



FEDERAL Resident Handbook

Basic Resident Policies and Procedures

www.cityoffaith.org
City of Faith Residential Re-Entry Center

Revised 05/15/2024 Res-FRH-1.00

Contents

RULES AND REGULATIONS	4
PRISON RAPE ELIMINATION ACT (PREA).....	5
AA/NA OBLIGATIONS	6
ARREST	6
AUTHORITY & CONTROL OVER ANOTHER RESIDENT.....	6
BED CHECKS/ HEADCOUNTS.....	7
CASE MANAGER.....	7
CELL PHONES	7
CORPORAL PUNISHMENT	8
CITY OF FAITH PROGRAM COMPONENTS	8
Community Corrections Component (CCC)	8
Pre-Release Status.....	8
Home Confinement Component	8
CURFEW	9
DECORATIONS	9
DISCRIMINATION	9
DISCIPLINE.....	9
INFORMAL DISCIPLINE RESOLUTION.....	9
CONTRABAND VIOLATIONS.....	9
HOUSE RULES VIOLATIONS (NOT TO INCLUDE SMOKING).....	9
HOUSE RULES VIOLATIONS (SMOKING).....	9
IN-HOUSE DISCIPLINARY COMMITTEE	10
IN-HOUSE DISCIPLINARY RULES AND SANCTIONS	10
TERMINAL CATEGORY	10
MAJOR CATEGORY	11
SANCTIONS FOR MAJOR VIOLATIONS.....	11
MINOR CATEGORY	12
SANCTIONS FOR MINOR VIOLATIONS.....	12
<i>Special Conditions for VCCLEA and PLRA offenders</i>	13
Appendix B. SUMMARY OF INMATE DISCIPLINE SYSTEM	14
Appendix C. INMATE RIGHTS AND RESPONSIBILITIES	15
DRESS CODE	17
DUTY SCHEDULE.....	17

EMERGENCY EVACUATION PROCEDURES	17
EMERGENCY HEALTH CARE	17
EMPLOYMENT GUIDELINES	18
EMPLOYMENT VIOLATIONS (NOT OBTAINING WORK)	18
FURLOUGHS AND PASSES.....	19
PASS	19
Corrections Component	19
SOCIAL RECREATIONAL LEAVE	19
FURLOUGH.....	19
GRIEVANCE POLICY	19
HOUSING AREAS	20
RESIDENT ROOM SANITATION REQUIREMENTS	20
INDIGENT RESIDENT	21
JOB SEARCH, DAILY, & WEEKEND ITINERARIES.....	21
Job Search Passes.....	21
Daily Passes	21
Weekend Passes	22
RULES OF MOVEMENT.....	22
LAUNDRY	23
LIVING ACCOMMODATIONS	24
MAIL	24
MEALS.....	24
MEDICATION	26
MONEY MANAGEMENT	26
PERSONAL PROPERTY	26
PERSONALIZED PROGRAM PLAN.....	27
PROPERTY DISPOSITION	27
PROHIBITED ITEMS (CONTRABAND)	27
RECREATION & LEISURE.....	28
RECORDS	29
RELIGION.....	29
REMOVAL OF A RESIDENT UPON REQUEST.....	29
SEARCHES	29
ACCOUNTABILITY	30
How to submit a pass	30

How to Complete a Calendar Item.....	30
Creating a Reminder	31
Reviewing Your Pass Requests	31
Reviewing a Pass	31
TELEPHONES	31
TRANSPORTATION.....	31
Rules for residents with driving privileges	32
TRANSITIONAL ASSISTANCE	32
UNAUTHORIZED CONTACT	32
UNAUTHORIZED ITEMS	32
URINALYSIS/ BREATHALYZER.....	33
VISITATION GUIDELINES	33
PROHIBITED ACTS AND AVAILABLE SANCTIONS.....	35
GREATEST SEVERITY LEVEL PROHIBITED ACTS	35
AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS	36
HIGH SEVERITY LEVEL PROHIBITED ACTS.....	36
AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS.....	37
MODERATE SEVERITY LEVEL PROHIBITED ACTS	38
AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS	39
.....	
LOW SEVERITY LEVEL PROHIBITED ACTS.....	39
AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS.....	40
CITY OF FAITH RESIDENTIAL RE-ENTRY CENTER RESIDENCY AGREEMENT	41

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 given permission by appropriate staff personnel.
3. Residents are not allowed to engage in inappropriate and/or disruptive behavior. Residents are required to submit to random searches of their person, property, and personal possessions.
4. Residents are required to submit to random searches of their person, property, and personal possessions without prior notice and without debate.
5. Smoking is simply not allowed anywhere in City of Faith facilities, vehicles and anywhere on City of Faith grounds in Little Rock, AR and in the Federal RRC's in Monroe, and Baton Rouge, LA.
6. Residents are not allowed to possess pornographic or other similar material.
7. Residents are expected to be prompt when attending scheduled meetings, interviews, and appointments.
8. Residents are expected to maintain their personal hygiene.
9. 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.
10. Residents are required to be fully dressed when outside of their personal areas.
11. Residents are expected to not abuse their phone privilege and to be respectful of another resident's need to use the phone.
12. Resident's mail may be subjected to monitoring.
13. Residents are not allowed to possess any narcotic medication and/or psychotropic drugs. These medications must be turned over to resident security at the front desk, who will be responsible for its dispersal.
14. 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 day's work.
15. A resident shall not enter into any contract without the prior approval of the Director and the Federal Bureau of Prisons.
16. Requests for driving privileges must be submitted to your Federal Case Manager for approval from the Facility Director and/or Federal Probation Officer.
17. Residents may use radios, televisions, and the like 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 on escape status unless such resident is authorized to be elsewhere.

19. Bedtime 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 Friday, and 8:30 A. M. Saturday and 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.

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.

PRISON RAPE ELIMINATION ACT (PREA)

City of Faith has zero tolerance concerning all forms of sexual abuse/misconduct. Resident on Resident, Staff on Resident and Resident on Staff sexual assault, sexual abuse, and/or sexual relationships will not be tolerated. Residents will be free from fear of sexual assault and if a report of sexual assault is made, it will be investigated thoroughly and with respect to the resident's safety, dignity, and privacy, without fear of retaliation.

Resident on Resident, Staff on Resident or Resident on Staff sexual abuse or assault is defined as one or more residents engaging in, or attempting to engage in a sexual act with one another or the use of threats, intimidating, inappropriate touching, or other actions and/or communications by one or more persons aimed at coercing and/or pressuring another to engage in a sexual act.

