



# **RESIDENT HANDBOOK**

**REV. 02/22/2016**

**Lake Region Residential Reentry Center  
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## Introduction

The purpose of this handbook is to provide information to you as a resident. Information in this handbook includes facility rules, regulations, and expectations, along with rights and privileges. Residents are expected to review this handbook and keep it for use as a reference guide throughout their residency. This handbook is not all-inclusive. In the event of a situation not addressed in this handbook, staff will make the best decision dependent upon the circumstances. ***IT IS YOUR RESPONSIBILITY TO ASK QUESTIONS IF YOU ARE UNSURE ABOUT INFORMATION OUTLINED IN THIS HANDBOOK.***

It is important to remember that all residents are not under the same authority therefore may not be granted the same privileges.

It should be understood that each resident's referring agency maintains final authority over all matters. Federal residents are all subject to Bureau of Prisons (BOP) policies, state residents are subject to Department of Corrections and Rehabilitation (DOCR) policies, and federally supervised residents' final authority is maintained by the United States Probation Office (USPO). District / Municipal Court placements' final authority is the sentencing judge unless otherwise specified.

## Expectations of Residents

1. Residents must obey all direct orders and/or directions given by staff of this facility.
2. Physical violence or threat of violence towards staff and/or residents is strictly prohibited, and will result in removal from the facility.
3. Verbal disrespect of staff will not be tolerated and may be grounds for removal from the facility.
4. Residents are not permitted in the Administrative or Office area(s) at any time, without authorization of the staff, and under escort only.
5. Violation of any law while a resident is a serious offense and will result in disciplinary action, up to and including transfer to a secure facility.
6. While in the community, residents will behave in a manner that does not jeopardize public safety or bring discredit upon the LRRRC.

## Conduct

1. All residents are permitted in their assigned dormitories only. Male residents are not permitted into the female dormitories at any time. Female residents are not permitted in the male dormitories at any time.
2. Weapons, cameras, recorders, beepers/ pagers etc. are not permitted in the LRRRC.
3. Residents are subject to random pat searches by staff and will be asked to remove all outside garments i.e. coats, hats, gloves, windbreakers, sweaters, etc. upon entering the building.

4. All residents must be fully clothed when out of their dormitory. Sleeping attire – pajamas, robes, gowns – are not considered appropriate attire. Footwear is also required to be worn outside of the dormitory.
5. Windows are not to be opened as they are alarmed.
6. Residents are not permitted to lie down on the couches or put feet on facility furniture.
7. Physical contact will not be allowed. This rule is to be maintained between residents at all times regardless of gender, race or sexual orientation.
8. No resident is to return to the facility under the influence of drugs or alcohol.
9. All bags will be checked upon entering the facility.
10. Behavior that leads staff to believe that a resident may be harmful to himself/herself or others or is detrimental to the overall well being of the LRRRC, may receive loss of privileges or be transferred to a secure facility.

### Contraband

Any unauthorized item on any resident's person or among his/her belongings is considered contraband.

- (1) Any drugs, drug paraphernalia, narcotics, intoxicants; including synthetic (Sparks/synthetic THC, bath salts, etc.), alcoholic beverages, items containing alcohol (including over-the-counter medications), etc.
- (2) No resident shall steal, exchange, borrow, lend, give, buy or sell any article of food, equipment, or supplies from other residents or from the facility, nor obtain such an article through fraudulent means. Trading, bartering, borrowing and lending are prohibited.
- (3) Any person bringing or attempting to bring in any narcotics, drugs, alcohol, weapons or any contraband letters or messages intended for a resident is guilty of a serious offense and will be prosecuted.

Contraband includes, but is not limited to, the following items and is not permitted in the facility or in a resident's possession:

1. any explosives or ammunition
2. any guns, firearms, weapons, knives, or sharp instruments
3. any intoxicants, over-the-counter cold medications, alcoholic beverages or products containing alcohol, including over-the-counter medications, mouthwash, pump hair/body spray, etc.
4. any drugs, narcotics, or narcotic paraphernalia
5. prescription medications not specifically authorized for self-administration
6. any over-the-counter cold medications or medications containing methamphetamine, including inhalers
7. pagers, laptop computers, cell phones or MP3 players with picture/video capabilities

8. extension cords and outlet adapters
9. cardboard boxes or paper bags
10. nail polish
11. Styrofoam packaging or items made of Styrofoam, such as coolers
12. candles, incense, or incense burners
13. any bedding or pillows not issued by the center, other than towels
14. fire hazards, including frying pans, toasters, coffee makers, fans, and space heaters
15. ash trays or evidence of smoking in the facility
16. lighter fluid (other than contained in disposable lighters)
17. any food (unless brought in for immediate consumption);
18. any plates, cups, utensils, food (other than bag lunches), etc., removed from the dining area
19. any weights, dumbbells, etc.
20. television sets, DVD players, stereos and speakers, computers
21. pepper spray or self-defense type chemical agents
22. tattoo equipment (professional or homemade)
23. any debit/credit cards or personal checks
24. any item that has been altered and is not in its original state
25. Property in excess of authorized limits

**All unauthorized property or property deemed to be contraband will be confiscated and subject to disciplinary procedures.** If the contraband violates any laws, the resident will be prosecuted to the full extent of the law.

### Cell Phone Policy

Residents are permitted to have a cell phone while a resident of the LRRRC with the following restrictions:

- The cell phone will not have a camera or picture taking capabilities.
- The cell phone will not have internet, wireless data or WIFI access capabilities.
- The cell phone will be kept by staff at the RRC when not in use. Cell phones may not be kept at work, school or any other place outside of the RRC.
- Cell phones are not allowed beyond the staff window of the RRC. Phones found within the facility are contraband and will be confiscated.
- The resident will provide staff with the phone number to the cell phone.
- Residents are authorized to sign their phone out once per day for a recreation activity (includes work search) as well as when out for verified employment.
- Residents may not check their phone out for Smoking, Treatment, AA, Church, GED classes or Community Service.
- Residents may not access their phone for the sole purpose of checking voice mails or text messages. This must be done at the next authorized activity where the cell phone can be checked out.
- Residents are responsible for charging their phones while outside of the facility. RRC staff will not charge phones.
- Residents will not communicate with any other resident via their cell phone, including by calls, text messages, emails, photos or any other method of contact.

- The resident will not activate or utilize any locking feature on the cell phone, whether by password, pass code or any other means of restricting access. If access is restricted to the phone it will be subject to confiscation.
- The resident will not use any storage devices with the cell phone, such as SD/microSD cards.
- The SIM card is not to be removed from the cell phone.
- All cell phones are subject to random searches by RRC staff.
- The cell phone will not be a sole means of accountability. Residents may be required to have access to a land phone line for RRC staff to verify location and/or activity.

The LRRRC and its staff are NOT responsible for any damages or losses to phones and/or phone chargers.

### **Social Media Policy**

While a resident of the RRC residents are forbidden to access any form of social media, including but not limited to MySpace, Facebook, Twitter or any dating sites. This includes any time the resident is out of the facility for any reason such as on pass, at work/treatment/school or job search. If a resident is found to have accessed any form of social media while a resident of the facility, they will be subject to disciplinary action. Residents on inmate status from the DOCR will be subject to a 200 level write up for a violation of this policy. Residents may maintain one personal email account to be used for employment seeking communications. This email is to be accessed while at the library, on job search at ND Job Service or via computer with RRC staff only.

### **Orientation**

A designated staff member will conduct an admission interview during which time residents will complete a variety of forms. Residents will receive a tour of the facility and an orientation to the rules and regulations of the LRRRC. Staff will provide residents with a set of clean linens, necessary personal hygiene products and their room assignment. New residents are restricted to the facility for the first two days of their arrival. If a resident arrives on Thursday or Friday, they will not be permitted to access the community until Monday.

### **Resident Status**

#### ***FEDERAL BUREAU OF PRISONS (BOP)***

**Community Corrections Component (CCC):** Residents in CCC status are limited to the facility, unless it is for an approved activity. Except for employment, religious activities, approved recreation, community programs, and emergency situations, residents are restricted to the LRRRC.

Residents on CCC status are eligible for privileges including: free time on holidays at the discretion of the BOP, and up to two hours per week to attend religious services. Residents choosing to attend religious services must attend services in the neighborhood, unless their denomination has no nearby location, and must submit documentation of attendance each time. Residents must inform all staff of their intent to attend religious services for approval. Residents may not change locations or add to destinations without approval from staff.

