



Resident Handbook

Basic Resident Policies and Procedures

*www.cityoffaith.org
City of Faith Community Correctional Center*

**CITY OF FAITH
COMMUNITY CORRECTIONAL FACILITY
RULES AND REGULATIONS**

City of Faith's purpose is to assist you in successfully reentering society, while maintaining the security and safety of the surrounding community. Of course, for you to ultimately return to your family and community in a timely manner you must first successfully complete your stay here.

One area of responsibility you must satisfy to successfully complete your stay here is strict adherence to every rule and regulation enumerated below. You will be held accountable for any and all rule infractions.

1. Residents are required to be courteous, cooperative, and congenial when interfacing with staff personnel, residents, and visitors.
2. Residents are not allowed in "UNAUTHORIZED AREAS" unless accompanied, or permission is given by appropriate staff personnel.
3. Residents are not allowed to engage in inappropriate and/or disruptive behavior.
4. Residents are required to submit to random searches of their person, property, and personal possessions without prior notice and without debate.
5. Residents are expected to strictly adhere to the meal schedule posted in the dining area. Deviations from such are allowed only when authorized by appropriate staff.
6. Smoking is not allowed anywhere within the confines of City of Faith. Smoking is also prohibited in all City of Faith vehicles. City of Faith provides an outdoor smoking area.
7. Residents are not allowed to possess pornographic or other similar material.
8. Residents are expected to be prompt when attending scheduled meetings, interviews, and appointments.
9. Residents are expected to maintain their personal hygiene.
10. Residents are expected to keep their apparel clean and in good repair. Clothing which are provocation and/or representative of gang affiliation is strictly prohibited.
11. Residents are required to be fully dressed when outside of their personal areas.
12. Residents are not expected to abuse their phone privilege and to be respectful of another resident's need to use the phone
13. Resident's mail may be subjected to monitoring.
14. Residents are not allowed to possess any narcotic medication, whether prescribed or over the counter. All narcotic medication must be turned over to resident security at the front desk, which will be responsible for its dispersal. Residents that are housed in a facility where Federal Bureau of Prison residents are reside, may not possess any prescription medication. In addition residents are not allowed to possess protein supplements, any over the counter sleeping aids, weight loss aids, cough syrups with alcohol, all bodybuilding aids.

15. Residents are required to maintain gainful employment, perform satisfactorily, abide by the rules of the workplace, and to return immediately to City of Faith upon completion of their days work.
16. A resident shall not enter into any contract without the prior approval of the Director.
17. Residents may use radios, televisions, stereo equipment and alike in their respective living quarters as long as they are not played in a loud and obtrusive manner that would result in the loss of such a privilege.
18. A resident who is found not to be in his bed after lights out, pursuant to a random bed check, will be considered in an escape status unless such resident is authorized to be elsewhere.
19. Bed Time is 10:30 P. M. Sunday through Thursday, and 12:00 A. M. Friday and Saturday. Wake up time is 5:00 A. M. Monday through Saturday, and 10:00 AM. Sunday mornings.
20. Residents are expected to maintain their personal living area in an appropriate manner. Beds are required to be made military style when residents are not sleeping. Personal effects and clothing, including footwear, are to be kept in resident's locker at all times. Residents are expected to cooperate with each other to ensure overall cleanliness of their respective living quarters.
21. Consumption of food containing poppy seeds may result in a positive test result for unauthorized drug use; therefore its consumption is strictly prohibited.
22. Residents are prohibited from participating in medical, pharmaceutical or cosmetic experiments.
23. Residents may never have more than \$50.00 in their possession, unless authorized by the facility director.

LISTED AND DESCRIBED IN THE REMAINING PAGES OF THIS HANDBOOK ARE AREAS OF INTEREST TO ASSIST YOU IN MAKING YOUR STAY HERE AT CITY OF FAITH A PRODUCTIVE, PROFITABLE AND POSITIVE EXPERIENCE. THESE AREAS HAVE BEEN ARRANGED IN ALPHABETICAL ORDER FOR YOUR CONVENIENCE. SHOULD YOU HAVE ANY QUESTIONS REGARDING ANYTHING CONTAINED IN THIS HANDBOOK, FEEL FREE TO DISCUSS SUCH WITH YOUR CASE MANAGER.

