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**FEDERAL HANDBOOK**

*Updated 05/29/24*

**INFORMATION PACKET**

**AND**

**PROGRAM RULES**

Rock Valley Community Programs, Inc. (RVCP) is a Community Based Residential Facility (CBRF), licensed by the State of Wisconsin. RVCP serves as a Residential Re-Entry Center, contracted by the Federal Bureau of Prisons to assist male and female residents in their transition from a term of incarceration or other identified needs. RVCP provides transitional services to include case management services, assistance with medical, employment, housing resources, identification, treatment, or any other identified needs. Residents are referred directly from the Federal Bureau of Prisons and are identified as appropriate for placement.

**TABLE OF CONTENTS**

Mission Statement & Program Staff 3

New Arrivals 4

General Expectations 5

Rules 6

Federal Client Level Requirements 8

Incident Reports 10

Resident Property 11

Items Not Allowed/Contraband 12

Passes/Furloughs 13

Home Confinement 13

Resident Recreation 14

Cell Phone Policy 15

Visitation 16

Driving Authorizations/Approved Drivers 17

Treatment/Program Participation 18

Alcohol/Drug Policy 19

Employment Policy 19

Meals 21

Chores 21

Medical Process 22

Transportation 23

RVCP Use of Force 23

Resident Rights 24

COVID Protocols 24

Emergency Procedures 25

PREA Policy 26

Elements of Offense 30

**MISSION STATEMENT**

RVCP, Inc.’s missions are to provide transitional and supportive housing and addiction and mental health treatment services to adults in the Rock County area, through evidence-based models for the future and continued success of our clients, transforming their lives in positive directions.

RVCP, Inc. will provide these services to homeless male veterans, clients connected to the criminal justice system, and outpatient care to anyone needing assistance with addiction and/or mental health treatment.

RVCP, Inc. will develop and administer programs through partnerships with community and governmental agencies to serve our clients’ best interests for positive outcomes while balancing public safety and accountability.

RVCP, Inc. will provide the opportunity for education and treatment, as well as guidance in the areas of community service, substance abuse, social skills, cognitive restructuring, employment, and independent living.

**THE PROGRAM STAFF**

The Residential Re-Entry Program is staffed twenty-four hours a day, every day of the year. The staff is made up of personnel with training and experience in specific areas to accommodate the varied needs of the individuals we serve. If staff are not able to meet a resident’s needs at our facility, that resident will be referred to a community resource.

You will be assigned a case manager to assist in your day-to-day transitional needs/questions. An employment specialist is available to assist in securing and maintaining employment. A Social Services Coordinator is available to assist in the medical process at RVCP.

**Re-Entry to the Community:**

The resident’s goal should be successful completion of the Residential Re-Entry Program and return to their home community. The Residential Re-Entry Program’s goal is that every resident may re-enter the community and remain crime free and substance free. The Residential Re-Entry Program staff will work hard for each resident, and each resident must be willing to work hard in return. Program staff will assist in providing you resources to continue your success outside of the RRC.

The resident’s successful completion of this program is the first step in a step-by-step process toward a fulfilling life. The Residential Re-Entry Program staff hopes that a cooperative effort between each resident and staff will lead to a rewarding experience.

**New Arrivals**

Upon arriving to the RRC, you will remain in the facility for a minimum of 7 days from your arrival date. During that time, you will complete the following:

1. Intake with a Program Support Specialist
2. Intake with your designated case manager
3. Meet with employment specialist.
4. TB Test/Physical
5. USPO residents will be required to complete a physical at a designated clinic. This physical will be scheduled prior to arrival at the RRC.

**If you are classified by the Federal Bureau of Prisons as a Public Safety Factor, you will be placed on GPS monitoring.**

**RVCP and BOP staff reserve the right to place any individual under the custody of the FBOP on GPS monitoring.**

**GPS monitoring is required for anyone completing social passes and/or being placed on home confinement.**

**GPS may be used as an extra form of accountability if there are justified concerns or issues with an individual’s accountability.**

**General Expectations**

1. Continual progress towards your stated goals in your Individualized Program Plan is imperative.
2. You will meet with your case manager, at minimum bi-weekly if you reside in the RRC. If you are on home confinement you will meet with your case manager weekly
3. You are required to attend and participate in all programming and treatment services, relative to your specific program/treatment needs.
4. You are required to attend all scheduled case manager, treatment, and medical appointments (Absences will be determined on a case-by-case basis)
5. You are expected to be doing something productive. This may consist of employment, schooling, volunteering, or other services deemed appropriate by your case manager, employment specialist, program director.
6. You must complete a pass prior to leaving the facility. Passes are due to your case manager no later than 10 AM on Wednesdays. Passes must be filled out completely and accurately with your name, pass date, appropriate times, all requested locations (name, address, phone numbers) and signed by the resident.
7. You may only go to the locations approved by your case manager.
8. You must return to the facility immediately upon completion of your pass.
9. You must communicate with the facility 608-741-4510 if you will be returning late or have any issues while on pass. You will need to provide the program staff a reason as to your late return.
10. You are expected to follow all rules and guidelines set forth by the Federal Bureau of Prisons, RVCP, and US Probation (Public Law Placements)
11. You are expected to provide truthful and accurate information to RRC staff and on any RRC forms.
12. Curfew hours are between 9:00 PM and 6:00 AM daily regardless of if you reside in the facility or on home confinement. Exceptions will be made for employment purposes or as deemed necessary by the Program Director.
13. You are expected to produce a Urinalysis or Breathalyzer when notified by RVCP staff. Failure to produce a urine test within two hours of notification or leaving staff’s direct sight will result in a refusal. Residents will be breathalyzed upon returning to the facility from every pass.
14. You will be pat searched at random or upon returning to the facility from any outside pass. Failure to/refusal to be pat searched will result in sanctioning.
15. Any property, to include your living quarters, lockers, vehicles, etc. is subject to search at any time for any reason. Failure to/refusal to comply will result in sanctioning.

**RULES**

**Violation of any of the following program rules will result in sanctioning. The rules listed in this handbook are not all inclusive. Staff have the right to redirect any and all behavior they feel is not appropriate.**