In order to ensure your safety, all residents are encouraged to report instances of sexual assault to a staff member. Residents may also report a sexual assault/abuse through a grievance form or contacting the agency PREA coordinator. All allegations will be taken seriously and thoroughly investigated and staff shall take the necessary steps to separate the victim from the accused. Staff will make assistance available for the resident to receive a medical evaluation and care as well as needed mental health support.

Appropriate steps will be made to protect the resident including, but not limited to: transferring to another facility where they can be housed more appropriately (i.e. single room) moved to another room in the facility closer to the staff office, increased contact with case management to provide ongoing support, etc.

Resident victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment and crisis intervention services, the nature and scope of which are determined by medical and mental health practitioners according to their professional judgment. Resident victims of sexual abuse while incarcerated shall be offered timely information about and timely

access to emergency contraception and sexually transmitted infections prophylaxis, in accordance with professionally accepted standards of care, where medically appropriate.

Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.

City of Faith shall offer medical and mental health evaluations and, as appropriate, treatment to all residents who have been victimized by sexual abuse in our facility. The evaluation and treatment of such victims shall include, as appropriate, follow-up services, treatment plans, and, when necessary, referrals for continued care following their transfer to, or placement in, other facilities, or their release from custody.

Victims will be provided with medical and mental health services consistent with the community level of care. Resident victims of sexually abusive vaginal penetration while incarcerated shall be offered pregnancy tests. If pregnancy results from conduct specified in paragraph (d) of this section, such victims shall receive timely and comprehensive information about and timely access to all lawful pregnancy related medical services.

Resident victims of sexual abuse while incarcerated shall be offered tests for sexually transmitted infections as medically appropriate.

Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.

If the victim utilizes an outside victim support service, their communications will be monitored and the extent to which reports of abuse will be forwarded to authorities in accordance with mandatory laws.

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 Federal Case Manager, and appropriate action will be taken.

ARREST

Any resident who is arrested will be returned to the custody of the Bureau of Prisons (BOP) and charged with technical escape. You will also be considered a program failure.

AUTHORITY & CONTROL OVER ANOTHER RESIDENT

It is the policy of City of Faith that no resident will be in a position of authority or control over any other resident, subcontract employee or staff member while present at the facility. You will avoid any actions or statements that might give the appearance of authority or control over other residents. Authority and control rest solely with the City of Faith director or other authorized City of Faith staff.

BED CHECKS/ HEADCOUNTS

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

CASE MANAGER

Each resident will have meetings with the Employment Placement Coordinator and will be assigned a Case Manager who will be available for consultation and direction. Both the Employment Placement Coordinator and Case Manager will aid the resident in planning for release; provide direction in analyzing vocational training needs, selection of work assignments, establishment of goals, and assist in obtaining treatment and education programs.

CELL PHONES

- Residents are allowed to have one personal cell phone.
- Cell Phones are subject to monthly search protocols. In order to obtain a cell phone, the resident must provide staff full access to the phone on demand. No lockouts or passwords will be allowed on the phone.
- At no time will the cell phone number be blocked.
- Residents are not permitted to text or call former COF residents or current inmates.
- Absolutely no photos or videos of the facility or anyone in the facility will be allowed on the phone, and no photos or videos should be sent via text.
- Residents should use their cell phone to call the facility in the event of an emergency, such as a flat tire, accident or if they are stuck in traffic congestion which will make them late. Traffic congestion means that there are unusual circumstances that is holding up traffic and which will be verified. Running late is not considered an emergency.
- Residents are not to use their cell phones after curfew hours. Use of the phone after curfew will result in loss of cell phone privileges.
- RESIDENTS ARE NOT ALLOWED TO CALL OR TEXT OTHER RESIDENTS OR ANY INMATES AT A CORRECTIONAL INSTITUTION.
- Cell Phones are required to be on vibrate at all times when on facility grounds.
- Unless authorized by the community treatment provider or City of Faith, cell phones are prohibited in group meetings, counseling, resident meetings or any other center related activity where the objective is programming.
- Residents are prohibited from allowing other residents use of their cell phone.
- Cell phones are prohibited in staff offices unless authorized by staff.
- Residents are prohibited from talking on cell phones while driving, unless they have a hands free device.
- Residents must answer their cell phone if a call from City of Faith is received.
- City of Faith accepts no responsibility or liability for any charges on the cell phone, or liability for loss or damage including confiscated cell phones.
- Possession of an unauthorized cell phone or misuse of an authorized phone will result in disciplinary procedures. Unauthorized cell phones will be confiscated as contraband.
- Phone chargers will be confiscated if left plugged into the wall with no phone attached.

Violations of this policy will result in disciplinary procedures. The possession/use of cell phones is provided for the sole benefit of the resident and their family. It is not to interfere, disrupt or

circumvent facility operations, rules, programs or quality of life.

CORPORAL PUNISHMENT

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

CITY OF FAITH PROGRAM COMPONENTS

The City of Faith Community Corrections Center program is divided into three types of components:

Community Corrections Component (CCC)

Residents in this component are confined to the facility except for job searches, employment, church, and required aftercare meetings. Residents in this component are not allowed social passes or weekend passes. In order for a resident in this component to go anywhere other than work, or aftercare meetings, an approved request by either the resident's Case Manager or the Facility Director is required. Probation cases remain on CCC for the entire length of their stay at City of Faith. Residents here as institutional transfers remain on CCC for the first 30 days after arrival unless otherwise specified. Residents who have not obtained employment within the first 30 days of their stay at City of Faith will remain on CCC. The CCC component is also used as a sanction for violating certain rules and regulations of the program.

Pre-Release Status

The pre-release component is for those institutional transfer residents (residents who come from the Bureau of Prisons) who have been at City of Faith 30 days and have obtained employment. Being in the pre-release status normally allows the resident a little more freedom, such as social passes (Wal-Mart, haircut, and church), weekend passes, etc. Residents in the pre-release component are expected to be current on all conditions of the City of Faith program. This means all personal aftercare obligations that were established by you and your Federal Case Manager in the individual program plan. These obligations include opening a savings account, attending drug counseling, accountability, etc.

