



RESIDENT PROGRAM HANDBOOK

GROSSMAN CENTER
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Revised January 2024

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Attachment A: List of Approved Snack food items

Attachment B: Prohibited Acts and Sanctions

WELCOME TO GEO GROSSMAN RESIDENTIAL RE-ENTRY CENTER

PHILOSOPHY OF THE GROSSMAN CENTER

Grossman Residential Reentry Center is a structured program for individuals within the criminal justice system who are eligible for placement in residential reentry centers. The philosophy of the Grossman Center is to instill trust and make you are responsible for your behavior. All residents will have the opportunity to take responsibility in developing your program plan and be held accountable for carrying it out. Staff will provide freedom within limits and provide support systems to aid you in making your way back into society to be a law-abiding citizen again. The Grossman Center expects you to respect staff and to keep the facility clean.

The main emphasis for your stay at the Grossman Center will be programming: finding and maintaining meaningful employment and/or (academic/vocational courses leading to viable employment opportunities). At times, other needs may be more important and you and your Case Manager/Social Service Coordinator will develop a program based on your individual needs. When you have a job, you will then be given consideration for more time away from the facility to spend with your family and friends. The Grossman Center uses a level system, you can move up and down the level system based on your programming and serves as a basis for time away from the facility.

You are expected to have realistic and achievable goals that you will pursue while at the Center. These goals will focus on a successful adjustment to living in the community. Goals will be formulated upon your arrival and will include but are not be limited to; securing employment, vocational training, educational pursuits, family adjustment, a budget and saving's plan and a suitable release residence.

You will be assigned a Case Manager; however, you are welcomed to talk with any staff member you feel can be helpful. The Job Developer has the primary responsibility for assisting residents with employment. They will evaluate your job skills and programming needs and based on your plan will refer you to the appropriate community resources. Based upon your occupational interests, prior employment and demonstrated work performance, every effort will be made to advance and upgrade your employability before your release.

Grossman Center staff has the direct responsibility for making you feel comfortable upon arrival, for assisting in day-to-day activities, and in facilitating a smooth transition into the community. Your Case Manager can assist you with requesting cell phone privileges, driving privileges, religious (and if eligible weekend passes), advancing through the level system (when applicable), and with any other special needs that may arise.

Your Case Manager will work closely with you in establishing short and long-term goals, budget planning, and solving problems within your program. Your individual plans will be reviewed by the Social Service Coordinator to ensure your plans are appropriate and have realistic timelines. If the Social Service Coordinator determines there are special needs or alternative programming needs, they may override and change your programming. The Case Manager is required to make available a minimum of one-half hour of counseling bi-weekly. You are required to bring to your Case Managers meetings: pay stubs, receipts, and phone bills (if necessary). Additionally, you will be required to attend 9 hours of Transition skills meetings, Town Hall meetings, RDAP programming (if applicable), as well as selected group counseling sessions. Outside speakers from community agencies will be invited on occasion to discuss current topics. Community referrals to outside agencies such as the Department of Vocational Rehabilitation, Employment Development Department, Work Force Career Centers, and Job Training Placement Associations can be made to assist you in meeting your program goals. Your Case Manager may arrange a team meeting with you, the Social Service Coordinator, and your assigned U.S. Probation Officer for the purpose of program planning. The Grossman

Center will also provide in-house or referrals for programs such as transition skills, drug and alcohol aftercare, group counseling, financial planning, cultural diversity, parenting skills, anger management, and a woman's group.

While in this program, it is important to remember that you are still in Federal custody. Many of the rules and guidelines that were enforced at the institution are observed at this facility. You shall not associate with any persons engaged in criminal activity and shall not associate with any person convicted of a felony unless granted permission to do so by the Residential Reentry Manager and/or Probation Officer.

PROGRAM GUIDELINES

MEALS

For all residents, three meals per day will be provided Monday thru Friday. Breakfast is served in the dining hall from 5 AM to 6 AM for male residents and 6 AM to 630 AM for female residents. If you have a job, you may take a sack lunch with you to work. You **MUST** sign up for your lunch the day before you need it. Lunch is served in the dining hall from 12 PM to 1220 PM for female residents and from 1220 PM to 100 PM for male residents. Dinner is served from 500 PM to 520 PM for female residents and 520 PM to 6 PM for male residents. If you will be returning late from work, and/or will miss dinner, you **MUST** sign up to receive a late tray when you return. You must request a late tray when signing out the morning that you need it. If you fail to sign up for a late tray you may not receive a dinner meal and instead receive a sack lunch.