1. RVCP has ZERO tolerance for sexual abuse, sexual assault, and sexual harassment. All residents will receive detailed information regarding this policy later in this manual.
2. RVCP is considered a smoke-free campus, the use of all tobacco products and smoking devices, including electronic cigarettes, vaping devices, cigarettes, etc., is strictly prohibited on all agency property. All residents are expected to comply with the Smoke-Free Campus Policy. Non-compliance will result in disciplinary actions, including loss of privileges, sanctions, etc. If a resident continues to violate the smoke-free policy despite repeated interventions, a decision may be made to terminate their residency.
3. No Illicit drugs, alcohol, synthetic drugs, unapproved prescriptions, or drug paraphernalia
4. No weapons/ weapon like items (guns, knives, bats, brass knuckles, metal belts, chain wallets, etc.)
5. No unapproved cell phones/ electronic devices - No devices in excess of 12X12X12 dimension.
6. No gang related materials and behaviors.
7. No gambling, borrowing, loaning, or paying money to/from other residents.
8. No verbal threats, verbal abuse, threats of violence, threatening behavior, or profanity.
9. No ordering or receiving packages without signed pre-approval from your case manager.
10. No handling, delivering, or possessing of other resident’s mail.
11. No entering restricted areas unless directed by staff. *(kitchen areas, administration, staff offices.)*
12. No entering other resident’s bedrooms for any reason and no congregating in the hallways.
13. At no time will a resident be allowed to be in a position of authority or control of another resident or staff member.
14. No opening unauthorized windows and/or doors unless directed by staff.
15. No physical contact of any kind between residents and staff / resident to resident.
16. No media/ items with sexual, sexist, racial, derogatory, or other explicit content.
17. No sexual activity is allowed by residents while on RVCP premises. All sexual activity, consensual or not, will not be tolerated and is subject to sanctioning including program termination.
18. Respect the sleeping rights of others by not being disruptive during curfew.
19. Curfew: 11:00 pm Sundays-Thursdays. 1:00am Fridays and Saturdays. Residents are expected to be respectful of their roommates.
20. Residents are required to keep themselves, their rooms, and possessions clean and in good order.
21. Deep cleaning is scheduled every week between 8am on Friday and 11:59pm on Sunday. Residents must deep clean their living space and have staff inspect and sign off on by 11:59pm on Sunday.
22. Laundry facilities are provided at no cost. Residents should provide their own laundry detergent. The following detergent brands are approved: *(Tide, Cheer, Purex, Xtra, Sun Color Safe Bleach, Grab Green Bleach pods, Essentials Everyday pods. Fabric softeners allowed are Bounce, Downy, Great Value, Top Crest, Breezy.)*
23. Residents are not allowed to use their own linens due to CBRF fire safety codes.
24. No putting holes in walls to hang things. This includes wall tacks, screws, nails, etc.
25. No cardboard boxes, extension cords, surge protectors – per CBRF fire safety codes
26. No “unusual” items such as children’s under garments, women’s underwear, children’s toys.
27. No flammable liquids or products containing Ethanol Alcohol.
28. All residents will be subject to room searches, property searches, vehicle searches, and pat downs of their person at any time and for any reason.
29. All medication, whether prescribed or over the counter is to be turned in to staff.

Inhalers, Nitroglycerin, topical creams, fungal spray, cough drops can be stored in the client room.

1. Residents must take their medication as prescribed by their physician. Residents may not share medications with other residents.
2. No new tattoos, body piercings, or donating blood/plasma.
3. All residents are required to wear appropriate clothing at all times. Shoes, pants/shorts, and shirts are required as a minimum. Underwear cannot be showing at any time.
4. No clothing portraying drugs, alcohol, sex, gang affiliation, or the degrading of any specific group will be allowed.
5. Robes, pajamas, or other lounge wear are only allowed in client’s bedrooms.
6. Residents must have a properly approved pass in order to leave the facility grounds for any reason.
7. All pass requests must be scanned to the assigned case manager’s email by 10 am Wednesday for Friday-Thursday.
8. Deviating from the pass location and method of transport is strictly prohibited.
9. Leaving RVCP property without approval is prohibited.
10. Head count is conducted by staff several times each day. Upon announcement of head count, all residents are to be in their room or stand outside their room immediately. Federal clients are required to be seen, in flesh, by program staff.
11. Clients must have their RVCP issued identification card on them at all times.

**FEDERAL CLIENT LEVEL REQUIREMENTS**

**Note: In addition to accumulating the required number of points, residents must complete all required items in each level prior to moving to the next level**

**LEVEL 1** (0 – 24 POINTS)

-No Passes issued for any purpose except emergency medical, religion, or emergencies. Emergency passes must be approved by the program director or their designee.

**Key components to transition to the next level:**

-Must attend PRT

-Must completed physical/TB test

-Must complete an treatment assessment if required

-Must have at least two forms of identification (social security card, birth certificate, state id, driver’s license, passport)

-Case manager intake requirements: **20 points**

-Must complete initial intake paperwork and sign appropriate documents

-Must submit completed Meeting Key Staff form

-Must meet with case manager and have signed initial case management plan

-USPO clients must have physical / All Clients TB Screening and assessment

-Must complete Life Skills Assessment

-Must complete Employment Assessment

**LEVEL 2** (25 – 49 POINTS)

-Passes only issued for most basic needs *(job, health, outside services)*

-Job search passes *(only after both forms of identification are obtained)*

- may attend religious services

**Key components to transition to the next level:**

-Must secure employment or be engaged in education or volunteer service: **10 points**

(*Full-time employment is working at least 30 plus hours per week)*

**LEVEL 3** (50 – 74 POINTS)

-One street pass per week may be issued to include shopping, dining, appropriate leisure activities.

-Pass length is up to the discretion of the case manager and/or program director

-may attend religious services

**Key components to transition to the next level:**

-Must remain employed or going to school full time

-Must have an approved residence 10 **points**

**LEVEL 4** (75 – 99 POINTS)

A 48-hour pass with no movement may be considered if no violations are found.

Continued 48 hour passes with movement may be considered if no violations are found.

\*\*Residents must not have any major incident reports prior to request for pass

**Key components to transition to the next level:**

-Continuation of monitoring all aspects listed on Level 3

-Must successfully complete social passes if deemed necessary

-Will need to work with case manager to develop an adequate release plan which should address the following:

-Support system

-Supervision requirements

-House plan

-Work plan

-Transportation plan

-Outside services / additional services

-Relapse prevention plan (if applicable)

**LEVEL 5** (100 PLUS POINTS)

*Home Confinement*

**Key components to transition to the next level:**

-Must have probation and staff approved housing

-Must adhere to all agreements made on the release plan

-Must submit itinerary regularly and on time

-Status and progress will be monitored by case management team

-If resident fails to remain accountable in any way, they may be subject to a demotion to level 4 at any time and may be required to return to the facility

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**Weekly Points**

Residents will receive points weekly, based on the following:

**10 total points per week as broken down below.**

-Must be attending and participating in all assigned groups including CTS: **2 points**

-Must attend weekly individual session with case manager: **2 points**

-Complete and submit all required documents (budgets, check stubs, itineraries, phone bills, etc..): **2 points**

-Must remain incident and phase free: **2 points**

**-**Must obtain and maintain productive activities: **2 points**

**Incident Reports & Sanctions:**

Residents receive Incident Reports for rule infractions, behavioral issues, disregard for staff directive, failing to participate in treatment appropriately, and disrupting the operation/environment of the program.

Federal residents are issued federal level incident reports for program violations should they fit the criteria set forth by the Federal Bureau of Prisons. All 100 and 200 level incident reports will be required to go through the Center Discipline Committee process that includes an investigation and formal hearing to be sent to the Discipline Hearing Officer for appropriate sanctioning. During the incident report hearing process, in house sanctioning may also occur to include loss of privileges/restrictions.

All 300 and 400 level incident reports can be sanctioned “in house”. After receiving an Incident Report, you will also receive a loss of privileges – called a sanction.

Two or more 300 or 400 level incident reports for the same behavior can go through the Center Discipline Committee process and referred to the Discipline Hearing Officer for appropriate sanctioning. During the incident report hearing process, in house sanctioning may also occur to include loss of privileges/restrictions.

Sanctions are issued in connection with the incident involving the resident directly. All sanction assignments are to be specific in nature, with directions for completing the required sanction and the time frame for completion.

**The following is a list of common sanctions. This list is not all-inclusive, as individual cases may have additional sanctions imposed by FBOP, RVCP or the responsible agency/probation officer.**

Cell phone/electronics confiscated Extracurricular activities revoked.

Pass revoked Movement restricted to living quarters/wing.

Visiting privileges revoked Loss of Good Conduct Time

Termination from the Program Loss of driving authorization

Bedroom door propped open Extra chores/community service.

Incarceration Loss of Home Confinement

Loss of use of common areas Loss of Computer lab

Loss of approved driver

All program violations for USPO residents will be reported to your assigned probation officer. The probation officer may impose sanctions as deemed appropriate.

Please see attached Elements of Offense for Federal Level Incident Reports and potential sanctions that may be imposed.