**Pre-Release:** Residents who have been at the facility for at least two weeks AND have gained and maintained employment, may advance to Pre-Release status. Pre-Release status allows residents to

sign-out to approved, outside activities until 9:00pm. Regardless of work schedules, residents must spend at least nine consecutive hours at the LRRRC during each 24-hour period. Outside activities include AA, shopping (at staff discretion), etc.

### ***UNITED STATES PROBATION OFFICE (USPO)***

**Supervised Release / Condition of Probation:** Residents arriving at the facility to serve sentences imposed by Federal Court as supervised release or as a condition of probation will follow the same requirements as the Pre-Release status residents. Passes, community programs (AA, sweats, etc.) and certain privileges are approved at the discretion of the USPO and RRC staff. Residents under the USPO may be referred back to the Court or removed from the facility for rule violations.

### ***DEPARTMENT OF CORRECTIONS AND REHABILITATION (DOCR)***

**Inmate Status (FTP/MTP):** Residents arriving at the facility on inmate status from NDSP/DWCRC are restricted to the facility with the exception of job search/employment. Inmate status residents are required to find employment within a 6 mile radius of Devils Lake. RRC Staff may approve ONE shopping trip to a local thrift store if a new resident is in need of clothing. Inmate status offenders may attend two AA or NA meetings per week and up to two hours per week at religious activities. They will be eligible for rec walks once employed. All shopping trips will be made with staff escort only. Regardless of work schedules, residents must spend at least nine consecutive hours at the RRC during each 24-hour period.

**Parole:** Residents paroled to the facility are permitted job search, employment and participation in community programs. Parolees must gain and maintain employment in order to be approved for outside activities. Regardless of work schedules, residents must spend at least nine consecutive hours at the RRC during each 24-hour period. Outside activities include AA, shopping (at staff discretion), etc.

**Parole with Reentry:** Residents Paroled with Reentry are permitted job search, employment and participation in community programs. Reentry parolees have been accepted to the facility with specific recommendations. Following the Reentry Program is a priority and residents on this status are required to complete certain goals before they are released. Parole with Reentry residents may be required to fulfill community service obligations, pay court fines and fees, etc. before they are able to find full time employment. In order to be approved for outside activities, quality participation in programming must be met. Passes, outside activities and certain privileges are approved at the discretion of the Parole Officer and RRC staff. Regardless of work schedules, residents must spend at least nine consecutive hours at the RRC during each 24-hour period. Outside activities include AA, shopping (at staff discretion), etc.

### ***LOCAL PLACEMENTS***

**County:** Residents arriving at the facility to serve county sentences are permitted job search, employment and participation in community programs. County residents must gain and maintain employment in order to remain at the facility. Passes, outside activities and certain privileges are approved at the discretion of the court and RRC staff. Regardless of work schedules, residents must spend at least nine consecutive hours at the RRC during each 24-hour period. Outside activities include AA, shopping (at staff discretion), etc.

## Transition Skills Program

BOP residents are required to participate in the Transition Skills Program. This is an interactive journaling program which runs for 9 weeks. The Transition Skills group meets weekly on Thursday evenings from 7:00PM – 8:30PM. This is an essential activity.

## Daily Activity / Curfew

Residents are expected to spend forty hours per week in constructive activity which includes job search, paid employment, counseling services, community agency services, meetings with probation officer, medical appointments, etc.

Residents are responsible for completing their morning house duty by 08:30AM. For residents who work past midnight, their assigned house duty does not have to be completed early in the morning, but will have an adjusted time frame to be completed. Residents with evening house duties are responsible for having their duty completed by the end of their last scheduled lounge time. Residents are required to be in their assigned dorm room by 11:00PM during the week and no later than 12:00AM on Friday and Saturday nights.

Residents are eligible to sign out of the facility for non-essential outside activities between the hours of 8:00AM and 9:00PM unless expressly stated otherwise. Residents are not permitted to sign-out for more than twelve hours at one time. Residents must be reachable by land-line telephone at all sign-out locations when possible. It is the responsibility of the resident to make sure he/she can be reached at all sign-out locations.

## Shopping Trips

Residents are limited to one shopping trip every week. Shopping trips must remain within ½ mile of the RRC. Any shopping outside of this radius must be done during an approved pass. Residents are required to provide staff with the specific items they are shopping for. All shopping bags will be checked upon return to the facility. If staff feels that the shopping trip is not necessary the resident will not be permitted to go.

Residents obtaining employment and in need of specific work items (non-slip shoes, work gloves, etc.) will be permitted extra shopping if necessary. Receipts are required for all purchases made while a resident of the RRC. If a resident is unable to provide a receipt for a purchase, the items will be subject to confiscation by staff.

## Passes

Once a resident has been at the facility for a minimum of thirty days and has gained and maintained employment, they are eligible for a pass. **Residents must be meeting all other expectations and continue working full time to obtain a pass.** Residents participating in treatment are not required to gain full time employment, but must be working part time or able to prove that they are actively searching for employment. All passes will not exceed 4 hours to start and may increase in length at the discretion of staff.

- **DOCR Inmates (FTP/MTP) are not eligible for passes.**
- DOCR community placement (Parole/Probation) resident passes will not exceed 12 hours in



length and are at the discretion of staff and the supervising Probation/Parole Officer.

- Local resident's passes will not exceed 48 hours and are at the discretion of staff and the court.
- BOP passes will not exceed 48 hours and are at the discretion of staff.
- USPO passes will not exceed 48 hours and are at the discretion of staff and the supervising Probation Officer.

Passes that have been approved by the Courts or Probation Officer may still be denied by the Operations Manager for non-compliance of facility rules. Passes start no earlier than 6:00AM and end no later than 9:00PM (unless an overnight pass is approved). Residents should understand that pass times and length may change from week to week. **EXAMPLE: Receiving a 10-hour pass one week does NOT mean that your next pass will automatically be approved for 10 hours.**

Pass request forms are to be submitted to RRC staff at least **one week in advance** and no later than 8:00AM each Monday for the following weekend. Only one pass will be approved per week (Monday – Sunday). The form must include the pass address, the name of the person at the pass residence, and a valid and working telephone number. Each intended destination must be listed on the pass with complete address and phone number. Staff must be able to make telephone and in-person contact with the resident throughout the duration of the pass. **It is the responsibility of the resident to assure that he/she is reachable while signed-out on pass.** Until the pass is approved by the Operations Manager the staff may be changed, however, once a pass is approved it cannot be changed unless the resident wishes to cancel part of or the entire pass.

The resident must telephone the RRC and notify staff prior to changing location while on pass. The resident may only go to locations approved on the pass form. Any deviation from the approved pass, or any inability by staff to make contact with a resident, will result in the termination of the pass and may result in further disciplinary action. If a pass is terminated the resident must return to the facility immediately as directed by staff.

**The “house duty agreement” located on the back of the pass form MUST be completed and approved by staff. Pass requests will be DENIED if the house duty agreement is not complete or if residents are unable to make arrangements to have their house duty completed.**

### **Furloughs (BOP)**

Furloughs are available for special or emergency situations to BOP residents who have not had a furlough in the last ninety days and who are otherwise eligible. Residents wishing to apply for furloughs must request a furlough form from the Case Manager, who will assist them in completing the form. The Case Manager will then forward the furlough request to the Operations Manager and then to the BOP on the resident's behalf.

### **Accountability Requirements**

**Accountability is essential. YOU are responsible for being accountable.**

The RRC permits residents to leave the facility for pre-approved purposes only. Residents may only go to the destination they are signing-out to and they must go straight to and from each destination, without any additional stops (except for gas, if going by car). If a resident needs to extend their authorized return time, they **must** call staff **before** their time has elapsed. Any deviation from the authorized itinerary or any failure to return by the authorized return time constitutes an unauthorized

absence and could result in formal disciplinary action.

Residents are to walk to all activities within walking distance as required by staff. In extreme weather conditions exceptions may be granted by staff. If advisories are issued for our areas due to extreme temperatures, snow, wind, flooding, or tornado, resident travel will be restricted to emergency travel only.

If emergency conditions (such as a blizzard or a vehicle breakdown) prevent a resident from returning to the RRC on time, he/she must telephone the facility immediately and provide staff with their location, telephone number, anticipated return time, and an account of the emergency.