On Saturday and Sundays, brunch is served at 1000 AM to 1020 AM for female residents and 1020 AM to 11 AM for male residents. Dinner is served at 4PM to 420 PM for female residents and 420 PM to 5 PM for male residents.

Outside food is permitted on a limited basis from 430 PM Friday to 8 PM Sunday; and is a privilege in the Grossman Center based on the respect of staff members, respect of the Grossman Center, cleanliness and sanitation of the Center. All outside food is to be brought to the monitor station for inspections and distribution. Weekend **Food** brought in **must be consumed** and the remainder thrown away by 8 AM on Mondays. Food/packages will not be stored on top of the vending machine, dining room ledges or in any part of the facility. **No food is to be stored at any time.** No outside food containers or dinnerware will be permitted to be saved or kept in the facility at any time. **The outside food privileges may be revoked at any time rules are not respected and the center is not being kept clean.** No outside food may be kept or stored for you in the kitchen at any time. Individually wrapped snack items ie., granola bars maybe stored in the clear container provided during intake. Coffee, creamer or protein powder must be transferred to quart size baggies.

The dining hall will be locked from 11 p.m. until 415 a.m.

TELEPHONE CALLS

Public pay phones are provided for residents. The office number may be given out for business calls or emergencies. All personal calls must be received on the public phones that are located throughout the facility. Residents may request cell phone privileges thru their assigned Case Manager and all cell phones must be inspected by the Chief of Security or monitor; Cell Phone privileges will then be approved or denied by the Facility Director or designee. Residents with restrictions listed in their Judgment and Sentence will be prohibited from the use of a cell phone unless approved by the USPO. All cell phones must be signed off by the Chief of Security or monitor and final authorization is at the discretion of the Facility Director. Cell phones are not permitted in the dining room, weight room, lobby any staff office, or hallways at any time. When staff are performing their duties, residents are not allowed to be on their phone. Residents are not allowed to record staff nor be in staff presence when on video chat. No resident-to-resident contact will be permitted to include; calls, messaging, text messages, emails, photos or any means of electronic contact. Cell phones are subject to

search at any time by any staff member. Failure to follow these rules will result in the suspension or termination of cellular phone privileges.

DRIVING PRIVILEGES

The Facility Director may authorize the use of privately-owned vehicles or business vehicles by residents under the following conditions:

1. The resident must show a valid Kansas Driver's License.
2. The resident must have proof of insurance with the resident's name and an expiration date and proof of insurance payment, vehicle registration, and a current driving record.
3. If the resident does not personally own the car, the owner of the car must sign a written letter of authorization for the resident to drive it and have it notarized or signed in front of RRC Staff.

No resident is allowed to drive any motor vehicle without proper authority from the Federal Bureau of Prisons or U.S. Probation Officer, and violation of this policy will result in disciplinary action.

SEARCH AND SEIZURE

Grossman Center staff is authorized to search any resident, resident's room, or his/her belongings, including vehicles, AT ANY TIME. During the sign in/sign out process, all bags and backpacks, etc. will be placed on the table, pockets emptied and jackets removed, shoes and all belongings will be searched. If any individual is found to be in possession of contraband items including: weapons, illegal drugs, alcoholic beverages, tobacco related items, illegal cell phones or unauthorized property, to include illegal cell phones or unauthorized property in vehicles, the items will be confiscated and held as evidence for the disciplinary hearing. All perishable contraband items that are confiscated will be disposed of.

MAIL

Residents may not receive unauthorized correspondence or any correspondence containing contraband. Any packages arriving at the facility are to be opened by the resident in front of staff for inspection of contraband. Postage will be provided to residents who are indigent to maintain community ties. Residents are **not** allowed to receive packages at the facility.

Any correspondence received where contraband is suspected, or correspondence between residents and current offenders (in other correctional facilities), ex-offenders, and those under court supervision, is considered to be unauthorized correspondence and will be automatically returned through the postal service. All authorized mail will be given directly to the resident upon delivery daily.