**Resident Property:**

RVCP is not responsible for a lost, stolen, or damaged property and will not reimburse residents for any of the above.RVCP does not accept responsibility for abandoned property. Property unclaimed after 30 days will be donated in its entirety to RVCP or disposed of at RVCP.

Property is limited to a maximum of 10 outfits (pants, shirts, sweatshirts included)

3 pair of shoes (in addition to shower shoes/work boots or shoes).

All property must be properly stored in your living space.

1. Suitcases, or locking cases in resident rooms are prohibited. Residents may store backpacks in their room.
2. No resident will use property that does not belong to him/her without permission.
3. Residents are legally responsible for damaging facility property and are responsible for restitution.
4. All belongings will be searched and inventoried.
5. Resident’s property and person will also be searched randomly and without notice, including cell phones.
6. No large electronics (TV’s, Stereos, floor lamps, box fans, etc.)
7. Each resident is provided with a padlock and a locker. The lockers dimension is 11x11x11. Money and valuables are encouraged to be stored in the resident locker for safe keeping.
8. All essential hygiene products will be provided to residents who are unable to provide it themselves.
9. A maximum of 10 DVD videos (approved by case manager) will be allowed in room.
10. All drops-offs to the facility will only be approved if the person dropping off is an approved visitor on your approved visitor list. Any special circumstances to this rule will need to be approved in advance by your case manager or program director.
11. Tobacco products, including electronic cigarettes, vaping devices, and lighters are strictly prohibited.

**Items Not Allowed/Contraband:**

* Any product containing NIACIN, Echinacea, Golden Seal
* All synthetic drugs (Space, K2, bath salts, etc.)
* All vape pens/e-cigarettes/tobacco products/lighters.
* Any items considered alcohol/substances (including items that contain CBD)
* Drug/alcohol paraphernalia
* Any food or drink items purchased outside of RVCP and brought into the facility.
* Medications not prescribed to you.
* No stereos/radios more than 12X12X12 dimension.
* No DVD’s or CDs with sexual, sexist, racial or derogatory content
* Burned DVD’s or CDs of any kind.
* No cameras, tape recorders or TV’s
* No Virtual Reality headsets or any other gaming systems (Xbox, PlayStation, Wii, etc.) Nintendo Switches are appropriate gaming systems to have.
* No heavy weapon-like items i.e., metal belts, baseball bats, nun chucks, chain wallets, straight razors, clubs, batons, etc.
* Firearms and ammunition are strictly prohibited.
* No sexually explicit books, magazines, videos, photos, or nude photos.
* No “unusual” items such as children’s under garments, women’s underwear in a men’s room – or – men’s underwear in the women’s rooms, children’s toys.
* Locked suitcases or cases (these need to be tagged and kept in the client storage area)
* Cardboard boxes of any type (fire hazard)
* Any items sent over the fence on the wings.
* Any cleaning chemicals not approved by maintenance staff.
* Extension cords, surge protectors, outlet extenders are prohibited.
* Plug in wall air freshener items, wax air burners/melts, candles, are prohibited.
* Cell phones and any other electronics not approved by program staff.

**Other items not on the list can also be considered contraband and will be disposed of.**

**Home Confinement**

Home confinement should be your goal while residing at the RRC.

Criteria you must meet:

1. Secure a residence approved by the US Probation Office and RVCP
2. Reach your home confinement eligibility date.
3. Have appropriate transportation to/from your home site to RVCP.
4. Ability to fulfill treatment requirements and return to the facility at minimum twice weekly for random UA/BA and case manager meetings.
5. Will be required to be placed on GPS monitoring for the duration of your placement on home confinement.

**Passes/Furloughs**

**Street Passes (Leisure, DMV, Transitional Needs)**

1. All passes are to be turned into your case manager by 10 AM on Wednesdays.
2. Passes must be filled out completely (all areas on pass filled in to include pass date, times, name/address/phone number of locations, and your signature)
3. Pass times may be adjusted by your case manager/program director to reflect appropriateness outside of facility.
4. Pass locations may be adjusted by your case manager/program director based on your instant offense/needs for going to said locations.
5. Passes may be denied due to disciplinary sanctioning.

**48 Hour Passes**

1. All passes are to be turned into your case manager by 10 AM on Wednesdays.
2. Passes must be filled out completely (all areas on pass filled in to include pass date, times, name/address/phone number of locations, and your signature)
3. Pass times may be adjusted by your case manager/program director to reflect appropriateness outside of facility.
4. Pass locations may be adjusted by your case manager/program director based on your instant offense/needs for going to said locations.
5. Passes may be denied due to disciplinary sanctioning.
6. Passes in excessive of 48 hours must be approved by a program director.

**Furloughs**

1. Any location over 100 miles from RVCP or outside of your federal sentencing district must be approved in advance by the Federal Bureau of Prisons with input from your assigned US Probation Officer and the district you wish to travel to, if not your sentencing district.
2. Must have a valid reason for furlough.
3. Furloughs are required to be submitted no less than 2 weeks in advance, preferably 30 days or with as much advance notice as possible to the Federal Bureau of Prisons
4. You will be required to provide your method of travel. If going by personal vehicle, you must provide a copy of the driver’s license, insurance, and vehicle registration.
5. Movement on furloughs will be limited. You must provide all locations you wish to travel to on furlough.
6. You will be required to be placed on GPS monitoring if the furlough is approved.
7. You will be required to abide by any special instructions provided to you by RVCP or the Federal Bureau of Prisons
8. Final determination is up to the Federal Bureau of Prisons

**Resident Recreation**

A variety of recreational activities are offered to residents, including but not limited to:

1. Outdoor sports (e.g., basketball, volleyball, soccer, softball, kickball, horseshoes, badminton)

2. Indoor sports (e.g., pool table, ping-pong)

3. Arts & crafts

4. Outdoor walks, supervised by program staff.

5. Board games.

6. Resident gym

Residents using any of the above activities must sign out of the wing using the “On Grounds Sign-Out Sheet” at the PSS Desk. Recreational supplies may be signed out at the PSS Desk, using your Resident ID. Ask program staff for more information.

Planned activities and events will be hosted by the Client Experience Committee. Check the CEC boards on each wing for upcoming events. Including but not limited to:

1. Fishing Trips

2. BINGO

3. Trivia

4. Church Services

**Cell Phones/Electronics:**

1. Using a cell phone/other electronics while a client of the RRP is a privilege that can be revoked at any time by staff.
2. No phone use in groups and one-on-one sessions with program staff.
3. Phones/electronics may not be used while in the serving line in the cafeteria. Appropriate phone usage is allowed while seated as long as it does not disturb others around you.
4. No using on speaker phone/playing of music in any area of the facility.
5. No taking of pictures, videos, audio recordings, live streaming etc. *(Includes Facebook live, livestreaming, TikTok, Snap Chat or any similar services).* Video chatting is appropriate in your private living quarters. Recording of any RVCP resident or staff will result in immediate loss of cell phone/electronic privileges.
6. No use of client’s cell phone by other clients.
7. No communicating with the other RRP clients, including phone calls, text messages, social media and mobile payment services *(Including CashApp, Venmo, Applepay.)*
8. RVCP is not responsible for any lost, damaged, and/or stolen cell phones/electronics/accessories.
9. Cell phones, cell phone accessories, and all other electronics brought into RVCP are considered the resident’s property. This means that if a third part pays for or supplies the cell phone/services, they have no right to the contents while in RVCP possession. If a phone/electronic is confiscated: RVCP will not return it to the third part supplier.
10. Improper use of cell phones to threaten or harass others will result in phone confiscation.
11. No sexually explicit content. This includes text messages, pornography, photos, etc.
12. RVCP, FBOP, USPO, and DOC may add any additional rules or restrictions based on client’s specific conditions.

