restitution and competency development utilizing evidence-based practices and promoting healthy relationships from the time of commitment through community transition and discharge while affording individuals the opportunities needed to live successful and productive lives.

Riverside is offering evidence-based programming that is gender specific for women.

The goal of Riverside Recovery & Reentry Program is to provide a safe, secure and trauma informed environment. Women can heal from trauma and abuse, gain insight into their subconscious patterns of behavior, learn new skills necessary to practice and implement coping techniques, understand, develop and implement positive aspects of self. Women are able to return to the community as whole, productive, law abiding citizens motivated to stay 'on the outs'.

INTAKE

Check In

Check in hours are Monday – Thursday 9:00 am – 3:00 pm.

Residents will check-in at the main facility entrance and then proceed to the Housing Unit:

- All belongings coming in at time of transport will be searched and handled per facility procedures.
- Residents will change clothing into a Riverside uniform.
- Residents will be provided a copy of the Riverside Recovery & Reentry Program Handbook. The handbook includes PREA information and grievance process. It is the resident's responsibility to familiarize themselves with all the rules of the facility and keep the handbook in their possession until discharged.

Personal Property

Upon arrival at Riverside, all items of personal property of the Resident will be turned over to admissions staff. The following are the only items of personal property authorized into Riverside through the initial intake process:

- a) Money (goes to accounting and is credited to their account per fiscal policy and subject to deductions for restitution, fines and fees).
- b) Legal papers - current case only may be retained in bedroom.
- c) Prescription eyeglasses - may be retained by resident as allowed by medical.
- d) Address book – provided by the facility.
- e) Ring - one - wedding - only if declared and legal marital status is "married" and the value is declared as less than \$75.00 (retained by resident).
- f) Religious items – may retain small amount of verified approved religious items in room such as an amulet, pendant, rosary beads, personal Bible, etc. These items are to be kept in the bedroom, not worn/carried around campus.
- e) Driver's license (goes to Records file).
- f) Social Security card (goes to Records file).
- g) Photo ID cards (goes to Records file).
- h) Birth certificate (goes to Records file).

- i) Family / personal photos – Subject to approval: No gang, illegal, anti-authority or anti-treatment orientated insinuations allowed.
- j) One pair of sneakers (must not be predominantly red or blue).
- k) Residents may retain approved personal sports bra's, underwear, tennis shoes, winter stocking hat & gloves within the allowed amounts.

Admissions staff will record all items of personal property brought in with the resident on an inventory form. The resident and staff member inventorying the personal property must sign the form. Copies of the signed form will be distributed as noted at the bottom of the form.

For unallowable items residents have the options of mailing them to an appropriate person of their choice (at their own expense), placing them in property lock-up (if appropriate for lock-up) or having them disposed of.

The amount of personal property, including legal papers, will not exceed the amount of property that can be stored in the facility's approved personal property containers.

- a. The primary personal property container is 2 square feet.
- b. The second, smaller container is intended for mail, pictures and paper storage.
- c. The third, smaller container is intended for hygiene / makeup.

✓ All storage containers must close easily, completely, and as designed. Storage inside the containers must be kept in a neat orderly fashion.

State Issued Clothes and Linens

Upon arrival, residents will be issued:

- 4 pair of underwear
- 4 pair of socks
- 3 sports bras
- 2 grey athletic shorts
- 2 dark grey wind pants
- 2 light blue sweatshirts
- 2 light blue t-shirts
- 2 light blue polo shirts
- 1 pair shower shoes
- 3 shorts
- 1 blue windbreaker jacket
- 2 grey sleep shirts
- 1 bathrobe
- 2 body towels, 2 wash cloths & 1 hand towel.

These items will be labeled with a number. Staff will issue the uniform and record the number of the uniform that was issued. Residents are responsible for their uniforms for the duration of their stay. Residents are responsible for laundering their clothes. If an item wears out through normal wear, turn it in to the Unit Supervisor for replacement. If the item is intentionally destroyed or altered, residents may be charged for the replacement. Residents must exchange the item to be replaced. Residents are only allowed three sets of "uniforms" at any given time. Residents will be provided a jacket, gloves and stocking cap for use during winter weather.

Residents will be provided with two pillow cases, two sheets, and two blankets. Sheets and pillowcases will be exchanged on a weekly basis. Blankets will be exchanged every three months according to a posted schedule.

At the time of discharge, all state-issued clothing and linen will be returned to the Unit Supervisor.

ORIENTATION / ASSESSMENT

During the first couple weeks at the facility we will be reviewing the residents file, completing assessments, and getting to know the resident. Within the first 30 days we will hold a treatment meeting with the resident to review their treatment plan and expectations of treatment completion while residing with us.

The primary purpose of this orientation / assessment time is to instruct residents in the day to day operation of the program and alleviate any uncertainty, apprehension, or confusion for the new resident. This time includes any health care, psychological, risk and needs assessments. Additionally, the facility rules, procedures, expectations and policies will be reviewed with the resident. This also includes visitation and correspondence policies, education and treatment programs, assigned work details, and the resident's rights and responsibilities.

During this initial time period it is also expected residents will reflect on the behaviors that brought them to the Riverside Recovery & Reentry Program and to begin to set goals to change those behaviors. Residents will plan the course of action for their stay during the orientation / assessment time by working together with the Treatment Team to develop their treatment plan. This treatment plan may change as needs or new issues are identified.

Chain of Command

It is important residents follow the appropriate procedures to make requests, file complaints, or grievances. Following the chain of command requires residents to resolve issues with staff at the most immediate level of staff contact.

As an example of following the chain of command, there may be a problem with the air temperature in a bedroom. Instead of writing a complaint to the Superintendent or Governor, the resident should first:

1. Contact a Correctional Counselor working in the housing unit: if no resolution;
2. Contact the Unit Shift Supervisor: if no resolution;
3. Contact the Unit Supervisor: if no resolution;
4. Feel free to follow the grievance procedure discussed later in this handbook.

*****NO "Staff Shopping"*****

Assessment

During orientation, each resident will undergo a suicide prevention screening, participate in a Prison Rape Elimination Act (also referred to as PREA) screening, a health care assessment, and a mental health risk and needs assessment. They will also meet with the education staff to complete some basic education assessments.