RESIDENT ACCOUNTABILITY AND RESPONSIBILITY

Accountability of all residents is the utmost importance at all times. The following regulations must be strictly adhered to:

Unemployed Residents: Those residents without jobs will be required to submit a Job Search Form (JSF) to the **JSF box outside the Employment Lab no later than 9AM for the following day or thereafter** and should sign out each day Monday through Friday to look for work or for work related activities. Job Searchers utilizing Grossman Transportation will depart on the 730 AM van and must return on the 5PM van – arriving at 5 PM at the Legends Pickup location. POV and other transportation methods may depart at 8 AM and return no later than 5 PM. All search areas must be in the same geographical area and at least four (4)

places must be listed for each itinerary. To account for your day's activities, verification must be provided to reflect each location on your JSF. Periodic checks will be made to confirm that residents actually went to the places listed on their JSF's.

Employed Residents: Residents must notify a prospective employer of his/her status in the Grossman Center program and the employer will be required to verify and sign a legal notice prior to being employed or eligible to sign out. The signed Employment Resource Form must be returned to the Job Developer 48-hrs prior to start date. The employer must understand *that staff will verify employment through telephone calls and on site visits*. All self-employment, contract, working with family members or jobs where alcohol, firearms or ammunition is the main item of sale will not be approved. Special requests will be reviewed with the USPO and BOP for final decision. When a resident secures a job, the employer's information must be submitted to the Job Developer immediately. The job must be verified and a legal notice completed and signed by the employer and returned to the Job Developer and approved prior to the first day of work. Any absences or changes in employment must be reported to the Job Developer/Case Manager/Social Service Coordinator immediately and approval must be granted. Any resident requiring bonding may receive it through the Federal Bonding Program www.bonds4jobs.com. Additionally, tax credit information for the prospective employer may be obtained through the Job Developer. All employed residents must call the facility when they arrive at work and when they depart from work for accountability purposes.

RESIDENTS ON RESTRICTION

Restriction occurs when specific rules of the Center have been violated or in those cases where a resident makes little effort to demonstrate a positive pursuit of programming. Restrictions may range from denial of recreation sign-outs, extra duty, and disapproval of personal requests, weekend passes and/or weekend restriction to total lock down per the BOP or USPO. Residents on restriction may only be permitted to sign out for employment and programming purposes only.

RESIDENT LEVEL SYSTEM

As part of Federal Bureau of Prisons policy, Residential Reentry Centers provide different program components based on a level system. The Grossman Center has a level system based on progression through a five-level system, moving from a restricted system to eventual release to the community. Progression is based on successful adjustment and completion of designated and agreed upon program goals and Level Checklist. It is the resident's responsibility to demonstrate to the staff they are ready to move to the next level based on completion of program goals, compliance with rules, and demonstrated responsibility in the community.

Residents are restricted to the Center except for job seeking or religious passes until Level II requirements are met. Passes are a privilege and will not be approved if a resident is not in compliance with the rules and regulations of the facility.

Level One Community Corrections Component – This level is the most restrictive and is well suited for sanctioning supervision violators. The BOP, Court, or U.S. Parole Commission initially assigns offenders into this level for a specific number of days, not to exceed 30 consecutive days. Visits with the family and significant others will be conducted at the facility the following weekend after completing New Resident Orientation. Offenders are afforded an initial 2-hour hygiene pass locally and up to 4 hour. worship pass. Community access is limited for program related movements and emergency situations. Community access for non-program movement requires the advance approval of the USPO, Facility Director, or RRM. Residents must complete all steps listed on the Level I Checklist provided at intake.

Level Two- This level is appropriate for BOP and all supervision cases providing a higher degree of accountability. Access to the community for employment related needs to include state I.D, Driver's License,

Birth Certificates and Social Secretary, Transitional Services/counseling provided by agencies outside the facility, disability determination, Voc. Rehab program and/or Community Service Work. Offenders may only visit with family and significant others at the facility during approved visiting hours. Residents must provide proof of two forms of identification or documentation showing originals are forthcoming. Residents will be afforded a weekly worship pass up to a 4 hour and a social pass for up to 4 hour. (Supervision Cases will be considered on a case-by-case basis and with the agreement of USPO and Facility Director.) Residents must establish detailed accountability plan for increase pass privileges in Level III. Residents must complete the Level Two checklist provided once Level I Checklist is complete from their Case Manager.