**ANY STAFF may request at ANY TIME to view the contents of your phone without cause. You are required to provide staff with password. Removal of cell phone battery, sim card, deletion of any content, or concealing content is considered interfering with search or destroying evidence.**

**Visiting:**

1. All visitors must be approved prior to visiting. Visiting hours are as followed:

* Saturdays & Sunday 12:50 pm – 2:50 pm
* Wednesdays & Thursday 7:00 pm – 9:00 pm

1. No more than four (4) people during any one visitation period. Requests for more than 4 visitors must be approved in advance by the program director.
2. Children under the age of 18 must be approved prior to visiting and accompanied by their parent or legal guardian. Visitors under the age of 18 are not to be unaccompanied at any time during visitation.
3. Visitors are required to remain with the resident they are visiting, in the designated visit area.
4. All adult visitors (18 years of age and older) are required to show proper ID before visiting.
5. All visitors must sign in with RVCP staff.
6. Visitors not approved as a visitor prior to the visit will not be allowed to enter.
7. Former RVCP staff members are not permitted to visit at RVCP.
8. No previous residents may be allowed as an approved visitor. Any visitors with special exceptions must be approved by the program director or the designee.
9. Visitors may bring property to drop off to you. No property will be given during visitation. All property must be dropped off at door 17.
10. RVCP reserves the right to end visitation should the need arise.
11. All behaviors displayed during visitation hours are expected to be appropriate and respectful to other visitors, residents, and staff members. Hand holding, and an appropriate greeting/departure is the only physical contact residents may have with their visitors. If holding hands, hands must be placed on the tabletop in the view of staff.
12. Photographs/videotaping/video chatting is strictly prohibited during visitation time.
13. Rock Valley Community Programs prohibits the delivery of any article into the facility, depositing or concealing an article within the facility or its property, or receiving an article that is considered contraband. RVCP will refer the attempt or introduction of contraband to local law enforcement.

**Driver Authorization/Approved Drivers:**

You can be an authorized driver. You will need to provide the following items to become an authorized driver:

* Authorized Driver Form (FBOP and RVCP Form)
* Driving Record (only need to provide one time unless driver’s license status changes)
* Valid Driver’s License
* Valid Insurance
* -Valid Registration

These items will need to be provided for each vehicle you wish to drive.

If the vehicle is in someone else’s name, the RVCP Authorized Driver Form will need to be signed in front of staff by the vehicle owner or a letter from a notary will need to be provided.

You can submit friends/family to be approved drivers.

You will need to submit a request for approved driver form to your case manager.

Valid insurance, registration, and driver’s license will need to be provided before you are able to ride with the requested person.

Driver’s must be over the age of 18. Residents will need to seek permission from the program director should a requested driver be under the age of 18.

**Group Treatment and Program Participation:**

All federal and USPO residents will participate in any programming deemed appropriate by the Federal Bureau of Prisons, US Probation, or your case manager/program review team.

All services for federal residents are required to be approved by Community Treatment Services (referred to as CTS). CTS Services are offered through Compass Behavioral Health Clinic located on the Rock Valley Community Programs facility grounds. What type and the frequency of programming will be made on an individual basis in accordance with the FBOP contract requirements.

* CTS: Substance Use Disorder
* CTS: Sex Offender Treatment
* CTS: Mental Health Treatment
* CTS: Medication Assisted Therapy

All mental health and MAT services are required to be provided through CTS approved providers. Residents are not allowed to use outside agencies without the permission of CTS.

U.S. Probation residents are required to attend any treatment services deemed necessary by the supervising U.S. Probation Officer or U.S. Probation Office.

Employment group is also required for individuals who are not yet employed or are terminated from employment while at RVCP. The program team will staff individuals on a case-by-case basis to determine if someone is not appropriate for employment group.

**All treatment obligations take precedence over any other programming. It is the resident’s responsibility to schedule work, appointments, etc. around all required programming.**

**Alcohol and Drug Use Policy:**

*See “General Program Policy” for information regarding prescription and over-the-counter drugs.*

1. No possessing or consuming alcohol, illicit drugs (including any products that contain CBD), and synthetic drugs or possess related paraphernalia. Possession or consumption will result in DHO sanctioning and loss of privileges.
2. Residents will be required to participate in urinalysis and breathalyzer screening. Upon notification by staff, residents will be required to provide a urine sample. Residents will be pat searched prior to UA. If deemed necessary, residents are required to lift their shirt to their armpits and lower their pants to mid-thigh to insure no tampering with UA sample. Refusal to comply with UA criteria will be considered a positive test.
3. Any resident who is told of UA/BA request that is not able to produce a sufficient sample will be required to stay within DIRECT staff supervision in a designated area until able to provide a sample.
4. Failure to provide UA/BA sample within 2 hours of notification will be considered a positive result.

**Employment Policy:**

All residents are expected to obtain approved employment. Those not able to secure employment must be engaged in education, volunteer services, or other appropriate services approved by the case manager while continuing their job search. Case Managers and the Employment Specialist will assist residents in these areas. Work exempt residents must find an alternative use of their time, such as volunteering.

1. All unemployed residents are required to attend Employment Group. Cases deemed not appropriate for employment group will be staffed on a case-by-case basis.
2. Residents will work with their case manager/employment specialist for passes for employment purposes.
3. Residents discovered to be engaged in any activities other than seeking gainful and legal employment will be in major violation of this policy.
4. Residents are prohibited from quitting a job without prior approval from their Case Manager or Employment Specialist. Quitting without written approval from your case manager or termination from employment due to inappropriate workplace behavior, to be determined by staff and employer, will result in a sanction.

We work very hard to maintain relationships with employers in our area. Quitting unannounced or being terminated disrupts those relationships for future employment of others.

1. Residents are required to remain at their place of employment when scheduled. Should there be a schedule change, your supervisor must call RVCP and speak to staff. If work is dismissed early, you are required to notify the facility and return to RVCP immediately.
2. Residents may be limited to types of work they can do, due to rules of supervision. All approvals for requests must be approved by supervising probation officer and FBOP.
3. Any time out of the facility for employment purposes over 12-hours including travel time must be approved by USPO/FBOP.
4. You will be required to provide a copy of your check stub to your case manager when you are paid. Failure to provide a copy will result in loss of privileges until you have provided the necessary documentation.
5. RVCP is required to send employment paperwork to the respective employer. This includes an employment approval form and Federal Resident Notice. You will not be able to start employment until these forms are received by RVCP and approved.
6. RVCP residents who work are allowed to remain on the same sleep schedule on days they are not scheduled to work. During this allotted sleep time, residents are not required to attend headcounts at the PSS desk, however, if they are up out of their room, they should make every effort to participate in headcounts.
   1. EX: If a client works 3rd shift Monday-Friday from 11p-7a, they will be allotted 9 hours of “sleep time”. One hour after returning to the facility to shower, eat breakfast if desired, and settle in. Then will have 8 hours of sleep time. The same schedule would be approved for Saturday and Sunday.

**Food & Meals:**

Meal attendance is optional however, if a resident fails to attend the scheduled meal, they forfeit said meal and will not receive a replacement. Mealtime will last for 30 minutes from the time the last person is served. Each resident is provided with 3 meals per day.

Snacks and beverages are to be consumed in the lounge areas only. Residents are expected to clean up after themselves. Sealed snacks from vending machines or corner store may be stored in lockers.

Groceries and ordering/ receiving takeout are prohibited from entering the facility except for special preapproved occasions given in writing from the Program Director.

Residents who are not present during a regularly scheduled mealtime due to employment or other approved absence will be provided a safe tray or sack lunch. Those absent for breakfast may receive breakfast items from the PSS desk during appropriate times. Sack lunches are reserved for lunch meals and Dinner save trays are reserved for dinner meals. These are not interchangeable. RVCP only allows a maximum of 3 meals per day.

