

GREETINGS

When General William Booth founded The Salvation Army in the mid-1800's one of his chief goals was to serve the needs of people who had been imprisoned. over 150 years later, The Salvation Army Residential Reentry Center in Chicago continues the tradition of helping people who have been involved in the criminal justice system. While the program here meets the requirements of the Federal Bureau of Prisons and the accreditation standards of the American Correctional Association, it also expresses The Salvation Army's respect for the God-given dignity and value of each person. You matter to us as an individual. Components and rules of the program are meant for everyone, but we also will collaborate with you to create a plan addressing your needs.

We realize that times of transition include challenges, even difficulties. We are here to provide guidance and help, knowing that you are the one who will have to make decisions and take action to make your goals reality. In keeping with the motto of The Salvation Army, "Heart to God, hand to man," we offer you our prayerful and practical support.

Richard Hart
Pathway Forward RRC Program Director

Welcome to The Salvation Army Pathway Forward Residential Reentry Center. It is our hope that you will take advantage of every opportunity available to assist you in your transition.

You will find our staff supportive of your needs. Your Reentry Case Manager will be the most resourceful person that you will encounter during your stay. Therefore, building a positive working relationship with your RCM is essential.

On behalf of the entire SARRC I pray that your experience at our Center will prove to be both positive and productive. Again, welcome, and I look forward to greeting you personally.

LaTonia Watson
Pathway Forward RRC Program Assistant Director

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STAFF

This Residential Reentry Center (RRC) is one of the largest halfway houses for Federal offenders in the nation. Our staff offers you personalized practical resources to build a solid future. We encourage staff-resident interaction. Staff members are employed by the Salvation Army, not by the Bureau of Prisons (BOP) or the United States Probation Office (USPO). There are numerous staff that you will encounter. Here are just some of people you will meet:

Director (PD) (Richard Hart)

Meets the needs of residents, supports the values of The Salvation Army, and follows the requirements of the BOP, the U.S Probation Department, and the American Correctional Association. He is the Program Director of the Correctional Services Program.

Assistant Director (AD) Latonia Watson

The AD is responsible for direction of the RRC, The AD works closely with all departments of the RRC, residents, staff, the BOP, and the U.S Probation Department to maintain the RRC's high-quality services.

Chaplains:

Rev. Leonard Harris, & Theo Coleman

our Chaplains respond to any spiritual concerns you may have. The Chaplains provide counseling, religious services, study groups, and workshops. They also organize shopping trips for residents and run the library. Our chaplaincy department offers a variety of orientations throughout the week. Please refer to your "Orientation Routing Slip" for times and locations

Administrator of Clinical Services

The Clinical Services Department is ready to help you deal with mental health and drug/alcohol abuse issues. Your Reentry Case Manager will refer you as necessary.

Program Manager/Operations (PMO) (Kimberly Hale)

Works with the Program Supervisor to develop and implement systems, procedures, and programs to ensure that the RRC meets the needs of its residents. The Program Supervisor and the Program Managers/Operations are an accessible management team.

Program Manager/Case Management (Rick Buterbaugh/Julia Pappas)

Supervise and support the Reentry Case Managers. Maintain close contact with residents to monitor their progress through the program Level System.

Reentry Case Managers (RCMs)

Your RCM is responsible for overseeing your whereabouts and conduct to ensure compliance with RRC, BOP, and USPO rules. It is your relationship with your RCM, more than with anyone else, that will determine how you advance in the program Level System. You will do well if you build a reputation for being honest, dependable, and focused on employment or education.

Learning Resource Center (LRC) Manager (Renita Hillard)

The LRC provides you with access to resources which can assist in your finding a job that matches your qualifications and interests. The LRC Conducts workshops which discuss resume-writing, how to interview effectively, job search techniques, internet/job listing or referrals, telephone, application techniques and success on the job strategies, and work ethics. The LRC is a resource for information about the Federal bonding program, the employer tax credit, schools, training, and apprenticeships. Please refer to your “Orientation Routing Slip” for scheduled orientation times. Some LRC programs offer Transitional Skills hours.

Security Services Supervisor (SSS) (Kenneth Sims), and Correctional Counselors (CCs)

Keeps this RRC secure, safe, and sanitary. You will interact with Security Staff daily, when you check in and out, are searched or breathalyzed, take medication, see visitors, during accountability counts, emergency evacuation drills, or experience an emergency etc.

HOUSE RULES

All residents

Residents will be given a copy of the TSA-RRC resident house rules upon arrival at the resident intake orientation. TRA-RRC house rules are easy to follow and fairly enforced. You will be expected to follow the regulations of The Salvation Army, the Bureau of Prisons, and the United States Probation Office, as well as Federal, State, and local laws. The RRC's Level System rewards constructive behavior. Every one of these rules has a purpose. Following these guidelines, ensure a safe, secure, healthy, and peaceful residence in which you can develop. We want you to successfully program and transition back into the community. Residents will be notified of changes in the Rules by a memo, bulletin board posting, or house meeting. If there are questions or disputes about rules, the decision of staff is binding until it is reversed by the Program Director or the Program Assistant Director.

ATTITUDE AND ATTIRE

You are expected to be respectful of yourself and others.

- 1. Identification.** You must always wear your I.D. badge while in the RRC. You cannot be accounted for without your I.D. badge. You must also have your I.D. badge on your person when out of the RRC, this includes while on Home Confinement or out of the RRC in the community. There is a \$5 charge for lost badges.
- 2. Appearance.** You may wear sleepwear and robes when walking between your room and the shower. Otherwise, anytime you are out of your room, you must be appropriately clothed. Residents may not wear caps/hats or any other head covering unless approved for religious purposes in the facility. Women Residents cannot wear halter tops, tank tops, or any tops that are low cut or revealing, yoga pants, leggings, spandex, or tight jogging pants. Staff will be the final determinant of proper clothing. You and your visitors must avoid wearing anything associated with gangs, drugs, alcohol, weapons, or violence. All clothing items must be worn properly while in the facility or on the campus. There shall be no sagging pants. Failure to comply will result in disciplinary action. You and your visitors are subject to a pat-down search any time you enter the facility.
- 3. Language.** The RRC does not tolerate profane, loud, abusive, sexually aggressive/suggestive, or harassing language. Use of such language will result in disciplinary action.
- 4. Fraternizing with Other Residents.** Male and female residents are prohibited from fraternizing with each other. They may interact during staff supervised RRC-sponsored activities only. RRC residents cannot fraternize with Harbor Light residents.
- 5. Fraternizing with staff.** There is no fraternizing between staff and residents. Staff may be friendly, but professional and they are not your friends. Residents are expected to always conduct themselves in a respectful manner, which includes when addressing staff. Staff shall be addressed by their surname only and staff are required to address residents in the same manner i.e., Ms. Orange or Mr. Green etc.

MANDATORY ACTIVITIES

The following requirements will help you prepare for a good life in the community.

- 6. Daily Work Detail.** If you are not otherwise excused, you must be up and dressed, have your room clean, and check in for work details before 8:00 AM every morning unless a different time is specified. Work details are also issued anytime staff sees the need to do so. Work details are issued and completed daily Monday through Sunday. Physical limitations will be taken into consideration. Your work details will be adjusted if it conflicts with employment. Additional work details may be assigned to meet the needs of the RRC or as a discipline measure. The RRC will provide cleaning supplies for use in work detail or room cleaning. You must acknowledge having read and understood any warnings or cautions issued. You are expected to use the materials properly and return them promptly. Staff will direct and inspect your work, if it is not completed satisfactorily, you will be required to correct any/all discrepancies.

Residents who are consistently in the Center between 8 AM and 3 PM will be assigned to work with Maintenance. This work is in addition to the resident's assigned work detail.

Residents who fail to adequately complete assigned work detail will receive an Incident Report.

- 7. Daily Room Cleaning.** You are responsible for keeping your room clean and organized at all times. You may not have unmade beds, overflowing trash, foul odors, dirty floors or unorganized desktops or closets. We expect you to dust windowsills and furnishings daily. Ensure that all articles (including dirty clothing) are neatly stored or arranged. Sweep, mop and empty your waste basket daily. Cleaning supplies and equipment may be checked out and must be promptly returned when the task is completed. Failure to do so will result in disciplinary action.
- 8. Reentry Case Manager Conferences and Other Meetings.** You will meet with your Reentry Case Manager (RCM) within 24 hours of your arrival. The Intake Department will explain the orientation process and give you a Routing Sheet and Visiting calendar. Your RCM will schedule mandatory bi-weekly conferences. Together you will develop an Individualized Program Plan (IPP). Your IPP will include specific performance goals and expectations.

Your initial level component is predetermined by BOP. Your Reentry Case Manager (RCM) will inform you as to which Component you will begin your programming.