AA/NA OBLIGATIONS

Residents, who are mandated to attend AA/NA meetings as a condition of their parole or work-release, are required to attend all such meetings. Unexcused absences will be reviewed by the Case Manager and Director, and appropriate action will be taken.

ARREST

Any resident who is arrested will be returned to the custody of the Louisiana Department of Corrections.

BED CHECKS/ HEADCOUNTS

Residents are required to be on the premise when they are not at work or signed out for an approved activity. To ensure that residents are in compliance, bed checks and headcounts are conducted randomly and frequently. Any resident who can not be readily accounted for may be considered on escape status.

CASE MANAGER

Each resident will be assigned a Case Manager who will be available for consultation and direction to aid the resident in planning for release, provide direction in analyzing vocational training needs, selection of work assignments, establishment of goals, approving withdrawals and assist in obtaining treatment and education programs.

CLOTHING

Resident is responsible for his own clothing. Upon arrival, you may make a trip to Christian Community Ministry (CCM) for clothing.

CORPORAL PUNISHMENT

The use of corporal or unusual punishment, humiliation, mental abuse, punitive interference or sexual harassment at City of Faith is strictly prohibited.

DECORATIONS

Residents are permitted to decorate their closets and lockers with personal possessions, such as pictures and /or posters, so long as these items do not pose or create a fire hazard, or are among those items which are prohibited.

DENTAL CARE

City of Faith provides dental care to each resident under the direction and supervision of a licensed dentist in the area. Any fees incurred are the responsibility of the resident.

DISCRIMINATION

It is the policy of City of Faith to prohibit discrimination of any sort based on a resident's race, religion, national origin, sex, disability, or political views.

DRESS CODE

Residents are required to adhere to the following dress code:

City of Faith maintains no specific requirements regarding length and style of a resident's hair. However, City of Faith does require residents to maintain full-time employment, therefore a resident may consider a length and style conducive to employment.

Residents are required to be clean shaven. Beards are allowed as long as they are kept neatly trimmed and are of reasonable length.

Residents are required to keep their nails clean and closely clipped.

Residents are not permitted to wear unacceptable headwear. Which includes but is not limited to: do-rags, shower caps, skull caps or bandanas outside of their house.

Residents are not allowed to wear revealing or provocative clothing.

Residents are required to be dressed and ready to work every day except for their regular work day off. Excessively ragged or torn clothing is unacceptable unless the nature of the resident's employment requires such and pursuant to Case Manager approval.

Anytime residents are outside their respective living areas they must dress appropriately. Any resident that is out of his building must have on shoes, socks, pants with a belt, and a shirt that is tucked into his pants, unless going out to recreation. All men must wear robes when going to the bathroom.

APPROVED CLOTHING

1. ONE HAT – BASEBALL TYPE
2. THREE WORK SHIRTS; LONG OR SHORT SLEEVE (NO HOODS)
3. THREE PAIR OF WORK PANTS (MUST FIT PROPERLY WITH NO HOLES)
4. FOUR PAIR OF SHOES – SHOWER, WORK, CASUAL AND DRESS SHOES
5. SIX TEE SHIRTS
6. SIX PAIR OF UNDERWEAR
7. SIX PAIR OF SOCKS
8. TWO BELTS
9. ONE HEAVY JACKET (WINTER ONLY) & ONE LIGHT JACKET

10. ONE PAIR OF GLOVES
11. TWO PAIR OF SHORTS – SUMMER ONLY
12. TWO LEISURE SHIRTS (NO HOODS)
13. TWO PAIR OF LEISURE PANTS Ex. Jeans (MUST FIT PROPERLY WITH NO HOLES)

Unless approved by the director, any clothes other than the ones listed above will be confiscated as contraband and disposed of. Clothing will not have any cartoon drawings, large brand names, or other writings or drawings on them. All clothing will be approved by the director. If you attend church, you will also be allowed to have 2 sets of church clothing.