Level Three Pre-Release Component – This level is appropriate for some supervision cases and BOP cases which require moderate degree of accountability. Increased community access will be afforded to BOP residents who are working towards program goals and some supervision cases. Residents will be afforded up to a 4 hour worship pass and a 8 hour social pass. Residents who have submitted a pass-site and phone service for approval. Once approved residents will be afforded an initial 12 hour pass to an approved pass-site, no movement except for up to a 4 hour worship pass. Accountability calls will be reviewed to determine if residents will be afforded one 12 hour pass on their next day off or two 12 hour passes with up to a 4 hour social movement and up to a 4 hour worship pass.

Level Four- This level is appropriate for BOP and some supervision cases. Supervision cases will only be afforded a 12 hr. pass, additional 12 hr. passes will be considered on a case by case basis with the approval of the USPO and Facility Director. The level allows much greater access to the community as well as more frequent visits outside the facility with the family or significant others. These offenders have more access to the community and family members. Weekend passes are limited to the approved authorized release residence. Social Movements while on weekend pass for up to a 8 hour combined with worship passes and good accountability.

Level Five Home Confinement- This level is appropriate for institution transfers who have been approved for Direct Home Confinement and those who have advanced through levels I-IV due to meeting their program goals and minor accountability issues and derives little to no benefit from residing at the RRC. The degree of supervision is outlined in the home confinement conditions. Residents must be compliant with all program goals to be considered for home confinement.

Unless directed otherwise by the Residential Reentry Manager, transfers from federal institutions will be placed in level one for a minimum of one week prior to progressing to level two. Offenders under supervision will be placed on level one and progress to less restricted levels on a case by case basis with the approval of the USPO and the facility director. Supervision Cases are not eligible for Home Confinement. Direct Court Commitments will be placed in level one. Pre-Trial placements will be placed in level one unless otherwise directed by United States Pre Trial Officer.

LEVEL REQUIREMENTS

| LEVEL | REQUIREMENTS |
|----------|--|
| I | Complete: New Resident Orientation Complete: Employment Orientation Get Physical within 5 days and TB Test follow-up (Direct Court Placements, Public Law and Pre-Trial Residents) Initial Meeting with Assigned Case Manager to establish appointment schedule for required weekly meetings Begin process to obtaining required two forms of identification Incident Report Free for two (2) weeks |

| | |
|------------|--|
| II | <p>Obtained two forms of identification and copies submitted to Job Developer</p> <p>Complete Risk/Needs Assessment</p> <p>Develop IRP (Individual Reentry Plan) with programmatic goals</p> <p>Attend required program group(s) for minimum of two weeks</p> <p>Family/significant other attend Family Orientation</p> <p>Begin Job Seeking/obtain employment/obtain updated Disability Determination/obtain approval to attend school/Vocational Rehab or Community Service Work</p> <p>Return from movements/employment on time</p> <p>Submit Accountability Plan for Social Passes</p> <p>Incident Report Free for two (2) weeks (or remain at Level II)</p> |
| III | <p>Actively Job Seeking/Secure/maintain Employment/Disability Pending/attend approved schooling /Vocational Rehab or Community Service Work</p> <p>Attend required program group(s) for minimum of four weeks</p> <p>Attend weekly and/or bi-weekly meetings with Case Manager</p> <p>Return from movements/employment on time</p> <p>Submit Release Plan with Phone Service (Phone Service must be verified by Case Manager)</p> <p>Incident Report Free for two (2) weeks (or returned to Level II)</p> |
| IV | <p>Actively Job Seeking/Secured Employment/Disability Pending/attend approved schooling /Vocational Rehab or Community Service Work</p> <p>Attend required program group(s)</p> <p>Attend bi-weekly meetings with Case Manager</p> <p>Return from movements/employment on time</p> <p>Submit Hardcopy of Phone Bill to Case Manager showing phone services</p> <p>Incident Report Free (or returned to Level III)</p> |
| V | <p>Home Confinement</p> <p>Actively Job Seeking/Secure/maintain Employment/Disability Pending or Approved/Attend approved schooling /Vocational Rehab or Community Service Work</p> <p>Attend required program group(s)</p> <p>Attend bi-weekly meetings with Case Manager</p> <p>Return from movements/employment on time</p> <p>Submit current copy of Phone Bill to Case Manager showing no services</p> <p>Incident Report Free</p> |