Community Corrections Component (CC)	Pre-Release Component (PR)	Home Confinement Component (HC and DHC) (Court Referrals do not Qualify for this Component)
<p>Level I: All residents enter at this Level. After intake & initial orientation, the Intake department will make an initial Level placement.</p> <p>Required for promotion to Level II: You must complete intake, initial orientation, physical exam requirements (court referrals only), and have signed the Individualized Program Plan (IPP) with your Reentry Case Manager (RCM) and received a current sentence computation.</p>		<p>Level I: All residents enter at this Level. After intake & initial orientation, the Intake department will make an initial Level placement.</p> <p>Required for promotion to Level II: You must complete intake, initial orientation, DHC Orientation, have signed The Individualized Program Plan (IPP) with your Reentry Case Manager (RCM), and received a current sentence computation.</p>
<p>Level II: Level II allows passes for employment, school, and authorized treatment. Level II residents can also qualify for a weekly Religious Service Pass to be used at a nearby house of worship. The amount of time allotted for these passes will be determined by the RCM depending on the allowable service times. After 30 days in the RRC, residents may attend a place of worship closer to their release site or home community.</p> <p>Required for promotion to Level III: You must have full-time or full-time equivalent approved employment and/or schooling and/or approved volunteer work; make satisfactory progress on</p>		<p>Level II: Level II allows passes for employment, school, and authorized treatment. Level II residents can also qualify for a weekly Religious Service Pass to be used at a nearby house of worship. The amount of time allotted for these passes will be determined by the RCM depending on the allowable service times.</p> <p>Required for promotion to Level III: You must have full-time or full-time equivalent approved employment and/or schooling and/or approved volunteer work; make satisfactory progress on your IPP; attend all required meetings; have no unsettled debts to the Center; and, have no</p>

your IPP; complete all housekeeping assignments; attend all required meetings; have no unsettled debts to the Center; and, have no pending or current disciplinary action. RCM recommendation, approval by the Program Supervision and Program Review Team (PRT) is required.		pending or current disciplinary action. RCM recommendation and approval by Program Supervision is required.
	<p>Level III: Level III residents can apply for a weekly Independent Release Time (IRT) Pass. IRT allows up to 6 hours for home visits or up to 4 hours for visits to pre-approved locations.</p> <p>Required for promotion to Level IV: You must have maintained the same qualifications you needed to get into Level III and have satisfied all financial requirements. RCM recommendation and approval by Program Supervision is required for promotion. A residential spot check and current telephone bills are required. 60 days without programming will lead to a level demotion.</p>	<p>Level III: Level III residents can apply for a weekly Independent Release Time (IRT) Pass. IRT allows up to 4 hours for visits to pre-approved locations.</p> <p>Required for promotion to Level IV: You must have maintained the same qualifications you needed to get into Level III and have satisfied all financial requirements. RCM recommendation and approval by Program Supervision is required for promotion. 60 days without programming will lead to a level demotion.</p>
	Level IV: Level IV replaces the IRT Pass with a weekly Day Release Movements, usually 48 hours long at your home site with up to four movements (not including Religious Services) over the weekend.	Level IV: Level IV replaces the IRT Pass with a weekly Day Release Movements; with up to four movements (not including Religious Services) over the weekend.

9. **Full-time Work/Study/Service.** You are expected to find full-time programming within 21 days of completing orientation. Failure to secure programming by that time will result in an unemployment notification letter being forwarded to the Bureau of Prisons. All programming related to employment, school or other, is subject to BOP/USPO approval prior to

starting the programming. **You must report any termination of employment to your RCM immediately.** Quitting a job without prior RCM approval is not permitted. At their discretion, and under specific circumstances, the Residential Reentry Manager (RRM) may waive the programming requirement.

- 10.** Our Employment Assistance Program in the **Learning Resource Center (LRC)** holds workshops on writing resumes, finding job openings, interviewing, satisfying employers, and more. Telephones, word-processing, computers, fax service and limited copying are available.
- 11. Personal Budgets.** Once you obtain employment, you and your RCM must develop a budget. The budget is designed to aid you in reaching your goal of financially sustaining yourself. You will be required to maintain the agreed upon budget throughout your stay at the RRC. **Residents at the RRC do not pay subsistence.**

NOTE: You should not enter into any personal, financial, or fiduciary, or contractual obligation without the PRIOR approval of BOTH your USPO and BOP.

ZERO TOLERANCE

Total abstinence from all alcohol and illicit drugs is a non- negotiable condition of your continued residency. The RRC also has a zero tolerance for sexual abuse, harassment, Intimidation, and any form of sexually explicit material.

- 12. Drug & Alcohol Testing.** You will be breathalyzed every time you enter the Center.
- You are subject to random drug and alcohol testing at any time.
 - You may be required to participate in regularly scheduled drug and alcohol testing.
 - You may be required to attend Drug & Alcohol Treatment. Drug Urinalysis (U/A) and alcohol testing and treatment sessions take priority over any pass or movement.
 - You are responsible for managing your time to make all U/A drops and appointments.
- 13. Total Ban on Use/Possession of drugs in any form.** As a resident, you may not possess or use alcohol in any form, or any illegal drugs. You may not possess or use any synthetic drug (including any form of synthetic marijuana, K2, Kush, or any other name it may be packaged under). Prescribed medication(s) not issued to you by your doctor is illegal. Misuse of your prescribed medicine is illegal. These prohibitions apply regardless of where the activities take place. Your visitors will be denied entry if they appear to be under the influence. They will be permanently barred if they try to bring alcohol or illegal drugs into the Center. Marijuana or other cannabis products are prohibited by the BOP. You are solely responsible for what you ingest, this includes use of poppy seeds.
- 14. Bringing Medication into the Center.** All medication, vitamin/supplements, including over-the-counter medications, must be turned in to security staff when they are brought into the Center. All over the counter (OTC) medication **MUST** be brought into the RRC sealed and in its original packaging. Any OTC medication that is brought in with the seal broken or is opened,

will not be permitted in the RRC. The Center requires written authorization from your RCM before medication can be kept in your room or on your person. You shall not possess medication bottles that are improperly labeled or contain a mixture of medications/pills. ANY & ALL forms of alcohol-based medication(s), mouthwash, etc. is strictly prohibited unless approved by the BOP's Medical Review Officer (MRO).

- 15. Sexually Explicit Material.** The Center has a zero-tolerance policy for such materials, in any form. See **“What is Contraband?”** on Page 17 of this Handbook.

PREA (Prison Rape Elimination Act) Materials. (TSA-RRC) also has a zero-tolerance policy against sexual abusive behavior: Sexually abusive behavior or pressure to engage in unwanted sexual behavior regardless of your age, size, race, ethnicity, or sexual orientation will not be tolerated. TSA honors the spirit as well as the letter of the federal, state, and local laws which forbid sexual abuse, harassment and intimidation in the workplace and institutions such as this RRC. In keeping with Public Law 108-79, the Prison Rape Elimination Act (PREA) of 2003 TSA-RRC program. ANY & ALL forms of alcohol-based medication(s) mouthwash are prohibited unless approved by the BOP's Medical Review Officer (MRO)

- 16.** The RRC maintains PREA standards for community confinement. At the completion of your PREA Educational Orientation you will sign the orientation acknowledgement indicating your understanding of PREA. You will also receive a copy of TSA-RRC's PREA pamphlet which identifies residents' rights under PREA. All residents will undergo PREA screening for risk of either sexual victimization or abusiveness prior to being placed in the resident population. In addition to the PREA intake screening for victimization and abusiveness interview, the PREA information and Placards are placed on the bulletin boards throughout the residential areas. The PREA Education Orientation and the PREA guide you will receive should be referred to if you should encounter any form of sexual harassment. You should report any such encounters to staff immediately. All such reports will be addressed promptly and in the strictness of confidence.

The Assistant Director, phone number is 312.667.2109. You may also inform your RCM or any other RRC staff member whom you may feel comfortable lodging the report. We can ensure that you have no further contact with your victimizer while the allegation is under investigation.

Program Director/PREA Coordinator: Write directly to the Director. You may arrange for an appointment or send a letter reporting the sexually abusive behavior to the Program Director Richard Hart. The mailing address is (825 N Christiana Ave, Chicago Il. 60651) You may also phone him @ 312.667.2121.

There are other means to confidentially report sexually abusive behavior if you are not comfortable talking with staff. The confidential reporting resources are posted on bulletin boards on each floor as well as below:

Resident access to outside confidential support services: TSA-RRC also seeks external community resources for residents to privately report or discuss matters of sexual abuse. TSA-RRC affords reasonable communication between residents and these organizations and agencies, in as confidential a manner as possible. Residents are informed, prior to giving them access, of the extent to which such communications will be monitored and the extent to which reports of abuse will be forwarded to authorities in accordance with mandatory reporting laws.