Home Confinement Component

The home confinement component is for those residents on pre-release status. These residents are in the custody of the BOP and City of Faith. It is the responsibility of the City of Faith staff to maintain proper documentation of the whereabouts of residents on home confinement at all times. This means documenting all of the resident's movements. This component is similar to house arrest; the resident must make notifications from the assigned AIR Mobile device to City of Faith to inform the staff of their pre-approved movements. The residents will use this phone to do check-ins throughout the day. The resident will keep this phone on them at all times. The resident will also be responsible for the care of their phone, if the resident breaks the phone, they are responsible to replace it. Failure of a resident to report all movements will result in the termination of the resident's home confinement; and programming. Failure to document any of the resident's movements could result in the same. **Home Confinement is a privilege, not a right.** Home Confinement residents are required to submit their check stubs to the Case Manager within 48 hours of receiving the check.

CURFEW

City of Faith observes national curfew (9pm-6am). During these hours residents are not allowed outside, in common areas, or out of the building unless given permission by on-duty security. Residents will be allowed to leave their dormitory areas starting at 5am for chores. Residents leaving for work will be allowed to leave earlier as needed. All residents not completing chores will be allowed to leave their dormitory areas starting at 6am.

DECORATIONS

Residents are not permitted to decorate their closets, lockers, or rooms with personal possessions, such as pictures and /or posters.

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.

DISCIPLINE

City of Faith follows Federal Bureau of Prisons Program Statement 5270.09, Inmate Discipline Program and all matters that concern inmate discipline.

INFORMAL DISCIPLINE RESOLUTION

City of Faith utilizes an informal resolution system to resolve minor rule infractions. City of Faith believes that this form of resolution should take place first and foremost, unless the rule violation dictates that formal resolution must occur. City of Faith will expunge the incident report if informal resolution is accomplished from the resident's file. Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while informal resolution is undertaken and accomplished. If informal resolution is unsuccessful, the disciplinary proceedings may be reinstated at the same stage they were suspended.

CONTRABAND VIOLATIONS

A resident caught violating the contraband list will receive the following:

1st offense: Confiscate contraband and loss of privileges

2nd offense: Confiscate contraband, Loss of social passes and/or visitation for 2 weeks from time of sanction

3rd offense: Confiscate contraband Formal disciplinary procedures.

HOUSE RULES VIOLATIONS (NOT TO INCLUDE SMOKING)

A resident caught violating any of the house rules will receive the following:

1st offense: Verbal Warning

2nd offense: Loss of social passes and/or visitation for 2 weeks from time of sanction.

3rd offense: Formal disciplinary procedures.

HOUSE RULES VIOLATIONS (SMOKING)

A resident caught violating any of the house rules will receive the following:

1st offense: Restriction to quarters.

2nd offense: Formal incident report (handled by in-house CDC), loss of privileges for 30 days (not to include work, looking for work, or treatment), loss of visitation for 30 days, & loss of confiscated item.

3rd offense: Formal incident report, recommend loss of good time and/or recommend transfer to a more secure institution.

If a resident refuses to hand over any contraband item that has been identified by staff, the resident will be written up for refusal and interfering with a staff member's duties. This will result in termination from the City of Faith program and transfer to a more secure facility. USPO cases will be considered a program failure.

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 Federal Bureau of Prisons.

IN-HOUSE DISCIPLINARY RULES AND SANCTIONS

All City of Faith residents are, of course, required to comply with the Federal Bureau of Prisons 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 correlative sanctions are discussed below.

TERMINAL CATEGORY

Terminal category violations may subject a resident to immediate termination from City of Faith Residential Reentry Center. City of Faith, immediately upon gaining knowledge of a violation within the Terminal category will contact the Bureau of Prisons Residential Reentry Manager, appropriate Federal Probation 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 that requires medical attention outside that which City of Faith can provide.

6. **KILLING.** Taking or 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 that 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.
8. **SMOKING:** Smoking is prohibited on City of Faith grounds, facilities and vehicles

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 eight (8) hours.
4. Loss of visitation not to exceed two (2) scheduled visitation days. Attorney and clergy visits are unaffected.

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. Loss of furlough and/or pass privileges and/or recreational sign out for any period up to the remainder of the resident's stay.
8. Restitution or reimbursement of loss or damage.
9. Termination

MINOR CATEGORY

Minor category violations that 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. **UNAUTHORIZED AREA.** Being in an unauthorized area without staff permission.
4. **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.
5. **UNAUTHORIZED ITEMS.** Possession of items not considered contraband, but specifically prohibited by City of Faith. Examples of which are personal pillows, unauthorized blankets, personal bedding, clothing which a resident is unable to fit in his/her allotted locker space, unauthorized over-the-counter medication and pornographic material.
6. **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 four (4) hours.
5. Loss of one (1) scheduled visitation day. Attorney and clergy visits are unaffected.
6. Loss of telephone privileges for a period not to exceed seven (7) days. Attorney and clergy calls are unaffected.
7. Loss of shopping trips not to exceed fourteen (14) days or 1 facility shopping trip.
8. Loss of recreational sign-out for a period not to exceed seven (7) days.
9. privileges

Special Conditions for VCCLEA and PLRA offenders

All high category offense charges for a VCCLEA offender rated as violent and for a PLRA offender will be referred to the Disciplinary Hearing Officer (DHO).

The In-House Disciplinary Committee ordinarily will refer to the DHO a moderate category charge for a VCCLEA offender rated as violent or for a PLRA offender if the offender has been found to have committed a moderate category offense during the offender's current anniversary year.

In the case of a low-moderate category offense, the In-House Disciplinary Committee will refer to the DHO, a VCCLEA offender rated as violent or for a PLRA offender, if the offender has been found to have committed two (2) low moderate category offenses during the current anniversary year.

Appendix B. SUMMARY OF INMATE DISCIPLINE SYSTEM

1. Staff becomes aware of inmate's involvement in incident or once the report is release for administrative processing following a referral for criminal prosecution. (Ordinarily maximum of 24 hours.)
2. Staff gives inmate notice of charges by delivering Incident Report. (Ordinarily a maximum of 5 work days from the time staff became aware of the inmate's involvement in the incident. Excludes the day staff became aware of the inmate's involvement, weekends, and holidays.)
3. Initial review (UDC) minimum of 24 hours (unless waived)
4. Discipline Hearing Officer (DHO) Hearing

NOTE: Time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while undertaking informal resolution. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

Appendix C. INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation and voluntary worship.
4. You have the right to health care, which include nutritious meals, proper bedding and clothing and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatments.
5. You have the opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.

RESPONSIBILITIES

1. You are responsible for treating inmates and staff in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.

8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interest, needs, and abilities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials.
9. It is your responsibility to seek and use such materials for your personal benefit without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which will aid you to live a successful and law-abiding life within the institution and in the Community. You will be expected to abide by the regulations governing the participation in such activities.
11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court-imposed assessments fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans your family needs, and for other obligations that you may have.

