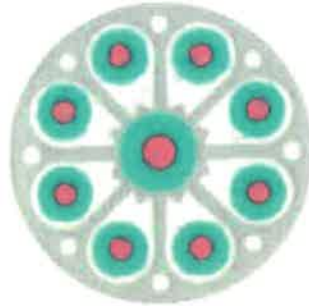


DISMAS CHARITIES, INC.
Sioux City, Iowa



"Healing the Human Spirit"

Residential Reentry Center

Resident Handbook

Rules, Regulations, Expectations, Sanctions, and Contraband List

***"Success is never owned, it is rented; and
Rent is due every day"***

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INTRODUCTION

Welcome to Dismas Charities Sioux City. This program is one of many re-entry correctional programs operated by Dismas Charities Inc. Upon your arrival into the program you will be assigned a Counselor who will work with you during your stay to ensure a smooth transition, adjustment, and progressive advancement back into the community. It is your responsibility to provide truthful, open communication with your Counselor, advising them of anything that arises that affects you or your program status.

Dismas Charities Sioux City provides services to many different classifications of residents including the following; Federal (Pre-Release), Federal Public Law/USPO (Community Confinement Component), and Federal Pre-Trial Services (if applicable). There are different rules and programming which have to be adhered to for each one of these classifications. It is important to remember that what applies to one resident does not always apply to another because of the different legal status and classifications. Since there are different legal statuses in the program, there are different levels of privileges that are afforded to each group. If you are unsure of what your legal status/ classification and/or level is please feel free to ask your Counselor for clarification.

Dismas Charities Sioux City offers the following services to its residents:

In-House

Shelter	Educational Counseling
Food	Home Confinement/Electronic Monitoring
Transportation Assistance (indigent)	Urine Surveillance
Clothing Assistance (indigent)	Crisis Intervention
Recreation	Family Intervention
Budget Planning	Financial Counseling
Individual Counseling & Journaling	Supervision in the Community
Employment Counseling & Referral	Life Skills & Women's Specialized Program

Community Referral

Drug and Alcohol Counseling	Individual/Group Counseling
Mental Health Services	Individual & Family Counseling
Medical and Dental Services	Housing Assistance & Referral
Financial Assistance	Clothing & Furnishing Needs
Educational Counseling and Placement	Vocational Evaluation Counseling and Training

The staff at Dismas Charities Sioux City welcomes you and hopes that your programming here will be a positive one that will assist you in reuniting with your family and community.

PROGRAM GOALS

Upon your ARRIVAL into the program you will be given a thorough orientation and tour of the facility. Within seven (7-10) days of your arrival, you will meet with your Counselor and you will develop an INDIVIDUAL RE-ENTRY PROGRAM PLAN.

This will be the basis for your progression in the program. You will be expected to set goals and accomplish your goals within specific time-periods in the following areas: Employment, Personal / Interpersonal, Educational, Financial and Release Preparation. Your progression through the Level System will be contingent upon you obtaining these goals. The INDIVIDUAL REENTRY PROGRAM PLAN will also include any required programs or groups that you are required to participate in. If you cannot attend these required programs or groups with what Dismas provides in-house, then you will be responsible for making up the programs and/or groups in the community, when applicable. Your Counselor will assist you in referrals to outside agencies and/or services. ***Remember: Non-compliance with required programming and/or group participation will delay your progression through the Level System and may affect the privileges, which you receive, and your release from the program.***

Residents may be asked to participate in life skills classes as part of their Individual Program Plan and successful reentry/ completion of this program. Residents who are required and/or referred for Transitional Drug Abuse Treatment or other Community Treatment Services (CTS) must attend all scheduled appointments. Disciplinary measures are taken when appointments are missed.

You will be released based on your successful completion of the program, along with the set release date mandated by the Supervising Authorities.

AUTHORITY

Residents are to treat all staff and other residents with courtesy and respect at all times. No resident may use profanity or demeaning language to staff or other residents. No resident may have authority over another resident.

All residents will address staff by MR. or MS. (followed by their last name). Note: All staff will refer to all residents in the same manner.

RESIDENT BEHAVIOR

Any resident behavior which leads staff to believe that the resident may be harmful to themselves, staff, or the public will be removed from the program. ***Remember: During your programming at Dismas you will encounter and interact with many persons (staff and residents) from many different backgrounds, beliefs, and economic levels; therefore, it is imperative that you treat everyone with respect in regards to their mannerisms, religious practices, language, etc.***

Your successful re-entry back to your community will be contingent in part on your acceptance and ability to get along with various persons from different cultural backgrounds. As stated earlier, the use of profanity, racial, and/or sexual gestures or speech is prohibited. Additionally, Dismas wishes all residents to be watchful of fellow resident's behaviors that could indicate a resident may attempt to do harm to themselves. Signs can be, but are not limited to the following: Withdrawal from group participation or conversations; discouraging comments; isolation; poor hygiene; etc.

Should you witness these signs you are to notify Dismas staff immediately. Should you yourself have these symptoms and feelings of hopelessness you are encouraged to contact any Dismas staff member immediately for referral and treatment.

RESIDENT BULLETIN BOARD

All residents are required to read the Resident Bulletin Boards on a daily basis. Residents are not permitted to remove any information from the Resident Bulletin Board. Staff will communicate procedure changes, notice of meetings, etc. via a Memorandum on the Resident Bulletin Board. The Resident Bulletin Board also contains information that is permanent, including: Resident Rules and Regulations; BOP Prohibited Acts; Emergency Medical and Evacuation Procedures; Resident Rights & Contact Information; etc.

COMMUNITY MOVEMENT

You are required to be accountable to Dismas staff at all times. Dismas will not approve you to have any movements within the community where you cannot be reached. Destinations where phones have call forwarding, three-way calling, and/or answering services, or cell phone only services will not be authorized. When signing out of the facility, you are responsible for stating the complete and correct information on your Movement Request, to include name of destination; street address; phone number; mode of transportation; time requested; and purpose of movement. Your movement time request are subject to change depending on what your Counselor sees fit. You are responsible for knowing the updated movement times BEFORE you sign out from the facility.

Note: Staff is required to assign and approve ALL leave/return times. Remember: If you have to go to another destination and/or additional move in the community, other than your approved sign-out destination, you are required to call in and request a change of destination, prior to making the move. It is important to remember that asking to change a destination is a request, and staff will make the decision if the change will be granted. All information regarding the new destination must be provided to staff when the request is made.

Staff will not grant a move without the necessary information (name, full address, phone number, and purpose of the movement). Furthermore, when you reach your approved destination, you are to call the facility and report in. *Note: When you call in, the location and telephone number are monitored by staff.* Staff are permitted to contact you at your approved sign-out destination, at any time. When you get ready to leave your approved sign-out destination you are to call the facility and report to staff that you will be returning. *Note: Your call in location will be monitored by staff.* Staff can contact you at your approved sign-out destination any time. Returning late to the facility can result in a disciplinary report. *Note: Action & Movement Requests must be provided for all non-emergency movements at least 24 hours in advance. All non-emergency movements for the weekend, including Friday, Saturday, Sunday, and Monday, have to be submitted by 4 p.m. on Wednesday.*

Residents may not frequent the racetrack, bingo or other destinations where the **primary** purpose or business is gambling and/or alcohol. Residents are not to enter places where pornography or liquor is the main product(s).

Remember: Unaccountability is a serious violation, and may warrant loss of privileges or your termination from the program. These accountability procedures protect you and verify to Dismas, the community, and the United States Probation Office and the Federal Bureau of Prisons your accountability.

COUNTS

Head counts are conducted randomly during all shifts. Residents in the facility are required to be accountable to staff within the facility at all times, unless you are on an approved movement outside of the facility. There are three standing headcounts per day and you are required to be in your dorm (on or beside) your assigned bed at these times.