LEVEL SYSTEM OUTLINE

| LEVELS | PASSES | RELEASE SITE TIME |
|--|--|---|
| I | Initial Hygiene Pass - Local (2-hr) Up to 4 hr. Worship Pass - Local | None |
| II | Up to 4 hr. Worship Pass Up to 4 hr. Social Pass | None |
| III | Up to 4 hr. Worship Pass Up to 8 hr. Social Pass OR Up to 12 hr. Pass to Release Address (Pass-site Approved and Phone Verified) No Movement Except for Worship | None 8AM-8PM |
| 1 st Weekend of Level III | | |
| 2 nd Weekend of Level III (until move to level IV) | Up to 4 hr. Worship Pass Up to 8 hr. Social Pass OR Two Up to 12 hr. Pass to Release Address With up to 4 hr. Social Movement | None 8AM-8PM |
| IV | Full Weekend e.g. 430PM (Friday) – 9PM (Sunday) With up to 8 hr. movement Combined with Worship | No Social Movement Friday Evenings 9PM-6AM Daily |

| | | |
|---|--|---|
| V | Home Confinement Up to 8-hr Social Movement on days off or weekends (Max of Two Social Movements per week) Up to 4 hr. Worship Pass | No Social Movement Friday Evenings 9PM-6AM Daily |
|---|--|---|

CURFEW

Except for employment, passes, and furloughs, residents must be in the facility by 9 PM each evening and may not leave before 6 AM each morning to include releases. The Facility Director may make specific exceptions in compelling situations.

SOCIAL, OVERNIGHT AND WEEKEND PASSES

All Personal/Social and/or medical movement requests will only be approved by the assigned case manager and may require approval of the Social Services Coordinator and/or Facility Director. Daily Movement requests will be submitted to the respective Case Manager's box outside their office. All requests are to be submitted by Wednesday by 9 PM for the following Friday through Thursday and support the documentation if applicable attached.

Passes are a privilege, and reserved for residents programming full time. Residents who are away from the Center on pass will inform Grossman Center staff of their whereabouts at all times and as outlined by the pass itinerary. Residents are required to contact the facility upon arrival to their pass site home. Residents are also required to contact the facility staff prior to making any movement on a pass and when they return from a pass. If the movement exceeds eight hours in time, the resident is required to contact the Center staff every eight hours. It is recommended that residents on pass keep notes of all calls and times to present to the Case Manager upon request. Unless authorized in advance by the Facility Director, residents on pass must remain at the approved pass location from 9PM each evening to 6AM each morning of the pass. Passes are a privilege, and not a right of residents. A day pass is defined as 12 hours in the community (8AM-8PM). 48 hour passes are as follows the first and second pass will be a sign out time from 700 AM-700PM, the third and fourth pass will be a sign out time from 800AM-800PM, the remaining passes will be from 900AM-900PM. Pass locations must be within a traveling distance of 100 miles or less from the facility and must be geographically located in the respective district. Refer to Level System for pass requirements. Pass requests are a privilege and will be submitted to Case Manager for recommendation and forwarded to the Facility Director for Approval on a case by case basis.

Pass itineraries must be completed and turned in with a current receipt of subsistence payment (if applicable), by Wednesday 900PM to the respective case manager. Any requests turned in past this deadline or not fully completed may be denied. The Facility Director or designee will have final approval for all passes. All passes are subject to approval pending completion of prerequisites, which are designated by the Level System. The statement of work requires that the Grossman Center Staff must visit and approve each home plan. Pass locations must have a telephone without any features other than long distance. This must be verified through a current telephone bill. Staff will conduct telephonic verifications throughout the duration of each pass. Each resident is responsible to contact staff every eight hours to check in and advise the facility of their current location.