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.

Beards are allowed if 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, skullcaps or bandanas. Residents are not permitted to wear hats or hoods that obscure their face while on facility grounds.

Residents are not allowed to wear revealing or provocative clothing, or clothing that contains a message or image that promotes gang activity/violence/hate speech.

Residents are not allowed to "sag" but must keep their pants up and belted around the waist.

Residents are required to wear their clothing in an acceptable manner. Excessively ragged or torn clothing is unacceptable unless the nature of the resident's employment requires such and pursuant to Facility Director or Case Manager approval.

Anytime residents are outside their respective living areas they must dress appropriately. No resident can leave his or her room unless fully dressed.

Work boots should be clean before bringing them into the building. When not being worn, work boots should be stored neatly alongside your property. (Little Rock, stored on floor underneath locker.)

DUTY SCHEDULE

Since it is 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 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 drills at random times. Exits are clearly marked. Residents will be instructed on 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.

EMPLOYMENT GUIDELINES

Residents are required to maintain full-time employment. Full-time is defined as 32-40 hours per week. For residents attending either academic or vocational school, the director will determine the appropriate number of hours to be worked. Residents have thirty (30) calendar days in which to obtain employment after completion of the orientation process.

Any employment obtained by residents must pay at least minimum wage. You will not be allowed to switch jobs for forty-five (45) days and will not be able to continue searching for work for forty-five (45) days unless you receive prior approval from the Facility Director or the Employment Placement Specialist.

Residents are allowed to seek employment within a hundred (100) square mile radius of City of Faith Baton Rouge and one hundred and fifty square (150) mile radius of City of Faith Little Rock and Monroe. All employment must be approved by the Director and verified by an Employment Placement Specialist. Residents may not change employment without prior approval of the Director or their designee.

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 Bureau of Prisons.

Residents are not allowed to work in an establishment where alcohol is the primary commodity or where alcohol is the primary source of income. Residents are not allowed to work for companies, subsidiaries, or be under the direct supervision of a family member. Residents are not allowed to work for jobs that pay cash and do not withhold taxes. Residents are not able to work for employers that require them to be on call.

Residents are not allowed to be signed out of the facility for more than twelve (12) hours. Any request for exceeding the twelve (12) hour limit must be submitted to the Employment Placement Specialist (EPS) thirty (30) days prior. All requests are approved by the Residential Reentry Manager (RRM). All schedules must be submitted to the EPS for verification 48 hours before the schedule starts.

EMPLOYMENT VIOLATIONS (NOT OBTAINING WORK)

A resident who has not obtained work, might receive these sanctions:

1st offense: Loss of privileges, must find a job in 9 days.

2nd offense: In-house formal, loss of privileges, must find a job in 10 days.

3rd offense: Formal incident report, transfer to a more secure institution

FURLOUGHS AND PASSES

Other than employment or a City of Faith sanctioned and escorted trip, a resident is allowed to be absent from the facility only as a result of the following:

PASS

A pass is used for overnight or weekend absences and is limited to a 100-mile radius (Baton Rouge) and 150 mile radius (Little Rock & Monroe). Residents in the Community

Corrections Component

A pass begins typically on Friday at 5:00 PM and may extend to curfew (9:00 PM) on Sunday. In the event a resident works on the weekends, then the pass will be for a similar period during their off days. A Pass Request Form must be submitted to the Director no later than the Thursday morning preceding the Weekend Pass.

SOCIAL RECREATIONAL LEAVE

Absences from the City of Faith by Pre-Release Component residents for social/recreational purposes (Wal-Mart, haircut, church) may be authorized by the Case Manager for after work, not to exceed three (3) hours and not to extend past curfew (9:00 pm). A requesting resident is required to give the Case Manager at least twenty-four (24) hour advance notice.

FURLOUGH

A furlough is required for an absence from City of Faith which exceeds one hundred (100) miles (Monroe & Baton Rouge) and one hundred fifty (150) miles in Little Rock. Community Correctional Component residents are not ordinarily eligible for a furlough. Examples for a reason for a furlough include a critically ill relative, funeral, medical treatment not otherwise available, work etc. A Furlough Application Approval Form must be submitted to your Case Manager at least two (2) weeks in advance, if possible.

An on-site visit of a resident's home must be conducted by City of Faith staff personnel before a resident can go home on Pass or Social/ Recreational Leave. Also, other than employment, an aftercare obligation or AA/NA attendance, a resident must be physically present at City of Faith by no later than 9:00 Pm (curfew) each night unless specified otherwise by the Director.

GRIEVANCE POLICY

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

City of Faith has developed the "Administrative Remedy Program" for residents. City of Faith staff will not allow any deviation from this procedure. All complaints which successfully proceed through the proper channels will be ultimately reviewed by the Director or their designee and should the complaint warrant an investigation, an investigative committee will be appointed by the Director. 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 Director's office.

Formal Administrative Remedy Procedures will assure City of Faith residents are aware of their right to formally present their issues of concern to appropriate BOP staff and, at the same time, will facilitate the BOP's oversight capability of City of Faith.

Although residents will be encouraged to attempt informal resolution with City of Faith staff, it

is not a requirement. Formal or Informal resolution, residents shall follow the proper chain of command outlined in the City of Faith handbook and in the Administrative Remedy Program.

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

1. On Duty Security Staff
2. Chief of Security
3. Case Manager
4. Facility Director
5. Director of Security
6. Bureau of Prisons RRM (BP-9)

NOTE: THERE IS NO TIME LIMIT OR REQUIREMENT TO FOLLOW CHAIN OF COMMAND FOR REPORTING A GREIVANCE OF SEXUAL ASSAULT/ABUSE

HOUSING AREAS

City of Faith provides separate sleeping and hygiene facilities for male and female residents. At no time is a male resident allowed in a female sleeping or bathroom area, nor is a female resident allowed in a male sleeping or bathroom area. In the event a resident is found to be in an opposite sex area, they will be subject to disciplinary actions.

RESIDENT ROOM SANITATION REQUIREMENTS

All residents, on a rotating basis, are required to maintain all common areas twice daily, before 7:00 am and before 10:00 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 clean bedding.
- Sweeping and mopping around the bed area.
- Dusting bed frame and locker exterior.
- Emptying trash can.
- Clean off clutter around TV shelves (only TV related items allowed).
- Remove any clothes hanging from bunk or outside of lockers.