ROOM CLEANLINESS/RESIDENT ROOM ACCESS

You are responsible for the cleanliness of your living area at all times. Your assigned bed is to be neatly made at all times when not occupied. You are required to keep all of your property neatly organized in your assigned locker. You are not to leave clothes or other items on the floor, on the side or tops of lockers, in chairs, or on the bed. *Note: Only shoes and laundry bags will be permitted to be placed neatly under your bed.* *In cases where a shoe bag is provided by Dismas, all shoes must be kept inside this bag, except for those shoes which you are currently using. Nothing is to be hanging on the bedposts or end rails except your towel and washcloth. Laundry bags should be placed under beds and not on any hooks. All backpacks should be turned into the CMO. Coats and jackets are to be hung on your assigned coat rack. Excess property will be confiscated and you will be required to remove it from the program at your expense. Any property not stored correctly will be confiscated.

A staff member will conduct room/facility inspections throughout the day. When possible, you will be given the opportunity to correct problems with your area before property is confiscated or disciplinary action is taken. Repeat violations however, will result in disciplinary action. For life safety reasons extension cords, stuffed animals, cardboard boxes, rugs, non-issued linen, and non-issued pillows and unsecure property are not permitted, and will be considered contraband. If you have a question on an item that may not be permitted, please ask your counselor first before you introduce the item into the facility.

No resident is permitted to change rooms or bed assignments without permission from the Director, who will then refer the approval, if granted, to the proper authority. Dismas has the right to change your bed and room assignment at any time.

No resident is permitted in another resident's locker or bed area. Your locker should be secured at all time. No resident is permitted to have more than one locker. Unassigned lockers with property will be considered contraband items.

No resident is permitted in any restricted area or staff office without the permission and presence of staff.

WORK DETAILS

You will be assigned a Work Detail/Housekeeping Assignment during your stay. The Work Detail /Housekeeping Assignment Sheets are posted on the Bulletin Board, along with a detailed description of your assigned Work Detail Task. You are required to complete your detail as assigned and described, and residents are not permitted to switch details or complete a detail assignment for another resident without prior approval from staff. These details are necessary for the maintenance and upkeep of the facility.

Details are broken into "A.M." and "P.M." sections. The details for "A.M." are to be completed between 7 A.M.-8 A.M. Monday-Friday and 11 A.M.-12 P.M. Saturday and Sunday. The "P.M." details are to be completed between 8:00 P.M. and 9:00 P.M. Sunday-Saturday (all days of the week).

Note: If you are unable to complete your detail at the assigned time, due to conflicting work schedules and program appointments, you are still accountable for the completion of the detail. It is to be done either before you leave for work or when you return from work. When you have completed your detail, it is your responsibility to seek out staff, which will inspect the detail and sign you off as completing your detail, on the Detail Assignment Sheet.

Note: To maintain facility sanitation at all times, any resident, regardless of their assigned work detail, may be asked by staff to perform routine clean-up details within the facility.

Note: Any resident who fails or refuses to clean their assigned areas or fails or refuses to perform a routine clean-up detail upon the request of staff will receive an incident report or disciplinary report.

LINEN EXCHANGE

Upon your arrival you are issued a (1) lock, (1) pillow, (1) pillowcase, (1) blanket, (1) fitted sheet, (1) sheet, (1) washcloth, and (1) towel. Each week you are required to wash your linens (pillowcase, sheets, washcloth, and towel). The cost of laundering detergent and equipment for washing Dismas issued linens will be provided by Dismas **Note: detergent will only be given to wash bed linens**. You must notify the Resident Monitor Staff by Friday at noon each week that your linen has been laundered. Immediately following the laundering of your linen, you are to make your bed using all of the items provided. Residents are not permitted to use their personal linens. Weekly laundry of linens is mandatory! Failure to laundry linens will result in disciplinary action.

FURNITURE:

No furniture is to be moved from any location to another location within the center. No furniture is to be mistreated. Do not sit on tables or prop your feet up on the furniture. All beds/lockers and other further in the facility must remain in the position in which they are placed.

MEAL SERVICE

Dismas Charities Sioux City provides meals to each resident at no cost. The Menu is posted on the Resident Bulletin Board, to include any substitutions.

Meal service hours are posted on the Resident Bulletin Board located in the Dining Room. Females eat meals in the Women's Dayroom. Females also have and should utilize the coffee pot in the Women's Dayroom.

Meals will be eaten in the Dining Room, unless permission to eat in another location is received from staff. Food and beverages are prohibited in the dorm, lockers, recreation, restroom, or counseling/meeting areas.

Note: Resident Food cannot be stored in the facility refrigerators. Residents may NOT store food on shelves, in drawers, in lockers, dorms, or on top of machines. No resident can ingest any type of food or beverage with poppy seeds. Specific medical or religious diet requests must be submitted in writing to the Facility Director, with substantiated documentation. (Letter from your Religious Leader, or Sample Menu from your physician, or documentation of your meal practices from the institution).

RESIDENT RELATIONSHIPS

Personal relationships and physical contact with fellow residents is prohibited. Please review the Sexual Abuse/Sexual Assault and PREA Policy which you received as part of your orientation into the program.

Residents are prohibited from associating with convicted felons during your programming. This includes correspondence by mail, internet, telephone, etc. Any exception must have the approval of the Facility Director, USPO, and the BOP. This includes communication between resident via their cell phones, internet or other communication devices.

Residents are NOT permitted to touch one another for any reason.

Male and Female Residents cannot sit or communicate to each other for any extended period of time. **Speak and Move** is to be practiced at all times. If residents need to inquire of information from another resident (example-pertaining to work, community service, etc.) this must be done through the RM Staff only.

FACILITY HOURS FOR VISITATION, LAUNDRY, AND OTHER ACTIVITIES

Dismas Charities Sioux City provides several facilities for resident use, including a visitation, dayroom, dining room, and laundry room. The visitation/dayroom and laundry room schedules/hours are posted on the Resident Bulletin Board.

Resident Visitation:	Saturday	1:00 pm to 3:00 pm
	Sunday	1:00 pm to 3:00 pm
	Tuesday	6:30 pm to 8:30 pm

** Special times can be approved outside of these above-referenced schedule with the permission of the Director.*

All laundry must be completed and removed by the closing time of the laundry room; otherwise, you will not be able to secure your items from the machines until the following morning when the laundry room opens.

Laundry Room Hours: 6 a.m. until 10 p.m.

Note: A designated laundry for female residents only is located in the Female Dorm complex. The same above referenced laundry hours apply for females as well.

CURFEW AND LIGHTS OUT (House is Closed)

All residents have a curfew and are required to return to the facility prior to their curfew unless at work or extended by the Facility Director. Only the Director and RRM can extend a curfew for purposes other than work. **The curfew is from 10:00 PM – 6:00AM.**

You are required to be in your dorm and have lights out no later than 10:00 pm Sunday through Thursday, and no later than 11:00 pm on Friday and Saturday.

All approved personal electronics must be used with headphones at all time. These items must be powered by battery. All approved electronics must be turned off when room is unoccupied and at curfew times. When these items are not in use they must be stored in your assigned locker.

***Bathrooms, hallways, and dining room outlets are not approved charging station areas for your approved electronic devices. Note: All approved cell phones must be turned in when staff request them.**

****You must be respectful of other residents in the dorm who are sleeping if you are on your phone****

VISITATION

You are responsible for the conduct of your visitors. Visitors must be signed into the facility and show picture identification on each visit. **Physical contact is limited to a warm embrace at the beginning and end of the visit.**

The maximum number of adult visitors allowed during each visitation is four (4). Visitors under the age of 18 are considered minors and must be signed into the facility by their parent or legal guardian. Minors must be supervised at all times. Visitors who fail to supervise their children will be asked to leave the facility.