Treatment Planning and Progress Meetings

Within the first 30 days the case manager will review the residents plan with them. At this meeting the resident's treatment needs and initial requirements to successfully complete the program will be reviewed. This will be followed up by a progress meeting held at approximately 60 days, or the half way point of the residents expected stay. At the progress meeting, we will review residents progress made thus far and any changes made to the treatment plan. Treatment plans and associated

requirements may change during a resident's stay based upon new information gained, new or unresolved issues discovered, as well as behaviors observed.

Primary Fundamental Rules

1. Treat yourself with respect.
2. Treat others with respect. This includes behaving in a manner that does not interfere or adversely affect the programming of others.
3. Respect property.
4. Respect and hold high expectations of the positive, healthy and recovery based atmosphere of the Riverside Recovery and Reentry Program.

Rule Violations

Depending on the offense, residents may receive a verbal prompt, written counseling or a disciplinary hearing. After any discipline hearing, the residents will participate in a treatment plan review meeting. During the treatment plan review meeting, the team will discuss the residents progress toward her goals and if the Riverside Recovery & Reentry Program continues to be the most appropriate placement for this resident at this time. If the team feels that the resident is not making sufficient progress toward her treatment plan, the resident may be dismissed from the program.

Behavioral Health/Treatment Opportunities

The treatment component of the program is an evidenced based program that meets individual criminogenic needs, including: trauma recovery, cognitive restructuring, criminal thinking, substance abuse, vocational resources and community reintegration. Each resident will have an individualized treatment plan outlining her course of treatment during her stay at Riverside Recovery & Reentry and will include one-to-one and group offerings. Residents will engage in daily treatment programming. Completion of treatment programming is the expectation of each individual.

Vocational Training

There will be vocational training available through our educational staff, online career information sharing, and on grounds programming. Janitorial, sewing, and minor grounds maintenance are some of the skills learned and practiced while at Riverside Recovery & Reentry Program.

Educational Services

Residents will have the ability to participate in an education program. A certified teacher provides access to HiSET curriculum and we have the ability to administer HiSET exams on our campus. Adult basic education classes are taught by a certified teacher. Advanced education services may be available upon request and availability.

Facility Work Details

Residents are expected to work for the duration of their stay. Residents will have the opportunity to learn job skills as well as good work habits and attitudes that can be applied to jobs in the community. Work details may include kitchen, laundry, light maintenance, gardening, recreation, or library/school. Resident job assignments will rotate in efforts to maximize resident's exposure to different jobs and learning an array of job skills.

Rates of pay vary according to DOC policy; they range from \$0.35 per four-hour block to \$3.00 per eight-hour block. Residents may be paid for participating in treatment activities, educational activities, and work details. Residents' work status may be placed on "leave without pay" due to lack of participation, poor performance, or rule violations. Any "leave without pay" will be documented and will be reviewed as part of progress meetings. This will also be taken into consideration if the need

arises to review a resident for dismissal from the program. Residents will participate in work details inside the perimeter of the fence. Any work detail outside the fence requires superintendent approval.

Case management and Reentry

The facility Case Manager will coordinate resident's intake into Riverside Recovery & Reentry with reentry back into the community or their next placement. They perform essential services in the intake, security and reentry functions. The Case Manager works closely with the Institutional Probation and Parole Officer (IPPO) to coordinate reentry to community and/or other settings.

Health Care

ACCESS

A medical receiving screening is performed on all residents on arrival at the facility to ensure that emergent and urgent health needs are met. Residents will complete the receiving form as part of the intake paperwork; the Medical Services Manager/Registered Nurse will review the form with the resident to identify any urgent health needs, identify health needs that require medical intervention, identify and isolate residents who appear potentially contagious, and verify or establish medical clearance as appropriate to the facility skill level.

Residents who are transferred from another DOC facility should arrive with a transferred health record or summary to insure continuity of care. The Medical Services Manager/Registered Nurse on staff will perform the initial medical, dental, or mental health assessments based on transferred needs or needs identified at receiving. Additionally, all residents receive an individual nursing health assessment as soon as possible, but no later than seven (7) calendar days after admission to the facility, as part of care and treatment planning for their length of stay.

Within 24 hours of their arrival, residents are given written information and an opportunity to clarify verbally how to access health services including access to emergency and routine medical, dental, and mental health services. Residents may request to receive pertinent information prior to any treatment offered and their consent given. They will also receive written information about the grievance process for health-related complaints, and any fee-for-service programs, if available. Questions regarding access to any care should be directed in writing to the Medical Services Manager/Registered Nurse on staff at any time. Non-medical staff may not approve or deny residents' requests for health attention.

EMERGENCY CARE

Riverside is located in a rural area. Emergency medical care is available via transport 30 miles to the nearest local hospital or responding ambulance.

SICK CALL

The Medical Services Manager/Registered Nurse provide residents with a sick call system through which they may be evaluated and treated for non-emergent illness or injury.

Sick Call Rules

- There is one (1) sick call daily at the Med Room window, in the morning at 8:30 a.m. All residents requesting to be seen on sick call need to submit a **Healthcare Request Form** by 8:15 a.m.
- Residents can sign up for sick call by placing the **Request** form outside their room doors to be picked up by the Shift Leader Correctional Counselor.
- At 8:15 a.m., the Shift Leader Correctional Counselor will collect the sick call **Requests** and place those in the Med Room.

- If a resident's status restricts them from leaving their room, the nurse will visit the residents room, and may be accompanied by a Correctional Counselor. The resident must have submitted a **Request** for sick call in order for them to be seen.
- If a resident should become ill or injured during times other than sick call, they must be referred to the nurse by a Correctional Counselor. The nurse will attempt to see them prior to the end of her shift, if possible, or the next morning.
- If a resident is returned to the unit on sickbay status, they are restricted to their room. The nurse will send a '**Sickbay Care Order**' to the unit. Residents placed on sickbay status are not allowed to assist with any part of meal prep or delivery, work in the kitchen, be sent on errands, attend school (if applicable), participate in recreation, or work. The nurse will check on the resident's status as medically indicated during the day.

MEDICAL APPOINTMENTS

At the medical receiving intake screening, and as needs arise, the Medical Services Manager/Registered Nurse will assess the resident for any clinically significant findings. Based on any findings outside normal limits, the resident may be scheduled for an appointment with an appropriate provider.

Medical

- Residents will be scheduled to be seen by a medical provider for a physical examination during the receiving and intake/orientation period unless a physical examination was done elsewhere within the last 90 days of arrival.
- Residents that are admitted on medications will be referred to the appropriate provider for medication management.