DUTY SCHEDULE

Since it is the City of Faith's responsibility to ensure that its facilities maintain a high level of cleanliness, all residents are required to properly maintain their respective living areas. In addition, to facilitate the cleanliness of the entire facility and its surrounding area, residents will be assigned on a rotating basis, janitorial and /or maintenance responsibilities. A written assignment schedule will be posted in a conspicuous location within the facility.

EMERGENCY EVACUATION PROCEDURES

City of Faith conducts monthly fire and emergency exits are clearly marked. Residents will be instructed on the particulars of City of Faith's emergency evacuation procedures during their orientation.

EMERGENCY HEALTH CARE

It is the policy of City of Faith to provide for, and maintain, twenty-four (24) hour per day emergency medical, dental, and mental health care availability, as outlined in the City of Faith Emergency Health Care Plan, which is incorporated into the City of Faith "approved" Emergency Plan; and which, at a minimum, includes arrangements for the following:

1. On-site emergency first aid and crisis intervention;
2. Emergency evacuation of the resident from the facility;
3. Use of an emergency medical vehicle;
4. Use of one or more designated hospital emergency rooms or other appropriate health facilities;
5. Emergency on-call physician, dentist, and mental health professional services when the emergency health facility is not located in a nearby community;
6. Security procedures providing for the immediate transfer of residents, when appropriate.

Anytime you are required to seek medical attention, you must take a Medical Sheet with you which informs the hospital or doctor that you are in the custody of the Department of Corrections. Your failure to take and present this sheet will make you personally liable for any costs associated with your medical treatment.

EMPLOYMENT GUIDELINES

Residents are required to maintain full-time employment. Full-time is defined as forty (40) hours per week. For residents attending either academic or vocational school, the director will determine the appropriate number of hours to be worked.

Any employment obtained by residents must pay at least minimum wage.

Residents are allowed to seek employment within Ouachita Parish. All employment must be approved by the Case Managers and verified by the Job Coordinator.

Residents may not change employment without prior approval of the Case Manager or Job Coordinator.

Residents who are terminated from their job due to unsatisfactory performance, poor attitude, or misconduct may incur sanctions including being returned to the custody of the Louisiana Department of Corrections.

Residents are not allowed to work in an establishment, which sells alcoholic beverages as its primary commodity.

Residents have 7 (Seven) working days in which to obtain employment.

PASSES

Absences from the City of Faith for any purpose other than work require the resident complete a "Request to Leave the Facility" and turn it into their case manager for approval. **NO RESIDENT MAY LEAVE THE FACILITY WITHOUT WRITTEN APPROVAL.**

GREIVANCE POLICY

A resident may register a complaint at any time for immediate disposition without any threat of discharge or reprisal.

All complaints, which successfully proceed through the proper channels, will be ultimately reviewed by the Director or her designee and should the complaint warrant an investigation, an investigative committee will be appointed by the Director. This committee will be comprised of three staff members: one from administration, one from security, and one from accounting. The complainant will be notified of the committee's findings and disposition of the respective complaint. All complaints will be kept on file in the Case Manager's office.

GREIVANCE PROCEDURE

Any resident who desires to file a complaint is required to utilize the following chain of command:

- A. On Duty Security Personnel
- B. Security Supervisor
- C. Case Manager
- D. Director
- E. The Louisiana Department of Corrections

HOUSEKEEPING

All residents, on a rotating basis, are required to maintain all common areas twice daily, before 6:00 am and after 9:00 PM. Weekly assignment sheet will be posted in conspicuous places throughout the facility.

Aside from the resident's responsibility of cleaning an assigned common area, each resident is responsible for maintaining his or her own personal living area.

Daily responsibilities include:

Making bunk military style, while ensuring such is tight, neat, and has a six inch (6") collar.

Sweeping and mopping around bed area.

Dusting bed frame and locker exterior.

Emptying trash can.

Weekly responsibilities include:

Cleaning and straightening wall locker and bunk drawer.