**Chores:**

Residents are assigned at least one weekly chore to ensure a clean, orderly, and healthy living environment. Residents are expected to clean up after themselves and keep their room neat and clean.

A complete Chore Description and Cleaning Procedures is posted on the Client Bulletin Boards. Residents with questions about how to complete a chore are to ask staff.

1. Upon completion of chore, it is the resident’s responsibility to ask staff to verify the chore is complete. After completing the chore, you are required to initial the chore book. Failure to complete AND/OR sign off on the chore book will result in loss of points and may also include loss of privileges.
2. Per FBOP/RVCP policy, all residents are required to participate in keeping their living quarters and areas used by residents clean.
3. Use of Chemicals: The Hazardous Chemical manual with SDS sheets for every chemical used in the facility is kept at the front desk. If you do not understand the instructions, ask staff, or refer to the Hazardous Chemical manual. If you are not sure how to use it **DON’T** until you are told or shown how. All cleaning chemicals and equipment are to be returned to the closet they came from. Under no circumstances shall any resident have any cleaning agent in his/her room, nor shall they be left out.
4. The only approved cleaning solution is the One Step solution provided by RVCP at no cost to residents.
5. Chore replacement sheets must be filled out and signed by both parties in the event a resident is unable to complete their chore due to illness or pass.

**Medical Process:**

1. Will meet with Social Services Coordinator to establish need for medical.
2. Referral will be submitted to FBOP for primary care appointment.
3. Appointment is either approved or denied by FBOP. Naphcare (FBOP insurance company will schedule you for an appointment). Once approved, the authorization form with a reminder will be provided to you.

Once appointment/medication approval/referrals are submitted, the FBOP and Naphcare are responsible for approving, denying, scheduling, etc.

1. You attend your appointment. You will need to take authorization form provided to you.
2. You will need to request an after-visit summary. Upon return form medical pass, you will need to scan this document to the Social Services Coordinator
3. Social Services Coordinator will upload paperwork to FBOP system and gather any authorizations that are needed for further appointments or medications.
4. If given a prescription, please have them call the prescription into Hometown Pharmacy in Janesville. Please allow 1-2 business days for medication to be approved and be delivered to/picked up by RRC staff.
5. Medical appointments trump employment and leisure passes.
6. Should you need to seek emergency services, you will need to talk to RVCP staff and be transported to Beloit Memorial Hospital. You will need to bring back an after-visit summary and provide this to the Social Services Coordinator.
7. Medication refills are your responsibility to notify the Social Services Coordinator. All medication (new and refills) need to be approved by the FBOP prior to retrieving or consuming medication. There is a formulary used that may prohibit the use of specific medications. Typical over the counter medications (ibuprofen, Tylenol, Omeprazole, etc.) are typically not paid for by the FBOP and payment will be your responsibility.
8. Attending your appointments are required. You will be issued an incident report should you fail to attend your medical or communicate rescheduling with the social services coordinator. Rescheduling is a process that takes time to get approved. Rescheduling should be your last resort.
9. All mental health medications and MAT medications are not allowed to be prescribed to you at a primary care appointment. These medications need to be approved by CTS.

**Transportation Policy:**

1. Federal residents who are considered indigent may speak with their case manager regarding bus passes.
2. After a resident obtains their first paycheck, the resident is responsible for purchasing a bus pass from the Corner Store during Corner Store hours.
3. Residents will exhaust all other transportation needs before requesting a staff transport. Bus will be the primary method of transportation for residents who do not drive or have access to an approved driver.
4. Prior to a resident operating his/her own vehicle, the appropriate paperwork must be completed, along with providing a driving record, proof of valid license, vehicle registration and insurance.
5. Prior to a resident riding in any type of private vehicle an approved driver form must be completed and approved by the Case Manager. The driver will need to provide proof of valid driver’s license, valid insurance of specific vehicle and valid registration of specific vehicle.
6. Taxi, Uber etc. may be used by residents at their own expense.
7. Any clients requesting to utilize another resident as a driver must speak to their case manager. A requested for approved driver must be completed and turned into your respective case manager. This will need to be approved by the program director after input from the case managers is received.

**RVCP Staff Physical Force Policy:**

The safety of residents and staff is of the highest priority. The use of physical force by staff shall be resorted to only in instances of justifiable self-defense, in the prevention of loss or damage to property, to prevent a resident from self-inflicted harm, or to prevent a resident from harming another person. Only the degree of force necessary to control the situation is allowed. If physical force is used the Residential Director will be notified immediately and the assigned contractor will be notified within 24 hours, to include written documentation of incident. Any physical contact between residents will be grounds for immediate removal. Horse play is not allowed.

**Resident Rights:**

Each resident has certain rights. If a resident thinks they have a grievance under any of these rules, the resident may pursue their rights as follows:

COMPLAINT / GRIEVANCE PROCEDURE

If a resident has a complaint / grievance, it may be filed through any of the following:

1. A written grievance can be submitted to the Residential Administrator and a response will be issued within 10 working days.
2. If not satisfied with the results from the Administrator, you may write to the Executive Director to appeal the decision. A copy of the Administrator’s response must be attached to the appeal. The Executive Director will issue a response within 10 working days.
3. If a resident is not satisfied with the response from the Executive Director, they may request the address or phone number of their governing agency.

Note: Residents receiving AODA services will receive a “Patient Guidebook” from their Counselor that will explain further rights those that receive AODA services may have available.

**Covid Protocol:**

RVCP Nursing Staff and Leadership reserve the right to put into place protocols to protect residents and staff from Covid and other airborne diseases should the need arise, regardless of federal/state mandates.

If you test positive for COVID:

Day 0 – positive test day

Day 1-5 you will quarantine in place or in the designated quarantine area.

You are required to remain in your room as much as possible, only to come out limitedly.

You are required to wear a well-fitting mask over your nose and mouth any time you are out of your room.

Day 6-10 you are required to wear a well-fitting mask over your nose and mouth any time you are out of your room.

If you reside in a room with a positive COVID resident, you will be required to wear a well-fitting mask over your nose and mouth for 10 days.

Protocols and requirements are left up to the discretion of nursing staff and leadership.

**Emergency Procedures:**

EMERGENCY EVACUATION PLAN

In case of fire or danger inside the facility, residents should evacuate quickly and orderly by the nearest exit. Evacuation routes and meeting locations are posted in the hallways for Resident’s reference.

Once outside, Residents are to report to the staff member in charge at the garages on the West Side of the building. Staff members will account for residents and staff known to have been in the facility.

Cell phones are not permitted to be used during emergency evacuations.

**Please Note: Any resident failing to participate in any evacuation drill will be subject to possible removal from the program. Evacuation drills are a life safety issue and are to be taken seriously.**

FIRE PLAN

In case of fire, staff will alert all persons in the facility and order evacuation of the building, telephone 8-911 and report the fire.

In case of minor contained fires, a fire extinguisher may be used to put out the fire, if doing so does not jeopardize operator’s safety. Emergency telephone numbers are posted by telephones. Evacuation routes and locations of fire extinguishers are posted in the hallways. Residents are routinely required to practice evacuation procedures a minimum of once per month.

SEVERE WEATHER PLANS

In case of a *tornado* or severe weather stay in the posted shelter areas or as directed by staff.

During a *lightning storm*, do not use the telephone or TV set; keep away from windows and open doors. Do not have any contact with plumbing, no washing of dishes or showering. Stay inside.