NOTE: Visitors are subject to the same search procedures as residents. Visitors who refuse to submit to a search or who are suspected to be under the influence of drugs and/or alcohol will be asked to leave the facility. Visitors are not permitted to bring any property into the facility during visitation with the exception of vehicle keys.

Note: Visitors are not permitted to wear any sleeveless shirts, baggy pants or shirts, head-gear, gang coloring, shorts above the mid-thigh, or sheer clothing. Visitors may not expose their chests, mid-sections, private areas or undergarments, and cannot dress in a way that would bring

unwarranted attention to themselves. (No T-shirts, etc., with suggestive, illegal, obscene, or offensive pictures, language, or symbols). Shoes must be worn at all times.

Residents may only have personal belongings dropped off during their assigned visitation times, with the approval of the Director only. Residents are responsible for cleaning up after yourself and your visitors. Failure to clean-up after your visitors will result in disciplinary action and/or loss of visitation privileges.

MEDIA

Without exception, any and all contacts with the media require advance approval by the Facility Director and the Federal Bureau of Prisons. In all cases of media contact, Privacy Act, and confidentiality guidelines will apply and necessary Bureau of Prisons forms must be completed prior to media interviews of any type. (Radio, TV, Internet, Telephone, or Newspaper).

MEDICAL CARE

Non-emergency medical care must be authorized in advance by the Facility Director and/or designee and BOP. Residents must let Counselors know when a medical/mental health appointment is needed so that authorization can be obtained timely and approved by the BOP. If still in BOP Custody, residents are NOT permitted to seek medical/mental health care treatment on their own, without prior-authorization and approval by the BOP. Residents are financially responsible for all medical care/treatment, including prescriptions, upon arrival to Dismas unless otherwise approved by the BOP. *A link to the Affordable Care Act insurance options are on the resident kiosk.

****Emergency Medical care can be obtained at the following location:**

Siouxland Community Health Center, 1021 Nebraska Street, Sioux City IA 51105
Ph. 712-252-2477

Mercy Siouxland Medical Center, 801 5th Street, Sioux City IA 51101
Ph. 712-279-2010

In the event of a medical emergency while at the facility, staff will immediately call 911 and request medical assistance.

PUBLIC LAW PHYSICALS

Public Law (USPO) and Pre-Trial Commitments (if applicable) will be required to undergo a physical examination prior to or within five working days of arrival. This physical exam will include a test for TB. Should the TB test show positive then a chest x-ray will be required. Should you fail to receive a physical within five working days (5) of your arrival you will more than likely be recommended for removal from the program.

CONTROLLED SUBSTANCES, PRESCRIBED MEDICATION, OVER-THE-COUNTER DRUGS AND DAILY MED CALL

Upon entering the Center, all prescribed medications are to be turned over to the staff on duty. **Staff will then log the medication and only give back to you as directed to do so on the label.** Medications must be taken as prescribed by the physician.

Outdated medications, or medications that are turned in that are in the wrong container or have mixed pills in them will not be accepted. (These types of medication will be considered contraband and disposed of accordingly.) If you need medical attention for prescription refills, your Counselor is available to assist you with referrals. If you intend to have medication distributed to you while out of the Center for work or weekend passes, then you must obtain a "weekend bottle" (an empty prescription bottle with the prescription label) from the pharmacist who filled your prescription.

You are not permitted to have any medications which have been purchased in another country or over the internet. All prescription medications **MUST** be filled by a pharmacist in the United States and be prescribed for you by a licensed physician.

Dismas Charities Sioux City has a Self-Administering Medication (SAM) program that affords each resident the opportunity to "request" authorization to keep their prescription medication in his or her assigned locker. However, narcotics, sleeping aids, psychotropic medications and other medications prescribed for the purpose of treating mental health issues are prohibited to be administered through the SAM program.

Staff will fill out the SAM Form on your behalf, and will forward to the Director for their review. If you are permitted to keep your prescription medications in assigned locker, you must ensure that your locker is securely locked at all times. Failure to properly secure your medications will result in you losing your privilege to manage your medications on your own.

***You will also be required to post a copy of your SAM Form to the interior door of your locker for quick reference by staff during routine inspections and searches.**

Any medication requiring special storage (e.g. refrigeration) will be stored in the medical refrigerator in the CMO and be properly labeled. A sharps container is maintained by staff for needle disposal in this CMO area as well.

You are **REQUIRED** to attend **DAILY MED CALL** if you are in house. Med Call is announced three times each day, 6am, 12pm, and 8pm. You must report to the CMO if you have meds that need to be taken. All medications must be taken as prescribed. Failure to report for Med Call will be documented and addressed. Failure to comply with Prescribed Medications may result in program termination.

You are authorized to keep over the counter medications in your property. Any over the counter medications that are brought into the facility must be in their original containers. Items that are authorized are as follows.

- One pain reliever (example, Tylenol, Aspirin, Ibuprofen)
- One cold medication (nothing with alcohol and no over-the-counter inhalers)
- One vitamin, or multi-vitamin (**no Creatine**)
- Medicated creams and lotions

- Prescription ONLY Eye Drops

The Director must approve anything other than these above stated items.

At no time are you authorized to possess items that have a sleeping aid in them, caffeine type supplements, and creatine or weight loss stimulant products. Laxatives and water pills are also prohibited unless prescribed by a doctor.

You are required to take your medication that is secured by Dismas in front of staff and in accordance with your prescription instructions.

Remember: Dismas staff will dispose of any expired and/or left medication beyond your termination date from the program, if not retrieved within thirty (30) days of your release.

ALCOHOL TESTING AND URINE SURVEILLANCE

You are subject to being tested for the use of alcohol and drugs by means of urine tests and alcohol tests at any time.

When requested to submit to either type of tests, you are expected to comply. Failure or refusal to submit to the testing will result in formal disciplinary actions up to and including your removal from the program.

Urine Test: From the time the staff member requests a urine sample, you will have two hours to produce the urine. During this time, you must remain in the sight of staff and can only ingest 12 ounces of water within this allotted time period. An Incident Report will be issued if a urine sample is not produced after this time.

Alcohol Tests are expected immediately upon request by staff. Positive tests will result in a second alcohol breathalyzer test. Note: Urine tests will not be given to prove and/or disprove alcohol use. During this testing time, you will remain in direct staff sight with no ingesting of any food, beverage, gum, etc.

EMERGENCY DRILLS

Dismas Charities Sioux City conducts, at a minimum, one (1) monthly Severe Weather Drill and one (1) monthly Fire Drill. These drills may occur at any time, on any day. Immediate response is mandatory. Note: Failure to exit the building within 3 minutes will result in an additional drill. Any resident who fails to participate in the drill will receive a disciplinary report that could result in program termination.

When the Fire Alarm sounds, you are to evacuate the building immediately following the nearest emergency exit. You will then assemble in the far corner of the parking lot and wait to be counted by staff. *This area will be marked. You are to remain in this area until an "all clear" is given by staff or until evacuated to an approved offsite location is made.

Severe Weather Drills will be announced by the staff using the intercom or by staff manually. You are to move immediately to an "Area of Safe Refuge" which is identified and announced by staff to evacuate to during this drill.

Although drills are conducted, every fire alarm or announcement of severe weather drill, are to be treated as a true emergency, and a quick response is mandatory. Any resident, who fails to participate in these drills will receive a disciplinary report.

Posted throughout the facility are EMERGENCY EVACUATION DIAGRAMS, which outline all of the emergency evacuation exits, location of first aid supplies, pull stations, fire extinguishers, etc. You are required to become familiar with these plans during the first week of your arrival. **DO NOT TAMPER WITH ANY FIRE SAFETY EQUIPMENT IN ANY WAY.**

In Case of Fire: Staff shall call 911 immediately.