RELIGIOUS ACTIVITIES

Residents are allowed to participate in religious activities of their denominational choice once per week. Residents will be afforded up to 4 hours during the week to attend pre-approved religious services. Staff will verify times of services and allow sign-out time accordingly. Religious schedule requests must be submitted to your Case Manager by Wednesday by 9PM to be considered for that week's religious service. Prior written approval must be granted by the Case Manager and Facility Director. Verification of the attended religious

service must be submitted at the time you return to the Center; failure to provide verification will result in disciplinary procedures and loss of further sign outs. Those residents on pass planning to be away from their homes to attend religious functions must submit daily movement with the Pass

FURLOUGH POLICY

A furlough is an authorized absence from the facility for more than 24 hours and usually between 3 and 5 days with a definite purpose (i.e., visiting a critically ill relative or attending the funeral of a relative, obtaining necessary medical treatment, or to develop employment or release plans) for an established period of time for locations over 100-mile radius. Two weeks notice should be given to the Case Manager, excluding emergencies, to be considered for furlough. All furloughs must be submitted for final approval 7 days in advance for consideration. The Facility Director and Residential Reentry Manager will grant final approval.

MEDICAL CARE

In an emergency situation which is life-threatening, staff will call 911 and the resident will immediately be referred to St. John's Hospital by ambulance. For BOP cases, the Facility Director and On-Duty BOP Supervisor and Residential Reentry Manager must be notified as soon as possible once the situation is under control. For Public Law cases, the U.S. Probation Officer is to be notified as well. For Pre-Trial cases, the Pre-Trial Services Officer is to be informed. If St. John's Hospital is unable to meet the needs of the resident, they will be referred to Providence Hospital.

In a non-emergency situation when a BOP resident requires routine treatment, resident must meet with their Case Manager to complete a medical certificate prior to approval. If you are employed, you may be required to cover the cost of medical care on your own. Medical certificates must be completed and approved prior to any medical treatment even if you have your own insurance. **Every resident is responsible for assuming the cost of their medical care.** Case Managers will assist every resident in obtaining medical coverage through the affordable care act. All residents, (BOP and USPO) will be sent to St. John's Hospital (913) 680-6000, if they are unable to meet the needs of the resident, the resident will be referred to Cushing Hospital, phone number (913) 684-1100. PRIOR APPROVAL must be obtained for medical and dental services for BOP Residents. For dental care and services, all residents will be referred to Heartland Dental; and mental health services, all BOP residents will be referred to The Guidance Center, phone number (913) 682-5118. Further referrals for mental health will be coordinated through the Social Service Coordinator.

MEDICATION

Residents are required to present ALL medications, including vitamins and over the counter products to staff when they enter the program or upon receiving new medications. **Residents must report any medication administered while receiving medical treatment.** Medications that will not show up on a routine urinalysis test will be labeled and returned. Those medications resulting in a positive UA test will be secured in the Chief of Security's office and monitored by staff. They will be available to the resident 24-hours a day and distributed according to the prescription directions during medication call. All medication which is not properly labeled or expired will be confiscated and disposed of with possible disciplinary action.

SUBSTANCE ABUSE TESTING

Urinalysis testing will take place on a random unscheduled basis for all residents. All residents who have a condition of drug aftercare, a known history of drug abuse, or are suspected of illegal drug use shall provide urine samples at a minimum of four times per month. Grossman Center staff members are trained in methods of collection, documentation, and mailing of urine samples, and are authorized to do this testing. ***Staff members may request a urine test from any resident at any time*** they suspect the possible use of any type of drugs. Upon request of a urine sample, residents will be required to remain under observation until a sample is

provided. Damiana leaf, Spice, Bay Spice, Sage, K2, Synthetic Cannabinoids or any green leafy substance is strictly prohibited. **All diluted tests will result in a formal incident report.**

The Grossman Center also administers breathalyzer tests. Breathalyzer testing will be conducted upon any return to the facility. ***Staff members may request a breath test from any resident at any time*** they suspect the possible use of alcohol. Positive results from either the urinalysis or breath tests will result in disciplinary action.

If the drug testing laboratory confirms drug usage, disciplinary action will be taken up to and including return to secure custody or dismissal from the program. If alcohol use is confirmed, disciplinary action will be taken up to and including return to secure custody or dismissal from the program. If a resident is required to give a urine sample and does not produce a test within two hours, it may be considered a refusal and will result in the same disciplinary action as submitting a positive test. Refusing to give either a urine or breath test will result in the same disciplinary action as submitting a positive test result.