External agency reporting: TSA-RRC provides for residents to privately report or discuss matters of sexual abuse through a working relationship with the following organizations:

- YWCA Metropolitan Chicago, Sexual Violence and Support Services located at 820 W. Jackson, Ste. 550, Chicago, IL 60607, 312-733-2102, ext. 2146.
- Rape Victim Advocates, located at 180 N. Michigan, Suite 600, Chicago, IL 60601 312-443-9603, ext. 25.
- Mujeres Latinas en Accio'n Sexual Assault Advocacy 2124 W 21st St. Chicago IL, 60608 1-773-890-7676
- Rape Abuse and Incest national Network (RAINN) hotline: 1-800-656-4673
- Rape crisis hotline: 888-293-2080
- RRC Clinical Department Referral

SECURITY

The Center is accountable for always knowing your whereabouts.

17. Sign & Search. Sign out and in at the Security Desk when you depart the Center. You are not permitted any movement to or from the Center without authorization from your RCM or a member of Supervision.

When you leave the Center on pass, a staff member at the Security Desk will sign you out, after verifying your pass. When you return, security staff will sign you in after verifying your return time. Security staff will then pat search you and search your belongings and perform a Breathalyzer test.

All persons, containers (including purses and bags), and vehicles coming onto the RRC grounds are subject to search for contraband. Residents are always pat searched and breathalyzed when returning to Center and in addition are subject to pat searches and/or drug testing at any time upon request by staff.

18. Unauthorized Movement. Whether you are leaving the RRC or your approved pass site, you are expected to comply with the approved itinerary. Failure to follow the approved itinerary is considered an Unauthorized Movement and will result in an incident report.

19. GPS. You may be required to wear a Global Positioning System (GPS) device. If so, this is due to the Bureau of Prisons including electronic monitoring as one of the conditions of your placement at The Salvation Army Residential Reentry Center (RRC). Additionally, the BOP may require you to wear a GPS unit due to your disciplinary record or because of circumstances of your case. If this applies to you, you will receive an additional orientation to the rules and responsibilities of the GPS program.

20. Head Counts, Room Checks, Spot Checks & the Searching of Personal Property and Vehicles.

These activities will be routinely conducted by the Security Staff while part of the RRC. You will be required to submit to a pat-down/room/vehicle search upon request of any staff. Failure to comply with this request will result in a disciplinary incident report.

21. Night Restrictions.

- **9:00pm.** Deadline for accepting carry-out deliveries or family drop-offs. Food delivered after this time will be rejected by staff.
- **10:00pm.** The first-floor lounge is close to all residents.
- **10:00pm.** You must cease from all centers related activities and return to your own room.

CENTER LIVING

For the benefit of all residents, we expect you to help us maintain the Center as a safe, sanitary, and peaceful place to live.

22. Prohibited Activities.

- a. **Smoking/Smoking Paraphernalia.** No smoking in any area of our buildings or within twenty-five feet of a building exit doorway. However, smoking is allowed on the second-floor terrace only. *(See Page 19 for instructions concerning smoking).* Please refer to the Terrace Use & Guidelines
- b. **Loitering.** Loitering in the first-floor lounge area, in any of the bathrooms, hallways, or resident room doors is strictly forbidden. The first-floor lounge is for waiting for your RCM or Clinician, eating delivered food, or waiting on a visit.
- c. **Gambling.** Gambling of any kind is forbidden.
- d. **Contracts.** Do not sign any contract(s) without first speaking to your assigned RCM who will then seek written approval from BOP and your United States Probation Officer (USPO). Once approval is granted, the Program Director or designee will grant final approval. This does not apply to residents whom the USPO has approved a contract to conduct business activities.
- e. **Driving.** You cannot drive any vehicle without prior approval of your RCM.
- f. **Financial Transactions.** All financial transactions between residents and staff, or between residents, is prohibited.

- g. **Haircutting.** Haircutting is allowed in the second-floor recreation room only. You are responsible for cleaning up afterwards.
- h. **Internet and social media.** Internet use shall be permitted for program related use as authorized by your RCM, and for job-search in the LRC. Use of any source of social media (Facebook, Twitter, YouTube, Instagram, etc.) is prohibited. This rule will be strictly enforced. Authorized use of internet access will be monitored.

23. Program Property. You may not remove Center property without supervisory staff approval. You will be charged at cost if you lose, damage, deface or destroy RRC property. Gang symbols and graffiti will result in disciplinary action. You may decorate your own room if you do not damage the walls or furnishings. You are prohibited from using push pins, staples or any other unapproved tape or fastening article to apply any items to the walls. Please request the proper fastening material from maintenance staff. For fire safety, you are prohibited from disabling any door closure devices. You may not prop any door open. ***You may not hang anything from any fire protection equipment (Fire Sprinklers, Smoke Detectors, or any other equipment in your room.)*** You MUST return ALL RRC property (room keys, key fobs, parking access cards, holders, & linen **PRIOR** to going on Home Confinement and/or upon programming out on your release date. Failure to return such property will result in an incident report and/or delay your Home Confinement placement or release until such property is returned or the RRC is reimbursed for those associated costs.

24. Windows. You may not speak out, toss, drop, pour, or pull anything in or out of your window. If you play an entertainment device in a window, it will be confiscated. Do not place any items in or outside your window.

24. Off-Limits

- a. **Resident Rooms.** You may not have any guests, visitors, or other residents in your room. You may not enter another resident's room for any reason.
- b. **Doorways.** You may not stand in or sit in any doorway, including other residents' rooms.
- c. **Other Floors.** You are forbidden from being on a floor which is not your own, except when you are visiting staff or using a designated recreation area.
- d. **Recreation.** Recreation is limited to recreational areas.

25. Cell Phones. Cell phones are not permitted without prior approval of the RCM. Cell phones may be allowed for: job development and reestablishing family support systems. Governing rules for Cell phones are as follows:

1. You are completely and solely responsible for the above equipment. Neither the Center nor its staff is responsible for theft, damage, or payment of operating expenses.
2. You will conduct all cell phone use/conversations in your room or outdoors only.

3. You will keep the device on vibrate or silent mode when outside of your room, the cell phone/pager/accessories (including hands free devices) will be kept out of view.
4. You will not make resident to resident cell phone contact. This includes calls, text messages, e-mails, photos, social media, or any other contact.
5. You will not equip your cell phone with a modem or Hot Spot.
6. You will be prohibited from recording, photographing, or possessing photographs of the RRC facility in its entirety, RRC staff, or other residents.
7. You will be the only person authorized to use your Smart/Cell phone & no other resident is permitted to use it.
8. You will only be allowed to possess one (1) Smart/Cell phone while at the RRC.
9. If your Smart/Cell Phone gets confiscated, it is subject to being held until your release date.
10. Violation of any of the above Rules may result in your cell phone being confiscated as contraband and the automatic withdrawal of the authorized approval.

If your cell phone account is in the name of another person, you must provide your RCM with a notarized letter from the account owner giving you permission to use the phone and giving us the model number, serial number, and phone number.

26. TSA-RRC Business Phones. The phones on staff desks are for business use only. You cannot use them without authorization.

27. Televisions, Radios, Stereos, Tape/CD Players, PDAs, and Computers. All electronic equipment must be registered. All televisions must be nineteen inches or smaller. All radios and media players must be single unit (no detachable speakers or component systems). Loud entertainment units will be confiscated. "Loud" means that people can hear the sound outside your room. This rule against loud entertainment is in effect 24 hours a day, 7 days a week. Desktop computers, laptop computers, Amazon Firesticks or similar attachments, video game consoles, and electronic tablets are not allowed under any circumstances. Learning Resource Center computers are available for job searches. BOP rules require that staff supervise your computer use.

28. Resident Mail.

RRC Address. 825 N. Christiana Ave. Chicago, IL 60651

- a. **Residents' Rights.** Subject to the limitations below, residents may receive mail at the above address. The RRC provides stamps to indigent residents. The RRC never withholds mail as a disciplinary action. Residents may not possess, deliver, or open one another's mail. No resident may possess another's mail without explicit permission.
- b. **Residents' Mail.** Residents are free to send mail but are liable for any violation of the law or court order. (See the following subparagraph for examples). You must have BOP approval to correspond with those individuals who engage in the criminal justice system. Failure to have this approval will result in a disciplinary incident report.

- Once you program out, only first-class mail or packages will be forwarded to you provided you have submitted a forwarding address. The same rule applies if you are removed from the RRC by the US Marshals. In either case if there is no forwarding address, first class mail and packages will be returned to the sender. It is your responsibility to submit a change of address prior to going on Home Confinement or prior to your release.

RRC staff never open or read resident mail if the envelope indicates the mail is to or from a Privileged correspondent. Resident's privileged mail is hand-delivered by the resident's Reentry Case Manager (RCM)

The following are privileged:

- Salvation Army Officers and administrative staff, RRC administrative staff
- The agency with authority over the resident (e.g., the Residential Reentry Manager, other BOP offices, U.S Probation Department)
- The President/Governor, Federal/State Attorneys General; Federal/State legislators; and Federal/State law enforcement officers
- Federal/State Judges; officers of the courts; licensed attorneys; and legal defense/assistance agencies.
- Medical, Legal, and religious mail are privileged.

c. Limitations.

The RRC complies with all rules of the Bureau of Prisons, the U.S. Department of Justice, American Correctional Association (ACA) and the U.S. Post Office. Staff help residents comply with postal policies and procedures.