- For you safety, this facility is equipped with the following:
- Electric smoke detectors in each room, common areas, and corridors.
- Fire Extinguishers
- Fire Alarm Pull Stations
- Posted Fire Evacuation Plans
- Fire-Safe Exit Paths
- Fire Retardant Bedding
- Self-Door Closures on Dorm Room Doors
- Infectious Waste Spillage Kits

In a Fire Situation:

- **DO NOT PANIC!**
- If the room is smoky or you smell smoke, get on your hands and knees (or stomach) and crawl to the door.
- Feel the doorknob; if hot, **DO NOT** open the door; if cold, open the door slowly, and move toward the closest exit.
- **DO NOT PROP EXIT DOORS OPEN!**
- If the doorknob is hot, place a towel or other barrier at the bottom of the door and wait for help.
- Pull the fire alarm as you evacuate if this has not already been done.
- After exiting the building, all persons shall meet in the far right side of the Resident parking lot and or across the street. Staff will conduct a count and report any persons missing to the Police and Fire Department officials.
- **NEVER REENTER A BURNING BUILDING!**

DISCIPLINARY ACTION (The Federal Bureau of Prisons, RRM, office has a copy of the Dismas Charities Sioux City Resident Handbook/Rules and Regulations and has approved its contents)

Prior to transfer from an institution, each resident is forwarded a copy of the Dismas Charities Sioux City In-House Rules and Regulations. These rules are not all encompassing but provide an overview of rule violations and sanctions. At the time of your orientation, this information is

reviewed again and you are then provided a copy of our Resident Handbook which further educates you on program operations, rules, sanctions, programs and privileges. You will also sign a form acknowledging your receipt of rules and handbook that is placed in your program file. All non-sentenced residents (Public Law and Pre-Trial) are provided a copy of the Dismas Charities Sioux City Handbook/Rules and Regulations at the time of initial intake.

An overview of Dismas Charities Sioux City Rules and Regulations and a copy of the BOP Prohibited Acts are incorporated into the handbook. You are responsible for knowing and understanding the information contained within these documents and you will be held accountable for them at all times. If you cannot read, or do not understand the contents of the rules, then staff will go over them independently with you. If you violate a Dismas (In-House) rule, then an appropriate staff member will write a Disciplinary Report (DR). The DR is presented to you for signature and it is then forwarded to your Counselor or designee for investigation of the report. The signing of a Disciplinary Report by you is not an admission of guilt, but an acknowledgement that you are aware of the Disciplinary Report. The investigating staff member will investigate the report and will recommend an appropriate sanction, which could range from expunging the report to a loss of privileges or program termination. The Director can increase or decrease the action recommended. If you feel that action was not appropriate, then you can file an informal grievance to the Director, for review of the action.

Remember it is Dismas Charities Sioux City's intent to handle minor disciplinary infractions with in-house sanctions such as loss of privileges; reprimands; verbal warnings; special assignments; dorm or facility restriction; reduction in level; impound or confiscation of unauthorized personal property; or extra details. However, a pattern or increasing number of disciplinary infractions or gross violation of program rules could result in greater sanctions, up to and including your termination from the program.

When a Federal Prohibited Act is committed, by a Pre-Release (BOP) Resident, staff will initiate a (Formal) Incident Report. The report will be investigated by a staff member who was not a witness to the incident, and then a formal hearing will be conducted by the Center Disciplinary Committee, which can be made up of one to three staff member who were not involved in the initial incident or investigation, and is not a witness.

A recommended sanction(s) will be determined at the conclusion of the formal hearing and the report, hearing, and substantiated evidence and sanction recommendation(s) will be forwarded to the Residential Reentry Manager (RRM) for review and processing by the Disciplinary Hearing Office (DHO) with the Federal Bureau of Prisons. Note: Category three or four offenses may be resolved at the facility level. Level 100 and 200 Prohibited Acts must follow the Formal Incident Report/ Center Disciplinary Chairman process.

See BOP Prohibited Acts for Further Information

GRIEVANCES

If you have a grievance of any nature, then your first action is to request a meeting with the Counselor for an attempt at an "informal resolution". You can begin this process by submitting

an "Action Request" describing the problem, to the Counselor's attention. If the Counselor concludes the complaint has merit, a meeting will be scheduled with all parties concerned. After a careful analysis of all the facts, a decision regarding the complaint will then be made by the Counselor (and/or) Director/Assistant Director - and any appropriate corrective action will be taken at that time.

If an informal resolution cannot be reached, then you can file a grievance through the Bureau of Prisons Administrative Remedy process on a (BP-9) form (Administrative Remedy) or Public Law placements through their respective US Probation Officer.

SEARCHES

At any time, staff may conduct a search of the facility, your personal belongings, cell phone, vehicles, or your person. You do not have to be present for staff to search your personnel property, vehicle, and/or living area while residing at our program. Items that are deemed contraband will be confiscated and destroyed and/or donated to local charities of Dismas' choice. They are not returned. Note: This includes unauthorized cell phones, electronic game systems, computers, etc.

SMOKING

Residents are permitted to smoke on the backyard patio ONLY, smoking in any other zones is prohibited and will result in a Disciplinary Report and loss of smoking privileges. Smoking inside the facility may result in loss of smoking privileges for all. Cigarettes are the only tobacco product permitted on the premises. There are two containers located on the patio that all cigarette butts must be disposed of into. Smoking times are subjective and may be suspended if the facility cleanliness is not kept to standard or for disciplinary reasons. At no time can a male and female be outside at the same time unless a staff member approved and is present. The following are the smoking times for males and females:

Male Smoking Hours: 6:00am-9:00pm, all odd hours (7am, 9am, 11am, etc.)

Female Smoking Hours: 6:00am-9:00pm, all even hours (6am, 8am, 10am, etc.)

Females will have the first half hour in the morning and the first half hour at 8:00PM. The Males will be able to smoke at 6:30 AM and 8:30 PM

Note: Smoking hours are subject to change. Updated smoking hours will be posted on the resident bulletin board

**Violation of smoking hours will result in the loss of smoking privileges all together.*

**Smoking inside the facility will result in the loss of smoking privileges.*

PHONE CALLS

There are phones available for your use between the hours of 6:00 am and 10:00 pm. There is a ten (10) minute limit on all telephone calls. You may not use Dismas business phones unless approved by the Counselor (and/or) Director. Staff will not take messages for you unless it is an

extreme emergency or employment/program related. Any abuse of the telephone (including inappropriate conversations and language) will result in suspension of your phone privileges.

UNAUTHORIZED CELL PHONES/PASS RESIDENCE PHONES/COMPUTERS:

The use of unauthorized cell phones whether inside or outside of the center is prohibited. In order to receive cell phone approval, you must read and sign the Dismas Charities Cell Phone Registration and Acknowledgement Policy and turn it and the cell phone into the CMO. Your cell phone is not approved until it has been signed off on by the Facility Director.

Per the Cell Phone Registration and Acknowledgement Form and Policy, you are not permitted to change cell phones or cell phone numbers without prior approval from your Counselor. You are not permitted to have more than one cell phone. **Residents are required to have voice mail set up and active on their cell phone at all times.** Any other devices must be approved by Director. Violators of the cell phone policy will be sanctioned accordingly. All cell phone must be kept on vibrate at all times. Residents must put away cell phones when having interactions with staff of any kind and cell phones are not allowed in the administrative area at all. At this time, Cell Phones are not taken up at curfew, however, if talking on cell phones after curfew becomes an issue with keeping other residents awake, this may change. Additionally, if narrowed down to the resident/residents talking on phones after curfew, he/she will lost cell phone privileges and will be required to turn in cell phones at curfew.