Wipe down ceiling fans and blades.

Wipe windows, window ledges and mini blinds.

Wipe baseboards and walls.

The following general housekeeping rules are to be strictly adhered to:

All clothing and personal items must be stored in a resident's wall locker.

All footwear must be stored in a resident's locker.

Food and beverages are not allowed in a resident's room.

Extension cords are not allowed in a resident's room and are subject to confiscation.

Mini blinds are to be completely closed at dusk and while dressing and undressing.

Lights, televisions and radios are to be turned off when rooms are not occupied.

ALL ROOMS WILL BE INSPECTED ON A DAILY BASIS FOR CLEANLINESS AND COMPLIANCE.

INDIGENT RESIDENT

It is the policy of City of Faith to provide and ensure that indigent residents receive postage and materials needed to maintain contact with their community ties. The resident must request these items from their Case Manager.

IN-HOUSE DISCIPLINARY COMMITTEE

City of Faith maintains an In-House Disciplinary Committee, which is comprised of at least one (1) and no more than three (3) administrative staff personnel. Such Committee only reviews violations, which fall under the major and/ or minor categories. Terminal violence is handled exclusively by the Louisiana Dept. of Corrections.

IN-HOUSE DISCIPLINARY RULES AND SANCTIONS

All City of Faith residents are, of course, required to comply with the Louisiana Department of Corrections Prohibited Acts during the course of their entire stay. In addition, City of Faith maintains In-House Disciplinary Rules, which all residents are also required to strictly adhere to. In an effort to ensure that residents know what is expected of them as well as penalties for non-compliance, violations are divided into three categories: terminal, major and minor. Categories, violations under each category and their sanctions are discussed below.

TERMINAL CATEGORY:

Terminal category violations may subject a resident to immediate termination from City of Faith's Work Release Program. City of Faith, immediately upon gaining knowledge of a violation within the Terminal category will contact the Louisiana Department of Corrections, appropriate parole officer and/or social law enforcement agencies both Federal and State if the situation so warrants.

Terminal category violations that will subject a resident to immediate termination are:

1. **ARSON.** Setting or attempting to set a fire.
2. **CONTRABAND.** Possession and/or distribution of firearms, knives, sharpened instruments or other weapons. Unauthorized possession or distribution of any narcotic, drug or intoxicant not prescribed for the resident by medical personnel. Any resident who fails a drug test and/or breath test may be considered in violation of this rule.
3. **ESCAPE.** Leaving or being absent from City of Faith without authorization and whereabouts unknown. Leaving or being absent from a job site or unauthorized place without permission with whereabouts unknown. Attempting, planning or conspiring any of the above.
4. **EXTORTION.** Threatening another with bodily harm. Demanding or receiving anything of value, either articles or services in return for protection from injury or other considerations.
5. **FIGHTING.** Fighting which results in serious injury. Serious injury is defined as an injury, which requires medical attention outside that which City of Faith can provide.

6. **KILLING.** Taking of attempting to take another's life. Self defense is force or action used to protect oneself, with such action not exceeding that necessary to protect oneself from injury.
7. **PROPERTY DESTRUCTION.** Major destruction of property or damage to City of Faith property and/or another resident's personal property either willfully or through gross negligence. Residents will be held financially responsible for damages due to their intentional acts or gross negligence. Major damage is defined as costing more than two hundred fifty dollars (250.00) to repair.
8. **RIOTING.** Rioting, attempting to riot or causing, aiding or conspiring to riot.
9. **SELF MUTILATION.** Causing or attempting to cause injury to oneself.
10. **SEX OFFENSE.** Engaging in or attempting to engage with sexual acts with others.
11. **WORK OFFENSE.** Refusing to work, either directly or indirectly, encouraging others to refuse to work or participating in a work stoppage. Violation of any condition of a resident's Work Release Agreement.