Failure to be at destinations you are signed-out to and/or failure to return to the LRRRC at your authorized return time may result in a warrant being issued and a charge of ESCAPE. Escape charges may result in removal from the RRC and a new sentence.

### Sign In/Out Procedures

Once an outside activity is approved; residents will ask staff for the sign-out board and an activity sheet. Residents signing out to the same destination daily (work, school, etc.) do not need to fill out an activity sheet, but are required to have an approved weekly schedule in their file. Residents signing out to job search, AA, etc. will be given a specific sheet for that activity and must return the sheet to staff upon return to the facility. Staff will review the sheet to ensure it meets accountability requirements.

There will be two classifications of activities that residents can sign out for, essential and non-essential.

- Essential activities will include work, school, scheduled programming such as treatment, aftercare or other services at the HSC, and preapproved medical appointments.
- Non-essential activities will include shopping, AA/NA, passes, church, recreation activities or any other activity deemed unnecessary by staff.

Residents will not be allowed to sign out between 3:30PM and 5:00PM for any unscheduled activities.

Ink must be used to fill out information and in the case of a mistake, the resident should simply cross out the error with one line and re-write the entry.

It is **never** acceptable to leave the facility without direct permission from on-duty staff. If staff is not in the main office when a resident is ready to sign-out, the resident **must** wait for staff to return. If approved to sign-out to multiple destinations, residents must call the facility and inform staff they are leaving one location prior to proceeding to the next.

Upon returning to the facility, residents must sign-in. If staff is away from the office, residents must wait in the lobby for staff to return. Staff may notify residents of mail and requests for urine specimens or breathe samples at this time. Failure to properly sign-in / out will result in disciplinary action.

The front door is to be used at all times, unless there is an emergency and staff directs them to use the emergency exit doors.

When a resident obtains employment they must provide staff with a copy of their work schedule, to be placed in their folder. This will inform staff of the time at which the resident is authorized to leave the facility, and their expected return time. Residents must go straight to and from work (except for fuel stops, if traveling by car).

### Employment Expectations

All residents are expected to obtain regular full-time employment within thirty days of admission to the facility. Failure to secure employment in this time frame may result in discharge from the facility. Employment that fails to guarantee at least forty hours per week must be approved by the Operations Manager. Job search is not permitted on the weekends.

Residents must immediately notify RRC staff of any employment changes. Employment changes would consist of; getting hired, getting fired, quitting a job, receiving a pay raise, receiving a promotion or any position change. If a resident intends to resign from a job, they must give appropriate notice to that employer. Failure to give notice of resignation or 'walking off' the job will result in disciplinary action.

Residents must inform employers of their legal status. Residents should give employers or potential employers the LRRRC's business telephone number to ensure that calls and messages are received. Once employed, the LRRRC will send a notification letter to your employer ensuring they know of your legal status and current housing arrangements.

**Residents are responsible for getting up on time to go to work and should have an alarm clock for this purpose.**

No resident will be permitted to sign-out during scheduled work hours for any reason other than work, except for emergency medical care. Residents taking a day off due to illness must advise staff that they are not working. **If you call in sick from work you must remain in your sleeping room with the exception of meal times, taking medications, and using the restroom.** Residents unable to sign-out for work purposes due to illness are to remain at the facility unless authorized by staff to seek medical attention. Privileges such as lounge, smoking, phone and visits are not permitted when sick from work. It is the responsibility of the resident to contact their employer, counselor, etc. and notify them of their absence prior to their scheduled shift, class or appointment. This phone call must be made through RRC staff so RRC staff is aware that you are sick.

Residents working at a retail business or restaurant are not allowed to purchase items while signed out for work. Any items that are brought back to the RRC that were obtained while a resident was signed out for work will be considered contraband and subject to confiscation. Residents working in a restaurant may purchase a meal from their employer, but it must be brought back to the facility and eaten during the next available lounge time. Residents will only be authorized to bring food back for themselves and will not be allowed to share with other residents. Residents will be required to provide a receipt to show proof of purchase for anything that is brought back to the facility from an employer.

Signing-out for work and failing to go to work, or failing to remain at work during one's entire shift, will result in disciplinary action and may result in an escape charge or removal from the facility.

Residents asked to work overtime must have the facility staff verify, with the employer, that the

resident has been scheduled to work overtime hours.

### Motor Vehicle Use / Rides

While a resident of the RRC, you may be eligible to possess and/or operate a motor vehicle. All residents must have preapproval from the RRC Operations Manager and their placing agency prior to possessing and/or operating any motor vehicle for any reason including as a part of your employment responsibilities. Requests for this privilege are to be submitted through the Case Manager.

Residents who are approved this privilege will be subject to the following rules, regulations and expectations:

1. The use of the vehicle will be at staff discretion.
2. The resident will turn over all keys that allow entry and/or operation of the vehicle to RRC staff. The keys will be kept in the RRC staff office and may be checked out by the resident when use of the vehicle is approved by staff.
3. Items are not to be stored in the vehicle. If it is contraband in the RRC it is contraband in the vehicle.
4. The vehicle will be subject to routine, random searches by RRC staff.
5. The resident is not authorized to provide rides to any other RRC residents without prior permission from RRC staff (this is NOT common).
6. Absolutely nobody other than the approved resident is to drive the vehicle.
7. While at the facility the vehicle will be parked in the area designated by RRC administration.
8. The resident may not utilize the electrical outlets to plug in their vehicles without prior permission from RRC administration. If permission is granted there will be a fee for the use of the electrical outlets.
9. The privilege of having a vehicle does not give the freedom of the resident to go where they wish. The resident is still only allowed to go directly to their approved destination and directly back to the RRC. If gas is needed, prior permission from RRC staff must be given before stopping. This may be granted via phone.
10. If vehicle maintenance (oil change/mechanical work/etc.) is required, prior permission must be received from RRC staff before arrangements for these services can be made.
11. The resident is responsible for maintaining current registration and insurance on the vehicle at their own expense. Copies of these documents must be submitted to RRC staff for the resident's file.
12. The ability to possess and/or operate a motor vehicle is a privilege and can be rescinded by staff at any time.

The RRC is a walking facility and you are expected to walk to your destinations. Exceptions for this will be made on a case by case basis and will be based primarily, not exclusively, on distance and weather conditions. Obtaining a ride must be preapproved by staff. There may be situations where staff will require residents to obtain a ride to a destination if conditions are considered life threatening or the safety of the resident may be in jeopardy. Residents will be subject to disciplinary action if they are found to have obtained an unauthorized ride, up to and including being charged with escape.

All individuals authorized to provide a ride will be required to provide RRC staff with a copy of their valid driver's license, current vehicle registration and proof of current vehicle insurance. This information only needs to be provided once. If these items cannot be provided, they will not be

permitted to give any RRC resident a ride until they are provided. All methods of public transportation (taxi/shuttle/etc.) are exempt from this requirement.

### Subsistence Requirements

To promote financial responsibility, most residents are required to pay subsistence. The specific amount, if required, is dependent upon the facility's agreement with the referring agency. Money orders or cash must be submitted directly to staff and the resident will be provided with a receipt. Subsistence must be paid within one work day of the resident's payday. Failure to pay on time will result in disciplinary action. If payment is miscalculated, the resident must obtain a new money order for the correct amount or the difference in cash. If a resident is unable to obtain a pay-stub or money order on time, he/she must immediately notify RRC staff. **Residents are not permitted to get advances on pay from employers.** Charging food or any other items is a pay advance and not permitted.

**Before obtaining money orders, residents must ask a staff person to calculate the correct payment amount.** Due to subsistence being based on a percentage of earnings, and because most employers hold back a portion of their employee's earnings (for instance, paying their workers each Friday for work completed the previous Friday); residents will normally be paying subsistence for the previous week, rather than for the current week. Therefore, residents will normally need to pro-rate their final subsistence payment to cover the days between their last date of being paid and their date of release. Facility staff will assist residents in calculating their subsistence payments, including their final, pro-rated payment.

**BOP and USPO** residents are required to pay 25% of the gross amount of their paycheck. This is also known as subsistence. A copy of the current paystub and payments in the form of cash or money order is required.

**DOCR (Inmate, Parole or Parole with Reentry)** residents are required to pay \$10 per day for work release fees. Paychecks **MUST** be turned in and an account will be created for each resident. Approved funds will be released once per week in a weekly budget process. The budget process will begin on the first business day of each week. The Operations Manager will approve and prepare all funds to be released. Funds will be available by the last business day of the budget week. ***Paychecks are NOT to be cashed before they are turned in.*** If paid via direct deposit, the resident must withdraw the amount of the pay check rounded down to the nearest \$20 increment and turn it in to staff. Any and all debit/credit cards or personal checks are to be turned in to the Case Manager. Residents may submit a written request to the Operations Manager for a printout of their account summary at any time.