NOTE: Residents must obtain Counselor approval BEFORE downloading any apps to cell phones. Social Media Apps such as Facebook, Snapchat, Instagram, Whatsapp, TikTok, Telegram, Dating Sites, Twitter, Kik, or any other social media apps are NOT permitted while you are a resident with Dismas Charities, in house or on Home Confinement. Additionally, you are not permitted to access through web browser.

NOTE: Residents are required to set an email address that allows RRC staff to identify who they are and that is employer friendly. *Ex: Doe.John123@outlook.com.* The email must contain first and last name or either, so that it can be identified.

If/When you are approved for Home Confinement, you will be required to obtain a smart phone with a front facing camera for accountability purposes. You will need to provide this phone information to your Counselor and/or RM staff for approval and provide phone number, serial number and model number, etc.

If utilizing any other method a Dismas approved GPS device, residents who request release residence passes must submit documentation each month in the form of a phone bill that your release residence phone does not have the following disallowed features: Call forwarding, three way calling, call message or answering service. Additionally, if your release residence is outside the local calling area to our facility, you must have the capability on your phone to call long distance. A copy of your monthly phone bill will be placed in your file. Failure to provide your Counselor with this documentation will result in your loss of pass privileges.

While on pass, you are to remain accountable to Dismas at all times. Remember: Dismas staff will be randomly contacting you during your pass. Should you be unreachable (unaccountable), you will be placed on escape status, and disciplined accordingly.

Please verify with staff whether your custody level prohibits your use of the internet and computer access/serviced. *This includes internet use while on passes in the community, passes to your residence, or Home Confinement.

Dismas provides computer/printer access to residents inside our facility. Inappropriate use of the computer for criminal activities, violations of the terms of your supervised release, or inappropriate site visits, downloads and communication will result in disciplinary action. Excess printing of non-programming material will require your staff approval.

EMPLOYMENT/FINANCIAL RESPONSIBILITY:

You are required to obtain employment within 30 calendar days after your arrival/orientation. Employment is obtained through daily participation in our Job Search Program. If you are not employed within 30 calendar days, you may be terminated from the program. If you pass your 30th day without securing employment, the Director or Designee will notify the RRM for a decision regarding your continued placement within the program.

Job search is conducted normally Monday through Thursday, 8:00 am – 3:30 pm. A Job Readiness Class will be mandatory, each week, for those residents who remain unemployed. All unemployed residents are required to seek employment during these above referenced times.

Failure to look for employment will result in program termination. Completed and Legible Attendance Verification Forms must be submitted to the Employment Specialist upon your return from job search. These forms must be signed by any prospective employers you have contacted that day.

*If the prospective employer will not sign then you are to neatly record their name and position on the form. ****Any amended Job Search hours will be posted on the Resident Bulletin Board.*** Before beginning employment, you must provide the Employment Specialist with the following information.

1. Company Name (must be a legal company which carries workers compensation and takes appropriate taxes from your wages)
2. Physical Address (not a PO BOX or Route Address)
3. Phone Number
4. Immediate Supervisor
5. Work Schedule (Must be submitted to the Employment Specialist and/or Counselor each week)
6. Full or Part-Time Status
7. Salary and Pay Schedule (Cannot work a commission only job)

Scheduled Interviews must be submitted to the Employment Placement Specialist within reasonable time to get this movement approved so that you may attend your job interview.

If this is scheduled without 24 hours notice, which may be out of your control, please request to speak to the Employment Placement Specialist right away.

Employment must be verified prior to your first day on the job. Your employer must be notified of your legal status and your secured employment must be full-time and meaningful to your program needs and programming objectives. Note: Dismas staff will conduct an on-site visit with you and your employer within the first seven days of employment. All changes of employment must be immediately reported to the Employment Specialist.

Any changes in jobs must be pre-approved by your Counselor and the Facility Director. If you terminate a job without the permission of your Counselor and the Facility Director or you are fired from your place of employment for misconduct you may receive a disciplinary report. Dismas will be calling your employment regularly to check your accountability and receive feedback from your work supervisor on your work performance and attendance record. Again, residents may not resign from, or change jobs, without advance approval of the Facility Director and/or Counselor. If permission to change jobs is granted the resident must give their current employer at least two week's notification.

Note: Self-employment or employment with or by co-defendants, family member, or similar occupations which are associated with your past criminal history or present incarceration will require the written approval of the Facility Director and/or the Federal Bureau of Prisons.

Residents that are being required to work over their originally approved shifts are required to have their work supervisor telephone Dismas staff to request an extension of the resident's return time. Any such overtime must be reflected on the resident's next pay.

Residents who are unable to report to work due to an illness will remain in their dorm, except for meals and doctor appointments. Any resident on dorm restriction will be required to turn in their cellphone to staff. Note: You are required to notify staff and worksite supervisor of your illness prior to your approved sign-out time for work.

Residents will be required to provide written documentation (computer punch, etc.) to their counselor each shift they work. A written schedule must also be provided (in-advance) to the Employment Placement Specialist for your scheduled work hours.

FINANCIAL RESPONSIBILITY

All Residents are required to open a Bank Account, at minimum, residents must open a SAVINGS ACCOUNT in his/her name only. "Residents should open this account with the first paycheck received. In addition to providing receipts of the savings deposits each pay period, the resident must provide a monthly statement from their bank indicating the current savings balance. This ensures that savings funds are not withdrawn without approval. If you are unable to open a savings account due to past banking issues, credit history and/or past due child support, etc. then you may seek an alternative to the Bank Account. Residents may opt to use a Walmart Money Card, Save Money Orders made out to yourselves, and/or some other online banking

means, of which, you will be able to provide monthly savings statements/transaction history and savings deposit records.

A copy of your Statement must be submitted every month to your Counselor. If you are saving Money Orders, you will need to bring your money orders to your case meeting with your Counselor to verify that you have this money saved.

As part of your Financial Responsibility, you are required to take care of obligations such as CHILD SUPPORT, RESTITUTION, FINES, etc., before any other obligations and/or before any other spending will be allowed.

Withdrawing money from your SAVINGS ACCOUNT must be approved by your Counselor. Payments for CHILD SUPPORT, RESTITUTION, FINES, must be documented and receipts turned in weekly to EPS with paystubs and/or monthly with Bank Statements. Your Financial Responsibility and Goals will be reviewed at each biweekly case meeting. A resident who fails to follow their financial plan and/or do not provide documentation that they are meeting their obligations face disciplinary action."

PAYCHECK VERIFICATION

You are required to turn in your paycheck stub within 48 hours of your pay date and should be turned in to the drop box at the CMO in a sealed envelope with your name and date. You are also required to deposit 10% of your NET pay to savings each time you are paid. This is to help you to be financially stable upon release.

Note: A Disciplinary Report (DR) will be issued when and paycheck stubs are not provided within 48 hours of your pay date. *Your savings deposit slip/statement should also be provided along with your paycheck stub at this time.

****Home Confinement Residents are also required to submit paycheck stubs and savings deposit slips/statements within 48 hours. Home Confinement Residents are held to these same time periods for providing this documentation.***

Note: Social activities, passes, furloughs and other privileges are pending your timely submission of these documents. There are no excuses for being late and no excuse for not making your savings deposit.

EDUCATIONAL/VOCATIONAL STUDIES

Referrals for GED, College, or Vocational Training can be made through your Counselor. Residents of Dismas Charities Sioux City are encouraged to attend educational and vocational classes on a part-time basis; however, it is a mandatory rule that all residents work full time even while attending school. Any exceptions must meet with the approval of the Facility Director and Federal Bureau of Prisons.

DISABILITY STATUS:

Any resident who presents themselves to Dismas Charities Sioux City with a disability that would prevent them from seeking gainful employment must provide their Counselor with a

current medical statement from a licensed physician that they are unable to work, if not stated clearly within their most current Medical Evaluation Report from the transferring institution. It will then be up to the Federal Bureau of Prisons RRM to approve a non-work status. Note: A non-work status does not exclude you from programming, drug testing, or providing paycheck information if you have another source of income.