**You are required to follow any instructions provided to you by RVCP staff, law enforcement, contractors, etc. during emergency situations. Failure to follow any instructions provided will result in disciplinary sanctioning.**

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ROCK VALLEY NUMBER PAGES

COMMUNITY PROGRAMS, INC. 10-A:001 6

POLICY AND PROCEDURES SCOPE:

RESIDENTIAL RE-ENTRY PROGRAM

CHAPTER: 10 SUBJECT: Prison Rape Elimination Act

PREA Standard 115.211 (PREA) – **Resident Policy**

EFFECTIVE DATE: October 2016

UPDATED DATE: July 2022

1. **POLICY**: Rock Valley Community Programs (RVCP) complies with all requirements of the Prison Rape Elimination Act (PREA) of 2003. RVCP has a zero-tolerance policy for all forms of sexual abuse and harassment. RVCP’s Residential Director is the PREA Coordinator responsible for developing, implementing, and overseeing RVCP’s compliance with PREA standards.
2. **DEFINITIONS**:

*Sexual abuse* includes:

* Sexual abuse of a resident by another resident; and
* Sexual abuse of a resident by a staff member, contractor, or volunteer.

Sexual abuse of a resident by another resident includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

* Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
* Contact between the mouth and the penis, vulva, or anus.
* Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
* 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.

Sexual abuse of a resident by a staff member, contractor or volunteer includes any of the following acts, with or without consent of the resident:

* Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
* Contact between the mouth and the penis, vulva, or anus.
* 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.
* Penetration of the anal or genital opening, 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.
* Any other intentional contact, 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 where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.
* Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in bullets 1 through five of this section:
* Any display by a staff member, a contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of a resident, and
* Voyeurism by a staff member, contractor, or volunteer.

Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of a resident for reasons unrelated to official duties, such as peering at a resident who is using a toilet to perform bodily functions; requiring a resident to expose his or her buttocks, genitals, or breasts; or taking images of all or part of a resident’s naked body or of a resident performing bodily functions.

*Sexual harassment* includes:

* Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by a resident directed toward another resident; and
* Repeated verbal comments or gestures of a sexual nature to a resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

1. **PROCEDURES**:

Resident Rights:

All residents have the right to be safe from sexual abuse and harassment. While you are a resident of RVCP, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual abuse or harassment.

Residents also have the right to be free from retaliation. No negative consequences will occur to any resident for reporting sexual abuse or assault. RVCP will protect residents against retaliation.

Protecting Residents:

Upon intake, all residents will be assessed for their risk of being sexually abused by other residents or sexually abusive toward other residents. This initial assessment will take place within 24-hours of admission.

The results of the risk assessment will be utilized to make room, work, education, and program assignments with the goal of keeping separate those residents at high risk of being sexually victimized from those at high risk of being sexually abusive.

The risk assessment will be repeated within 30 days post admission or when additional information warrants a reassessment. Any room, work, education, and program adjustments will be made based on the results.

Confidentiality:

Information concerning the identity of a resident victim reporting a sexual assault, and the facts of the report itself, shall be limited to those who have a need to know in order to make decisions concerning the resident victim’s welfare and for law enforcement / investigative purposes. RVCP staff members are required to keep reported information confidential and only discuss it with appropriate officials on a need-to-know basis.

RVCP staff, contractors, or volunteers who become aware of any form of sexual abuse or harassment that has occurred, or they suspect may have occurred, are required to report the sexual abuse or harassment to the Residential Director/PREA Coordinator, Executive Director, Assistant Executive Director, or an Assistant Residential Director immediately after they discover the information. Staff, contractors, or volunteers are not to reveal any information related to the sexual abuse or harassment to any person other than to the extent necessary to make treatment, investigation, and other security and management decisions.

How to report sexual abuse and /or harassment:

If you become a victim of a sexual assault, you should report it **immediately** to staff. You can tell your case manager, counselor, the Social Service Coordinator, the Compliance Manager, a Residential Security Officer, a supervisor, or any other staff member you trust. RVCP staff members are required to provide immediate protection from the assailant and will refer you for a medical examination and clinical assessment.

If you are not comfortable reporting the abuse to a staff member, you may write to the Residential Director/PREA Coordinator. You may also request a meeting with the Residential Director/PREA Coordinator to make the report verbally.

Residents may also contact the authorities (911) or contact Laurie Lessard, PREA Coordinator at Lutheran Social Services of Wisconsin and Upper Michigan (LSS.) Address: LSS C/O 3136 Craig Rd., Eau Claire, WI 54701.) directly to report the assault.

Residents can report assaults verbally or in writing, anonymously or through a third party.

If you are a resident with a disability or are limited English proficient, RVCP will provide an interpreter, or other appropriate individual, to assist in understanding the PREA policy as well as assist in reporting any sexual abuse.

Residents are not required to name the other resident(s) or staff member(s) to receive assistance, however, specific information will make it easier for staff to help you. You will continue to receive protection from the abuser, whether or not you have identified your attacker or agree to testify against them. Treatment services will be provided whether the victim names the accuser or cooperates with the investigation.

A trained victim advocate will be available to accompany you to the exam, through the investigative process, as well as any counseling and referrals and follow-up responses.

Residents are not responsible for the cost of medical examination, victim advocate services, or therapeutic interventions.

Third Party Reporting:

RVCP will receive third-party reports of sexual abuse or harassment as follows:

* Verbally, via phone or in person.
* In writing.
* Anonymously.
* Via email to the Residential Director/PREA Coordinator; Nicole Purdy. ([npurdy@rvcp.org](mailto:npurdy@rvcp.org)).
* To Laurie Lessard, PREA Coordinator at Lutheran Social Services of Wisconsin and Upper Michigan (LSS.) Address: LSS C/O 3136 Craig Rd., Eau Claire, WI 54701.)

What to do if you are assaulted:

If you are sexually assaulted, it is imperative that you seek medical attention immediately. Although it may be difficult, it is imperative that you do not shower after the assault. Showering or any type of “cleaning up” may wash off the hair and bodily fluids of the assailant. These can be critical pieces of evidence. Also, do not change clothing. If you do change, however, bring the clothes and undergarments that you had on at the time of the assault to the medical examination. Physical evidence is important to prosecuting a sexual assault perpetrator.

Victims will be examined and tested for sexually transmitted diseases, HIV and females will be tested for pregnancy. Victims may receive emergency contraception and STD prophylaxis at no cost to the victim.

If the victim is pregnant, they will receive timely and comprehensive information and access to all lawful pregnancy-related services.

The medical examination will be provided at Beloit Memorial Hospital by certified Sexual Assault Nurse Examiners (SANE).

Again, all services will be provided with strict confidentiality and at no cost to the victim.

Investigation:

RVCP is required to designate staff PREA investigators and ensure they have received all training required in the PREA standards. RVCP staff trained in the investigative process will be contacted by the individual who received the report of sexual assault as soon as possible following the report.

Investigations will include steps to determine whether staff actions or failures to act contributed to the abuse; and will be documented in the written report which will include a description of the physical and testimonial evidence, the reasoning behind credibility assessments, and investigative facts and finding.

RVCP will ensure that an administrative or criminal investigation is completed for all allegations of sexual abuse or sexual harassment. Criminal investigations are to be conducted by the Rock County Sheriff’s Department.

RVCP will retain all written reports referenced in this policy for as long as the alleged abuser is incarcerated or employed by the agency, plus five years. The departure of the alleged abuser or victim from the employment or control of RVCP will not provide a basis for terminating an investigation.

Sexual abuse incidents will be reported to the Executive Director for data collection and review. The Executive Director will advise the RVCP Board of Directors and the appropriate contracting entity of the abuse.