**County** residents are required to pay \$20 per day of work for work release fees. AND turn in all paychecks. Paychecks **MUST** be turned in and an account will be created for each resident. Approved funds will be released once per week in a weekly budget process. The budget process will begin on the first business day of each week. The Operations Manager will approve and prepare all funds to be released. Funds will be available by the last business day of the budget week. ***Paychecks are NOT to be cashed before they are turned in.*** If paid via direct deposit, the resident must withdraw the amount of the pay check rounded down to the nearest \$20 increment and turn it in to staff. Any and all debit/credit cards or personal checks are to be turned in to the Case Manager. Residents may submit a written request to the Operations Manager for a printout of their account summary at any time.

Staff will provide all residents with a receipt for any money or paychecks collected. Residents are encouraged to save these receipts.

### **Budget Process**

To promote and teach financial responsibility, all DOCR and local residents are required to participate in the budget process. BOP and USPO residents may voluntarily participate in the budget process and on occasion may also be required to adhere to the budget process.

All residents that are in the budget process are to immediately turn in all income, regardless of source.

The budget process begins on the first business day of each calendar week (typically Mondays). Residents will meet individually with the Case Manager and fill out a weekly budget form. The budget will be based off of the balance of the resident's accounts as of 0800 Monday morning.

The Case Manager will strongly encourage residents to pay work release fees and court fines fees weekly within their means. Residents will also be able to budget for necessities such as clothing, hygiene products, transportation expenses, phone cards, and medical/medication expenses. Family support is also allowed, but must be matched with a payment of identical or greater value toward court fines/fees. Money for general spending referred to as 'weekly funds' is also permitted. There are limits to how much residents are allowed to budget each week for necessities and weekly funds.

Residents will also be encouraged to put money into their Restricted Account. The restricted account is like a savings account. Once money is placed in the restricted account it can only be used for expenses related to release from the facility such as rent/deposit for housing or work release fee and court fine/fee payments.

After the budget form is completed it will be sent to the Operations Manager for approval. The Operations Manager may deny or reduce portions of the budget. All approved monies will be prepared and handed out to residents on the last business day of the budget week (typically Fridays). All monies will be distributed as cash and receipts will be provided to the resident as record of the transactions. Residents are strongly encouraged to retain all receipts.

Residents may request a print out of their accounts at any time. These print outs will show all transactions on the account since arrival at the facility.

Upon release from the RRC, all monies from the resident's accounts (regular and restricted) will be given to the resident in cash. The resident must sign for receipt of this money prior to release. A transaction report for all accounts will also be provided to the resident upon release.

### **Drug and Alcohol Surveillance**

All residents are subject to regular, suspect, or random urine specimen collections and breathalyzer tests.

Once a resident is directed to provide a urine specimen, he/she must remain under staff supervision, until the test is complete. If a resident cannot immediately provide a sample, they are to remain in the lobby and may consume up to 8 ounces of water per hour until a sample is provided. Failure to provide a specimen within two hours of the initial request will be considered "stall" and is treated like a positive test.

Residents will be tested for alcohol when they return from an unsupervised activity, or when suspected of drinking alcohol, and on a random basis. Residents will remain in the lobby under staff supervision and wait for the test to be administered. Residents with a positive test of .02 or higher will require a second test, which will be completed fifteen minutes later. A positive test result will require an incident report and the resident will be charged with using intoxicants.

Residents may not consume any alcoholic beverages or use any products or medications containing alcohol, ephedrine or any other substance that may result in a positive urine sample, nor may they consume any food which contains poppy seeds. **Residents are responsible for knowing what they are consuming and ignorance will not constitute a defense for a positive urine or breathe sample.**

### Restricted Areas

Staff offices are restricted areas and residents are not to enter unless given permission by staff. Male residents are not permitted in the female dorms or restrooms at any time. Female residents are not permitted in the male dorms or restrooms at any time. **There are NO exceptions to this rule.**

### Lobby Use

The facility's lobby is a "business" area. The RRC conducts daily alcohol testing for members of the public. Residents are not to interact with these participants at any time. **The lobby is not for socializing and residents are expected to conduct themselves in an appropriate manner in this area.** Violations of these rules will result in disciplinary action.

### Drop-Offs

Drop-offs of food, money, cigarettes, or other non-essential items will not be permitted **except** during **scheduled** visiting hours (12:30p-3:00p on Saturdays and Sundays). It is each resident's responsibility to inform friends and family of this policy. New residents are permitted to have clothing and hygiene items dropped off outside of normal visiting hours if necessary. This will only be approved one time only. Exceptions will be made for essential items such as medications and items required for employment purposes with prior staff approval.

All property/money is to be dropped off at the RRC and is to go through RRC staff. Residents are not to have any items dropped off to them while they are out of the facility except on passes. This includes having a coworker or someone else run and get cigarettes or any other items. Any property brought into the facility that has not gone through the proper channels will be considered contraband and subject to confiscation.

### Noise

The television may not be used at a volume level that disturbs others. Residents' work schedules, and therefore their sleep schedules vary. It is expected that residents maintain an atmosphere which respects the rights of others to enjoy quiet during hours of rest. Headphones must be used with approved personal radios/CD players/MP3 players and are to be at a respectable volume level. If staff deems an audio device is found to be disruptive, staff may confiscate the device and disciplinary action may be taken.

## Smoking Policy

Smoking is prohibited inside the facility. Residents are to smoke in the designated smoking area only. You are permitted to sign-out and smoke in the designated area once every hour, for up to ten minutes, between the hours of 5:00a and 11:00p. A maximum of four residents will be permitted to sign-out to smoke at one time. Should a resident display inappropriate behavior to another resident or to the public while in the designated smoking area, he/she will lose smoking privileges permanently.

The use of e-cigarettes is strictly prohibited at any time while a resident of the RRC. If you are found to have possessed and/or used an e-cigarette while a resident of this RRC, you may be subject to formal disciplinary procedures.

Due to 24/7 program testing, residents will not be allowed to sign out to smoke between the times of 6:50a and 7:10a, or 6:50p and 7:10p. Residents are not to interact with the 24/7 program participants and are to keep the lobby area clear during this time frame unless signing in/out for essential programming.

## Medical Care / Affordable Care Act

Residents are expected to assume full responsibility for their own medical, hospital, and dental expenses. Should a federal resident require **emergency** medical care for which they are unable to pay, the Bureau of Prisons (BOP) will reimburse the RRC for the treatment.

While a resident of the RRC residents are eligible and encouraged to apply for coverage through the federal Affordable Care Act (ACA). A resident that wishes to apply for the ACA needs to see the Case Manager for information on how to do so. Residents must advise and keep the Case Manager informed of the status of their application. BOP and NDSP-Inmate residents may not be eligible for ACA, however, the application process may be started so coverage takes effect upon release/parole.

Bureau of Prisons residents must submit all requests for medical care through the case manager so a med certification request can be submitted. A med certification must be approved by BOP before permission to set up an appointment will be given.

A resident referred to the facility by the U.S. District Court or the U.S.P.O. is mandated to have physical exams and will be arranged and paid for by the RRC.

## Prescription Medications

All prescription medications and over-the-counter (OTC) cold medications must be turned in to staff upon intake or immediately upon returning to the facility after receiving prescription medications from a pharmacy, physician, or hospital. Absolutely no doses of newly acquired medications are to be taken prior to turning it in to staff. Staff will count the medications to ensure that none are missing. Medications are locked in the staff office and distributed in compliance with the prescription. Residents are not to possess any prescription medications or OTC cold medications on their person or in their room.

Medication dispensing times will be 6:00a, 12:00p, 6:00p and 10:00p. If you are within the facility, you



will be able to receive your medications up to 1 hour prior to and 1 hour after these times. If you are at an essential activity your meds may be dispensed to you upon your return up to 2 hours after the scheduled time. If you will be out of the facility for a scheduled activity for the entire med time, staff may send you with your medication dose(s) for the time frame you will miss.

The resident as well as the staff dispensing the medication will initial the Medication Activity Record (MAR) every time a med is dispensed. If the resident does not request their medication or refuses to take a medication, staff will initial the MAR and document the refusal.