RESTITUTION OF FINES & OTHER FINANCIAL OBLIGATIONS

Resident must start to make payments towards their fines, restitutions, court judgments (including child support) upon receipt of their first paycheck.

No resident owing a fine or needing to make restitution or payment on the above referenced obligations will be allowed to advance to the next level of programming and privileges without making these payments first.

CONTRACTS

A resident is not allowed to enter into any contract (verbal or written) without the expressed written approval of the Facility Director and RRM and/or USPO.

Types of Contracts: Examples:

1. Marriage
2. Mortgage/Lease
3. Vehicle Lease/Financial and/or Purchase
4. Business
5. Health Clubs
6. Credit Card

DRESS CODE & PERSONAL HYGEINE

You must be fully clothed in all areas of the facility, except the restroom/shower areas, at all times. Note: When going to and from the shower, a robe alone is not acceptable. Sleeping in the nude or in revealing pajamas or a nightgown is not acceptable. Additionally, robes, pajamas, and lounge wear are not allowed to be worn in the common areas of the facility at any time.

Residents are not permitted to wear any sleeveless shirts, baggy pants or shirts, head-gear, gang coloring, shorts above the mid-thigh, or sheer clothing.

Resident may not expose their chests, mid-sections, private areas or undergarments, and cannot dress in a way that would bring unwarranted attention to themselves. (No T-shirts, etc., with suggestive, illegal, obscene, or offensive pictures, language, or symbols). Shoes must be worn at all times, except when showering or sleeping, and no sunglasses or hats are permitted while inside the facility. Residents are expected to comply with all staff requests to immediately change attire which falls into one of the above referenced categories. *Additionally, the display of body piercings or other distractive headgear, haircuts, hair-styles, hair color, etc. is prohibited. ** Should you be indigent and need personal hygiene items, Dismas has a supply on hand for your use. You may request these items through your Counselor or Program Director or Resident Monitor staff when your Counselor or Director/Assistant Director is absent.

WAKE-UP CALLS

A general wake-up call will occur at 6:00 a.m. each day. Once you begin working and you receive your first full paycheck, you are required to purchase your own battery powered alarm clock. You will be responsible to getting up on your own at that point.

PERSONAL PROPERTY

Your property must be contained within your assigned locker. You cannot keep loose articles under your bed. Excessive and unsecured property is not acceptable and you will be asked to remove the property from the facility. If the property is not removed promptly it will be confiscated. You are not to loan any of your property to another resident. Unclaimed property or property left at the facility due to your termination from the program will be donated to local charities if not claimed within thirty days of being confiscated or seven days from your program termination. Nude or otherwise inappropriate photos, posters, magazines, etc., are not permitted in the facility or your personnel living/storage area.

PERSONAL BELONGINGS DISPOSAL

Resident personal property left at the facility by the resident due to program release, termination, escape, or for any other reason, will be disposed of (30) days from the date of your departure from the program.

Additionally, any excess clothing or resident property, with the exception of shoes and laundry bag, which is not properly stored in the resident's locker will be confiscated, considered as contraband, and disposed of within (30) days if not released by the resident to an authorized person. Note: Dismas reserves the right to donate unclaimed or confiscated property to charity.

COURT APPEARANCES & LAW ENFORCEMENT CONTACTS

No resident may appear/give testimony in any criminal court unless, in advance, staff and the Bureau of Prisons has been made aware of the appearance and has granted approval. (Public Law placements will also require the permission of their USPO). No resident may appear/give testimony in any civil court unless they have the advance written approval of the Facility Director and RRM. In all cases, a copy of the subpoena, writ, summons, etc., must be submitted to your Counselor immediately upon your notification.

Should a resident suspect or be aware of the possibility of an outstanding/existing warrant or pending detainer, they must consult their Counselor or Facility Director immediately for guidelines as to the procedure to follow to attempt to resolve the issue.

Any and all contact with Law Enforcement officials must be reported to your Counselor or Facility Director immediately. If a ticket or summons has been issued, a copy must be provided to staff upon your return to the facility. This includes traffic accidents. Residents must remain arrest free to guarantee their continued participation in this program.

MEETINGS

Residents must attend all resident meetings, group meetings, individual and group counseling sessions and be on time, unless otherwise permitted to be absent from the Facility Director and/or Counselor, or BOP. Failure to attend required meetings will result in disciplinary action.

STAFF DIRECTION AND INSTRUCTION

Residents must obey all direct orders from staff. Residents will obey all orders and special conditions imposed by the supervising authorities. Residents will follow all conditions set forth by the Individual Program Plan, supervising authorities and court orders.

RECREATION

Some recreational opportunities will be provided in-house. Recreation will be from 6:00 am until 8:00 p.m. each day. Reminder: The dress code still applies to the recreation areas of the facility. NO Female / Male interaction is permitted during recreation hours. Recreation schedule is posted on the resident bulletin board. Recreation to an outside gym, etc. will be approved for those residents on Home Confinement with proper documentation/accountability.

DINING OUT

Dismas Charities Sioux City provides meal service for all residents In-House. Dining out privileges, to restaurants, will be approved on a case-by-case basis for those residents who are eligible for pass movement privileges. A receipt from the restaurant documenting your purchases must be provided upon your return from pass. Note: Public Law Placements are only eligible for one pass per month with the approval of their USPO and Counselor.

All residents have the opportunity to order food service on Saturday- Sunday from 12pm to 4pm through an approved local food service vendor. Any food delivered must be eaten by 9:00 pm or the food will be disposed. Note: Residents are prohibited from bringing food or beverages into the facility unless prescribed by a physician for medical needs.

TRANSPORTATION

While indigent or on job search, you will be provided bus passes, if needed. These passes are to be used for program related activities only, and will only be given to you until you receive your first paycheck. If you choose employment which is not serviced by the bus line, or normal bus hours, you are responsible for your cost and means of transportation.

If you wish to operate a motor vehicle while in the program, prior approval must be obtained. The following paperwork must be submitted to your Counselor: Valid Driver's License; Current Driving Record; Valid Insurance with your name on the Policy; Current Registration. Additionally, if you are not the owner of the vehicle a notarized letter authorizing you to drive the owner's vehicle must be provided to your Counselor. Note: The car will be searched and inspected by staff to ensure that the registration card provided matches the VIN number on the car, the license and inspection sticker are current. The Director approves the request and a copy of our approved driving information is maintained in your file. Note: Vehicles may be used for approved work and program related activities only. Residents may not transport other residents. If residents are riding to work or program activities with family members or co-workers the driver must show a current driver's license, registration, and insurance policy to Dismas staff before the resident will be allowed to ride with this person.

SUPERVISING AUTHORITIES (This list is subject to change, so please consult the Resident Bulletin Board for the most update list of contract information)

A contact list that includes the Sector and Assistant Sector Regional Administrator, Residential Reentry Manager, Supervisory Community Treatment Coordinator, Transitional Services Assistant Administrator Operations RRM Branch, and the Chief United States Probation Officer is posted on the Resident Bulletin Board for easy access by all residents.

FEDERAL RESIDENT LEVELS

Each level is based on a series of goals (tasks) that you must complete and maintain during your stay at Dismas.

With each level of tasks and achievements, certain privileges are rewarded, which bring you closer to your goal of 100% re-entry back into the community. This level system is a rewards system, based on your positive development and longevity in the program. It should be noted that not all residents will progress at the same rate or levels due to the severity of their charges or the level of privileges granted.

All pass movement requests for the weekend (church, social, release residence passes, non-emergency medical treatments, etc.) must be submitted to your Counselor by 4 p.m. on Wednesday. NO EXCEPTIONS!

Home Passes will only be approved for your approved release address. NO EXCEPTIONS!