- **Non-privileged resident mail and/or packages** may be opened by staff when staff suspect contraband or other improper use of the mail. The opening must be done by two staff members designated by the Assistant Director and must be conducted in the presence of the resident.
- **Other correspondents may be barred for the safety and security of the facility.** When the Assistant Director makes such a determination, or if in-coming mail is returned or outgoing mail is withheld from the resident or returned both the resident and the correspondent are notified in writing.
- Staff helps residents appeal from administrative actions regarding mail.

Former Residents Mail.

If you are nearing your release date or if you are removed from the RRC prior to your release date, you will be required to make arrangements with all persons and/or entities

who previously sent your mail to the RRC to begin to forward all future mail to your release address.

- All first-class letters and packages should be forwarded to former residents who are transferred to other facilities or released, provided a forwarding address is available. If a forwarding address is not available, first-class letters and packages should be returned to the sender.
- The RRC destroys former resident mail received after their departure if there is no forwarding address or if there is no return address, or the return address is illegible.

29. Contact with Prisoners in Federal Institutions. When you leave a federal institution, you are not allowed to communicate (e.g., phone, mail, fax, e-mail etc.) with any other Federal inmate or institutional unless you have written permission from the Federal Bureau of Prisons and that permission is on file with the Center.

YOUR ROOM & PROPERTY

The following are some simple rules which add to the security, safety, and enjoyment of the Center.

30. The Center is not responsible for any Loss or Damage to Your Personal Property. No exceptions will be made. Do not bring or keep valuables here.

31. Fire Safety Equipment & Security Devices. Any damage to fire safety equipment (fire sprinkler heads, smoke detectors, etc.) in your room will be your responsibility. You are also responsible for the security bar code labels located in your room. Any potentially damaging activities, such as tampering with or hanging items from the equipment, are prohibited and can result in your removal from the RRC.

32. Room Security. Lock your door when you are out—even if just for a trip to the bathrooms. Do not lend your room key to others and do not leave your room key in the lock. Should you lose your room key, you will need to purchase a replacement key. A replacement key will cost you \$7.

33. When You Leave Your Room. The room must be neat, sanitary, and fire safe. Radios, televisions, and electronic devices must be turned off.

34. Inventory. A property inventory was completed when you arrived, and a copy of your property inventory is maintained by your Reentry Case Manager (RCM) in your case file. See your RCM to add or delete items to your property inventory. Occasionally, staff will compare your belongings to the Inventory. When you move out of the Center, you cannot take anything which is not on your Inventory sheet. You must take all your property with you when you leave the RRC. The RRC **WILL NOT** hold your property.

35. Storage. If you are returned to custody, or go on escape or abscond status, the RRC will hold your property for thirty (30) days. After this time, your property will be considered abandoned and is subject to being destroyed. Your designated property recipient has 30 days to retrieve your property or make alternative arrangements with your RCM. **Only your designated property recipient** will be permitted to pick up your property. The RRC Program Property Manager must be contacted to schedule a time by which you to retrieve your property.

36. Initial Room Check. As soon as possible after being assigned to a room, inspect it for contraband and/or damage, which may have been left by a previous resident. Report any such issues to a staff member immediately. If contraband is found in your room during a shakedown, you will be held responsible, regardless of how it got there.

37. Linen Exchange/Laundry. You will be issued one set of linens, a blanket, and a pillow. You may exchange your linen every Monday from 5:00 PM to 7:00 PM. Laundry facilities are available in the Center for your personal laundry needs; however, you are responsible for the cost of using these facilities and for your own detergent. If you are indigent the RRC will assist in this matter until you are financially able to do so. Powder detergent and detergent pods are prohibited you must use liquid detergent only.

WHAT IS CONTRABAND

Contraband is any item you are forbidden to use or possess because it violates Federal, State, or local laws and/or the Rules of the RRC or the Bureau of Prisons. Our definition of “contraband” expands with experience. Contraband is anything which staff find to be inconsistent with reasonable sanitation, safety, health, or security concerns. A few examples include, but are not limited to:

Intoxicants & Related	Alcohol in any form or amount; alcohol containers; hand sanitizer, medications not approved by staff; narcotics; illicit drugs; any mind-altering substance; potpourri or smelling salts; drug paraphernalia such as rolling papers, clips & holders, cookers, pipes, needles, roaches and screens; urine paraphernalia; vinegar; glue which is not water-based; poppy seeds.
Weapons	Ammunition; bats, bladed or pointed objects which could inflict injury; bludgeons; brass/plastic knuckles; clubs; firearms; knives; pipes; pointed scissors; straight razors and loose blades.
Fire Hazards & Toxics	Bleach, candles, cardboard boxes; coffeemakers; hotplates/hotpots; pliable plastic bags of any kind; any toxic or caustic substance; non-SA issued power strips or any extension cords, incense, plug in scents cigarettes/matches/lighters in our buildings.

Sexually Oriented Materials	Any sexual apparatus or paraphernalia; any type of pornographic or sexually explicit material such as photographs, drawings and written materials; any photographs, "cut-outs" from publications, pictures, or drawings of nude or partially nude adults or children; any publication with the primary focus of displaying children for any purpose; any collection of photographs, pictures or drawings which depict any person in sexually suggestive or explicit poses or situations; any publication or photograph depicting sexual abuse or violence; any material which depicts, describes or encourages activities that may lead to violence, sexual crimes or exploitation; any written materials, song lyrics, journal entries or published materials that contain erotica considered to have the potential to contribute to future offending sexual behavior, as well as any other material which, in the opinion of staff, has that potential.
Miscellaneous	Electronic equipment not on your Inventory; cell phones, pagers and accessories not approved by the RRC; computers or tablets, any illegally recorded (i.e., bootleg/pirated), copied or distributed audio or visual materials (these items will be destroyed as it is a violation of the law to possess these items); CD's, DVD's or Video Cassettes not in the original packaging, more than ten (10) CD's, more than ten (10) DVD's, more than ten (10) cassette tapes, more than ten (10) video games; dice/gambling devices, more than one deck of playing cards; property held without the permission of the owner; property the Shift Supervisor finds to be excessive; torn bed linens; work tools; unlabeled spray bottles; cell phones & accessories, when visible in the common areas etc. Glass and/or ceramic bowls, jars, cups, plates, and bottles.

Unapproved Cell Phones can lead to Disciplinary Incident Reports. Ensure that you have the correct Cell Phone and that your Cell Phone has been approved by your RCM. Furthermore, it is your responsibility to keep your RCM updated with any changes to your cell phone type, number, brand, model, or serial number etc.

Terrace Use Guidelines and Expectations

The RRC has designated the second-floor outdoor terrace as the designated resident smoking area. There are smoking receptacles available in this area for proper extinguishing of tobacco products. Residents who are smoking must be at least fifteen feet away from the terrace door. In addition to staff being present in this area, the terrace is also monitored by video surveillance.

The second-floor open air terrace is accessible seven days a week with separate hours for male and female residents. Terrace accessibility hours are from 5:30am to 11:00pm daily. Please see the daily schedule below which governs residents terrace accessibility.

Time frames for men and women residents are as follows:

Women	5:30am to 6:00am	7:00am to 8:00am	9:00am to 10:00am	1:00pm to 2:00pm	3:00pm to 4:00pm	5:00pm to 6:00pm	7:00pm to 8:00pm	9:00pm to 10:00pm
Men	6:00am to 6:30am	8:00am to 9:00am	10:00am to 11:00am	12:00pm to 1:00pm	2:00pm to 3:00pm	6:00pm to 7:00pm	8:00pm to 9:00pm	10:00pm to 11:00pm

Residents are to be searched at second floor security desk upon return from terrace.

Note: Residents may not smoke in their rooms or in any other part of the facility other than the terrace during designated times. Residents may not have any smoking paraphernalia on their person at any times outside of terrace smoking times and when entering and leaving the RRC.

Although “legal” tobacco products and smoking disposable lighters may be kept in residents’ rooms they are not allowed in any other part of the facility, i.e., area (visitors room, first floor lobby, bathroom, gym, TV room, etc.,). Residents are subject to searches at any time. Illegal tobacco products such as K-2 are contraband and therefore not allowed. Residents found in violation of this rule will have smoking products and/or paraphernalia confiscated and destroyed as contraband and residents will receive an incident report.

Additional General Guidelines:

- No more than two (2) packs of cigarettes, cigarillos, or two (2) cigars
- No more than one (1) butane lighter allowed anytime (no torch lighters or matches)
- No loose tobacco or tobacco products (tins, pouches, containers, etc....)
- No rolling papers.
- E-Cigarettes- Due to documented information pertaining to the danger of lithium batteries exploding and causing fire and injuries, E-cigarettes will not be allowed.

Failure to follow these guidelines will result in confiscation of items which will be considered contraband and disciplinary action will be taken.

HEALTH & SAFETY

These rules help keep the Center free from infestations, fires, and accidents.