Dental

- There will be a dental screening as part of the receiving and intake/orientation period.
- A timely comprehensive dental examination provided by a dentist will be scheduled to determine follow up dental care.
- Fluoride treatments will be offered on an annual basis.

Vision

- A visual acuity screening will be done during the intake/orientation period.
- If visual acuity is below the standard visual acuity score for visual impairment, the resident will be scheduled for an appointment with an optometrist.
- Once residents see the optometrist and he determines glasses are needed, these will be provided. If the glasses are lost or broken, then residents will be expected to pay for the replacement.
- If residents come in with contacts, they are required to replace them with state issued glasses and residents will be required to send their contact lenses out or place into lock-up upon receiving new glasses.
- If residents arrive with contacts only, they are allowed to keep two pair until they receive new glasses. Once glasses are received, contacts must be turned in.

Mental Health

- During the receiving and intake/orientation period, screening for mental health needs will be completed by the Clinical Therapist.
- Residents that are admitted on psychotropic medications will be referred to see the Psychiatric Mental Health Nurse Practitioner for medication monitoring and periodic reevaluation.

Medical Services Providers

The DOC Clinical Services Division contracts with a community hospital and local providers to provide medical services that cannot be provided within the facility.

Residents with Disabilities

If residents have a disability, they will be assessed to determine any special needs. Our DOC American Disabilities Act Coordinator for residents will review accommodation requests to provide qualified persons with equipment that will assist with activities of daily living and a determination on the appropriate placement will be made.

MEDICATIONS - SELF-ADMINISTRATION

Self-Administration Rules

- Each resident with prescribed medications will be assigned a medication box.
 - Medications will be set up weekly by the Medical Services Manager into a labeled box.
 - Morning med pass will be held between 8:30 a.m. and 9:00 a.m. as set by the unit.
 - Evening med pass will be held between 8:45 p.m. and 9:00 p.m. as set by the unit.
 - Additional med pass times may be available as needed, depending on prescription needs.
 - Resident will report as instructed to the Med Room on unit at the assigned time; if resident does not report at the assigned time, medications will not be dispensed at a different time and the non-compliance will be documented.
 - The registered nurse or designated staff will hand the labeled medication box to the resident.
 - Resident will retrieve the medication from the medication box and self-administer the appropriate corresponding morning or evening dose; the resident is not to pick and choose what medication she is taking for the day. **Either take all or none.**
 - Each resident must check their medication box for a discrepancy. If she feels there is a discrepancy in her medication(s), she should **not take any medication!** Immediately identify the discrepancy to the nurse or staff member for documentation and notification of the Medical Services Manager.
 - Residents will be required to show the officer their mouth after swallowing their pills and abide by any reasonable request of the supervising staff member such as reciting a name or word. Other reasonable requests are: lifting of the tongue, visualizing the roof of the mouth, doing a tongue or finger sweep, coughing and drinking a full glass of water/or extra water.
 - Return the medication box to the nurse or unit staff to be secured by her/him.
- Do not** save any of your medication for later. If the resident chooses not to take a medication or miss a dose, they must leave it in their dispenser and complete a Medication Refusal Form.
- If the resident has a new medication ordered by a provider it will show up the next day after it is received. It may take 2-3 days for medication to arrive and boxes to be filled. General questions regarding any medication can be addressed by the registered nurse at Med Call or submitted to the Medical Services Manager using a Healthcare Request form.

KEEP ON PERSON MEDICATIONS (including canteen medication choices)

Keep on Person Medications (KOP) Information and Rules

- Take the labeled medication exactly as instructed by the medical provider and as indicated on the label of the blister pack or other packaging.

- If the resident has any questions or comments about medications, they are to contact the Medical Services Manager/Registered Nurse by attending the next available Med Call or by **Healthcare Request** form.
- Medications are to be kept in the original blister pack. Each pill is to be removed only once when the resident is ready to take it.
- When the blister pack is finished, return the empty card immediately to the Medical Services Manager/Registered Nurse by attending the next available Med Call or by Request Form.
- If there is any unused medication in the card, return the card with the unused medication to Med Call.
- Each resident has the right to refuse medication. Attach a **signed** refusal slip with the blister pack and bring the unused meds to Med Call.
- A resident may lose the privilege of handling her own medication if:
 - She holds a blister pack beyond the expiration date for any reason.
 - She is found with another resident's blister pack or her blister pack is found in another resident's possession.
 - The information on the blister pack is altered in any way.
 - Medication is removed from the blister pack and placed elsewhere in the resident's room or their person, etc.
 - Resident does not take the medications as ordered.
 - If there are self-harm issues.
- If a resident loses the privilege of handling her own medication/s, the medication will be available, unit dosed, at scheduled med passes. After six months, depending on the circumstances, she may be allowed to manage her own medication/s again.

DAILY LIVING EXPECTATIONS

Standard Expectations

First and foremost, residents are expected to be **actively** involved in their treatment for the duration of their time at Riverside Recovery & Reentry Program.

Absolutely NO Physical Horseplay or "Play Fighting" will be allowed.

Dress Code

Clothing packets of appropriate size will be issued with intent on clothes not being too tight or too baggy. Residents are expected to be properly clothed at all times. Undergarments are to be worn at all times when out of the bedroom. Clothing must be worn in the manner designed and cannot be altered. Waist bands are worn at the waist, no "sagging". Shoe laces are to be tied when wearing shoes. Socks are to be worn when in the Unit dayroom. Shoes are to be worn when going or moving outside. Staff will address clothing worn in manners not intended. Staff redirection on clothing must be followed.

Residents may only purchase or wear clothing in their actual size. Residents must wear appropriate footwear (i.e., socks and shoes) at all times. Altering, destroying or damaging State issued clothing will result in appropriate discipline and the resident being charged for the replacement of the clothes.

Residents may also purchase socks, underwear and shoes from the canteen. Residents may only purchase the amount of items that they would be issued (see list in Intake section) and may not accumulate additional clothing. When a new item is purchased, a used item must be turned in.

***** BORROWING, SHARING OR TRADING CLOTHING IS NOT ALLOWED *****

Hygiene

Residents are to keep themselves clean, neatly dressed, well groomed, and conform their appearance to the standards set forth by Riverside Recovery & Reentry Program.

Private shower facilities are provided for residents. Residents are encouraged to shower daily. Residents may be ordered by staff to take a shower if their body odor becomes offensive. Residents must be clothed when going to and coming from the shower room.

Basic hygiene items including: Shampoo/body wash combo, toothpaste, tooth brush and deodorant will be provided. Hygiene items are also available for purchase from canteen.