MAJOR CATEGORY:

Major category violations could possibly result in a resident's termination, but normally results in a resident incurring severe sanctions:

1. **BRIBERY.** Bribing or attempting to bribe any staff member.
2. **DISOBEDIENCE.** Disobeying posted policies, directives, direct verbal orders or instructions from staff. When orders conflict, the last verbal order must be obeyed.
3. **DISRESPECT.** Displaying and/or voicing any verbal and/or nonverbal disrespectful action towards a staff member or another resident. Directing profanity towards staff or resident is an example.
4. **FIGHTING.** Fighting which results in no or only minor injury. Minor injury is defined as an injury, which can be handled with in-house first aid.
5. **PROPERTY DESTRUCTION.** Minor destruction or damage to City of Faith property and/or another resident's personal property either willfully or through gross negligence. Residents will be held financially responsible for damages due

to their intentional acts or gross negligence. Minor damage is defined as costing less than two hundred and fifty dollars (250.00) to repair.

6. **TAMPERING.** Tampering with or blocking any locking device. Tampering with vending machines or laundry appliances.
7. **THEFT.** Stealing or misappropriating anything of value from City of Faith, its staff or any of its residents.

SANCTIONS FOR MAJOR VIOLATIONS:

Up to three (3) sanctions may be imposed for any one incident after a finding of guilt by the In-House Disciplinary Committee.

1. Reprimand
2. House restriction for a period not to exceed thirty (30) days.
3. Extra duty not to exceed 16 (Sixteen) hours.
4. Loss of visitation only if the rule violation is directly related to visiting.
5. Loss of telephone privileges for a period not to exceed fourteen (14) days. Attorney and clergy visits are unaffected.
6. Loss of shopping trips not to exceed fourteen (14) days.
7. Restitution or reimbursement of loss or damage.
8. Termination

MINOR CATEGORY:

Minor category violations, which may result in, a resident incurring minor sanctions:

1. **DISORDERLY CONDUCT.** Playing televisions, radios, or any other component having a speaker at a level, which disturbs others. Exhibiting excessively boisterous, rowdy or loud behavior, including horseplay.
2. **GAMBLING.** Operating or participating in any game of chance involving bets, wagers, goods or other valuables.
3. **SMOKING.** Smoking anywhere within the facility. Smoking outside in areas not designated for such purpose.
4. **UNAUTHORIZED AREA.** Being in an unauthorized area without staff permission.
5. **UNAUTHORIZED CONTACT.** An outsider meeting a resident on City of Faith grounds outside of a regularly scheduled visit and without written authorization from the Director.
6. **UNAUTHORIZED ITEMS.** Possession of items not considered contraband, but specifically prohibited by City of Faith. Examples of which are personal pillows,

unauthorized blankets, clothing which a resident is unable to fit in his/her allotted locker space, unauthorized over-the-counter medication and pornographic material.

7. **UNSANITARY PRACTICES.** Dropping litter or cigarette butts anywhere but into a proper receptacle. Failure to maintain personal hygiene. Failure to maintain room and belongings in a clean, orderly and presentable fashion.

SANCTIONS FOR MINOR VIOLATIONS:

Up to two (2) sanctions may be imposed for any one incident after a finding of guilt by the In-House Disciplinary Committee.

1. Warning
2. Reprimand
3. House restriction for a period not to exceed seven (7) days.
4. Extra duty not to exceed 8 (Eight) hours.
5. Loss of telephone privileges for a period not to exceed seven (7) days. Attorney and clergy calls are unaffected.
6. Loss of shopping trips not to exceed seven (7) days.

LAUNDRY

City of Faith provides laundry rooms, which contain washers and dryers in each resident house. The laundry room opens at 5:00 am and closes at 10:30 PM Sunday through Thursday, while staying open until midnight on Fridays and Saturdays. In addition, vending machines are also located in most houses. All residents are expected to treat all laundry equipment and vending machines with respect and care. Also, residents are responsible for ensuring their laundry is removed promptly after each washing or drying to enable all residents to make optimum use of the laundry facility.