38. Food. You may have food delivered from 11:00am to 9:00 PM. Food delivered after 9:00 PM will be rejected by staff. Your visitors may bring food. Prepared food may be eaten in the visiting area only. You are responsible for clean-up. You may not bring any prepared food or beverage to your room. You may not have open food, leftovers, spoiled produce, or unsealed containers. You may keep coffee, tea, sugar packs, and powdered cream not to exceed the following amounts: **six total single serve units of non-alcoholic beverages (including water); six packages of individual, single serving, dry goods (including chips, cups of noodles, candy, etc.).** All food must be in single-serve packaging. All food that is brought in or delivered is subject to staff visual inspection.

Cafeteria service these times:

- **Breakfast.** 6:30 AM to 7:30 AM weekdays and 7:00 AM to 8:00 AM weekends
- **Lunch.** Weekdays 11:00 AM 12:00pm, Saturday 12:00 PM to 1:00 PM; Sunday 11:30AM to 12:30PM
- **Dinner.** 5:00PM to 6:00PM

39. Cooking. You have access to a microwave in the first-floor lobby. Any kind of cooking in your room--even heating water--is forbidden. Coffeemakers, hot pots, hot plates, electric skillets, and "stingers" are all contraband.

40. Fire-Proofing Your Room. You may not use the following: fabric or cushioned furniture; window shades or plastic mini blinds; or plastic trash cans. Pliable plastic bags of any kind (trash, laundry, garment, dry cleaning) are prohibited. Your room cannot contain any cardboard boxes, excessive papers or more than one newspaper/magazine. You may not use a personal extension cord. ***You may not hang anything from any fire protection equipment (Fire Sprinklers, Smoke Detectors, or any other equipment.) Doing so will result in disciplinary action.***

41. Toxic/Hazardous/Flammable Substances. You may not possess a toxic, hazardous, caustic, or flammable material, regardless of whether it is a liquid, powder, or spray. When using the Center's cleaning supplies in work detail or room cleaning, you must acknowledge having read and understood any warnings or cautions issued. Use the materials properly and return them promptly.

42. Work Tools. Check with the Security Log Desks for where and how to store work tools. Work tools are never allowed in your room.

43. Emergency Evacuations. The Center periodically conducts emergency evacuation drills to teach proper procedure for potential fires or any other type of emergencies. When the alarm sounds, you must evacuate the building within 5 minutes. Exit via the **nearest exit** route shown on the "You Are Here" diagram posted in your room, in the halls, and in offices. Do not run, push, or panic. Do not use the elevator. Once out of the building, calmly proceed to the **"North end of the Rear Parking Lot Area behind the cafeteria."**

In the event of a fire and you are trapped in your room, make sure that the door is closed completely. Use clothing to block the space under your door. Keep calm and follow the directions of staff.

Residents unable to proceed down the stairs (for whatever reason), will stay on the fire stairway landing where they enter the stairway. These stairways are areas of safe refuge, and you will be safe there until help arrives. There is also a call button for you to alert staff and emergency personnel that you are there.

44. First Aid. First aid kits are prominently displayed: First floor in room 105 at security desk and Second floor at second floor security desk and in Staff Lounge

VISITING RULES

Successful visits are the start of a smooth transition.

45. New Residents. New arrivals entering the building for the first time may be granted a 30-minute visit with the family member(s) who drop them off. If a new resident requests a “special visit” he or she will be granted a special visit within 72 hours of admission. Before the visit takes place, the RCM must submit the resident’s written request, approved by Supervision. This one-time visit will be limited to the resident’s RCM’s visitation schedule.

46. When You May Have Visitors. Monthly schedules informing each resident when he or she can have visitors are posted. If you have questions, see your RCM. Visitors, who are just “dropping off” item, must still fill out a visitor form. The “drop-off” must be immediate and will not include a visit time.

47. Approved Visitors. You will have the opportunity to provide a list of visitors. A full name, address, phone number, and relationship are required on the visitors list. No one who is not on your list will be admitted for a visit. See your RCM to have names added to or removed from this list. Visitors check in and out at the Security Desk.

48. Forbidden Sites. Visiting is allowed in the designated visitor area in the main lobby only. You are not permitted to conduct visits in the parking lot or surrounding areas at any time. Residents who disobey this rule receive an incident report. Only residents on a visit are allowed in the visiting room. The rule against loitering (see page 10) applies to visiting.

49. Registration. Visitors are required to read and sign acknowledging their understanding of the Visiting Registration & Rules prior to being permitted to visit. Residents are also held to the same signature acknowledgement understanding of visitor rules. Violations can result in disciplinary actions and could lead to termination from the program.

- Visitors will not be admitted unless their name, address and phone numbers are on the resident’s list of approved visitors.
- A resident may have no more than three (2) adults & (2) children’s visitors at one time.
- A visitor may stay no longer than three (2) hours.
- A visitor may not leave and return the day same day. The visit ends when the visitor leaves
- Visitors may bring food into the Center for eating in the Visiting Room only. The visited resident is responsible for proper clean-up. Residents may not take delivered or “brought-in” food to their rooms.
- No visitor will be admitted to the Center when, in the opinion of Center staff on duty, that visitor is under the influence of any intoxicant or drug.

- Any visitor who passes contraband to a resident will be permanently barred from the Center, and the resident will be disciplined. Items and packages brought into the Center are subject to search.
- All visitors are expected to appear in acceptable clothing and behave in an orderly fashion while in the Center. Any visitor who creates a disturbance will be required to leave and any repeated incidents may result in the visitor being barred from the Center permanently.
- A visitor may lose visiting privileges for cause. Exclusion of a visitor may occur due to:
 - Security Requirements
 - Failure to Produce Identification
 - Space Availability
 - Being Under the Influence of Any Substance
 - Behavior Found by Staff to Be Inappropriate
 - Falsifying Information
- Visiting is allowed in the Visiting Room only. No visitor may go to any other part of the Center or residents' room.
- Children must remain in the immediate presence of their caretakers.
- Visitors are required to sign in upon arrival and to sign out upon leaving. Packages and purses are subject to search for weapons or contraband.
- Visitors parking in SARRC parking lot require a parking permit. Visitors seeking authorized parking permits must register their vehicle upon each visit by filling out the visitors Parking Permit Log. This permit **MUST be** displayed on the dashboard of the parked vehicle. Unauthorized vehicles that do not have this permit on the dashboard during the visitation will be towed at the owner's expense.

Visiting Days: Residents are allowed visits only on those days assigned to their Reentry Case Manager (RMC). Visitation calendars are distributed monthly.

Visiting Hours: Monday through Thursday and Saturday 2:00pm to 4:00pm and 6:00pm to 9:00pm. Friday 6:00pm to 9:00pm. Sunday 10:00am to 2:00pm

Special Provisions will be made for visits by attorneys and clergy. A private area may be arranged by the resident's RCM for the time the counselor expects the visit to require.

AUTHORIZED ABSENCES

The Center wants to see you get out into the community as soon as possible or as soon as you have met all requirements. However, the BOP, the U.S.P.O., and the Center all have restrictions you should understand.

50. As to All Pass Conditions

- Passes are issued based upon need. The RCM determines pass times and travel times.
- You may ask your RCM for a copy of your movement itinerary.
- Curfew at the Center and on pass is 7:00 PM. If you left on pass late, it does not mean you can return late.
- Your pass is invalid 15 minutes after it is scheduled to begin. After that time frame, you will not be allowed to leave on your pass without first speaking with your RCM and in the RCMs absence a member of Supervision.
- You must satisfy all program obligations--such as U/A drops and appointments--before leaving on pass. The fact that your pass was approved does not mean you can ignore your obligations to the RRC and work detail.
- If you need to ask for additional time while you are out on pass, you must talk with a staff member. Leaving a voicemail message is not acceptable.
- Staff will make phone calls and unannounced visits to verify that you are where you are legally signed out to.
- Documentation must be submitted to confirm your whereabouts.
- Failure to submit documentation will result in disciplinary action.
- You may not deviate from your assigned pass sight.

CHECK WITH YOUR RCM FOR REQUIREMENTS FOR OBTAINING PASSES

51. Religious Passes. Residents of all levels who have completed their initial orientation are eligible for religious passes. During their first 30 days at the Center, all residents are limited to a pass to a nearby house of worship. After 30 days residents may attend a place of worship closer to their release site or home community. Length of the pass is determined by the Program. Bring back a program or other documentation to show that you attended services. If you fail to do so, you will receive disciplinary action.

52. Pass for Employment, School, or Approved Treatment. This limited pass can be granted to any resident who has attained at least Level II status. It is not for social or recreational purposes.

53. Independent Release Time (IRT) Pass. IRT is for Level III residents. It is a needs-based pass which can be earned each week. IRT lets you visit:

Home or a pre-approved list of sites that will be provided to you by your RCM. Non-home visits are up to 4 hours, including travel. Home visits allow a maximum of 6 hours away from the Center. IRT does not accumulate from one week to another. You lose it if you do not use it.

a. Scheduling

Your request for IRT must specify exactly when you want to leave and return. You will need a specific address; the name of your host; and a phone number where we can reach you immediately. Expect to prove that this phone does not have Caller I.D., Call Forwarding, or 3-way calling. Call waiting is permitted. The Residential Spot Check must also be completed. Give your RCM as much time as possible to validate your IRT request.

b. When is IRT used?