Haircuts or eyebrows that provide identification or affiliation with security threat groups are prohibited and resident will be required to change, modify, or remove any features that identify her with a security threat group.

When the length or style of a resident's hair is a security, health, sanitation, or safety concern, she may be required to trim or cut her hair or wear a hair net or other covering. Haircuts will be made available periodically by scheduling requested through the Unit Supervisor.

Disposable safety razors are available. Correctional Counselor staff will issue razors at assigned/appropriate intervals. Razors must be returned to staff immediately following use.

Makeup: No outside makeup allowed. Must be purchased through canteen. Two of each of the following items are allowed: blush, foundation, eyeliner, mascara – no eyeshadows.

***** DO NOT SHARE, BORROW, or TRADE HYGIENE ITEMS *****

Language

Residents are required to use language that is appropriate for a professional environment. Profanity and name calling is prohibited. Failure to comply with use of appropriate language will result in being assigned to their bedroom until resident can assure staff she will use appropriate language. The use of respectful language is an important part of the healing and recovery atmosphere at Riverside Recovery & Reentry Program.

Common Area

Residents will be sharing this area with fellow residents for the next several months. Residents must remember to pick up after themselves and return things to where they belong. Residents will refrain from overly loud conversations and noise.

Quiet hours are between 10 p.m. and 8 a.m.

Furniture

Do not damage any of the furniture. If a resident damages any furniture, she will be held responsible for repair or replacement. Furniture from the common area is not allowed in any sleeping quarters.

Television & Radio Use

Television and radio use rules are to be strictly observed, and volume levels are to be kept so that it does not disturb other residents or staff.

- The television may be used during down or non-programming time. Final channel decisions are made by staff. Disruptive arguments over the TV will result in no TV.
- Use of radio/music stations are at staff discretion and used on a limited basis. No overly derogatory, profanity filled or generally anti-authority music/lyrics allowed.

Food and Drinks

Meal times and procedures will be posted on the daily schedule. Residents must be properly dressed for all meals. Meals will be consumed during regular meal times. Residents are not allowed to take or keep any food item from served meals to their room. (exception: if eating in room due to a disciplinary issue or placed on sickbay.)

***** DO NOT SHARE, BORROW, or TRADE FOOD ITEMS*****

Bedroom Expectations/Standards

BED – The bed should be neatly made with linens provided. A blanket may be folded neatly at the foot of the bed. These items should not be stored elsewhere. No items should be stored under the mattress. The bunk top, sides, and underneath should be kept clean and free of writing, marks and spills.

DESK – The desktop, sides, and underneath, should be kept clean and free of writing, marks, and spills. Items that may be kept neatly on the desk are: books (including a Bible), folder, notebook, golf pencil/safety pen and cup.

STORAGE CONTAINERS - Each room will have one large and two small personal boxes. Clothing is to be neatly folded and kept on the shelves or designated storage container. Personal and/or canteen items are to be kept in the large storage box. Mail, photos and paper is to be kept in one of the smaller boxes. Hygiene items are to be kept in the other smaller box. Contents of all containers should be kept neat and organized, and the content should be clearly visible. Box lids must close completely, as designed, without bulging or bowing out.

TOILET & SINK AREA – The toilet should always be flushed and contain clean water. The sink and toilet are to be kept clean and free of trash and debris. The mirror should be kept clean and free of writing, marks, pictures or paper.

GARBAGE CAN – The garbage can should be emptied and cleaned at least once per day.

FLOOR – The floor should be kept clean and free of personal items, trash, dirt and debris.

WALLS – Walls should be kept clean and free of graffiti writing or marks. Residents will use the “bulletin board” area to hang items they wish to display. The “bulletin board” area of the wall is the only area where items may be displayed.

Room Inspections

Rooms will be inspected every morning. Rooms will also be inspected periodically and randomly throughout the day. If rooms are found not up to standards, the resident will be required to square the room away prior to proceeding with any further programming.

Room Searches

Residents are to expect frequent room searches. Staff will search rooms providing as much dignity and respect for each resident’s personal space as possible. Staff must also search thoroughly

enough to ensure safety and security of the facility and will search any container and space that could hide contraband.

Strip Searches

The facility has authority to perform and mandate strip searches. Staff do not take this action lightly and realize these disrupt both resident and staff comfort levels. Participation and compliance in programming expectations will minimize the number of strip searches needing to be completed. However, we will perform strip searches any time there is reason to suspect contraband may be hidden on a resident. Cooperation and individual focus by each resident on their own treatment plan will help minimize the number strip searches needing to be completed.

DAILY LIVING PROCEDURES

Movement

All movements on campus require prior authorization. Our campus houses adults and juveniles, so only one population may move at a time. Residents must comply with movement directives from staff. Refusal to do so is a significant safety and security violation and will result in disciplinary action which could include removal from the program.

Laundry

Residents' personal laundry will be washed on the living unit. Residents may deposit their dirty laundry in the appropriate bin in the unit. There will be a rotating chore list which will include laundry. Laundry facilities are provided at no charge.

Canteen

Canteen is available to all residents. A canteen list and order forms will be made available in the unit and orders are typically processed once a week. Residents must have funds in their account to place an order from the canteen. There will be a limit on certain canteen items such as soda pop. There will also be limits on when and where certain canteen items may be used (for example, out of bedrooms). Correctional counselors will guide residents through these expectations and enforce the limits. If a resident buys a canteen item that replaces or exceeds the limit of items allowed, they must first turn in the old or excess items before receiving the new ones. Canteen may be restricted for disciplinary reasons.

Recreation

All residents will be provided at least one hour of recreation daily, with additional recreation opportunities provided as time and staffing allow. Some recreational activities are required group programming aimed at enhancing teamwork skills and physical exercise.

Sleeping

Residents will be expected to sleep with their head uncovered and visible, and at the end of the bunk closest to the room door. This allows for better visibility for staff during safety checks.

Residents napping during the day will be fully clothed. Bedroom lights are to be on when residents are in their rooms during programming hours. Staff may make exceptions for situations such as sickbay.

COMMUNICATION

Phone Calls

Riverside Recovery and Reentry Program uses the Telemate Inmate phone system. Payments may be posted to the offender telephone account via a portal on the Telemate website <https://pay.intelmate.com/shop> or by calling the toll free **customer service line at 1-866-516-0115**. Payments may be made by debit/credit or E-check (\$30 minimum deposit). Telemate also accepts MoneyGram and money orders for payment

Residents will use the Telemate Phone System for all outgoing calls. *Residents may not receive incoming calls.* Residents may use the Telemate Phone System according to the daily schedule and compliant behavior. Phone time must be shared equally so all residents have a fair turn using the phone.