Residents are responsible for remembering to take their medications.

Residents are not to use any over-the-counter medications or consume anything that may result in a false positive on drug testing. Such things would include but are not limited to medications containing ephedrine and poppy seeds.

All medications are the property of the resident and will be given to the resident upon release. If medications are left at the facility, we will hold the medications for a minimum of 30 days. If the medications have not been picked up or arrangements have not been made for them to be picked up within 30 days of discharge, the medications will be destroyed via the BCI medication collection box located in the lobby of the LRLEC.

### Cleaning Duties / Room Inspections

Each resident is assigned weekly cleaning duties and must have these duties completed and checked by staff before signing out for the day. Residents are to have their cleaning duty completed by no later than 8:30a. If staff feel an area was not properly cleaned they will ask the resident to clean the area again. Failure to complete a cleaning duty will result in extra cleaning duties and/or other restrictions.

Residents are responsible for their house duties and must find someone to complete their house duty if they wish to go out on pass. **This must be agreed upon by both residents and approved by staff.** The house duty agreement located on the back of the pass request form must be filled out completely and approved by staff. Residents are prohibited from switching duties without staff approval.

Residents are permitted to have personal items, including clothes, which can be neatly stored in the resident's drawers and locker. Rooms are inspected each morning and throughout the day. All residents must adhere to the following guidelines:

1. Beds neatly made each day;
2. Floors clean and free of debris;
3. Top of the lockers should be clean and clear of items;
4. Wastebaskets emptied each morning;
5. Personal belongings not to exceed the limits listed on the approved property list and are to be stored in the assigned locker or drawer;
6. Furniture, walls and doors cared for appropriately;
7. Toiletries and other items stored on desks kept neatly arranged;
8. Windowsills, door frames and bunk frames kept dusted;
9. Bedding and towels laundered at least once a week;
10. Clothing must be laundered as needed to prevent offensive odors;

11. Unwashed laundry must be stored appropriately and not left on floors or furniture;
12. Rooms must be free of all contraband;
13. Windows are not to be opened as they are alarmed.
14. Furniture may not be moved without prior approval of staff;
15. Room doors are not to be propped open;
16. Light fixtures and vents are not to be blocked or have anything hung from them.

Failure to meet acceptable standards will result in extra cleaning assignments and/or loss of privileges. Destruction of RRC property will result in disciplinary action as well as full reimbursement to the RRC for the cost of the item damaged and/or repair of the item.

### **Room /Contraband Searches**

*Staff may enter resident rooms without knocking.*

Resident sleeping rooms are searched regularly to control contraband and to ensure that safety and cleaning standards are being met. Staff will confiscate any item which they consider to be contraband. Staff is permitted to search rooms whether residents are present or not.

Bed checks, or counts, are made routinely throughout the day and night for accountability purposes. Residents are required to sleep in their own rooms and their own beds. Staff must be able to recognize each resident, therefore residents must leave their heads uncovered or staff will have to awaken them each time to complete count.

### **Room Decoration**

Residents are allowed to add personal decorations to the bulletin board provided in their sleeping room. Residents are to share the bulletin boards with their roommate and be respectful of this shared space. Material deemed by staff as pornographic or offensive will not be permitted as room decoration. The use of nails, screws, or glue is prohibited. There are to be no tacks stuck in the walls for any reason, tacks are to be used on the bulletin boards only.

### **Heating and Cooling Controls**

Building thermostats are off limits and are not to be tampered with by residents. If the temperature seems uncomfortable, residents should notify staff, which will make the necessary adjustments.

### **Personal Hygiene and Dress**

Residents are expected to dress appropriately and to maintain an acceptable level of personal hygiene by bathing or showering regularly. It is also expected that residents regularly launder their clothing as needed and bedding at least weekly. An iron and ironing board are available for resident use in a staff approved area. Ironing is NOT permitted in resident rooms.

Clothing which represents and/or promotes drug or alcohol use or which is deemed offensive by staff, will not be allowed. Residents are required to be fully dressed in public areas, including laundry rooms and hallways. Bathrobes and pajamas are NOT considered appropriate attire outside of the resident sleeping areas.

Residents are not allowed to wear any item that obstructs their identity while within the facility. Such

items may consist of sunglasses, headware or any other appearance altering item. Headwear includes baseball caps, beanies, bandanas and hoods. Exceptions will be made for verifiable, legitimate religious practices. Headphones are permitted.

### Hygiene Products

Personal hygiene products will be provided on an emergency basis to residents arriving at the RRC without funds. Residents in need of supplies should ask staff for assistance. After this initial issuance of hygiene supplies the resident will be responsible for obtaining their own hygiene supplies. Supplies may be issued by the facility in extreme circumstances and is at the discretion of staff.

### Personal Property

Residents are responsible for their own property and should not leave their lockers unlocked or valuables unattended. **The LRRRC is not responsible for lost or stolen property.** It is recommended that residents limit the amount and value of property kept at the facility. If a resident is found to exceed the allowed property limits, progressive disciplinary action will be taken up to and including confiscation of excess property as contraband.

In the event of a resident's death, escape, or transfer, their personal belongings will be bagged and stored by staff. Personal property will be held for a minimum of 30 days. Property will be released to the emergency contact person listed at intake as long as the resident is in good legal standing (in custody or no wants/warrants). If the RRC is unable to contact the person designated by the resident, or should that person fail to collect the resident's property within 30 days, the belongings will be disposed of and/or donated.

### Visit Rules

Residents are permitted visitors every Saturday and Sunday. Male residents may have visitors from 12:30p – 1:30p and female residents may have visitors from 1:45p – 2:45p. Visits are limited to one hour and each resident may have no more than three visitors at each scheduled visit. Staff does NOT find residents when visitors arrive. Residents must come to the lobby to meet their visitors. Residents are responsible for informing potential visitors that visits are to be scheduled by phone with staff ON WEDNESDAYS ONLY. An exception is made for new residents arriving later than Tuesday of the current visit week.

Property drop offs are permitted from 12:30pm – 3:00pm on Saturdays and Sundays. See 'Drop Offs.'

Holidays that are recognized as an extra visitation day are: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Christmas Eve, and Christmas Day. These holidays must fall on a weekday and visit times for these holidays follow the same schedule as weekend visit times.

Residents are required to fill out a Resident Visitor List during the intake process. Each resident's immediate family will be permitted to visit if listed on the visitor list, unless there is sufficient reason to prohibit visitation such as protection order, relationship issues, etc. Immediate family is defined as follows:

- Parents (biological, step, or foster)
- Grandparents (biological, step, or foster)

- Siblings (biological, step, or foster)
- Children (biological, step, or foster)
- Spouse (wife/husband)

Others that will ordinarily be given automatic approval to visit include attorneys, sponsors, counselors, and probation officers.

Others, including non-immediate family members as defined above, friends, associates, and acquaintances will need to be listed on your visitor list and discussed with the Operations Manager prior to getting approval for these individuals to visit. A maximum of ten immediate family members and 10 other family members, friends and associates may be on the completed visitor list.

Visits take place in the dining area. **Visitors are not permitted in the residential areas of the facility.** Anyone wishing to visit a resident must check-in with facility staff by producing a valid ID and signing the visitors' log. Anyone under the age of 18 must be accompanied by an adult and remain under adult supervision at all times. If visitors fail to abide by the visitor rules they will be asked to leave the facility and may be denied further visits. Residents are permitted a hug or brief embrace at the beginning and end of visitation. No overly affectionate or inappropriate touching is allowed and will result in immediate termination of the visit.

Any visitor (including small children) that is disrupting the visits of other residents will be asked to leave and may lose future visit privileges.

The RRC does not have a public restroom. Visitors will **not** be allowed to use the restrooms in the dorm areas.

### Fire Safety

To comply with safety standards, the RRC holds regular fire drills. When the alarm is sounded, all residents must evacuate the building and report to staff in the ND Parole and Probation Offices parking lot to the west of the RRC. All residents are required to participate in fire drills. Failure to participate, evacuate the building, or meet in the designated area in 3 minutes or less of the alarm sounding will result in disciplinary action.

Materials considered being fire hazards are treated as contraband. The RRC will make every effort to maintain a safe environment for the benefit of residents and staff. Any resident noticing an unsafe condition should report it to staff immediately.