If you are not involved in programming, IRT may be utilized only on Monday, Tuesday, Wednesday, or Thursday. If you engage in programming, IRT may only be taken on a Saturday or Sunday.

c. Accountability.

If you are using the IRT for a home visit, you are not permitted to go to any other site for any reason. Go directly from the Center to your home and then come directly back. You must call the RRC once you arrive at your home site and call at the time of departure for return to the Center. If you are going to a site on the approved list, you must bring back a receipt. If you don't, an incident report will be issued.

54. Day Release (DR) Pass. The DR pass is available for Level IV residents use instead of IRT. Sometimes called a "48-hour pass", it may be for more or less time. You must obtain and provide the RRC with a **LANDLINE** (non-internet based) telephone at the Pass site **BEFORE** this request can be approved. You must also have a site verification that has been completed and approved by RRC staff.

a. Scheduling Itinerary Movements.

Your request for Day Release must provide an Itinerary which specifies your planned arrival and departure time for every destination. You will need the specific address of every destination; names of the places of business; and a phone number where we can reach you at every destination.

Give your RCM as much time as possible to check the paperwork you submit to support your pass. You will not obtain a pass unless your information is turned in to your RCM by the Wednesday before the day you want to leave.

b. When It Can Be taken.

Day Release is commonly granted for Saturday-Sunday but can be adjusted for your work schedule or at the discretion of the RRM for special occasion(s). However, you will never be allowed an Itinerary movement on Friday evenings.

c. Accountability.

You must call the Center daily, as your RCM directs. You must be at your primary site by 7:00 PM every evening and you cannot leave again before 6:00AM the next morning apart from work. Also, except for work you cannot spend more than 6 hours away from your primary site on any day. The 6-hour “away” time includes all travel time. Religious movement may be taken as an additional movement providing it is on your Itinerary and approved by your RCM.

You must return to the Center with any documentation required. If you do not, you will be subject to disciplinary action.

You are required to return to the Center whenever directed by staff and are responsible for your own method of transportation.

d. Movements.

Your itinerary may include two movements on Saturday and 2 movements on Sunday. If you are making two movements, you must return to your primary site after leaving your first destination before going on to your second destination.

All travel time counts towards the 6 hours a day that you are allowed to be away from your primary site. Religious Services and Employment do not count as part of your two daily movements. All movement times will be determined by your RCM based on need.

55. Home Confinement (HC). All residents on HC are required to wear a GPS ankle monitoring device for the purpose of enhanced accountability. Home Confinement has the same movement rules and itinerary requirements as Day Release. This specifically includes the rule against any movement on Friday nights. In addition, Home Confinement allows one additional movement on a Monday, Tuesday, Wednesday, or Thursday, is managed like IRT. Weekend and weekday movements must be on the Itinerary and signed off on by RRC supervision. Itineraries must be submitted to Program Manager/Case Management personnel by Thursday. Residents must go straight home immediately after work. Curfew is 7:00

PM. You must provide all documentation of movement which has been requested. Failure to do so will result in disciplinary action. When you return to the Center, you must report to the Security Desk first and then proceed to take care of any Center business. You must also have a site verification that has been completed and approved.

Based upon a determination made by the Bureau of Prisons prior to your arrival, you may be eligible for a Direct Home Confinement (DHC) Placement. You must have a site verification that has been completed and approved. Additionally, this RRC has 10 days to process all DHC, before consideration of DHC placement cancelation. If you are eligible for DHC, an additional orientation will take place through the Intake department that will further explain the needs and responsibilities of this status.

56. Furlough. This is a special Authorized Absence may be longer than 48 hours and/or involves a distance greater than a 100-mile radius from the RRC. Furlough requires the approval of the RRC, USPO, and the BOP. Furloughs are granted only for a special purpose--such as a distant job interview, medical treatment, or a major family emergency etc. It is the only Authorized Absence which allows you to leave Illinois.

RESPONSES TO RULES VIOLATIONS & PROCEDURES FOR FILING COMPLAINTS

Violations of rules, regulations, or laws may be punished by the Bureau of Prisons, United States Probation Office, and/or the Center. Multiple penalties can be imposed for the same offense. Examples of common offenses and punishments follow. Penalties are proportionate to the severity of the offense and may also depend upon your component and your history for the offense. Note that **aiding, attempting, or planning** to commit any offense is considered the same as committing the offense. The code for an aiding/attempting/planning offense is the same number as the offense the resident was trying to facilitate, followed by an "A."

You will be subject to a disciplinary transfer out of the Center and the loss of any good time (when applicable) if you:

- 1) Make, possess, or use intoxicants, 2) Refuse a breathalyzer test or urinalysis.
- 3) Fight or commit an assault: or, 4) Commit any of the BOP's Greatest Severity Prohibited Acts.

You will also be subject to a disciplinary transfer out of the RRC and the loss of any good time (when applicable) if—apart from the above-named offenses—your actions place your suitability for this residence into question. This decision will be made by a Disciplinary Conference involving you and some or all the following: our RCM, the Program Manager/Case Management, and RRC's Program Supervisors, a representative of the BOP or the U.S.P.O.; and a referring agency representative.

Bureau of Prisons Prohibited Acts and Sanction (100-400 Series)

Greatest Severity 100 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.*, hack-saw 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 100 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).

B.2 Forfeit up to 41 days of earned First Step Act (FSA) Time Credits (*see* [28 CFR part 523, subpart E](#)) for each prohibited act committed. **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 inmate's personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

High Severity 200 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.

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

211 Possessing any officer's 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.

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 \$100.00, 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.

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).

Available Sanctions for High Severity 200 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).

B.2 Forfeit up to 27 days of earned FSA Time Credits for each prohibited act committed.

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 inmate's personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

<p>228 Tattooing or self-mutilation.</p> <p>229 Sexual assault of any person, involving non-consensual touching without force or threat of force.</p> <p>231 Requesting, demanding, pressuring, or otherwise intentionally creating a situation which causes an inmate to produce or display his/her own court documents for any unauthorized purpose to another inmate.</p> <p>296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (<i>e.g.</i>, 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).</p> <p>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.</p> <p>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.</p> <p>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.</p>	
<p><u>Moderate 300 Severity Level Prohibited Acts</u></p> <p>300 Indecent Exposure.</p> <p>302 Misuse of authorized medication.</p> <p>303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.</p> <p>304 Loaning of property or anything of value for profit or increased return.</p> <p>305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.</p> <p>306 Refusing to work or to accept a program assignment.</p> <p>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, <i>e.g.</i>, 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).</p> <p>308 Violating a condition of a furlough.</p> <p>309 Violating a condition of a community program.</p> <p>310 Unexcused absence from work or any program assignment.</p>	<p><u>Available Sanctions for Moderate 300 Severity Level Prohibited Acts</u></p> <p>A. Recommend parole date rescission or retardation.</p> <p>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).</p> <p>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).</p> <p>B.2 Forfeit up to 27 days of earned FSA Time Credits for each prohibited act committed.</p> <p>C. Disciplinary segregation (up to 3 months).</p> <p>D. Make monetary restitution.</p> <p>E. Monetary fine.</p> <p>F. Loss of privileges (<i>e.g.</i>, visiting, telephone, commissary, movies, recreation).</p> <p>G. Change housing (quarters).</p> <p>H. Remove from program and/or group activity.</p> <p>I. Loss of job.</p> <p>J. Impound inmate's personal property.</p> <p>K. Confiscate contraband.</p>