Mail

Residents will be provided postage to mail two standard letters per week (Monday through Sunday). Postage allocated is not cumulative and cannot be saved up - it is a "use it or lose it" two standard stamps a week. All outgoing general correspondence must be left unsealed.

Residents can send or receive an unlimited amount of correspondence without restriction to source, destination, or content if the resident can afford postage and complies with the procedure. However, a limitation may be placed if there is a concern to protect public safety or the secure and orderly operation of the facility.

Designated staff will open, read, photocopy, or examine incoming and outgoing general correspondence for contraband. Currency, unauthorized enclosures, and contraband found will be confiscated, returned to sender, or handled as undeliverable. Residents are expected to communicate mail rules to their correspondents.

Visitation

Visitation is a privilege. Riverside Recovery and Reentry Program may deny entry to the facility to any person if the Superintendent or designee determines the person poses a risk to the facility, staff, or other residents.

It is the resident's responsibility to notify family and friends of their location. All visitors must be on the approved visitor list. To be placed on the approved visitor list, a *Visitor Questionnaire* must be completed by the prospective visitor and approved by the Case Manager. Each resident may have up to 20 approved visitors on their list. All visitors must schedule a visit with the facility case manager at least 48 hours prior to the visit. Visits are one hour in duration; longer visits for visitors traveling extended distances may be approved if visitation time slots are available. ***These must be preapproved by the Case Manager.***

Visitation hours are Monday, Wednesday, Friday, Saturday or Sunday at 2:00 pm and 3:00 pm for one hour each. No visitation on state observed Holidays.

Attorney Calls and Law Library Access

Riverside Recovery & Reentry Program has a Lexis Nexis legal software standalone computer available for resident access during free/down time. Calls to attorneys will be made available either through the Telemate phone system or arranged by the Case Manager.

GRIEVANCES

Non-Grievable Issues – Actions by outside entities not under the jurisdiction of the department of corrections (DOC), including the Sentence Review Board and Board of Pardons and Parole, are not

grievable under the inmate grievance program. Classification, disciplinary and any other decision which is subject to a separate appeal procedure or administrative review process, are not grievable under the inmate grievance program.

Grievable Issues

All other issues including, but not limited to health care, staff conduct, written policy or procedures, and other standard grievance matters such as property, mail, food service, conditions of confinement, program access, or religious issues are grievable. Grievances regarding the DOC and the particular facility's written policies and operational procedures must specifically demonstrate with factual basis that the inmate filing the grievance has been, in some manner, unfairly or personally adversely affected by the application or operation of a written policy or operational procedure.

When a resident requests an Informal Grievance form, a Formal Grievance form, or an Appeal form, staff will provide the requested form as soon as time and supervision permit. Staff will assist resident in preparing the forms if requested. Once completed, the resident is to place her form in the Housing Unit locked grievance box. If resident is on confinement status, she will need to put it in the lock box when out for programming.

The Grievance Coordinators will be responsible for collecting the contents of the locked grievance box each day they are on shift and will process according to policy RCF 3.3.3. The Grievance Coordinator or designee will respond to legitimate Formal Grievances within 10 days. Responses to resident grievances and appeals will be sent to the resident in a sealed envelope and/or delivered in person by the Grievance Coordinator or designee. Grievances of non-grievable issues or grievances not thoroughly completed will be returned to the resident.

GRIEVANCE FLOWCHART

GC=Grievance Coordinator

*Informal/Formal Grievances should be deposited in the locked Grievance box by the offender**Grievance Coordinators will be responsible for collecting*

INFORMAL RESOLUTION	FORMAL	EMERGENCY
GRIEVABLE INCIDENT OCCURS	Offender <ul style="list-style-type: none"> Complete a <i>Grievance Form</i> Place Grievance forms along with the completed Informal Grievance forms into the Grievance Box <i>(no grievance will be processed without the completed Informal Grievance forms)</i>	* Bypasses Informal Resolution due to its nature.
Offender Attempts to resolve. <i>(Before filing an informal grievance offender must attempt to resolve with staff involved).</i> <ul style="list-style-type: none"> Within 5 working days of incident Informal Resolution form placed in locked grievance box (offender may seek assistance in completing paperwork with UM/CW/GC/CC). 	GC Log, investigate & respond: <ul style="list-style-type: none"> Within 10 working days Grant/deny GC gives response to offender. If offender appeals <ul style="list-style-type: none"> Within 5 working days File <i>Appeal-to-DCC/Superintendent</i> through GC. GC attaches all documentation & forwards to Superintendent. 	Offender (within 48 hrs.) gives grievance to either: <ul style="list-style-type: none"> Grievance Coordinator Unit Manager or; COSS <i>Above staff determines if grievance meets emergency criteria (ASAP)</i> GC forwards to DCC/Superintendent
GC/Assigned Staff Respond to informal resolution request. <ul style="list-style-type: none"> Within 10 working days Grant/deny/find alternative resolution. GC Deliver response to offender. 	DCC/Superintendent <ul style="list-style-type: none"> Within 20 working days Grant/deny/return to GC for further review. GC gives response to offender. 	DCC/Superintendent <ul style="list-style-type: none"> Within 48 hours Within the next 48 hours (with written notice) <ol style="list-style-type: none"> Grant Deny Return as not emergent GC gives response to offender.
If offender is satisfied, issue is considered resolved & no further action is taken.	If offender appeals <ul style="list-style-type: none"> Within 5 working days Offender files appeal to YSD Administrator with GC. GC attaches all documentation and forwards to YSD Administrator. 	If offender appeals <ul style="list-style-type: none"> Within 3 working days Offender files appeal to YSD Administrator with GC. GC attaches all documentation and forwards to Department Director.
If offender is not satisfied <ul style="list-style-type: none"> Within 5 working days Submit formal grievance to GC. If offender doesn't receive a response to informal grievance within 15 working days, offender may file a formal grievance within the next 5 working days	YSD Administrator <ul style="list-style-type: none"> Within 20 working days Grant/deny/return to GC or DCC/Superintendent GC gives response to offender. 	YSD Administrator <ul style="list-style-type: none"> Within 10 working days Grant/deny/return to GC or DCC/Superintendent for further review. GC gives response to offender.
	This exhausts the available DOC administrative remedies.	This exhausts the available DOC administrative remedies.