PROGRAM LEVEL SYSTEM

COMMUNITY CORRECTIONS COMPONENT:

LEVEL 1 – This is the most restrictive level. Designation to this level is made by the BOP, the Court, USPO, or Facility Director. Residents in this level are denied access to the community except for employment, program needs, community service or emergency situations. Residents can initially be assigned to this Level for a specific number of days, not to exceed 30 consecutive days.

RESPONSIBILITIES-

1. You must perform community service or employment, if so ordered and approved.
2. You must develop an Individual Reentry Program Plan with your Counselor
3. You must follow the Individual Reentry Program Plan
4. You must attend and participate in required program activities
5. You must maintain clean living quarters
6. You must complete assigned work details
7. You must maintain clear conduct
8. You must remain alcohol and drug free

PRIVILEGES-

1. You will be able to access emergency medical care and programming appointments in the community as approved by the BOP, your Counselor (and/or) Facility Director or USPO. (Receipts must be submitted to staff for all appointments, social outings, etc.)
2. You will be able to attend weekly church services, as approved by your Counselor, maximum of (3) hours per week including travel. Church must be within (5) miles of the facility. (Church Bulletin and a completed Church Report Form must be provided upon your return back from the facility)
Note: Exceptions to the (5) mile rule will only be made when your stated denomination of worship cannot be located within five miles of the program.
3. You will be able to participate in visits pursuant to the posted visitation schedule
4. You will be allowed out of the center one time each month for a haircut and purchase of personal hygiene products, etc.

LEVEL 2- Residents in this level are only allowed access to the community for the purpose of job search, interviews, employment, and specific treatment programming needed outside the center. Note: This level is the highest level of achievement for Public Law, Pre-Trial, and Greatest Severity classification offenders.

RESPONSIBILITIES-

1. You must diligently search for employment Monday through Thursday until you have secured employment.
2. You must obtain full-time employment within 30 calendar days of your arrival.
3. You must maintain full-time employment
4. You must call the center when you get to work and prior to your return.
5. You must follow your Individual Reentry Program Plan
6. You must attend and participate in required program activities.
7. You must maintain clean living quarters
8. You must complete assigned work details
9. You must maintain clear conduct
10. You must provide the required documentation on time for each pay date, as well as, open a savings account and make deposits of at least 10% of your net income each pay day.
11. You must begin to pay toward your Court Ordered fines and restitutions and any other Court Ordered obligations: Example: Child Support, garnishments, etc.
12. You must develop a budget with your Counselor
13. You must remain alcohol and drug free

PRIVILEGES-

1. You will be allowed to participate in job search, Monday-Thursday (8:00am to 3:30pm)
2. You will be allowed out of the center for work, pursuant to a verified work schedule and approved travel time to and from work. Note: Your employment must be approved by the Employment Specialist or Counselor and the Facility Director and your employer must have been notified of your legal status, prior to beginning work.
3. You will be allowed to be in the community for the purpose of cashing your paycheck, doctor visits, and program approved appointments. (Receipts must be submitted to staff for all appointments, authorized movements.)

4. You will be allowed to attend weekly church services, as approved by the Counselor/Counselor, maximum (3) hours per week, to including travel time. Church must be within (5) miles of the facility. Church Bulletin and a completed Church Report Form must be provided upon your return back from the facility *Note: Exceptions to the (5) mile rule will only be made when your stated denomination of worship cannot be located within five miles of the program.
5. You will be allowed In-house visits pursuant to the posted schedule.
6. You will be allowed out of the center one time each month for a haircut and purchase of personal hygiene products, etc.

PRE-RELEASE COMPONENT:

LEVEL 3- This level is identical to level two with the major exception that access to the community is allowed for social purposes. (Only Pre-Release Residents (BOP) are eligible for this Level)

RESPONSIBILITIES-

1. You must be employed for two weeks
2. You must maintain full-time employment
3. You must call the center when you get to work and prior to your return.
4. You must maintain savings account, if applicable (10% of net income each pay period)
Note: No withdraws from your saving account can be made without the approval of your Counselor.
5. You must begin to make arrangements for the payment of fines, restitution, assessment fees and child support, if applicable
6. You must continue to attend and participate is required program activities.
7. You must begin to pay toward your Court Ordered fines and restitutions and any other Court Ordered obligations: Example: Child Support, garnishments, etc.
8. You must follow your Individual Program Plan
9. You must secure a release residence which will meet the approval of the USPO, BOP, and Dismas Facility Director.
10. You must continue to attend and participate is required program activities
11. You must maintain clean living quarters
12. You must complete assigned work details
13. You must submit all required documentation regarding employment/paycheck stubs on time
14. You must maintain clear conduct
15. You must remain alcohol and drug free

PRIVILEGES

1. You will be allowed out of the center for work, pursuant to a verified work schedule and approved travel time to and from work.
1. You will be allowed to be in the community for the purpose of cashing your paycheck, doctor visits, and program approved appointments. (Receipts must be submitted to staff for all appointments, social outings, etc.) *Social passes timeframes are based upon the

activity approved and cannot exceed 4 hours to include travel time. Passes must be completed by 8pm.

2. You will be allowed to attend weekly church services, as approved by the Director, maximum (3) hours per week, to including travel time. Church must be within (5) miles of the facility or if attending church service while on pass the church must be within (5) miles of your approved release address. (Church Bulletin and a completed Church Report Form must be provided upon your return back from the facility)

Note: Exceptions to the (5) mile rule will only be made when your stated denomination of worship cannot be located within five miles of the program.

3. You will be allowed In-house visits pursuant to the posted schedule.
4. You will be allowed a (12) hour visit to your approved release residence. Note: A Dismas staff member must have completed an initial on-site visit prior to the pass being approved. Phone service at your approved release address must be a wired phone system with long distance service. Services that are prohibited on your phone include: three way calling, call forwarding, and answering machine and/or answering service devices.

LEVEL 4- Pre-Release Resident at this level are afforded greater access to the community and their families or significant others.

RESPONSIBILITIES-

1. You must maintain full-time employment
2. You must call the center when you get to work and prior to your return.
3. You must make savings deposits of 10% of net income each pay period. Note: No withdraws from your saving account can be made without the approval of your Counselor.
4. You must be making payment of fines, restitution, assessment fees and child support, if applicable
5. You must follow your Individual Reentry Program Plan.
6. You must maintain your approved release residence.
7. You must continue to attend and participate in required program activities.
8. You must maintain clean living quarters
9. You must complete assigned work details
10. You must submit all required documentation regarding employment/paycheck stubs on time
11. You must maintain clear conduct
12. You must remain alcohol and drug free

PRIVILEGES-

1. You will be allowed out of the center for work, pursuant to a verified work schedule and approved travel time to and from work.
2. You will be allowed to be in the community for the purpose of cashing your paycheck, doctor visits, and program approved appointments. (Receipts must be submitted to staff for all appointments, social outings, etc.) *Social passes timeframes are based upon the activity approved and cannot exceed 4 hours to include travel time. Passes must be completed by 8pm.

3. You will be allowed to attend weekly church services, as approved by the Director, maximum (3) hours per week, to include travel time. Church must be within (5) miles of the facility or if attending church service while on pass the church must be within (5) miles of your approved release address. (Church Bulletin and a completed Church Report Form must be provided upon your return back from the facility) *Note: Exceptions to the (5) mile rule will only be made when your stated denomination of worship cannot be located within five miles of the program.*
4. You will be allowed In-house visits pursuant to the posted schedule.
5. You will be allowed a (24) hour visit to your approved release residence on your scheduled day off from work.
6. Upon completing two weeks of (24) hour visits you will be eligible for (48) hour visits on your scheduled days off from work.
7. You will be allowed one social pass at your approved release residence with your family each week (in addition to church).