Weekly responsibilities include:

- Cleaning and straightening wall locker and bunk drawer.
- Wipe down ceiling fans and blades (if applicable).
- Clean windows, window ledges, mini blinds, baseboards, walls, door frames, unused bunks.
- Clean baseboards and walls including behind the bunks.
- Report bugs in light lens, broken blinds, broken windows, broken vents, cracks in pillows or mattresses, and dust on vents or around vents

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.
- 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 game systems must be put away when not in use or any residents in the room are in the building.

SANITATION SANCTIONS

A resident who does not follow the sanitation guidelines, might receive these sanctions:

1st offense: Verbal warning and confiscation of any contraband or items not stored in lockers

2nd offense: Loss of recreation for 1 week and confiscation of any contraband or items not stored in lockers

3rd offense: Loss of weekend pass or 52 hours room restriction and confiscation of any contraband or items not stored in lockers

4th offense: Formal incident report and confiscation of any contraband or items not stored in lockers

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.

JOB SEARCH, DAILY, & WEEKEND ITINERARIES

Whenever a resident wants to leave the City of Faith grounds, he/she must get permission from their Federal Case Manager. To obtain permission the resident must complete a request in the AIR App or Mobile device.

Job Search Passes

Residents are required to be on an active job search from 8 a.m. to 4:00 p.m. until hired. These requests are used by the residents to go out to seek employment. The resident is allowed to be out at 3-hour intervals to look for employment. ***The resident must turn in their requests to their Employment Placement Specialist 24 hours prior to departing on a job search. Exceptions to this rule can be made at the discretion of the Employment Placement Specialist. Job searches can only be approved by the Employment Placement Specialist.*** All the information must be filled out before being approved (i.e. name of business, phone number, address, contact person, etc.). The resident must check-in when they have arrived and before leaving each approved location, as well as before returning to the facility. Job searches are done on appointment basis only. Residents will not be allowed to randomly select places to job search.

Daily Passes

Daily Passes are used if the resident wants to request to have a pass to anywhere else other than searching for employment. The resident must submit their pass to their Federal Case Manager prior to departing from the facility. Daily passes are approved by the resident's Federal Case Manager. All the information must be filled out before being approved (i.e. name of place, phone number, address, etc.). The resident must check-in when they have arrived and before leaving each approved location, as well as before returning to the facility.

Weekend Passes

Weekend Passes are used to request weekend passes to an approved pass site. Residents are expected to be current on all conditions and obligations of the City of Faith program before they are eligible for weekend passes (i.e. AA/NA meetings, Aftercare, etc.). On Sunday, residents are allowed to go to church. The resident cannot substitute another place for a church pass. The resident can only go where he/she has indicated at the time approved. Locations or times cannot be changed once the resident has signed out on a weekend pass. Residents are not allowed to go to any other homes other than the home that was verified for pass. The resident must make all required check-ins, or he/she will be required to return to the facility before their weekend pass is completed. Weekend passes are a privilege not a right.

It is the resident's responsibility to notice time changes. These times durations may be reduced by the resident's case manager at his/her discretion.

Residents should not ask security to change times or locations on passes. Security staff will not approve/change any itinerary.

RULES OF MOVEMENT

When a resident leaves the facility for any reason to go anywhere, he/she is required to check-in with the center upon their arrival at the location on the pass that was approved by their Federal Case Manager. The resident is also required to check-in upon their departure of that location. For example, if you check out of the center to seek employment at three separate locations, you are required to check-in upon arrival and departure of each location. This rule also applies to the daily passes and weekend passes.

When a resident acquires employment, he/she must check-in when arriving to work and departing from work every day, they are scheduled to work. This includes if the resident leaves on an errand for the company or for lunch. If the resident has a job that requires them to move to different locations each day, they must notify the center when they leave one job site to go to another and they must check-in when they arrive at the next job site.

Any unauthorized departures from the City of Faith Residential Re-Entry Center by a resident serving a federal sentence will be deemed as ESCAPE. Below are the conditions that constitute the meaning of escape:

1. Any failure to remain at the approved place of employment, training or treatment during the hours specified by the terms of the employment, training or treatment.
2. Any failure to return to the facility at the prescribed time.
3. Any failure to abide by the conditions concerning accountability of an authorized pass or furlough.

4. Any failure to return from any authorized furlough or pass at the time and place stipulated.
5. Any failure to abide by the residence, employment or curfew conditions of home detention.
6. Any arrest.
7. Any voluntary departure from the facility, employment, training or treatment without permission.

Any person residing at City of Faith as a Condition of Probation or bond is not in the custody of the U.S. Attorney General or the Federal Bureau of Prisons and therefore cannot be prosecuted for escape if they leave the facility for any of the above listed reasons. However, any unauthorized departure from the facility by those on probation or bond will be immediately reported to the appropriate personnel.

City of Faith is responsible for knowing a resident's whereabouts each hour of everyday of his/her stay. If City of Faith staff is unable to contact the resident for 20 minutes, the BOP must be notified that he/she has escaped. Failure to comply with these rules will result in the loss of social activities and passes or removal from the program.

It is your responsibility to check for notices, documents, receipts, etc. that is possibly left in your folder or mailbox at the front desk (i.e.: your folder is your mailbox). Ask security politely to review any information in your folder or mailbox that is necessary for your stay at City of Faith. Additionally, you are all responsible for all the information posted on the bulletin boards. Make it a point to review these regularly.

If residents request emergency medical treatment after hours (4pm-8am daily or entire weekends), an ambulance service or 911 must be called at the resident's expense. If the medical treatment need isn't an emergency, residents will be allowed to see a physician the next business day (at the resident's expense). Security will call emergency medical services for residents unable to make the call for themselves. It will be the responsibility of the resident to check-in with City of Faith hourly until admitted to the medical facility or returned to the facility. Failure to do so could result disciplinary action.

Once returning to City of Faith from an approved pass, you are required to check in and submit your car keys (if applicable). Failure to submit your keys to on-duty security could result in loss of driving privileges. Be sure to bring in all items from you vehicle upon arriving to the facility. You will not be allowed to return to your vehicle until your next authorized departure.

LAUNDRY

City of Faith provides laundry rooms, which contain washers and dryers. 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. Any deviation from this schedule will require authorization from the on duty supervisor. In addition, vending machines are also located in 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 not allowed to sit on the washing and drying machines.