Crisis Intervention and Counseling Services:

Crisis intervention and counseling services will be made available, free of charge, to any victim of sexual abuse. RVCP has an agreement with the Sexual Assault Recovery Program, 24-hour phone number 1-866-666-4576, to ensure any victim has a trained victim advocate available to them as soon as possible following the report of sexual abuse.

SARP (or other support services staff) are mandatory reporters and that means they are required to report sexual abuse to law enforcement.”

All services provided by the Sexual Assault Recovery Program will remain confidential and RVCP staff will only receive information if the victim signs a release of information.

RVCP will not monitor your communications with outside victim support services except to the extent of confirming appointments.

Consequences of committing sexual assault or sexual harassment:

Any resident found guilty of committing sexual assault will be immediately terminated from RVCP programming and will be referred to the authorities and RVCP will advocate for criminal prosecution to the fullest extent.

Any resident found guilty of committing sexual harassment will be subject to sanctions up to and including termination from RVCP programming.

Potential sanctions include:

Program termination Facility Restriction

Loss of Privileges Assignment of demerits, Level demotion

Community Service

*(Displayed for Residents on A-Wing, B-Wing, TLP)*

Elements of Offenses

|  |  |  |
| --- | --- | --- |
| ***Code*** | ***Offense*** | ***Elements*** |
| 100 | Killing | Deprive of life. |
| 101 | Assaulting any person, or an armed assault on the institution’s secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished.) | An attempt or threat to do violence to another; includes battery, or the unconsented touching of another. |
| 102 | Escape from escort; escape from any secure or non-secure institution, including community confinement, escape from unescorted community program or activity; escape from outside a secure institution. | Escape – departure from custody without permission or authority or before official release. |
| 103 | Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest severity, e.g., in furtherance of a riot or escape; otherwise, the charge is properly classified Code 218 or 329.) | To cause ignition or combustion; includes destructive burning. |
| 104 | Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon. | Possess – to have one’s person or under one’s dominion or control. Manufacture – to make or fashion something. Introduce – to bring in from outside the institution; any of the objects listed. |
| 105 | Rioting. | Participates with two or more other persons in a disturbance for purpose of preventing or coercing official action with actual or threats of violence. |
| 106 | Encouraging others to riot. | Promotes or urges others to participate in a riot. |
| 107 | Taking Hostage(s.) | To take someone captive with threats to kill or harm if demands are not met. |
| 108 | Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety, e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or another electronic device.) | Possess – to have on one’s person or under one’s dominion or control. Manufacture – to make or fashion something. Introduce – to bring in from outside the institution; any of the objects listed. |
| 110 | Refusing to provide a urine sample; refusing to breath into a Breathalyzer; refusing to take part on their drug abuse testing. | Voluntary or intentional decision not to provide a specimen of urine for testing; a stated inability to provide a urine sample within reasonable time, normally two hours. Voluntary or intentional decision not to breathe into a Breathalyzer for alcohol or other intoxicant testing. Voluntary or intentional decision not to take part in other alcohol/intoxicant testing/drug abuse testing as required. |
| 111 | Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff. | Introduce – to bring in from outside the institution. Making – to make or construct any narcotics, drugs, alcohol, intoxicants, or related paraphernalia. |
| 112 | Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by medical staff. | To be seen using or testing positive for the use of any narcotics, marijuana, drugs, alcohol, intoxicants, that has not been prescribed for the individual by the medical staff. |
| 113 | Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff. | To possess means to have on one’s person or under one’s dominion or control of the hard contraband identified. |
| 114 | Sexual assault of any person, involving non-consensual touching by force or threat of force. | Sexual assault includes the unconsented intimate physical contact another person which includes an attempt or threat of physical violation. |
| 115 | Destroying and/or disposing of any item during a search or attempt to search. | Includes throwing items away from staff or flushing items when a search is being conducted or attempting to conduct a search. |
| 196 | Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act. | Use of the mail to commit or aid in the commission of a crime or a Greatest category prohibited act. |
| 197 | Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act. | Using the telephone to commit or aid in the commission of a crime or a Greatest category prohibited act. |
| 198 | Interfering with a staff member in the performance of duties most like another Greatest category prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest categories prohibited acts. | Interfering – to hamper, hinder or disturb a staff member performing his duties. Must be related to 100 level activities. |
| 199 | Conduct which disrupts or interferes with the orderly running of the institution or the Bureau of Prisons most like another Greatest category prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest categories prohibited acts. | Any acts of Greatest Severity level which is not specifically described in other prohibited acts listed above, but which causes disorder or turmoil in the operation of a prison. |
| 200 | Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to the Bureau of Prisons custody within four hours | Departure from custody without permission or authority or before release; includes failure to follow instructions of staff as to the limits of the activity; or commission of an act which prevents the inmate from returning at the time and place prescribed (such as an arrest based on probable cause) and the inmate is unaccounted for more than four hours. |
| 201 | Fighting with another person. | A “fight” is a hostile physical or verbal encounter or engagement between two or more persons. |
| 203 | Threatening another with bodily harm. | A communication of an intent to inflict physical or other harm on any person or on property. |
| 204 | Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing. | To obtain anything of value from another induced by the wrongful use of actual or threatened force, violence, or fear. |
| 205 | Engaging in sexual acts. | Take part in intimate physical contact with self or another. |
| 206 | Making sexual proposals or threats to another. | Offering or encouraging another to engage in a sexual act or in intimate physical contact; a threat is a communicated intent to inflict physical or other harm on the person or on property. |
| 207 | Wearing a disguise or a mask. | Have on one’s face or other portion of one’s body an item which conceals, changes, or alters identity or appearance. |
| 208 | Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with improperly using, or damaging any security device, mechanism, or procedure. | Possess – have on one’s person or have under one’s control.  Tamper – to meddle with for purpose of altering, destroying, etc. |
| 209 | Adulteration of any food or drink. | Adulterate – to debase or make impure. |
| 211 | Possessing any officer’s or staff clothing. | Possess- have on one’s person or have under one’s control or dominion. |
| 212 | Engaging in or encouraging a group demonstration. | To participate or promote others to participate with two or more persons gathering together to support a cause. |
| 213 | Encouraging others to refuse to work, or to participate in a work stoppage. | To promote or urge other inmates to refuse to work or participate in a work stoppage. |
| 216 | Giving or offering an official or staff member a bribe, or anything of value. | Bribe – giving something of value to persuade or induce favor or action. |
| 217 | Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose. | Contraband - - anything an inmate is not permitted to have in his possession, i.e., not issued or not authorized to retain. |
| 218 | Destroying, altering, or damaging government property, or the property of another person, having a value in excess of $100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial valve. | The $100+ value applies to both government and personal property; otherwise, it is a Code 329 offense. |
| 219 | Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored). | Stealing – to take or appropriate the property of another without permission or right. |
| 220 | Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff). | “Martial” refers to war on warlike; we prohibit all but punching a bag because this conduct may be mistakenly perceived as fighting or may precipitate disruption or a disturbance. It also encourages militant group behavior which is inconsistent with security. |
| 221 | Being in an unauthorized area with a person of the opposite sex without staff permission. | An area may be “unauthorized” because of a written rule, an oral order or direction by staff, or because of circumstances. The “person of the opposite sex” refers to inmates or visitors, not staff. A prohibited act described to cover a situation where two inmates of opposite sex at co-correctional institution are discovered in an inappropriate area, but before there is any evidence of sexual intent or content. |