LEVEL V - HOME CONFINEMENT COMPONENT: Home Confinement is a selective level, which is used to finalize the re-entry of each Pre-Release eligible resident back with their community and family. Home Confinement Residents are authorized to live at their approved release addresses while they agree to report to the facility at a minimum of once per week for programming and alcohol and drug screening. Additionally, Dismas staff will randomly conduct unannounced visits to your place of employment and home during this level of your programming.

Note: Prior to your Home Confinement approval, your assigned Counselor will forward a detailed plan to your USPO regarding your residence and employment during Home Confinement. Once the USPO has approved your Home Confinement Plan, it will then be forwarded back to the center. You will then have an opportunity to review and sign the Conditions of Home Confinement outlining all requirements that you will have to abide by while on Home Confinement. (Reporting days, telephone, employment, call-in, etc.) Once you have signed your understanding and agreement of these conditions, the Facility Director will then sign and submit your Home Confinement recommendations to the Federal Bureau of Prisons, Residential Reentry Manager, for final approval. *Note: Dismas Charities will provide information on your behavior during your stay that may cancel or reduce your amount of Home Confinement time when reviewed by the BOP.*

Remember: Dismas' Home Confinement program is electronically and manually monitored. When utilizing electronic monitoring, a device will be attached to your ankle and Dismas will receive information regarding your movements at all times; (7) days per week, (24) hours a day. You also will be required to physically report to the center at least (1) times per week, and other times when directed to do so by Dismas staff. Finally, you will also have to agree to have Dismas staff visit your place of employment and/or home site at any time (day or night). Since this is the least restrictive component, and the final step of your re-entry back into the community on a full-time basis, it is imperative that you understand your obligations and rules of Home Confinement. Violation of any of these conditions will mean your removal from Home Confinement. **Waivers or reductions in weekly reporting times can only be granted by the BOP.*

RESPONSIBILITIES

1. You must maintain full-time employment (unless medically disabled and waived for employment by the BOP)
2. You must be at your 10% eligibility date
3. You must have your Home Confinement approval plan approved by your USPO, Facility Director, and BOP.
4. You must have your signed Conditions of Home Confinement approved by the BOP.
5. You must call the center before you make any movements from your home. This includes going to and returning to work, reporting to the center, or attending approved programming and/or social outings within the community. (Receipts must be submitted to staff for all appointments, social outings, etc.)
6. You must make savings deposits of 10% of net income each pay period. Note: No withdraws from your saving account can be made without the approval of your Counselor.
7. You must be making payment of fines, restitution, assessment fees and child support, if applicable
8. You must follow your Individual Reentry Program Plan
9. You must maintain your approved release residence.
10. You must abide by the Conditions of Home Confinement
11. You must continue to attend and participate in required program activities
12. You must maintain clear conduct
13. You must remain alcohol and drug free
14. You must remain accountable to Dismas staff at all times

Reminder: Failure to follow any of the above referenced requirements may result in your immediate removal from Home Confinement. Additionally, Dismas does not have to guarantee a bed for residents on Home Confinement, so any violation of the above requirements, could result in your immediate return to secured custody.

PRIVILEGES

You will be allowed to live in your home and participate in work and programming. You will also be allowed to cash your paycheck, attend doctor visits, and program approved appointments, including social and religious passes with your family.

Note: Maximum of (2) community passes per week with the exception of required counseling and medical appointments. Examples: Shopping, church, haircut, banking, etc. (Receipts must be submitted to staff for all appointments, social outings, etc. within the community) **Note: A Church Bulletin and a completed Church Report Form must be provided upon your report days back from the facility.**

**DISMAS CHARITIES SIOUX CITY
CONTRABAND LIST**

Mouthwash or over the counter medications containing alcohol or Quinine unless prescribed by a physician, i.e., Tonic Water, Mineral Water
Prescription Medications and over the counter medications that contain a narcotic, sleeping aid, stimulant, diuretics, caffeine like supplement, over-the-counter inhalers, laxatives, diet pills or other over the counter medications not approved by policy or a licensed physician
Weapons (includes knives of any kind, or pointed scissors or fingernail clippers with a sharp file or knife attachment, firearms, box cutters, loose razor blades, pepper spray, or any other device which could be used as a weapon)
Food or Beverages in the Dorm or Locker areas, food or beverages containing poppy seeds.
Computers, unapproved cell phones, and any other unapproved electronics not authorized by Director
Personal fans or heaters, tools, paint
Credit cards not approved and documented by your Counselor
Cameras or any video recording devices (excludes approved cell phones)
Extension cords, multi-plug devices, duct tape, electrical tape, masking tape, packaging tape
Any smoking paraphernalia. (papers, pipes, spoons, bowls)
Gambling devices, to include lottery tickets, tip boards, dice, track tickets, etc
Alcohol, narcotics, vinegar, electronic cigarettes, and "Black and Mild" type cigarettes, cigars, synthetic drugs (including K-2, Spice, Bath salts), golden seal, over the counter inhalers, or controlled substances
Lighter fluid, matches, candles, any product with a wick or flame. Oil or other scented plug in type products
Non-issued: locks, wash clothes, towels, linens, blankets, pillows, mattresses or mattress covers
Glue and any other solvent type products, to include White Out
Aerosol spray, scented plug in's, candles, incense
Any music or electronic device without headphones or battery power and all pirated music/DVDs
Condoms
Pornographic material of any kind, paper, pictures or technology
Any item containing the following words on the label: Warning, Toxic, Danger or Flammable
Unauthorized: Cell phones (either active or inactive) or other electronic
Possession of another residents' property, whether borrowed, loaned, or otherwise
Tattoo making equipment and supplies
Cardboard boxes or plastic bags, stuffed animals, plastic waste baskets or bags, shoe boxes
Unsecured or excess property

**NOTE: ANY CONTRABAND ITEM THAT IS CONFISCATED WILL NOT BE
RETURNED. NO EXCEPTIONS!**

Dismas Charities Resident Personal Property List

	Quantity	
Clothing	Male	Female
Pants, skirts, dresses, sweat pants, shorts	10	10
Tops (includes t-shirts, shirts, blouses, sweatshirts and sweaters)	15	15
Undershorts/underpants	10	10
Pajamas, night gowns	3	3
Bras		5
Coats/jackets/vests	2	2
Socks, footies, pant hose	10	10
Gloves	1 set	1 set
Handkerchiefs	5	5
Hats, caps, toboggans (w/out masks)	2	2
Shoes, includes all styles and purpose	4	4
Belts	3	3
Bedding/Linens, etc.		
Linens, pillows, blankets, towels, wash cloths (Center issued only)	0	0
Appliances/Electronics		
Portable hair care products (hairdryers, curling iron, curlers, etc.)	2	2
Battery Operated Clock	1	1
APPROVED Cell Phone	1	1
Personal Items		
Jewelry—no one item is to exceed 100.00 in value. Jewelry items include necklaces, earrings, bracelets, watches, etc.	6	10
Comb/brush/hair pick	4	4
Mirror (no larger than 3" x 5")	1	1
Sewing kit	1	1
Photo Album	1	1
Drinking cups/glasses (must have a lid)	2	2
Wallet/Purse	1	2
Eye glasses/sunglasses	2	2
Nail clippers	1	1
Books/magazines	4	4
Personal papers-large envelopes containing documents/papers	3	3
Locks (center issued only)	0	0
Consumables		
Personal hygiene products, including soap, hair products, shaving cream, toothpaste, cologne, etc.	10	10
Make-up items, including nail polish, nail polish remover		12

Other items may be possessed in reasonable quantities and include: stationary, postage stamps, pens, batteries, authorized art and hobby/craft supplies, shoe shine materials, laundry detergent, Q-tips, contact lens cleaning, etc.

Where quantities are not listed it is assumed a one-month supply is reasonable. The Director will settle any questions concerning the term "reasonable amount"