LIVING ACCOMMODATIONS

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

1. (1) laundry bag
2. (1) pillowcase
3. (1) fitted sheet
4. (1) flat sheet
5. (1) towel
6. (1) wash cloth
7. (1) plastic mug
8. (1) blanket

If a resident needs 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
8. Special Hygiene items for female residents.

All residents' rooms contain an approved fire-retardant trash can. This can is not to be removed, there should not be a liner in the trash can, nor is any other type of can to be substituted. City of Faith, RRC provides each resident with a fire-retardant pillow upon arrival. **Personal pillows/bedding 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 Chief of Security or their designee. All beds and lockers are numbered and assigned. You are responsible for all contents in your assigned lockers at the time you take possession. A resident may have only one bed, one locker/bunk drawer and one lock. All unused lockers will be kept locked and unused until a new resident takes possession of that locker.

MAIL

City of Faith does not limit the amount of mail a resident may receive or send. City of Faith maintains the option to randomly 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. Residents will be notified if contact information is available that they have mail or packages at the facility. City of Faith will only hold mail/packages for up to ten (10) days. 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. Residents are required to sign up for sack lunches. Residents who do not sign up for sack lunches will not receive a lunch. Special diets are provided as prescribed by appropriate medical personnel or for residents with special religious requirements and requests must be in writing. Sack lunches are distributed during breakfast. The meal schedule is listed below. The Little Rock facility will operate their dinner in shifts of half the in-house population to accommodate everyone in the facility. It is up to the discretion of the on-duty security to account for the correct number of people in each shift while

considering those residents signed out of the facility requesting dinner later (i.e.: to-go trays for approved absent residents).

Baton Rouge Daily Meal Times:

Breakfast: 5:30a.m. through 7:30a.m.

Dinner: 5:30p.m. through 7:30p.m.

Little Rock Daily Meal Times:

6am – 6:45am Breakfast for Female Residents
6:45am – 8:00am Breakfast for Male Residents
11:00am – 12:00pm Lunch for Female Residents
12:00pm – 1:00pm Lunch for Male Residents
6pm – 6:45pm Dinner for Female Residents
6:45pm – 8pm Dinner for Male Residents

Monroe Daily Meal Times:

Breakfast: 5:30a.m. through 8:30a.m.
Dinner: 5:30 p.m. through 7:30 pm

**If you are on a job search during your lunch time, you can eat lunch when you return to the facility or you may take your lunch with you.

MEDICATION

Upon arrival, all residents must turn in prescription medication to security at the front desk. Security is responsible for dispensing all narcotic, psychotropic, controlled substances, and prescription medication that requires refrigeration, during set pill calls. Residents are allowed to possess prescription medication that is not narcotic, psychotropic. You are required to maintain your medication in the original prescription bottle. All medication must be presented to security for verification of ingredients upon entering the facility. Residents are required to take their medication(s) as prescribed and are not allowed to deviate from the prescription. Only a doctor can change a resident's prescription or release a resident from a prescription.

Medication is dispensed by staff at the following times: 6:00 a.m., 12:00 p.m., and 7:30 p.m. only.

MONEY MANAGEMENT

Residents should be productive in the workplace, and a portion of their wages should be deposited in a savings account to ensure that all residents return to their community with the necessary funds to facilitate a successful transition. The resident's individual program plan should include a mutually determined amount that the resident will deposit from their earnings into a savings account. Resident savings will be closely monitored by their case manager. All residents are required to submit their check stubs to the Case Manager within 48 hours of receiving the check.

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. Personal radio
- k. Other items as may be approved by the Facility Director

Personal property is not to be left out of your locker or closet. Any property left out it is subject to confiscation. Residents are not allowed to possess any property over \$250 in value without prior approval. A new inventory sheet for these items must be completed by security. Residents will not be allowed to possess cash over \$250 while residing in the facility. Residents will be required to timely remove all items and cash exceeding \$250 in value immediately from the facility.

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, Biweekly, the Personalized Program Plan will be reviewed by the Case Manager and resident.

PROPERTY DISPOSITION

Upon the death, escape, returned to secure custody, or hospitalization of a resident, their property must be immediately secured and inventoried. Two or more staff members must accomplish inventory of resident property, each of whom will sign the completed inventory list (BP383 (58)). 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 or designee 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 (including confiscated cell phones) is not picked up within 30 days, it will be donated to a local charity or destroyed.

PROHIBITED ITEMS (CONTRABAND)

1. **Mouthwash, toothpaste, and/or any item containing alcohol.**
2. **Medication (Narcotic, Psychotropic or Medication requiring refrigeration), over the counter sleeping aids, over the counter weight loss aids, and all body building aids, CBD Oils and all products containing CBD, Kratom and any products containing Kratom.**
3. **Tools cannot be kept in facility.**
4. **Food and Beverages- nothing in the way of food or beverage is allowed in the dorm areas.**
5. **Dice or gambling paraphernalia of any kind.**
6. **Pornography or anything that could be construed as pornography by City of Faith.**
7. **Metal utensils of any kind.**
8. **Bleach, Ammonia, and/or vinegar.**
9. **Cameras, Video Equipment (or any device that can record video or take pictures other than your approved cell phone), Boom Boxes, Computers (or related devices that can obtain a Wi-Fi connection), Software or any DVD or CD that**

does not have a Manufacturer's label (i.e. Burned/copied CD's/DVD's) or extension cords.

10. **Unauthorized cell phones**
11. **Any type of Energy Drinks such as Boost, No Fear, Etc. Also any and all energy pills, Kratom or any products that contain Kratom.**
12. **Lighters, matches, rolling papers, synthetic cannabinoids, chewing tobacco, and any tobacco products and smoking paraphernalia including electronic and/or vapor cigarettes unless authorized by policy.**
13. **Plug-in air fresheners**
14. **Non-clear backpacks or purses**
15. **Extension cords, heating blankets/pads, space heaters, & multi-plugs (power strips).**
16. **Personal pillows, unauthorized blankets, personal bedding,**
17. **Clothing which a resident is unable to fit in his/her allotted locker space**
18. **Substances that might interfere with urine screening.**

RECREATION & LEISURE

City of Faith provides both indoor and outdoor recreational and leisure time activities for residents. Televisions are available for residents use as well as outside leisure activities. Residents may participate in these activities at their own discretion. City of Faith is not responsible for personal injury. Inspect all equipment before use. Notify Security if something is broken or unusable. Workout at your own risk.