OFFENDER GRIEVANCE FLOWCHART

HEALTH SERVICES	STAFF CONDUCT
GC Log & forward to Medical Services Supervisor (MSS) or designee. ASAP	GC Log & forward to DCC/Superintendent. ASAP
MSS Investigates and Responds <ul style="list-style-type: none"> • Within 10 working days • Grant/deny • GC gives response to offender. 	DCC/Superintendent <ul style="list-style-type: none"> • Within 20 working days • Grant/deny. • GC gives response to offender.
If offender appeals <ul style="list-style-type: none"> • Within 5 working days • Offender files appeal to DCC/Superintendent. • GC attaches all documentation, copies and forwards to DCC/Superintendent. 	If offender appeals <ul style="list-style-type: none"> • Within 5 working days • Offender files appeal to YSD Administrator with GC. • GC attaches all documentation and forwards to YSD Administrator.
DCC/Superintendent <ul style="list-style-type: none"> • Within 20 working days • Grant/deny • GC gives response to offender. 	YSD Administrator <ul style="list-style-type: none"> • HR review before final decision. • Within 20 working days • Grant/deny/ return to DCC/Superintendent for further review. • GC gives response to offender.
If offender appeals <ul style="list-style-type: none"> • Within 5 working days • Offender files appeal to YSD Administrator with GC. • GC attaches all documentation and forwards to YSD Administrator. 	This exhausts the available DOC administrative remedies
YSD Administrator <ul style="list-style-type: none"> • Within 20 working days • Obtains Legal review • Grant/deny/return to GC • GC gives response to offender. 	
This exhausts the available DOC administrative remedies	

See Grievance policy ----

PRISON RAPE ELIMINATION ACT (PREA)

The DOC maintains zero tolerance of all forms of sexual abuse and sexual harassment of inmates by other inmates, staff, contractors or volunteers. The DOC has a policy explaining the agency's

approach to preventing, detecting, and responding to such conduct. Listed below are the definitions of sexual abuse or sexual harassment.

1. Sexual Abuse of an Inmate by another. Includes the commission of a sexual act under the following circumstances: if the victim does not consent to the sexual act; if the victim is coerced into a sexual act by overt or implied threats of violence or is unable to consent or refuse to consent to a sexual act because of coercion, persuasion, inducement, enticement or forcible compulsion; subjecting another person to a sexual act who is incapable of giving consent by reason of custodial status; subjecting another person to a sexual act who is incapable of consent by reason of being physically helpless, physically restrained, or mentally incapacitated; or by prostituting or otherwise sexually exploiting another person. A sexual act includes:
 - a. Contact between the penis and vulva or the penis and anus, including penetration, however slight;
 - b. Contact between the mouth and the penis, vulva, or anus;
 - c. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument; or
 - d. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.
2. Sexual Abuse of an Inmate by a Staff Member, Contractor, or Volunteer. Includes any of the following acts, with or without the consent of the inmate:
 - a. Contact between the penis and vulva or the penis and anus, including penetration, however slight;
 - b. Contact between the mouth and the penis, vulva, or anus;
 - c. Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
 - d. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
 - e. Any other intentional touching, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks that is unrelated to official duties or when the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
 - f. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate.
 - g. Any attempt, threat or request by a staff member, contractor, or volunteer to engage in an act described in subsections a. - f. of this section; or
 - h. Voyeurism by a staff member, contractor, or volunteer.
3. Sexual Harassment: Includes:
 - a. Sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a sexual nature by one inmate directed toward another person, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.
 - b. Sexual advances, requests for sexual favors, verbal comments, gestures, or actions of a sexual nature to an inmate, by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

As a resident at Riverside Recovery & Reentry Program (RRRP), you have the right to be free from sexual harassment, sexual abuse and retaliation by other inmates, employees, contractors or volunteers.

Upon intake at RRRP you will be provided with information regarding the Prison Rape Elimination Act (PREA). In addition, within 30 days of arrival you will receive comprehensive PREA training from DOC staff. This training will be available to you regardless of disability or limited English proficiency.

Information regarding PREA is posted throughout the facilities and is available in your Inmate Handbook. In addition, PREA material will be provided to you at each DOC facility.

You may report incidents of sexual harassment or sexual abuse by any inmate, staff, contractor or volunteer to any DOC staff verbally, in writing, anonymously, through third party reporting or to an outside agency such as Just Detention International at the following address:

Just Detention International
3325 Wilshire Blvd., Suite 340
Los Angeles, CA 90010

Or by contacting the National Sexual Assault Hotline - Dial 1 for English, 1 for collect followed by the inmate pin, then 7777.

MONTANA DEPARTMENT OF CORRECTIONS (MDOC) FACILITY RULES

These rules are governed by MDOC policy and apply to all correctional programs and facilities. These rule violations may result in adjudication through the formal disciplinary process.

CLASS I VIOLATIONS

Residents convicted of these infractions may be revoked from the Riverside Recovery & Reentry Program and returned to a higher form of custody.

101 Assaulting any person or persons

Participating in any activity that directly results in the intentional injury of another person or persons.

103 Escape

Any unauthorized absence from the Riverside Recovery & Reentry Program will result in the issuance of a warrant for escape under the authority of Montana's Department of Corrections.

104 Incite to Riot or Rioting

Encouraging the actions of others to disrupt or endanger the facility, persons or property; participating in such actions

106 Setting a Fire

Intentionally or recklessly starting a fire that poses a threat to life or a threat of serious bodily harm.

107 Engaging in, or Encouraging, a Group Demonstration

Banding together without administrative approval for the purpose of a demonstration, work stoppage, hunger strike, etc., or involvement in writing, circulating or signing a petition that poses a threat to the security of the program or facility.