### Meals

The RRC provides 3 meals per day and offers a sack lunch to those who will miss a meal due to work / school. All meals are served in the dining area at the following times:

Breakfast:	Females	5:45am - 6:15am
	Males	6:30am - 7:00am
Lunch:	Females	11:15am - 11:45am
	Males	12:00pm - 12:30pm

Dinner:	Females	5:15pm – 5:45pm
	Males	6:00pm – 6:30pm

Residents are required to sign up for the meals they wish to have ordered for them. A meal order sheet is posted at the main desk and residents are required to sign up for meals a day in advance. Residents should check the menu and note if there are any meals they cannot eat so that a special meal can be ordered. This is for residents with allergies and/or religious requirements and official documentation must be provided. Residents who choose not to order a meal are not permitted to eat another resident's meal even with that resident's permission. Any food remaining after meals will be disposed of, no leftovers will be saved.

Special medical or religious dietary requirements will be met by the RRC, provided that a physician or religious leader provides documentation and the resident submits the document along with a written request to the Operations Manager for approval.

Residents are NOT permitted to remove anything from the dining area. This includes food, kitchenware, plates, cups, utensils, etc. **Residents are NOT to use the refrigerator to store food or drink. There are designated "community cabinets" to store food for residents. The use of cabinets is to be used at your own risk, the RRC will not be responsible for lost or stolen items. Items requiring refrigeration are only allowed for immediate consumption and will be disposed of when found by staff.**

No food or drink other than water and hard candies are allowed in the dorm areas. Drinking containers in the dorm areas are to be clear.

Residents are permitted to order food to be delivered to the RRC from local restaurants. These orders must be made via the staff phone and with staff's knowledge. Residents must have the funds to pay for these meals and must meet the delivery person in the lobby. Residents will be allowed to eat during their next scheduled lounge or meal time.

Residents who work at food service businesses may purchase and bring a meal back for themselves. A receipt showing proof of purchase is required. Residents may not share or bring any food back for other residents or staff.

### Common Area(s)

Residents are not permitted in the common areas outside of their specified time; *this includes the dining, kitchen, lounge and smoking areas*. Female residents are to remain in the female dormitory area during male common area times and male residents are to remain in the male dormitory area during female common area times. There is **NO EXCEPTION** to this rule. The common area schedule rotates weekly and the schedule is posted in the lobby.

### Contracts

Residents are required to obtain written approval from their supervising authority before entering into any contract, including the purchase of a car or home. The supervising authority must approve requests for permission to marry. Residents must make such requests through the Case Manager.

## **Religious Services**

Residents are permitted to have up to two hours (this includes travel time) per week to attend religious services. Documentation of the resident's attendance must be provided upon return to the RRC. As with all destinations, residents are to go directly to church and return immediately following the services without stopping at any other locations.

If on restriction from non-essential activities, residents may submit a request in writing

## **Weather Related Activity**

RRC staff may limit or restrict resident activity outside of the RRC based upon inclement weather conditions. Staff may also require residents to obtain a ride to/from essential outside activities to ensure the safety of the resident. Staff will use the following as a guideline when determining this:

- Any time the air temperature drops to -10 degrees or colder
- Any time the wind chill is -20 degrees or colder
- Any time there is an advisory for cold temperatures, winter storm, blizzard, severe thunderstorm or tornado

Staff may also restrict a resident to the facility if they do not have the proper clothing to protect from the elements. Residents will be allowed to obtain rides to and from essential outside activities under these circumstances, however, permission must be granted by staff prior to obtaining the ride. This permission may be granted via phone.

Again, this is a guideline and staff will always err on the side of safety for our residents.

## **Mail**

The RRC is considered a correctional institution and therefore is obligated to open all mail for safety and security reasons. Marked official mail and correspondence from attorneys will not be opened.

Residents should obtain a forwarding address form from the local post office before they are released so that mail is forwarded to the appropriate address. Mail that arrives at the facility after a resident is released will be returned to the sender.

## **Grievance Procedures**

Residents have the right to appeal conditions of residency, disciplinary sanctions, or any other decisions made by staff. Every effort will be made to address grievances informally through the following procedure:

1. Discussion of the issue with the person with whom the dispute exists;
2. If unresolved, discussion and documentation of the issue with the Operations Manager within five days of the original dispute;
3. If still unresolved, appeals will be sent the supervising authority.
  - a. All DOCR Residents - If you are dissatisfied with the Operations Manager's response, you may file an appeal to the director of corrections and rehabilitation within 5 days of receipt of the Step 2 response. A response from the director of the DOCR will typically be received within 30 business days.

## Disciplinary Action

Violation of any facility rule will result in sanctions by staff. Informal sanctions may include any of the following, either singly or in combination and in NO particular order:

1. Verbal warning
2. Written warning
3. Assignment to extra cleaning details
4. Reduction in, or loss of, privileges
5. Reduction in, or loss of, curfews
6. Reductions in, or loss of, weekend passes
7. Loss of visiting privileges

**Persistent violations, or serious misconduct, which exceeds the boundaries of management by staff, will result in formal disciplinary action.** A formal disciplinary hearing may result in transfer to a local detention facility and return to the supervising authorities' institution. In all cases where violation proceedings are initiated, formal disciplinary procedures will be followed dependent on the residents controlling agency. For DOCR residents the DOCR disciplinary procedures will be followed. For all other residents including local, USPO and BOP, the BOP disciplinary procedures will be followed.

The following actions by facility staff are strictly prohibited:

1. Denial of food, mail, or sleep;
2. Corporal Punishment;
3. Physical force, except in instances of justifiable self-defense, protection of others, prevention of self inflicted harm or property damage, and only to the degree necessary.

## Formal Disciplinary Procedures

Should a resident become involved in some form of major misconduct, staff will make a judgment as to whether or not the resident should remain at the facility or should be placed in secure custody until a hearing can be held. Whether or not the resident is removed from the facility, the procedure will be as follows:

1. An incident report will be completed, documenting the misconduct, and a copy will be provided to the resident
2. Once the resident has received a copy of the report, he/she will be advised of their rights, verbally and in writing
3. The resident will be served a notice stating the date, time and location of the hearing
4. Hearings will normally be held within three working days of the time of the alleged incident
5. The resident may choose a staff representative to appear on his/her behalf, assuming that the person chosen is available and not a part of the hearing process.
6. The hearing will include:
  - a) a review of the charge(s)
  - b) a review of all relevant factual evidence pertaining to the charge(s)
  - c) the resident's statement
  - d) a determination of the resident' guilt or innocence relating to the charge(s)

In the event of confiscated property deemed to be contraband, the resident will be provided written documentation of what item(s) were confiscated and the location of the items. The resident will have 5 days from the date of this documentation to submit an appeal of the action taken to the Operations

Manager. This may be submitted on an RRC request form. The appeal must address the reason the item(s) should not be considered contraband.

The RRC adheres to ND DOCR policy on NDSP-Inmate discipline and on BOP policy on all other resident discipline, which meet the minimum standards established by the U.S. Supreme Court.

### **BOP Administrative Remedy Procedures**

If a resident is unable to resolve a grievance at facility, he/she has the right to file a Formal Administrative Remedy with the BOP. The resident must file a BP-229(13), which is the Administrative Remedy Request Form.

A resident may file a formal written request to the RRM on form BP-229(13) within twenty calendar days from the original date of the alleged incident. Form BP-229(13) may be obtained from the Operations Manager and may be returned to the Operations Manager for mailing.

If the resident considers the request to be of a sensitive nature and is concerned about receiving a form from, or submitting a form to the RRC staff, they may follow the procedure below.

Should a resident believe the issue is of a sensitive nature and feels he/she would be adversely affected if the complaint became known at the facility, the resident may file the request directly with the RRM. The resident must mail a letter explaining, in writing, his/her reason for failing to obtain a form from the RRC staff. Should the RRM decide that the issue is not of a sensitive nature, the RRM will notify the resident in writing. The resident may then pursue the issue by submitting the request on the proper form.

A request is only considered "filed" as of the date on which it was received. The date received is the date that the form was first received in the RRM's office. A response shall be made by the RRM within twenty days, the Regional Director within thirty days, and the General Counsel within forty days. If the request is determined to be of an emergency nature, the RRM will respond no later than three days after the request was filed. If the time period for a response is insufficient, the time may be extended once. The extension will be for the same amount of time as the original time period. Staff will inform residents, in writing, of an extension. If a resident does not receive a response within the appropriate time frame, including an extension, the resident should consider the lack of response as a denial. Staff will try to respond to all filed requests.