DISCIPLINARY ACTION

If any of the Center rules and regulations found in this handbook, or if any prohibited acts found listed in the following pages are disregarded, a formal incident report may be written by any staff member. An investigation of the charges and a CDC hearing will follow. The Grossman Center uses an informal disciplinary system to deal with minor infractions. This informal report will not be forwarded to the Federal Bureau of Prisons, but will be forwarded to the assigned Probation Officer/Pre Trial Officer. All informal reports will be handled internally by Grossman Center staff and the Facility Director.

RESIDENT GRIEVANCE PROCEDURES

If a resident feels they have been treated unfairly by staff or have received unfair and/or inordinate punishment, they may complete a grievance form and place it in the grievance box by the control center. If not satisfied with the response, they may appeal through the Federal Bureau of Prisons Administrative Remedy Procedures; the form will be given to the resident by the Facility Director.

The procedures for appealing Minor and Major Sanctions are reviewed below:

Minor Sanctions

For Minor Sanctions imposed by the Facility Director, the resident may appeal to the RRM. If dissatisfied with the RRM's response, the resident may appeal to the Federal Bureau of Prisons Regional Director in Kansas City, Kansas. If the resident fails to find a resolution, they may further appeal to the General Counsel in Washington, D.C. The General Counsel is the final level of appeal in the BOP. Please review the BOP Administrative Remedy Procedures for appropriate filing time frames and required BOP forms.

Major Sanctions

If a resident chooses to appeal a Major Disciplinary Sanction, the resident may do so by appealing directly to the Regional Director in Kansas City, Kansas. This must be done within 20 calendar days of receiving written notification of the sanctions imposed by the disciplinary hearing officer. Further appeal may be made to the General Counsel if dissatisfied with the Regional Director's decision. Please review the BOP Administrative Remedy Procedures for appropriate filing time frames and required BOP forms.

PREA GRIEVANCE PROCEDURE

There is no time limit for submission of a grievance regarding sexual abuse. The resident has the right to submit the grievance directly to the Facility Director. If the allegation involves the Facility Director, the grievance may be submitted directly to the BOP Residential Reentry Manager and/or GEO PREA Director.

Residents filing sexual abuse grievances may be assisted by a third party (family, employees, fellow inmates, staff members, outside advocates, attorneys, other residents, etc.). Third parties may also submit this type of grievance on behalf of a resident however, the resident must agree to have the grievance filed on his/her behalf and is not required to pursue any subsequent steps in the administrative remedy process. If the resident does not agree to have the grievance filed on his/her behalf, this will be fully documented in writing by the Facility Director/PREA Compliance Manager and a staff witness if the resident does not put his/her decision in writing. These documents will be forwarded to the assigned investigator and corporate PREA Director. Residents are not required to use any informal grievance process or attempt to resolve this type of grievance prior to submission. A resident who alleges sexual abuse may submit a grievance without submitting it to a staff member who is the subject of a complaint.

A copy of all grievances related to sexual harassment, sexual abuse, and/or sexual activity shall be forwarded to the Facility Director (or assigned PREA Compliance Manager) and forward for investigation. There will be no attempt to resolve informally any grievances related to sexual abuse or sexual harassment. The resident will be informed in writing that due to the nature of the grievance; it will be forwarded for investigation and upon conclusion of the investigation, a written notice of outcome will be provided. These type grievances will be handled via established reported PREA allegation protocols.

RECREATION ACTIVITIES

Recreation is provided at the facility with a recreation room and a multi-purpose room located inside and a recreation area outside. Recreation off site will be considered on a case by case basis for approval. Movements for recreation in the community must be submitted by Wednesday by 9PM to the respective case manager.

TOWN HALL MEETINGS

The Facility Director or designee will hold town hall meetings periodically. It is mandatory for all residents to attend. On occasion, unscheduled house meetings may be called to address urgent issues. These sessions can be used for announcements, new policies involving residents, or as an open forum for the discussion of topics directly or indirectly affecting residents of the program.