<p>311 Failing to perform work as instructed by the supervisor.</p> <p>312 Insolence towards a staff member.</p> <p>313 Lying or providing a false statement to a staff member.</p> <p>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, <i>e.g.</i>, counterfeiting release papers to effect escape, Code 102).</p> <p>315 Participating in an unauthorized meeting or gathering.</p> <p>316 Being in an unauthorized area without staff authorization.</p> <p>317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).</p> <p>318 Using any equipment or machinery without staff authorization.</p> <p>319 Using any equipment or machinery contrary to instructions or posted safety standards.</p> <p>320 Failing to stand count.</p> <p>321 Interfering with the taking of count.</p> <p>324 Gambling.</p> <p>325 Preparing or conducting a gambling pool.</p> <p>326 Possession of gambling paraphernalia.</p> <p>327 Unauthorized contacts with the public.</p> <p>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.</p> <p>329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.</p> <p>330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.</p> <p>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).</p> <p>332 Smoking where prohibited.</p> <p>333 Fraudulent or deceptive completion of a skills test (<i>e.g.</i>, cheating on a GED, or other educational or vocational skills test).</p> <p>334 Conducting a business; conducting or directing an investment transaction without staff authorization.</p> <p>335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.</p> <p>336 Circulating a petition.</p> <p>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.</p> <p>397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to</p>	<p>L. Restrict to quarters.</p> <p>M. Extra duty.</p>
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<p>monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.</p> <p>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.</p> <p>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.</p>	
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<p><u>Low Severity 400 Level Prohibited Acts</u></p> <p>402 Malingering, feigning illness.</p> <p>404 Using abusive or obscene language.</p> <p>407 Conduct with a visitor in violation of Bureau regulations.</p> <p>409 Unauthorized physical contact (<i>e.g.</i>, kissing, embracing).</p> <p>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.</p> <p>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.</p>	<p><u>Available Sanctions for Low 400 Severity Level Prohibited Acts</u></p> <p>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).</p> <p>B.2 Forfeit up to 7 days of earned FSA Time Credits (only where the inmate is found to have committed a second violation of the same prohibited act within 6 months; forfeit up to 14 days of FSA Time Credits (only where the inmate is found to have committed a third violation of the same prohibited act within 6 months).</p> <p>D. Make monetary restitution.</p> <p>E. Monetary fine.</p> <p>F. Loss of privileges (<i>e.g.</i>, visiting, telephone, commissary, movies, recreation).</p> <p>G. Change housing (quarters).</p> <p>H. Remove from program and/or group activity.</p> <p>I. Loss of job.</p> <p>J. Impound inmate's personal property.</p> <p>K. Confiscate contraband.</p> <p>L. Restrict to quarters.</p> <p>M. Extra duty.</p>
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CENTER SANCTIONS

CC= Community Corrections, PR= Pre-Release, HC= Home Confinement

Numbers Denote 1st, 2d, and 3d Violations - Work Detail Sanctions Are Extra Duty Assignments

CODE	OFFENSE	PENALTIES: CC	PENALTIES: PR	PENALTIES: HC
102	Escape – Without Return or	BOP-Program Revocation	BOP-Program Revocation	BOP-Program Revocation
110	Refusing to provide a urine sample; refusing to breathe into a Breathalyzer, or to take part in other drug- abuse testing	BOP-Program Revocation USPO-Program Revocation	BOP-Program Revocation USPO-Program Revocation	BOP-Program Revocation
111	Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff	BOP-Program Revocation USPO-Program Revocation	BOP-Program Revocation USPO-Program Revocation	BOP-Program Revocation
112	Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related	BOP-Program Revocation USPO-Program Revocation	BOP-Program Revocation USPO-Program Revocation	BOP-Program Revocation
113	Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia not prescribed for the individual by the medical staff	BOP-Program Revocation USPO-Program Revocation	BOP-Program Revocation USPO-Program Revocation	BOP-Program Revocation
114	Sexual assault of any person, involving non-consensual touching by force or threat of force	BOP-Program Revocation USPO-Program Revocation	BOP-Program Revocation USPO-Program Revocation	BOP-Program Revocation
115	Destroying and/or disposing of any item during a search or an attempt to search	BOP-Program Revocation USPO-Program Revocation	BOP-Program Revocation USPO-Program Revocation	BOP-Program Revocation
200	BOP – Escape (1 to 4 Hours)	BOP-Program Revocation USPO-Program	BOP-Program Revocation USPO-Program	BOP-Program Revocation

200	USPO - Absconson	BOP-Program Revocation	BOP-Program Revocation	BOP-Program Revocation
201	Fighting with another person	BOP-Program Revocation	BOP-Program Revocation	BOP-Program Revocation
203	Threatening another with bodily harm/any other	BOP-Program Revocation USPO-Program	BOP-Program Revocation USPO-Program	BOP-Program Revocation
205	Engaging in sexual acts	BOP-Program Revocation	BOP-Program Revocation	BOP-Program Revocation
206	Making sexual proposals or threats	BOP-Program Revocation	BOP-Program Revocation	BOP-Program Revocation
209	Adulteration of any food or drink	BOP-Program Revocation	BOP-Program Revocation	BOP-Program Revocation
216	Giving or offering an official or staff	BOP-Program Revocation USPO-Program	BOP-Program Revocation USPO-Program	BOP-Program Revocation

CODE	OFFENSE	PENALTIES: CC	PENALTIES: PR	PENALTIES: HC
218	Destroying, altering, or damaging facility property, or the property of another person,	BOP-Program Revocation USPO-Program Revocation	BOP-Program Revocation USPO-Program Revocation	BOP-Program Revocation
221	Being in an unauthorized area with a person of the opposite sex	BOP-Program Revocation USPO-Program Revocation	BOP-Program Revocation USPO-Program Revocation	BOP-Program Revocation
224	Assaulting any person	BOP-Program Revocation	BOP-Program Revocation USPO-Program Revocation	BOP-Program Revocation
226	Possession of stolen property	BOP-Program Revocation	BOP-Program Revocation USPO-Program Revocation	BOP-Program Revocation
300	Indecent exposure	1: 4 hr. work detail for 2 days 2: 4 hr. work detail for 5 days 3: Disciplinary transfer	1: Loss of privileges for 14 days 2: Loss of privileges for 30 days	1: Loss of privileges for 14 days 2: Loss of privileges for 30 days
302	Misuse of authorized medication	1: 4 hr. work detail for 2 days 2: 4 hr. work detail for 5 days	1: Loss of privileges for 14 days 2: Loss of privileges for 30 days	1: Loss of privileges for 14 days 2: Loss of privileges for 30 days
305	Possession of anything unauthorized for retention or receipt by the resident or not issued through regular channels	1: 4 hr. work detail for 2 days 2: 4 hr. work detail for 5 days 3: Disciplinary Transfer	1: Loss of privileges for 14 days 2: Loss of privileges for 30 days (If for cell phone use, additional loss of cell phone privileges for the remainder of stay)	1: Loss of privileges for 14 days 2: Loss of privileges for 30 days (If for cell phone use, additional loss of cell phone privileges for the remainder of

305	Possession of anything unauthorized for retention or receipt by the resident or not issued through regular channels	When this is used to report the possession or use of a suspected foreign substance, K2, include a Disciplinary Conference.	When this is used to report the possession or use of a suspected foreign substance, K2, include a Disciplinary Conference.	When this is used to report the possession or use of a suspected foreign substance, K2, include a Disciplinary Conference.
306	Refusing to work or accept a program assignment or assigned work detail	1: 4 hr. work detail for 2 days 2: 4 hr. work detail (5) days	1: Loss of privileges for 14 days 2: Loss of privileges for 30 days	1: Loss of privileges for 14 days 2: Loss of privileges for 30 days
307	Refusing to obey an order of any staff member	1: 4 hr. work detail for 2 days 2: 4 hr. work detail (5) days 3: Disciplinary transfer	1: Loss of privileges for 14 days 2: Loss of privileges for 30 days 3: Disciplinary transfer	1: Loss of privileges for 14 days 2: Loss of privileges for 30 days 3: Disciplinary transfer
309	Violating a Condition of a Community Program	1: 4 hr. work detail for 1 day (If for cell phone use, additional loss of cell phone privileges for the remainder)	1: Loss of privileges for 7 days 2: Loss of privileges for 14 days 3: Loss of privileges for 30 days	1: Loss of all privileges on HC for 7 days 2: Loss of all privileges for 14 days 3: Loss of all privileges for 30 days
CODE	OFFENSE	PENALTIES: CC	PENALTIES: PR	PENALTIES: HC
310	Unexcused Absence From Work or Any Assignment (1 to 59 minutes unaccounted for)	1: 4 hr. work detail for 1 day 2: 4 hr. work detail for 2 days 3: 4 hr. work detail for 5 days	Pre-Release III 1: Loss of IRT & 4 hr. work detail for 1 day 2: Loss of all IRT & 4 hr. work detail for 2 days Pre-Release IV 1: Loss of 1 day of movement on DR Pass 2: Loss of 2 days of movement on DR Pass 3: Loss of all privileges for 14 days	1: Loss of 1 day of movement on Day Release Pass 2: Loss of 2 days of movement on Day Release Pass 3: Loss of all privileges for 14 Days
312	Insolence Towards a Staff	1: 4 hr. work detail for 5 days 2: Disciplinary transfer	1: Loss of privileges for 30 days 2: Disciplinary transfer	1: Loss of all privileges for 30 days 2: Disciplinary transfer
313	Lying or making false statements	1: 4 hr. work detail for 5 days 2: Disciplinary transfer	1: Loss of privileges for 30 days 2: Disciplinary transfer	1: Loss of all privileges for 30 days 2: Disciplinary transfer
314	Counterfeiting, forging, or unauthorized reproduction of any	1: 4 hr. work detail for 1 day 2: 4 hr. work detail for 2 days 3: 4 hr. work detail for 5 days	1: Loss of privileges for 7 days 2: Loss of privileges for 14 days 3: Loss of privileges for 30 days	1: Loss of all privileges on HC for 7 days 2: Loss of all privileges for 14 days 3: Loss of all privileges for 30 days