Contact information for the RRM's office is posted on the board in the lobby of the RRC.

### **Appeals**

If a resident is unsatisfied with the RRM's response, the resident may appeal the decision on the BP-230(13) (Attachment T) form, to the Regional Director, within twenty calendar days of the date of the RRM's response. Should the resident be unsatisfied with the Regional Director's response, the resident may appeal on the BP-231(13) (Attachment U) form to the General Counsel within thirty days from the date of the Regional Director's response. The General Counsel is the final level of appeal in the BOP, and his/her decision is final.

**THESE RULES ARE SUBJECT TO CHANGE BY THE RRC  
AND/OR THE SUPERVISING AUTHORITY**



## LAKE REGION RRC APPROVED PROPERTY LIST

### **CLOTHING/BEDDING:**

- Bathrobe/Pair of Pajamas 1
- Belts 2
- Briefs, Boxers, Panties, Bras (any combo) 10 males / 15 females
- Caps/visors, and/or, hats (any combo) 2
- Gloves 1 pr.
- Scarves 1
- Jackets/Coats (1 lined, 1 unlined) 2
- Coveralls/Overalls 1
- Pants/Jean/Sweats/Lounge Pants/Skirts/Shorts, gym or leisure (any combo) 10
- Shirts/Sweaters/Sweatshirts/T-shirts (including undershirts and hoodies) 10
- Shoes/Boots/Tennis Shoes/Sandals/Shower Shoes (any combo) 4 pr.
- Socks 10 pr.
- Dresses 1
- Contact Lenses/Eye glasses/Sunglasses (any combo) 2 pr.
- Eyeglass case 1
- Saline Solution (factory sealed) 1
- *Clothing will not have any inappropriate language, expressions, drug/alcohol/tobacco related printing, etc.*
- *Work uniforms issued by an employer will not count toward these totals*

### **ELECTRONICS:**

- Alarm Clock/Radio (with no cassette or CD player) 1
- AC/DC adapter (excludes those that come with appliances) 1
- Electric Razor 1
- Head Phones/Earbuds 1 pr.
- Battery Operated Lamp (book-lite or clip-on) 1
- Hand held radio/Walkman/CD player/ 1
  - MP3 Player (cannot have picture or video viewing/taking capabilities)
- *No stereos*

### **JEWELRY:**

- Necklace 1
- Ring (wedding or favorite) 1
- Watch 1
- Tongue Rings, Earrings, Body Piercings 1 per piercing
- *No item is to exceed \$100.00 you are responsible for lost or stolen items*

### **MEDICATIONS:**

- All prescribed medications and over the counter cold medications must be turned in to staff for dispensing.

## MISCELLANEOUS:

- *Personal blankets, sheets, pillows and pillow cases are not allowed and provided by the facility.*
- Towels, also provided by the facility, but you may have personal towels. 2
- Washcloths 2
- Newspapers, magazines, books(any combo) 5
- Water bottle (must be clear) 1
- Cassette tapes and/or CD's (any combo) 10
- Cassette and/or CD case 1
- Playing Cards 2 decks
- Address book 1
- Binders, ring type for papers/pictures 2
- Stamps/Envelopes staff discretion
- Folders (up to legal paper size) 3
- Personal Letters/Cards/Loose Pictures (any combo) 15
- Cologne/Perfume (cannot contain alcohol) 1
- Make-up (cannot contain alcohol) Must fit in a Qt. size bag
- Hair Products (cannot contain alcohol) 4
  - Shampoo/Conditioner/Hair Spray/Styling gel/etc. – (Excludes Hair Coloring)
- Hair Coloring (requires pre-approval in writing) 1
- Hair Brush/Comb (any combo) 2
- Bar soap/Body wash 2
- Soap Dish 1
- Lotion / Lip Balm 1 of each
- Toothbrushes 1
- Toothpaste 2
- Toothbrush holder 1
- Deodorant/Antiperspirant 2
- Blow Dryer 1
- Curling Iron 1
- Feminine Hygiene Products 1 package
- Manicure items 1 of each
  - Toenail Clipper/Fingernail Clipper/Nail file/Tweezers
- Phone Cards 2
- Wallet 1
- Purse/Drawstring backpack 1
- Personal Razor 6 heads
- Shaving cream 1
- Plastic Hangers 12
- Hobby/Craft items will be allowed on a case by case basis and must be pre-approved.

## ITEMS NOT ALLOWED:

- Anything that contains alcohol
  - Cetyl Alcohol and Stearyl Alcohol are acceptable
- Blankets/Snuggies/sheets/pillows/pillow cases
- Duffle bags/suitcases
- Stereos
- Fingernail polish and/or remover

## Revision History

- Page 4:** Added to *Contraband*
- Page 7:** Added to *Inmate Status (MTP/FTP)*
- Page 8:** Amended *Shopping Trips*
- Page 8:** Amended *Passes*
- Page 11:** Amended *Employment Expectations*
- Page 13:** Added to *Subsistence*
- Page 14:** Added *Budget Process*
- Page 19:** Amended *Visit Rules*
- Page 20:** Added to *Meals*
- Page 22:** Added *Weather Related Activity*
- Page 22:** Amended *Grievance Procedures*
- Page 23:** Added to *Formal Disciplinary Procedures*
- Page 25:** Amended *Property List*
- Page 29:** Added to *How to Report an Incident or Sexual Assault*

### **What is sexual abuse/assault?**

- **Non-Consensual Sexual Act** is contact of any person without his or her consent, or of a person who is unable to consent or refuse; and contact between the penis and the vagina or the penis and the anus including penetration, however slight; or contact between the mouth and the penis, vagina, or anus; or penetration of the anal or genital opening of another person by a hand, finger, or other object.
- **Abusive Sexual Contact** is contact of any person without his or her consent, or of a person who is unable to consent or refuse; and intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person.
- **Staff Sexual Misconduct** is any behavior or act of a sexual nature directed toward an inmate by an employee, volunteer, official visitor, or agency representative. Romantic relationships between staff and inmates are included in this definition. Consensual or non-consensual acts including intentional touching of the anus, groin, breast, inner thigh, or buttocks with the intent to abuse, arouse, gratify sexual desire; or completed, attempted, threatened, or requested sexual acts; or occurrences of indecent exposure, invasion of privacy, or staff voyeurism for sexual gratification.

Sexual abuse/assault of inmates by staff or other inmates is an inappropriate use of power and is prohibited by facility policy and the law.

- **Staff Sexual Harassment** is repeated verbal statements or comments of a sexual nature to an inmate by an employee, volunteer, official visitor, or agency representative. (Demeaning references to gender or derogatory comments about body or clothing; or profane or obscene language or gestures.)

### **It is your right to be safe from sexual assault:**

While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior regardless of your age, size, race or ethnicity. Whether you are straight, gay, lesbian, or bisexual, you have the right to be safe from unwanted sexual advances.

### **Confidentiality:**

Information concerning the identity of an inmate victim reporting a sexual assault, and the facts of the report itself, shall be limited to those who have a need to know in order to make decisions concerning the inmate-victim's welfare and for law enforcement/investigative purposes.

### **What to do if you are assaulted:**

If you become the victim of a sexual assault, **you should report it immediately to staff** that will offer you immediate protection from the assailant and will refer you for a medical examination and clinical assessment. You do not have to name other inmates or the staff member to receive assistance, but specific information may make it easier for staff to help you. You will continue to receive protection from the assailant, whether or not you have identified your attacker or agree to testify against them. Even though you may want to clean up after the assault, **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing or use the**

**bathroom.** Medical staff will examine you for injuries, which may or may not be readily apparent to you. They can also check for sexually transmitted diseases and will arrange for you to be treated by a medical professional who will gather any physical evidence of assault. The individual(s) who sexually abuses or assaults inmates can be disciplined and/or prosecuted if the abuse is reported.

### **How to report an Incident or Sexual Assault**

It is important that you **tell a staff member if you have been sexually assaulted.** You can tell ANY staff member you trust. You can write directly to the LEC Director, Captain of Corrections, PREA Coordinator, RRC Operations Manager or any other staff member. Staff members are instructed to keep the reported information confidential and only discuss it with the appropriate officials on a need to know basis.