- 108 Fighting with Another Person**
Physical confrontation, with the intent to injure, between two (2) or more persons.
- 109 Sexual Assault; Sexual Misconduct**
Including, but not limited to, sexual penetration of, or sexual contact with, another person without that persons' consent; non-consensual physical contact for sexual purposes; indecent exposure; bestiality; prostitution and/or sexual favors for personal gain.
- 110 Possession of Dangerous Contraband**
Possession of or use of a weapon such as a gun, firearm, sharpened instrument, knife, dangerous chemical(s), explosive(s) or ammunition.
- 112 Extortion, Blackmail, Protection**
Demanding or receiving money, favors, or anything of value in return for protection to avoid bodily harm or under the threat of informing.
- 123 Counterfeiting, Forging or Unauthorized Reproduction**
Counterfeiting, forging or unauthorized reproduction of any signature, document, article of identification, money, security or official papers.
- 124 Felony Violation of Any Federal or State Law**
Violation of any Federal, State, County or City Law (classified a felony) that results in the filing of charges or being arrested on the suspicion of the violation of a law may result in termination from the Riverside Recovery & Reentry Program.
- 128 Assault with Intent or Likelihood to Transmit a Communicable Disease**
- 129 Program Ineligibility**
Ineligibility for the Riverside Recovery & Reentry Program based upon information withheld by the Resident at the time of her referral or information related to program suitability obtained subsequent to acceptance to the program.

CLASS II VIOLATIONS

Violations of Class II rules result in sanctions ranging from a verbal warning to dismissal from the program based upon a Hearing Officer's assessment of the circumstances and seriousness of the offense.

- 202 Threatening Another Person or His / Her Possessions**
Physical abuse or threat to do bodily harm to another Adult offender, staff member, or member of the community. Words, actions, or other behaviors expressing an intent to injure a person or damage their possessions.
- 204 Failure to Abide by the Conditions of a Disciplinary Disposition**
Breaking a condition of restriction or another sanction. Failure to comply with a negotiated disciplinary agreement. Failure to complete disciplinary sanctions imposed in the prescribed time period.
- 205 Bribery**
Giving or offering an official or staff member a monetary bribe or anything of value.

- 207 Unexcused Absence from Counseling Appointments or Any Assignment**
- 209 Any Inappropriate Sexual Activity**
Making sexual proposals to another person; physical contact with another in the facility or on the grounds other than a brief embrace at the times of arrival and departure of an approved visitor. Includes engaging in a sexual act with an unauthorized person or persons; being in an unauthorized area with another person; homo-heterosexual activities on the program(s) site(s); fraternization within the facility.
- 210 Contraband**
Possession, manufacture, or introduction of tattooing paraphernalia, sharpened instruments or chemicals that are not being used as a weapon and is not capable of doing serious bodily harm to others.
- 211 Refusing an Order**
Failure to comply with staff requests or instructions, whether verbal or written, including failure to perform work as directed by staff. Failure to carry out staff requests/instructions after being warned either verbally or in writing on a previous occasion(s). Failure to follow any written, posted or verbal order of any staff member which may result in endangering another individual or the security of the center.
- 212 Interfering with Due Process**
Assisting others in planning, committing and/or altering, destroying, concealing or removing any physical evidence when such evidence is associated with either a Class 1 or 2 Violation.
- 213 Direct Insolence**
Using abusive/obscene language directly or indirectly to a staff member, community member or visitor, making profane/obscene gestures directly to a staff member, community member or center visitor.
- 214 Medication Abuse**
Possession of unauthorized medications, taking medication in amounts greater than prescribed. Failure to take prescribed medication(s) according to the instructions as given by the attending physician.
- 215 Interfering with a Staff Member in the Performance of His or Her Duties**
Interference with a staff member in the performance of his or her duties. Acts that are intended to disrupt, provoke, or distract staff while in the performance of their duties, when such duties affect the security and/or hinder the secure operation of the facility.
- 216 Condition Which Disrupts or Interferes with the Security or Orderly**
Willfully creating a disturbance that interferes with the conduct of the facility routine. This includes horseplay.
- 217 Destroying Property**
Intentional destruction, defacement, or damage of property belonging to the facility, or others, or failure to report unintentional or accidental damage when it occurs.
- 218 Theft or Possession of Stolen Property**

Possession of anything reported stolen; unauthorized possession of center materials; unauthorized possession of any property belonging to the facility or others. This includes long-distance phone calls that have been billed to facility or other individuals without the prior approval of administrative personnel; possession of data obtained through a communications facility or other automated equipment in which data is stored.

221 Tampering with a Locking Device

Tampering with or blocking any lock or security device on the property of Riverside Recovery & Reentry program.

226 Attempting to Commit; Being an Accomplice or Conspirator in the Commission of either a Class 1 or 2 Violation

227 Offense in the Community (Misdemeanor)

Violation of any Federal, State, County or City Law that constitutes a misdemeanor offense.

230 Contract Violation

Failure or refusal to negotiate a program contract within the prescribed time frame(s) or once a contract is established, failure to abide by the terms and conditions outlined therein. Includes resignation from employment or dropping part or all of an educational or vocational program without the prior approval of the assigned Case Manager. Includes being expelled from counseling. Also includes a resident's failure to attend or fully participate in educational, counseling, employment, community service or any additional assignments as scheduled.

231 Failure to Comply with Security Procedures

Refusal to submit to urinalysis testing, breathalyzer tests or any other form of drug/alcohol testing at staff's request within the prescribed time frame(s). Failure to participate as required in room search, vehicle search, count procedures, or any other security procedure required by the program.

232 Safety/Maintenance Violation

Intentional disregard for the safety and maintenance standards adhered to by the facility. Any maintenance violation that could result in the loss of life (i.e. including, but not limited to: blocking posted fire exits, removing batteries from or doing damage to facility smoke detectors, failure to perform in any random or regularly scheduled evacuation drill, etc.).

233 Self-Mutilation

Intentionally cutting or bruising of one's body, tattooing or any form of self-mutilation is prohibited.

234 Financial Mismanagement or Misappropriation of Funds

Includes the following:

- a. Giving or receiving money for any illegal purpose(s).
- b. Entering into a financial contract. This includes both verbal and written contracts.
- c. Withdrawing money from an existing bank account without the prior approval of appropriate staff personnel.
- d. Loaning of any property or money for profit or personal gain.
- e. Failure to fulfill financial responsibilities including medical, or counseling.
- f. Incurring debts without the prior approval of appropriate staff.
- g. Securing a checking or savings account without prior staff authorization.
- h. Charging or opening a charge account without prior staff authorization.

- i. Gambling.
- j. Possession of unauthorized funds or funds in excess of authorized budgetary amounts.
- k. Possession of money in excess of authorized budgetary amounts.

235 Excessive Rule Violations

Four or more rule violations within a six-week period.

238 Use of or Possession of Alcohol or Drugs

Use of alcohol or drugs or possession of alcohol or drugs in the facility. Instances of use prior to or during transfer to the facility are considered to be particularly serious.