Baton Rouge Recreation Times

6am to 9pm (Males and females are separated)

Little Rock Weekday

Females: 6am to 6:45am (breakfast)

Males: 6:45am to 8am (breakfast)

Females: 9am to 10am

Males: 10am to 11am

Females: 11am to 12pm (lunch)

Males: 12pm to 1pm (lunch)

Females: 1pm to 2pm

Males: 2pm to 3pm

Females: 3pm to 3:30pm

Males: 3:30pm to 4pm

Females: 4:30pm to 5:30pm

Males: 5:30pm to 6pm

Females: 6pm to 6:45pm (dinner)

Males: 6:45pm to 8pm (dinner)

Females: 8pm to 8:30pm

Males: 8:30pm to 9pm

Little Rock Weekend

Females: 6am to 7am

Males: 7am to 8am

Females: 8am to 8:45am (breakfast)

Males: 8:45pm to 10:00am (breakfast)

Females: 10am to 10:30am

Males: 10:30am to 11am

Females: 11am to 12pm (breakfast)

Males: 12pm to 1pm (breakfast)

Females: 1pm to 2pm

Males: 2pm to 3pm

Females: 3pm to 4pm

Males: 4:30pm to 5:30pm

Females: 5:30pm to 6:45pm (dinner, starts at 6pm)

Males: 6:45pm to 8pm (dinner)

Females: 8pm to 8:30pm

Males: 8:30pm to 9pm

Monroe Recreation Times

6am to 9pm (Males and females are separated)

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.

Bureau of Prisons personnel have unlimited and unrestricted access to all applicable resident 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 Bureau of Prisons 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 Bureau of Prisons. Should a resident desire to return to the federal institution, he/she should make that request in writing and submit the request to the Director.

SEARCHES

A resident's person, property or possessions may be searched at any time by City of Faith staff and/ or officials of any Federal 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 Federal 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. Any resident who has approved driving privileges will be subject to vehicle searches at any time.

ACCOUNTABILITY

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

1. Time and date checked 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 check out to all locations and provide appropriate times. Example: should a resident plan to go to an AA/NA meeting and then directly to church services without returning to the facility, this must be indicated on the resident's calendar request (see above list of things needed for your request). Submit each separate location's address, telephone number, and relevant times. Staff must know at all times a resident's location. Failure of a resident to be at their approved location(s) will result in the resident being placed on escape status. Escaping from City of Faith is not allowed.

It is required that any deviation from a resident's itinerary be immediately communicated to City of Faith staff. Example: would be if a resident is going to be later than the time previously indicated for returning to the facility.

Any deviations during the approved calendar request must be communicated to security for accountability purposes.

How to submit a pass

1. After opening the app, tap on Calendar.
2. Tap on Create in the upper right corner.
3. After you tap Create, the screen will change to Create Calendar Item (see image below).
4. Fill in all the info as required.
5. Click Create once complete to submit to your case manager.

How to Complete a Calendar Item

1. Complete all the required information.
2. Title: Name of the place & purpose (example: Walmart/Shopping).
3. Description: 123 Walmart Dr., Little Rock, AR 72204/501-123-4567).
4. Start Date: 1/20/23 8:30am.
5. End Date: 1/20/23 11:30am (if the pass end on a different day, be sure to select that date on the calendar).

Creating a Reminder

1. Prior to tapping submit, you can create a reminder for yourself.
2. You will be notified when your pass is scheduled to begin.
3. You have the choice to select how soon prior to your pass you would like a notification.
4. You can create several notifications.

Reviewing Your Pass Requests

1. To review your unapproved passes, tap the date you've submitted a request for.
2. You will see an unapproved banner at the top of the screen.
3. Until approved you are not allowed to leave the facility or change to another destination.

Reviewing a Pass

1. Once your Case Manager has reviewed your request, they have the option to approve, edit, or deny.
2. Notice in the example, the submitted information is crossed out. This is because the case manager edited the request.
3. Any questions, contact your case manager.

See your case manager for a full list of "How To's" for using the AIR app/Mobile device.

TELEPHONES

City of Faith provides phones free of charge for resident use. These are local calls only. (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 does NOT provide transportation for residents to and from work or to look for work.

Residents are responsible for all costs and transportation associated with their medical care.

An employer may pick up and return a resident to and from work if authorized by the Director. Family or friends may transport a resident to and/or from work.

A resident may use the city bus lines. Bus maps are available online. Once a resident obtains employment, he/she can purchase 31-day bus passes from the case manager. The bus lines are fully available to all residents. All new residents may receive one free 31-day bus pass upon arrival.

Permission for a resident to drive any vehicle can only be given by the Facility Director. A resident requesting driving privileges must provide current copies of the following items: (1) Vehicle registration, (2) Driver's license, (3) Proof of insurance, (4) Driving record dating back 3 years, and (5) A notarized letter of permission from the owner listed on the registration (if not the resident). If a resident's driving record is not clear, they will be required to attend a defensive driving class at their expense. All residents approved to drive are required to place a COF vehicle decal on their front bottom left side windshield. This decal must be visible at all times and must be placed by staff. At no time should a nonregistered vehicle be left on the City of Faith parking

lot. Vehicles not registered with City of Faith will be towed at the owner's expense. Noncompliance with these rules will result in a loss of this privilege.

Rules for residents with driving privileges

- **No other residents are allowed to ride in your vehicle**
- If you are caught with a resident who is a member of the opposite sex, you will be issued a formal incident report.
- Turn keys into the front desk upon arrival (your keys will be considered a prohibited item while you are in the building)
- Must keep all documentation up to date (turn updated information into Case Manager)
- Cannot change vehicles without authorization.
- No prohibited items in the car
- You are **NOT** allowed to return to your vehicle once you are checked in to the facility without permission.

BOP residents are not allowed to ride with USPO cases and vice versa. Members of the opposite sex (including those residents who are related) are not allowed to ride together.

Residents are allowed to drive to work, transitional services, medical services, and other outside-approved programming requirements as well as weekend/social passes.

Residents are not allowed to drive vehicles not approved by City of Faith. If a resident drives a vehicle to City of Faith they are not authorized to drive the vehicle will be held until the owner can retrieve the vehicle. Vehicles left over 48 hours will be towed at the owners expense.

If the resident's approved vehicle is not operational, the resident is responsible for obtaining approval from their case manager prior to driving an unauthorized vehicle to City of Faith. This applies to all home confinement residents. After hours the resident must contact the on-duty security staff and authorization will be obtained by on-call administration.

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. Non-residents are not allowed to be on the grounds unless approved by on duty staff. Visitation will be conducted according to the established visitation policy. Any special visitation will be evaluated on a case by case basis and submitted to the Facility Director. Any unauthorized persons on the property will be told to leave. Law enforcement will be contacted if the unauthorized person(s) refuse to comply.