Residents are responsible for providing their own liquid laundry detergent. (No Powder)

LIVING ACCOMMODATIONS

Each resident will be issued the following items upon their arrival at City of Faith:

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|---------------------|--------------------------|
| 1. (1) laundry bag | 6. (1) wash cloth |
| 2. (1) pillow case | 7. (1) plastic glass |
| 3. (1) fitted sheet | 8. (1) roll toilet paper |
| 4. (1) flat sheet | 9. (1) blanket |
| 5. (1) towel | |

If a resident is in need of hygiene items, he/she will be issued (1) personal hygiene packet containing:

- | | |
|---------------|---------------|
| 1. Deodorant | 2. Soap |
| 3. Razor | 4. Toothpaste |
| 5. Toothbrush | 6. Shampoo |
| 7. Comb | . |

All residents' rooms contain an approved fire-retardant trash can. This can is not to be removed, nor is any other type of can to be substituted.

City of Faith, CCC provides each resident with a fire-retardant pillow upon arrival. Personal pillows are not allowed and will be immediately confiscated.

Room assignments will be issued without regard to age, race, religion or creed. All resident requests for room changes are to be directed to the Case Manager.

MAIL

City of Faith does not limit the amount of mail a resident may receive or send and delivery of mail will be made at the resident's house. City of Faith does reserve the right to monitor the resident's mail. This includes the inspection of mail for contraband and when based on legitimate facility interests of order and security, mail may be read and/or rejected. First class letters and packages will be forwarded to residents who have left City of Faith, providing a forwarding address is given. It is the resident's responsibility to inform their correspondents of the City of Faith mail policy.

MEALS

City of Faith provides residents with a hot and nutritious breakfast and dinner, with the noon meal being facilitated by means of a sack lunch. Sack lunches are distributed during breakfast. Special diets are provided as prescribed by appropriate medical personnel or for residents with special religious requirements and requests must be in writing.

The meal schedule is listed below.

Breakfast: 5:00 am to 7:00 am

Lunch: Sack Lunches served until 12 noon

Dinner: 5:00 pm – 7:00 pm

MONEY MANAGEMENT

Two of the principles City of Faith was founded upon are a resident must be productive in the workplace and that wages must be deposited to ensure that a resident returns to his or her community with the necessary funds to facilitate a successful transition. Consequently, upon a resident's arrival, he or she is required to meet with his/ her case manager to develop an individual program plan which includes a realistic savings goal for the resident to set and try to achieve. Resident funds will be closely monitored by their case manager.

MONEY WAGES AND DEDUCTIONS

1. **Room and board charge at the rate of \$63.50 per day or 62% of Gross earnings (whichever is less) for each day worked on your primary full time job. This 62% includes all transportation fees and incidental fees.**
2. **If you are employed full time and have a second job, no deduction for room and board will be taken from your second job.**
3. **In the event you are not employed full time, room and board will be deducted from all wages earned.**

Residents are required to pay a room and board fee. This amount will be calculated and withdrawn from their resident account by the Accounting Department and will be listed on their monthly account balance sheet. A resident's unjustified failure in paying their room and board fee and or keeping their paycheck will result disciplinary action, a fine rate of 100% of the amount withheld, and termination from City of Faith, resulting in a transfer to a more secure institution.

PERSONAL PROPERTY

City of Faith allows its residents to retain a reasonable amount of personal property in their possession, which includes the following items:

- a. Legal documents
- b. Prescription eye wear;
- c. Hearing aids;
- d. Dentures;
- e. Clothing that meets facility dress code requirements
- f. Personal hygiene articles
- g. Books, magazines, letters, correspondence, etc.
- h. Mementos
- i. Approved photographs
- j. Approved decorative items
- k. Personal radio with earphones.
- l. Other items as may be approved by the Facility Directory

Upon the death, escape, or hospitalization of a resident, their property will be immediately secured and inventoried. Two or more staff members will accomplish inventory of resident property, each of who will sign the completed inventory list. A resident's property will be immediately secured and inventoried prior to the end of the work shift. Personal property left behind by an escapee will be considered voluntarily abandoned. The facility director shall contact the person the resident identified to be notified in case of emergency and advised to pick up the residents property. If the property is not picked up within 10 days, it will be donated to a local charity or destroyed

PERSONALIZED PROGRAM PLAN

All residents will meet with Staff Personnel and design and complete a personalized program plan that will measure your accomplishments, expected behavior, needs, and set a timeline for personal goals as well as goals set by staff. Residents are encouraged to make input into this program plan during this process and once

completed, both the resident and Case Manager will sign the plan. Periodically, the Personalized Program Plan will be reviewed by the Case Manager and resident.