316	Being in an unauthorized area without staff authorization	1: 4 hr. work detail for 1 day 2: 4 hr. work detail for 2 days 3: 4 hr. work detail for 5 days	1: Loss of privileges for 7 days 2: Loss of privileges for 14 days 3: Loss of privileges for 30 days	1: Loss of all privileges on HC for 7 days 2: Loss of all privileges for 14 days 3: Loss of all privileges for 30 days
317	Failure to follow safety & sanitation regulations	1: 4 hr. work detail for 1 day 2: 4 hr. work detail for 2 days 3: 4 hr. work detail for 5 days	1: Loss of privileges for 7 days 2: Loss of privileges for 14 days 3: Loss of privileges for 30 days	1: Loss of all privileges on HC for 7 days 2: Loss of all privileges for 14 days 3: Loss of all privileges for 30 days
320	Failing to stand count	1: 4 hr. work detail for 1 day 2: 4 hr. work detail for 2 days 3: 4 hr. work detail for 5 days	1: Loss of privileges for 7 days 2: Loss of privileges for 14 days 3: Loss of privileges for 30 days	1: Loss of all privileges on HC for 7 days 2: Loss of all privileges for 14 days 3: Loss of all privileges for 30 days
324	Gambling	1: 4 hr. work detail for 1 day 2: 4 hr. work detail for 2 days 3: 4 hr. work detail for 5 days	1: Loss of privileges for 7 days 2: Loss of privileges for 14 days 3: Loss of privileges for 30 days	1: Loss of all privileges on HC for 7 days 2: Loss of all privileges for 14 days 3: Loss of all privileges for 30 days
326	Possession of gambling paraphernalia	1: 4 hr. work detail for 1 day 2: 4 hr. work detail for 2 days 3: 4 hr. work detail for 5 days	1: Loss of privileges for 7 days 2: Loss of privileges for 14 days 3: Loss of privileges for 30 days	1: Loss of all privileges on HC for 7 days 2: Loss of all privileges for 14 days 3: Loss of all privileges for 30 days
327	Unauthorized contacts with the public	1: 4 hr. work detail for 1 day 2: 4 hr. work detail for 2 days 3: 4 hr. work detail for 5 days	1: Loss of privileges for 7 days 2: Loss of privileges for 14 days 3: Loss of privileges for 30 days	1: Loss of all privileges on HC for 7 days 2: Loss of all privileges for 14 days 3: Loss of all privileges for 30 days
CODE	OFFENSE	PENALTIES: CC	PENALTIES: PR	PENALTIES: HC
328	Giving money or anything of value to, or accepting money or anything of value	1: 4 hr. work detail for 1 day 2: 4 hr. work detail for 2 days 3: 4 hr. work detail for 5 days	1: Loss of privileges for 7 days 2: Loss of privileges for 14 days 3: Loss of privileges for 30 days	1: Loss of all privileges on HC for 7 days 2: Loss of all privileges for 14 days 3: Loss of all privileges for 30 days
330	Being unsanitary or untidy. failure to keep one's person or quarters in accordance with	1: 4 hr. work detail for 1 day 2: 4 hr. work detail for 2 days	1: Loss of privileges for 7 days 2: Loss of privileges for 14 days	1: Loss of all privileges on HC for 7 days 2: Loss of all privileges for 30 days
331	Possession, Manufacture, Introduction, or loss of a non-hazardous tool, equipment, supplies,	1: 4 hr. work detail for 1 day 2: 4 hr. work detail for 2 days 3: 4 hr. work detail for 5 days	1: Loss of privileges for 7 days 2: Loss of privileges for 14 days 3: Loss of privileges for 30 days	1: Loss of all privileges on HC for 7 days 2: Loss of all privileges for 14 days 3: Loss of all privileges for 30 days
332	Smoking where prohibited	1: 4 hr. work detail for 1 day 2: 4 hr. work detail for 2 days 3: 4 hr. work detail for 5 days	1: Loss of privileges for 7 days 2: Loss of privileges for 14 days 3: Loss of privileges for 30 days	1: Loss of all privileges on HC for 7 days 2: Loss of all privileges for 14 days 3: Loss of all privileges for 30 days

335	Communicating gang affiliation; participating in gang related activities; possession of	1: 4 hr. work detail for 1 day 2: 4 hr. work detail for 2 days 3: 4 hr. work detail for 5 days	1: Loss of privileges for 7 days 2: Loss of privileges for 14 days 3: Loss of privileges for 30 days	1: Loss of all privileges on HC for 7 days 2: Loss of all privileges for 14 days 3: Loss of all privileges for 30 days
404	Using abusive or obscene language	1: 4 hr. work detail for 1 day 2: 4 hr. work detail for 2 days 3: 4 hr. work detail for 5 days	1: Loss of privileges for 7 days 2: Loss of privileges for 14 days 3: Loss of privileges for 30 days	1: Loss of all privileges on HC for 7 days 2: Loss of all privileges for 14 days 3: Loss of all privileges for 30 days
407	Conduct with a visitor in violation of regulations	1: Loss of visiting privileges for 7 days 2: Loss of visiting privileges for 14 days 3: Loss of visiting privileges for 30 days	1: Loss of visiting privileges for 7 days 2: Loss of visiting privileges for 14 days 3: Loss of visiting privileges for 30 days	

RESOLUTION OF COMPLAINTS

The Salvation Army is committed to treating everyone in its care with justice and dignity. If you have a problem with our program, we want to resolve it quickly and constructively. Most complaints can be resolved by an open discussion with appropriate staff. You may also use either or both of the following paperwork channels.

In-House Resolution of Grievances and Appeals

You may write a letter or statement detailing your complaint or grievance. Ask your Reentry Case Manager or another member of Supervision for the official grievance form. Make a copy for your own records. Submit your complaint/grievance to either the Program Assistant Director (AD) (Ms. Latonia Watson) or to one of the Program Managers (Mr. Kimberly Hale, Mr. Rick Buterbaugh or Ms. Julia Pappas) within 5 days of the event of your complaint. If the grievance concerns the AD, submit it to the Program Director (Mr. Richard Hart)

The Program AD has the option of appointing other staff members to help investigate your grievance. Normally, you will receive a response within ten calendar days. You have 5 days from the Program Supervisor's ruling to appeal to the Program Director. Write your appeal on a clean sheet of paper and clearly and factually explain your basis for believing that the decision was unfair.

Bureau of Prisons Administrative Remedy Program

BOP residents may also submit a grievance or complaint about almost any issue regarding your confinement to high-level Bureau officials. Your grievance must be submitted within 20 days of the event which caused your complaint. It must be submitted on a BOP Administrative Remedy Request (Form BP-9). You can obtain that form and the BP- 10 and BP-11 by writing to:

Bureau of Prisons
Residential Reentry Manager
1901 Butterfield Road,
Suite 130
Downers Grove, IL 60515

This is also where you will file your complaint/grievance and appeals for the grievance. You may use one sheet of blank paper per complaint/grievance as a continuation page. You may attach supporting exhibits. Keep copies of everything for your personal files. No exhibits will be returned, even though they are required for an appeal. You have twenty calendar days from the date of its signing to appeal the RRM's decision. Complete a BP-10 and mail it to the Regional Director. If you are dissatisfied with the Regional Director's response, you have thirty calendar days to submit a BP-11 appeal and mail it to the General Counsel. This is your final level of administrative appeal.

In drafting the above documents, you may seek help from fellow residents, staff, family, attorneys, and other outside sources. None of those people, however, will be regarded as your representative. The BOP has mandated that assistance and reasonable accommodation will be made if you are actually or functionally illiterate in English or if you are disabled.

RESOURCES

Between the Salvation Army RRC and the City of Chicago, you have an immense variety of resources at your disposal. We hope you will take advantage of these opportunities to make a sustainable change in your life.

The **Chaplaincy** offers religious services, counseling, Bible study and group discussions. The chaplains take residents on shopping expeditions and conduct visits to local churches. They can give you a referral to a friendly denomination of your choice. Transitional Skills Training hours are available.

Clinical Counseling Services is ready to help you with emotional, mental health, and drug/alcohol issues. You may access these services through your RCM.

The **Learning Resource Center (LRC)**, which we introduced on Pages 4 & 1, is a wonderful place to learn about educational, training, apprenticeship, and bonding programs which might be available to you. The LRC offers workshops to develop skills for resume' preparation and interviewing. The LRC also has newspapers, pamphlets, and phone directories which can steer you in the right direction for finding everything from churches, schools, doctors, and lawyers to a variety of recreational and fitness activities. Think of the LRC as your "office" where your job is to seek and obtain employment.

Recreation. The Activity Coordinators will make the gym available for resident use. From time to time, **Special Event Outings** allow you to watch or participate in entertainment, accompanied by supervising staff.

And more. Your **Reentry Case Manager** is the key to assuring that you will be able to access any service you need. The RCM understands that you may be reluctant to ask for help. They work hard to assist you in a non-intimidating way.

Previously Revised: 02/21/2019

Current Revision: 09/13/2023