UNAUTHORIZED ITEMS

A resident may receive personal items through the mail or delivery. All item(s) must be delivered directly to an on-duty security personnel, who will examine 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 as well as for specific cause.

VISITATION GUIDELINES

All visitors must submit a visitor request form on the City of Faith website one week in advance. Visitors will be notified prior to visitation if they are approved. All visitor must comply with the following guidelines:

1. Visitation hours are as follows:

Saturday from 2:00pm to 4:00p.m. **and** Monday & Wednesday 8:00 p.m. to 9:00 p.m.

Should a resident desire to visit at a time other than the time specified above, the visitor should submit a request at least one (1) week in advance. The request must be completed on the City of Faith website and is subject to the Director's approval.

2. All visitors are required to have proper identification, which, in most instances, is a valid driver's license or state ID. 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 and BOP register number of resident to be visited
 - B. Name, address, and phone number
 - C. Relationship to resident
3. 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 staff member of the same sex will search a visitor who consents to a search. 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. The Director or their designee may make such determination.
 - D. Being in possession of a weapon and/or firearm.
 - E. All bags and purses are not allowed in the building during visitation.
 - F. The resident dress code will apply to all visitors.
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/county, 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 on-duty security 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 dependent 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. Children must be supervised by a visiting adult during the entire visitation. 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. Any children over the age of 18 must have a valid ID.
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 their 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. A resident is only allowed 5 visitors at a time. This includes children. Once a visitor leaves, they are not allowed to return during that visitation cycle.

PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

100 Killing.

101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).

102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.

103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).

104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.

105 Rioting.

106 Encouraging others to riot.

107 Taking hostage(s).

108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).

109 (Not to be used).

110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.

111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

114 Sexual assault of any person, involving non-consensual touching by force or threat of force.

115 Destroying and/or disposing of any item during a search or attempt to search.

196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.

197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.

198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.**
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).**
 - B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).**
- C. Disciplinary segregation (up to 12 months).**
- D. Make monetary restitution.**
- E. Monetary fine.**
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).**
- G. Change housing (quarters).**
- H. Remove from program and/or group activity.**
- I. Loss of job.**
- J. Impound inmates personal property.**
- K. Confiscate contraband.**
- L. Restrict to quarters.**
- M. Extra duty.**

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.**
- 201 Fighting with another person.**
- 202 (Not to be used).**
- 203 Threatening another with bodily harm or any other offense.**
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.**
- 205 Engaging in sexual acts.**
- 206 Making sexual proposals or threats to another.**
- 207 Wearing a disguise or a mask.**
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.**
- 209 Adulteration of any food or drink.**
- 210 (Not to be used).**
- 211 Possessing any officers or staff clothing.**
- 212 Engaging in or encouraging a group demonstration.**
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.**
- 214 (Not to be used).**
- 215 (Not to be used).**
- 216 Giving or offering an official or staff member a bribe, or anything of value.**
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.**
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$250.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.**
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).**

- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).**
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.**
- 222 (Not to be used).**
- 223 (Not to be used).**
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).**
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.**
- 226 Possession of stolen property.**
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).**
- 228 Tattooing or self-mutilation.**
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.**
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).**
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.**
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.**
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.**

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.**
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).**
 - B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).**
- C. Disciplinary segregation (up to 6 months).**
- D. Make monetary restitution.**
- E. Monetary fine.**
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).**
- G. Change housing (quarters).**
- H. Remove from program and/or group activity.**
- I. Loss of job.**
- J. Impound inmates personal property.**
- K. Confiscate contraband.**

- L. Restrict to quarters.
- M. Extra duty.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, *e.g.* failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, *e.g.*, counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$250.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional

security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).

332 Smoking where prohibited.

333 Fraudulent or deceptive completion of a skills test (*e.g.*, cheating on a GED, or other educational or vocational skills test).

334 Conducting a business; conducting or directing an investment transaction without staff authorization.

335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.

336 Circulating a petition.

396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.

397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.

398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

A. Recommend parole date rescission or retardation.

B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).

B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).

C. Disciplinary segregation (up to 3 months).

D. Make monetary restitution.

E. Monetary fine.

F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate’s personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

400 (Not to be used).

401 (Not to be used).

402 Malingering, feigning illness.

403 (Not to be used).

404 Using abusive or obscene language.

405 (Not to be used).

406 (Not to be used).

407 Conduct with a visitor in violation of Bureau regulations.

408 (Not to be used).

409 Unauthorized physical contact (e.g., kissing, embracing).

498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.

499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).

D. Make monetary restitution.

E. Monetary fine.

F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate’s personal property.

K. Confiscate contraband

L. Restrict to quarters.

M. Extra duty.

CITY OF FAITH RESIDENTIAL RE-ENTRY CENTER RESIDENCY AGREEMENT

I, _____, a Federal Resident of City of Faith Residential Re-Entry Center, pursuant to my signature below, certify that and attest to the following.

- 1. City of Faith has provided me with a copy of the Federal Bureau of Prisons Prohibited Acts. I have read, discussed with the staff member whose signature appears below and fully understand these prohibited acts apply to me as a resident of this facility.
- 2. City of Faith has provided me with a copy of its Federal Resident Handbook. I have read, discussed with the staff member whose signature appears below and fully understand how this Resident Handbook applies to me as a resident of this facility.
- 3. I fully understand that should I commit any act prohibited by the Federal Bureau of Prisons, or fail to comply with any of the rules and guidelines contained in the City of Faith Handbook and/or any condition of residency at this facility, I will be subject to administrative action including restriction of passes, furloughs, activities away from the facility, as well as possible termination from this Work-Release Program.
- 4. City of Faith’s Emergency Evacuation Procedures have been explained to me by the staff member whose signature appears below. I fully understand my responsibilities during an emergency evacuation.
- 5. I wholeheartedly agree to abide and strictly adhere to all of City of Faith’s Federal Resident Handbook, when filing a formal complaint or grievance.
- 6. I agree to strictly adhere to the chain of command, discussed in City of Faith’s federal handbook, when filing a formal complaint or grievance.
- 7. I understand and agree that the Director, for cause as determined by the Director, at any point in time during my residency, may, at her exclusive discretion, terminate my residency and immediately cause my return to the referring agency.

RESIDENT SIGNATURE

REGISTER #

DATE

CITY OF FAITH STAFF SIGNATURE

DATE