RECREATION & LEISURE

City of Faith provides both indoor and outdoor recreational and leisure time activities for residents. Televisions with either a VCR or DVD player are available in each of the resident rooms along with outside activities such as sporting events and other leisure events. Residents may participate at these activities at their own discretion.

RECORDS

All resident records are **CONFIDENTIAL** and the contents of such will only be revealed to authorized personnel. In certain instances, residents may be required to sign a Release of Information Form to authorize access to specific information such as medical records.

Residents have access to review their records at the discretion and only in the presence of the Director, and then only those records allowed by the Department of Corrections to be reviewed.

RELIGION

It is the policy of City of Faith to provide and ensure that all residents have the opportunity to participate in the practice of their religious faith and in accordance with their desires.

REMOVAL OF A RESIDENT UPON REQUEST

Upon the recommendation of the Director, any resident may be removed from City of Faith for proper cause and immediately returned to the Department of Corrections.

SEARCHES

A resident's person, property or possessions may be searched at any time by City of Faith staff and/ or officials of any Law Enforcement Agency. Upon arrival, residents are issued a combination lock for use on their clothing and personal items locker. Consequently, a resident's use of his or her own personal lock is prohibited. If City of Faith and/ or a Law Enforcement Agency finds it necessary to enter a resident's locker and a lock other than the one issued by City of Faith is found on the respective locker, such lock will be cut off with possible disciplinary action resulting.

SIGN-OUT / SIGN-IN SHEET

Resident's accountability is paramount. During your stay at City of Faith, it is mandatory that City of Faith know your whereabouts at all times. To facilitate and ensure that your whereabouts is always known, residents are required to sign out to any and all locations where they will physically be and to sign in immediately upon their arrival back at the facility. Required information includes:

1. Time and date signed out
2. Location (s)
3. Address and phone number of locations (s)
4. Purpose
5. Time and date expected to return
6. Time and date resident returns to the facility

Residents are required to sign out to any and all locations and provide appropriate times. Staff must know at all times a resident's location. Failure of a resident to be at a location for which he or she has signed out may cause such resident to be considered on escape status with appropriate measures being immediately invoked.

It is of utmost importance that any deviation from a resident's sign out/ in sheet be immediately communicated to City of Faith staff. An example of which would be if a resident is going to be later than the time previously indicated for returning to the facility.

Residents are solely and ultimately responsible for ensuring City of Faith staff knows their whereabouts for any and all discrepancies.

TELEPHONES

City of Faith provides pay phones for resident use. (Residents are expected to utilize discretion while being considerate of fellow resident phone needs.) A resident's abuse of phone privileges will result in disciplinary action.

TRANSPORTATION

City of Faith provides transportation for residents to and from work

An employer may pick up and return a resident from work if authorized by the Director.

Family and/ or friends may not transport a resident to and from work.

No resident will be transported to any location other than his or her place of employment without prior approval of either his/her Case Manager, Security Supervisor, or Director.

TRANSITIONAL ASSISTANCE

City of Faith will assist the resident in locating housing suitable for release purposes, either through direct assistance or through referral to appropriate agencies.

UNAUTHORIZED CONTACT

The building and ground of the City of Faith comprise a Restricted Area. Outsiders are not allowed to come and go as they please nor meet residents without permission. Besides regular scheduled visitation on Sundays, a resident may not be personally contacted by family, friends, or other persons at City of Faith without prior written permission from the Director. Should a resident be contacted by an outsider on City of Faith grounds without prior Director approval, such contact would constitute unauthorized visitation. If a staff member observes such contact, the outside individual will be asked to leave and the resident will face appropriate disciplinary sanctions.