239 Lying and/or Manipulation

Lying or providing a false statement; attempting to mislead; deliberately withholding information.

240 Altering Food or Drugs

Intentionally altering food or drugs.

245 Being with an Unauthorized Person(s)

Includes, but is not limited to: juvenile offenders, former program members, and any person who is not recognized as an approved sponsor/visitor by the respective community-based program.

259 Community Group Meeting Violation

Any inappropriate activity/contact between participants of the Program while attending any approved community support group meeting. This includes, but is not limited to, Alcoholics Anonymous; Narcotic's Anonymous, Al-Anon, Gambler's Anonymous, etc. This violation can also include any inappropriate behaviors occurring while program participants are signed out of the facility.

CLASS III VIOLATIONS

Violations of Class III rules result in sanctions ranging from a verbal warning to dismissal from Riverside Recovery & Reentry Program based upon a Hearing Officer's assessment of the circumstances and seriousness of the offense.

300 Unauthorized Transaction

Residents are not to trade, borrow, sell or donate personal property (including money) to others without written permission from their assigned Case Manager. Residents **are not allowed** to borrow from each other, any member of staff or any member of the community.

301 Gambling

No form of gambling is permitted. Possession of gambling paraphernalia is also strictly prohibited.

302 Contraband

Possession or use of anything not authorized by program policies and procedures where there is no evidence of theft.

303 Out of Area

Offices, classrooms, vocational training buildings, and any other area unoccupied by staff are **off limits** to all residents at **all** times. (Occasional staff approved work assignments may be partially supervised by video and/or audio supervision.)

305 Providing a False Statement

Knowingly providing a false statement to any member of the staff.

306 Setting a Fire

Burning anything in a room when there is no danger to life and property and the person's intent is not to damage property or threaten life. Includes incense, sweet grass or any other material outside of a staff supervised group activity, deemed inappropriate by program personnel.

307 Malingering

Malingering or feigning illness constitutes a Class III violation.

308 Dress Code Violation

309 Conduct with a Visitor

Visitors are only allowed in designated visitor areas. Visitors must adhere to the hours for visitations and must not be intoxicated or under the influence of any illicit drugs. Visitors must be appropriately dressed. Contact with visitor is restricted to a brief embrace/hug and/or kiss both at the beginning and end of the visit. Other behaviors that are considered inappropriate with visitors include any abusive language or interactions.

310 Health and Safety Hazard

Residents are responsible to clean their rooms on a daily basis and to perform a maintenance task assigned to them relating to the upkeep of the building. Residents are also required to complete various tasks upon staff request.

312 Unauthorized Communication

Any contact by letter, gesture, telephone, or verbally with an unauthorized person or in an unauthorized manner.

313 Insolence

Excessive use of abusive or obscene language with the intent to harass any staff member or any other residents.

314 Smoking Where Prohibited

Smoking or use of any tobacco products is **strictly prohibited**.

315 Interfering with a Staff Member

Acts that are intended to distract, provoke, or disrupt staff for the purpose of harassment. Actions that do not negatively affect the security and orderly operation of the program.

316 Conduct which Disrupts

Any act that disrupts any persons in the program and which interferes with their progress. Any act not intended to cause physical harm to any resident or staff member.

317 Destroying Property

Destroying, altering, or damaging facility property or the property of another person which has a value of less than \$25.00.

318 Theft or the Possession of Stolen Property

Possession of anything reported stolen; unauthorized possession of state property; unauthorized taking of another person's property; all with a value of less than \$10.00.

319 Meal Service

Meals are served at specific times; Residents are expected to take their meals at those times. Pilferage or unauthorized possession of food belonging to the Food Service Operation is a Class III violation.

321 Individual Disruptive Behavior

This is any physical contact or attempted physical contact, done in a prankish or playful manner, without anger or the intent to injure. This includes "Horseplay."

322 Possession of Unauthorized Amounts of Personal Inventory

Residents are to have all personal items that are brought into the program listed on their individual inventories and are responsible to have any items removed from the facility taken off their inventory. Possession of personal property in excess of authorized amounts. Possession of personal property not on a residents approved property list.

323 Conducting a Business

Running any type of a business from within the confines of the Program; receiving anything of value from any person(s) for any service rendered in an unauthorized manner.

324 Loan Sharking

Loaning of property or anything of value for profit or personal gain.

325 Failure to Comply with Rules, Regulations, or Staff Instructions

This includes appointments, meetings, and assignments.

326 Attempting to Commit; Being an Accomplice or a Conspirator in the Commission of a Class III Violation**328 Refusal to Participate in Group Meetings**

Residents are required to attend various group meetings including, but not limited to; Chemical Dependency, Cognitive Principles and Restructuring (CP&R); Criminal Thinking Errors (CTE); Anger Management; Parenting; Family Member meetings; self-help groups, etc. Failure on the Adult offender's part to attend those groups that have been mandated in his particular case constitutes a Class III Violation.

329 Excessive Volume

The use of televisions, radios, stereos, or other such forms of electronic devices (both personal and those belonging to the program) is a privilege that should not be abused. The volume is to be maintained at a level that will not disturb others. If the resident is repeatedly warned about excessive volume, she runs the risk of having his electronic device seized by staff for a period of time or being mandated to have it removed from his personal inventory and removed from the facility.

330 Telephone Violation

Telemate phones may only be used during each resident's free time. When the waiting lines for the phones are congested, calls are to be limited to a maximum of fifteen (15) minutes; at which time the phone is to be relinquished to another resident.

332 Maintenance Violation

Residents are responsible to clean their rooms daily. Residents are required to perform maintenance tasks assigned in order to help with the upkeep of the facility. Residents are also required to complete maintenance tasks upon the request of on-duty staff members.

333 Curfew Violation

Residents are to be in their rooms by the designated room time each evening.

334 Misuse of Locks

Residents are not to lock themselves in a room (other than their own) or to conceal themselves in the facility in such a fashion as to make it difficult for on-duty staff to determine their whereabouts, especially during security counts.

335 Failure to Participate in Drills

Within the Program, fire drills will be conducted at least quarterly (if not monthly). **ALL** Adult residents are required to cooperate fully during these drills, including evacuating the building immediately when the alarm sounds and then standing count when staff employs security procedures in the designated areas.

336 Failure to Provide a Urine Sample (First Offense)

Staff must indicate that the failure to provide the urine sample was without the intent to avoid providing the urine sample. A urine sample must be subsequently received, tested and provide negative results for the presence of alcohol and/or illicit drugs.