| 224 | Assaulting any person (a charge at this level is used when less serious physical injury of contact has been attempted or accomplished by an inmate). | See Code 101. Assault is an attempt or threat to do violence to another and includes battery or the unconsented touching of another. |
| 225 | Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to sop such conduct. | A documented pattern of repeated behavior which harasses, alarms, or annoys a person after being ordered or previously warned to cease such conduct. |
| 226 | Possession of stolen property. | To have in one’s possession, control, or domain any stolen item(s). |
| 227 | Refusing to participate in a required physical test or required examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis). | Voluntary or intentional decision not to take part in a required physical test or examination unrelated to drug abuse or alcohol testing. |
| 228 | Tattooing or self-mutilation. | To put indelible patterns on the skin; to injure, disfigure or make imperfect by removing or irreparably damaging parts of the body (wrist cutting falls within this offense). |
| 229 | Sexual assault of any person, involving non-consensual touching without force or threat of force. | Sexual assault includes the unconsented intimate or non-sexual physical contact with another person which does not include a threat of physical violence. |
| 296 | Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse, writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person. | Use of the mail in violation of the policy on mail regulations which circumvents mail monitoring procedures. |
| 297 | Use of the telephone for abuses other than criminal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further o High category prohibited act. | Using the telephone in violation of the policy on telephone regulations which circumvents telephone monitoring procedures. |
| 298 | Interfering with a staff member in the performance of duties, most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severities prohibited acts. | See Code 198 |
| 299 | Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High Severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severities prohibited acts. | See Code 199 |
| 300 | Indecent Exposure | Indecent means offending against recognized standards of propriety; exposure means to display; non-accidental display of genitals. |
| 302 | Misuse of authorized medication. | To use authorized/prescribed medication in a manner contrary to instructions. |
| 303 | Possession of money or currency, unless specifically authorized, or in excess of the amount authorized. | Possess – to have on one’s person or under one’s control. |
| 304 | Loaning of property or anything of value for profit or increased return. | To grant temporary use for the purpose of gaining money or an advantage. |
| 305 | Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels. | To possess means to have on one’s person or under one’s dominion or control; although notice of what constitutes contraband generally is presumed, look to policies, rules, procedures, and law to establish where reasonably questioned. |
| 306 | Refusing to work or accept a program assignment. | Declining or expressing a determination not to perform assigned tasks; also, includes program assignments like general population and educational classes. |
| 307 | Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g., failure to obey an order which furthers a riot would be charged as Code 201, Fighting; refusing to provide a urine sample when ordered would be charged as 110.) | Declining or expression a determination not to follow commands (instructions and restrictions) of a BOP employee and others placed in a position of authority by a BOP employee. |
| 308 | Violating a condition of furlough. | To break or fail to follow rules listed on the furlough form. |
| 309 | Violating a condition of a community program. | Failure to follow established rules other than those set forth on the furlough form. |
| 310 | Unexcused absence from work or any program assignment. | Not at an assigned placed at a certain time. |
| 311 | Failure to perform work as instructed by the supervisor. | Similar to 319; use when specific orders of the work supervisor are violated. |
| 312 | Insolence towards a staff member. | Contemptuously rude or impertinent in behavior or speech towards a staff member. |
| 313 | Lying or providing a false statement to a staff member. | Self-explanatory offense; must disrupt security, order, or discipline. |
| 314 | Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to affect escape, Code 102.) | Self-explanatory offense as described. |
| 315 | Participating in an unauthorized meeting or gathering. | To take part in a meeting or gathering of inmates without staff permission. |
| 316 | Being in unauthorized area without staff authorization. | Located in a place that an inmate is forbidden to be in because of orders, policies or established procedures. |
| 317 | Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards.) | Nonperformance of established rules concerning safety and sanitation. |
| 318 | Using any equipment or machinery without staff authorization. | Self-explanatory offense as described. |
| 319 | Using any equipment or machinery contrary to instructions or posted safety standards. | Similar to 317; specifically covers use of equipment or machinery. |
| 320 | Failure to stand count. | Absent during count or failing to stand up during count. |
| 321 | Interfering with the taking of court. | Any action which hampers or inhabits staff from taking a count other than those actions listed in Code 320. |
| 324 | Gambling. | To play any game of chance for stakes. |
| 325 | Preparing or conducting a gambling pool. | See Code 324; to be used where evidence establishes the inmate is responsible for setting up or running the game of chance. |
| 326 | Possession of gambling paraphernalia. | See Code 324; where evidence only shows possession of gambling items, but not used in a game. |
| 327 | Unauthorized contacts with the public. | Self-explanatory offense: to be used where an inmate needs permission to contact someone outside the institution. |
| 328 | Giving money or anything to or accepting money or anything of value from another inmate, or any other person without staff authorization. | Self-explanatory offenses as described. See also Code 217 where evidence shows the purpose of giving is for introducing contraband or other illegal purpose. |
| 329 | Destroying, Altering, or Damaging Government Property, or the Property of Another Person, Having a Value of $100 or less. | Self-explanatory offense; see Code 218 for higher severity offense for more than $100. |
| 330 | Being Unsanitary or Untidy; Failing to Keep One’s Person and One’s Quarters in Accordance with Posted Standards. | Self-explanatory offense: used where living area is unclean or not maintained in an acceptably clean and tidy manner. |
| 331 | Possession, Manufacture, or Introduction of a nonhazardous tool or other Non-Hazardous Contraband (tool not likely to be used in an escape attempt or to serve as weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; other nonhazardous contraband includes such items as food or cosmetics.) | Self-explanatory offense; see Code 104 for description of possession, manufacture, or introduction. See also Code 108 for greater severity offense. |
| 332 | Smoking where prohibited | Smoking in an area that is designated by policy to be a non-smoking area. |
| 333 | Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other education or vocational skills test.) | Self-explanatory offense; used when cheating on an educational or vocational test. |
| 334 | Conducting a business; conducting or directing an investment transaction without staff authorization. | To direct, engage, carry on an occupation, profession, or trade. Occupation means the person’s usual or principal work. A profession usually refers to an occupation which requires extensive education. Trade refers to buying, selling, or exchanging commodities or other items. |
| 335 | Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation. | Used when an inmate is wearing clothing, items, etc. to show gang affiliation, making hand signals, etc. Use other higher and greater severity codes when behavior involves fighting, assaults, and group demonstrations. |
| 336 | Circulating a pension. | Circulating a petition to protest conditions or to effect a change of some sort. |
| 397 | Use of telephone for abuses other than criminal activity | Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate’s PIN number, three-way calling, providing false information for preparation of a telephone list) |
| 398 | Interfering with a Staff Member in the Performance of Duties, Most Like \_\_\_ (Conduct must be of the Moderate severity nature. This charge is to be used only when another charge of moderate severity is not applicable) | See Code 198. |
| 399 | Conduct which Disrupts or Interferes with the Security or Orderly Running of the Institution or the Bureau of Prisons, Most Like \_\_\_ (Conduct must be of the Moderate severity nature. This charge is to be used when another charge of moderate severity is not applicable) | See Code 199. |
| 402 | Malingering, Feigning Illness | Malingering means to feign illness. |
| 404 | Using Abusive or Obscene Language | Using coarsely insulting, indecent or lewd language. |
| 407 | Conduct with a Visitor in Violation of Bureau Regulations | Inappropriate actions with a visitor after notice if written rule (would include excessive sexual contact short of engaging in a sex act, Code 205.) |
| 409 | Unauthorized Physical Contact | Unacceptable physical contact, usually with another inmate; see also Code 205, Engaging in Sexual Acts, and Code 407 for visitor related activities. |
| 498 | Interfering with a Staff Member in the Performance of Duties, Most Like \_\_\_ (Conduct must be of the Low Moderate severity nature. This charge is to be used only when another charge of low moderate severity is not applicable) | See Code 198 |
| 499 | Conduct which Disrupts or Interferes with the Security of Orderly Running of the Institution or the Bureau of Prisons, Most Like \_\_\_ | See Code 199 |