UNAUTHORIZED ITEMS

A resident may receive personal items through the mail. However, other than through the mail, a resident may not receive food, clothes or other items directly or personally from any other person than a member of City of Faith's staff without prior approval. The item(s) must be delivered directly to an on-duty security personnel, who after examining the item(s) for contraband and unauthorized item(s) to the resident.

URINALYSIS/ BREATHALYZER

Drug screen urinalysis and alcohol testing will be conducted on a random basis and at will for specific cause.

VISITATION GUIDELINES

City of Faith requires the resident to provide a visitation list for approval prior to any visit. Residents are free to visit immediate family members, (wife, children, mother of your children, mother, father, brother, sister, grandmother, grandfather) as long as the following guidelines are stringently adhered to.:

1. Visitation hours are on Sunday from 1:00 PM- 5:00 PM and on specified holidays. Should a resident desire to visit at a time other than the time specified above, he/she should submit a request at least forty eight (48) hours in advance. Such request must be in writing and is subject to the Director's approval. The only exception being a resident who is required to work during the regularly scheduled visitation hours noted above, arrangements will be made to facilitate visitation at another time.

2. All visitors are required to have proper identification, which, in most instances, is a valid driver's license. Visitors must register at the front desk and along with providing the on-duty security officer with proper identification, must provide the following:

- A. Name resident to be visited
- B. Name, address and phone number
- C. Relationship to resident

2. City of Faith may refuse to allow any person or persons the privilege of visiting a resident for any of the following reasons:

- A. Failing to provide proper identification.
- B. Refusing to submit to a search if requested by the Director or her designee. A visit is immediately terminated upon a visitor's refusal to submit to such a search. A visitor who consents will be searched by a staff member of the same sex. A search may include a pat-down search of the visitor's person as well as their personal belongings and vehicle.
- C. Arriving for a visit intoxicated and/ or under the influence of a controlled substance. Such determination may be made by the Director or her designee.
- D. Being in possession of a weapon and/or firearm.

4. A resident's visit may be terminated for the following reasons:

- A. A visitor refuses to comply with posted visitation rules.
- B. A visitor's conduct constitutes a violation of federal, state, parish, and/or city law including but not limited to, assault, battery, disturbing the peace, introduction or attempted introduction of contraband.

- C. A disturbance occurs at the facility during visitation prompting the Director or her designee to terminate visitation for safety reasons.
- D. A visitor becomes boisterous, purposefully loud, uses profanity, and/ or fails to show proper respect toward staff, resident's and/ or other visitors.

5. An ex-felon who has not been finally discharged from an institution or from probation or parole for more than two (2) years without an intervening criminal record or who has pending criminal charges is not allowed to visit. Any exception is dependant upon the Director's approval.

6. A visitor is not allowed to visit a resident in his or her assigned room, laundry room, on any property adjacent or in the vicinity of City of Faith, or any place designated as an "Unauthorized Area".

7. Children visiting residents are expected to be supervised and well-behaved. Residents are responsible for the behavior of the children visiting them. Failure by a resident to restrain a child's errant behavior may result in termination of visitation and the suspension of such child's privilege to visit.

8. Attorneys, their employees and law students in approved clinical programs may visit their clients at any time during normal working hours (7:00 am- 4:00 PM, Monday through Friday). A request for an attorney visit outside these times may be submitted to the Director for her consideration. Except in emergency cases, visits by attorneys, their employees and law students must be scheduled twenty four (24) hours in advance.

9. Privacy will be afforded to the degree that security permits when a resident visits with a legal counsel or clergy. Under no circumstance will conversations be monitored.

10. Any person other than a resident's legal or spiritual counsel may be denied the privilege of visiting a resident who has had his visitation privileges suspended due to disciplinary action.

11. No person may be denied permission to visit a resident solely upon the basis that such person did not know the resident prior to his or her incarceration.

IT IS THE RESIDENTS RESPONSIBILITY TO ADVISE VISITORS OF THE ABOVE RULES.