There are, however, other means to confidentially report the assault if you are not comfortable talking with staff. You can write directly to the DLPD or any other law enforcement agency or you can write or call SAAF:

Devils Lake Police Department  
222 Walnut Street West  
Devils Lake, ND 58301

SAAF (Safe Alternatives for Abused Families)  
PO Box 646  
Devils Lake, ND 58301  
(701)662-7378

You may remain anonymous and you may report on the behalf of someone.

### **Seek Medical Help**

If you have been sexually assaulted, you must get medical attention immediately. Although it may be difficult, it is important that you **do not shower after the assault.** Showering may wash off the hair and body fluids which are critical evidence. Also, bring the clothes and underwear that you had on at the time of the assault to the medical exam with you. You will be checked for the presence of physical evidence which supports your allegation. A medical professional will perform a pelvic and/or rectal examination to obtain samples of or document the abrasions which remain after the assault. This physical evidence is crucial in corroborating the sexual assault occurred and in identifying the assailant. The examination will be conducted privately and professionally.

You should seek medical help if you have been sexually assaulted or had sexual relations with others, to determine if you have been exposed to the HIV virus or other sexually transmitted diseases. Female offenders will be tested for pregnancy when appropriate.

### **Understand the Investigative Process**

Once the misconduct is reported, the facility and/or appropriate law enforcement agency will conduct an investigation. The purpose of the investigation is to determine the nature and extent of the misconduct. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings. Any inmate who alleges that he or she has been sexually assaulted will be offered immediate protection and will be referred for a medical examination and counseling.

### **Counseling Programs for Victims of Sexual Assault**

If you have been the victim of an assault by staff or inmates, you may seek counseling and/or advice from a mental health professional. Crisis counseling, coping skills, suicide prevention and mental health counseling are all available to you.

Most people need help to recover from the emotional effects of sexual assault. If you are the victim of a sexual assault, whether recent or in the past, psychology staff are available to counsel you. If you feel you need help to keep from sexually assaulting someone else, psychological services are available to help you gain control over these impulses.

### **About Your Safety**

If you feel that your right to be left alone sexually is being violated, staff are available to help you deal with this problem. You should feel free to discuss your concerns about sexual assault with any staff member. Some staff, like psychologists, is specially trained to help you deal with problems in this area. If you are in an emergency situation, approach any staff member. It's part of their job to ensure your safety. Even if you have not been assaulted or abused, but are in fear for your safety, you must report your concerns to staff. You do not have to name other residents to receive assistance, but specific information may make it easier for staff to help you.

### **Avoiding Sexual Assault**

Here are some things you can do to protect yourself against sexual assault.

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol; these weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Choose your associates wisely. Look for people who are involved in positive activities like education programs, psychology groups, or religious services. Get involved in these activities yourself.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

### **REMEMBER:**

***Sexual Assault is a serious crime.*** The facility will investigate all reported incidents of sexual assault. If you are a victim of such an assault, **REPORT IT IMMEDIATELY. STAFF WILL PROTECT YOU** from the assailant.

Staff or inmates who engage in sexual abuse or assault of inmates will be investigated by law enforcement authorities and if found guilty will be subject to a full range of criminal and administrative sanctions.

Any sexual act between inmates and staff (even when no objection is raised) is **ALWAYS** illegal.

**Practical Definitions:** The following practical definitions and examples are provided as general descriptions of behaviors that are inappropriate. Other state and federal statutes may prohibit this conduct.

**Inmate-on -Inmate Sexual Abuse/Assault:** One or more inmates engaging on, or attempting to engage in a sexual act with another inmate or the use of threats, intimidation, inappropriate touching, or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act. Sexual acts or contacts between inmates, even when no objections are raised, are prohibited acts.

**Prohibited Acts:** Inmates who engage in inappropriate behavior with or direct it at others, can be charged with a Prohibited Act under their Supervising Authorities Inmate Disciplinary Policy.

### **Inappropriate Staff Conduct**

Repeated verbal statements or comments of a sexual nature to an inmate by an employee, volunteer, official visitor, or agency representative.

- Demeaning references to gender or derogatory comments about body or clothing; or
- Profane or obscene language or gestures.

### **Staff-on-Inmate Sexual Misconduct**

Any behavior or act of a sexual nature directed toward an inmate by an employee, volunteer, official visitor, or agency representative. Romantic relationships between staff and inmates are included in this definition. Consensual or non-consensual acts including:

- Intentional touching of the genitalia, anus, groin, breasts, inner thigh, or buttocks with the intent to abuse, arouse, or gratify sexual desire.
- Completed, attempted, threatened, or requested sexual acts.
- Occurrences of indecent exposure, invasion of privacy, or staff voyeurism for sexual gratification.

**Statutory Definitions:** The following statutes prohibit sexual behaviors by staff and inmates:

1. "Deviate sexual act" means any form of sexual contact with an animal, bird or dead person.
2. "Object" means anything used in commission of a sexual act other than the person of the actor.
3. "Sexual act" means sexual contact between human beings consisting of contact between the penis and the vulva, the penis and the anus, the mouth and the penis, the mouth and the vulva, or any other portion of the human body and the penis, or vulva; or the use of an object which comes in contact with the victim's anus, vulva or penis. For the purpose of this subsection, sexual contact between the penis and the vulva, the penis and the anus, any other portion of the human body and the anus or vulva, or an object and the anus, vulva, or penis of the victim, occurs upon penetration, however slight. Emission is not required.

4. "Sexual contact" means any touching of the sexual or other intimate parts of the person for the purpose of arousing or satisfying sexual or aggressive desires.

#### **Sexual exploitation by a therapist (12.1-20-06.1)**

Any person who is or who holds oneself out to be a therapist and whom intentionally has sexual contact, with a patient or client during any treatment, consultation, interview or examination.

- "Therapist" means a physician, psychologist, psychiatrist, social worker, nurse, chemical dependency counselor, member of the clergy, or other person, whether licensed or not by the state, who performs or purports to perform psychotherapy.
- "Psychotherapy" means the diagnosis or treatment of a mental or emotional condition, including alcohol or drug addiction.

#### **Sexual Assault (12.1-20-07)**

A person who knowingly has sexual contact with another person, or who causes another person to have sexual contact with that person, is guilty of an offense if:

1. That person knows or has reasonable cause to believe that the contact is offensive to the other person;
2. That person knows or has reasonable cause to believe that the other person suffers from a mental disease or defect which renders that other person incapable of understanding the nature of that person's conduct;
3. That person or someone with that person's knowledge has substantially impaired the victim's power to appraise or control the victim's knowledge with intoxicants, a controlled substance as defined in chapter 19-03.1, or other means for the purpose of preventing assistance.
4. The other person is in official custody or detained in a hospital, prison, or other institution and the actor has supervisory or disciplinary authority over that other person;
5. The other person is a minor, fifteen years of age or older, and the actor is the other person's parent, guardian, or is otherwise responsible for general supervision of the person's welfare; or
6. The other person is a minor, fifteen years of age or older, and the actor is an adult.

#### **Sexual Abuse of Wards (12.1-20-06)**

A person who engages in a sexual act with another person, or any person who causes another to engage in a sexual act is guilty of a Class A Misdemeanor if the other person is in official custody or detained in a hospital, prison, or other institution and the actor has supervisory or disciplinary authority over the other person.

#### **Transfer of body fluids that may contain the human immunodeficiency virus (HIV) (12.1-20-17)**

1. As used in this section, unless the context otherwise requires:



- “Body fluid” means semen, irrespective of the presence of spermatozoa; blood; or vaginal secretion.
  - “Transfer” means to engage in sexual activity by a genital-genital contact, oral-genital contact, or anal-genital contact, or to permit the reuse of a hypodermic syringe, needle, or similar device without sterilization.
2. A person, who, knowing that that person is or has been afflicted with acquired immune deficiency syndrome, afflicted with acquired immune deficiency syndrome related complexes, or infected with the human immunodeficiency virus, willfully transfers any of that person’s body fluid to another person.
  3. It is another affirmative defense to a prosecution under this section that if the transfer was by sexual activity, the sexual activity took place between consenting adults after full disclosure of the risk of such activity and with the use of an appropriate prophylactic device.



**RECEIPT OF HANDBOOK RULES AND REGULATIONS**

I, \_\_\_\_\_ acknowledge review and receipt of the Lake Region Residential Reentry Center's Resident Handbook. This handbook includes information on facility rules and expectations; emergency plans, and sexual abuse/assault.

I have read, fully understand, and agree to abide by the rules and regulations set forth in the Lake Region RRC Residential Handbook.

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date