RELEASE PROCEDURES

All BOP Residents must sign the Notice of Release and Arrival 5 days prior to releasing and provide a current address and phone number. Release dates must be verified through the RRM Office and the Bureau of Prison's website. Public Law Residents may receive early discharge if granted by the court, on a date agreed upon between the assigned USPO and the Facility Director. Public Law Residents must be in compliance with all facility rules. ALL Residents should be current with subsistence prior to releasing. Upon releasing from the center, you are required to turn in all linens, blankets, mattress, pillow, small clear plastic bin, hard plastic/metal bin and lock issued to you to the Monitor Supervisor. You are to **thoroughly** clean your area (including your locker) before you leave the facility. You will be charged for all items not returned.

Within the first two weeks of your arrival, you will be required to submit a formal release plan to your Case Manager. This release plan will be reviewed and forwarded to your probation officer for approval. The release plan must include acceptable employment if applicable and place of residence. It is your responsibility to have the plan confirmed with the person you will be living with before it is submitted. This ***plan must be firm*** and may not be changed without prior approval from your Case Manager and in concurrence with your Probation Officer. Any changes in your release address or location may result in loss of pass privileges. Errors or omissions may also result in your release date being extended.

SAFETY AND SANITATION

1. Electrical extension cords, multi-socket plugs outlets, heaters, hot plates, aerosol cans, or any item containing alcohol to include cologne and perfume will not be allowed inside the facility.
2. Only individually wrapped and approved food/snacks items are allowed in your dorm Monday through Friday. **Attachment A**
3. **All beds will be made and in an orderly condition by 8AM daily.**
4. Each resident shall exercise good personal hygiene and is required to keep their bunk area and belongings in good order.
5. The Grossman Center will not assume responsibility for possessions owned by a resident. ***Residents are not to have more than \$50.00 cash or items of value over \$50.00. (ALL PERSONAL ITEMS KEPT AT THE CENTER WILL BE AT YOUR OWN RISK).***
6. Personal hygiene items and towels are provided for indigent residents upon request. At the time of release, all residents will be held accountable for the issued items.
7. Residents are provided one blanket, two sheets and a pillow case cover. Residents are required to clean their own linens with the washers and dryers that the facility provides free of charge.

FACILITY SANITATION AND DORM ASSIGNMENTS

Residents are required to maintain a high level of sanitation in the facility. Residents are expected to keep their bunk area and all common areas neat and clean at all times. **Failure to keep these areas clean could result disciplinary action, including loss of community time.** All Wednesday nights are designated as deep cleaning nights. All activities will stop until the deep cleaning is completed. All residents will be assigned areas to clean and all activities will be suspended until completed. All residents will be assigned a dorm and bunk when entering the Grossman Center. Requests can be made in writing to the Facility Director for dorm changes and will be based on programming, following the rules and sanitation.

REGULATIONS FOR VISITORS

All residents are encouraged to have visitors. Visiting hours are from 6PM to 8PM on Tuesday and Thursday and 2PM to 4PM on Saturdays and Sundays and certain holidays. Approved visitors must sign into the Monitor Station upon arrival, and show proper photo identification. Visiting will be restricted to the designated visiting area only. ***Residents will be responsible for the behavior of their visitors. Children must be controlled so as not to bother other residents or guests.***

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| Ex-residents and others under supervision are not authorized to visit under any circumstance. |
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Visitors must be 18 years of age or accompanied by an adult. Grossman Center staff reserve the right to refuse access to any visitor they deem inappropriate. Residents must first complete the orientation requirements before receiving visitors. Final approval is made by the Facility Director. Items (clothing, money, documentation, hygiene, etc...) may be dropped off only during the following hours; Monday through Friday 10AM to 2PM, Saturday and Sunday 2PM to 4PM. Residents must be present when items arrive, visitors will report directly to the monitor station and present items in the presence of a staff member. All items will be searched prior to being released to the resident.

VISITING RULES

1. Each visitor must review and sign the Visitation Rules and Regulations prior to visiting. The visitor will either be approved or denied by the Facility Director. Each visitor must submit valid photo identification to the security monitor in the office when they enter the center.
2. There is a limit of (3) three visitors at a time for each resident of the Center.

3. All minors must be accompanied by an adult who is not a resident of the facility and need to remain in the close proximity of the adult at all times.
4. Any items brought into the facility for a resident must first be brought into the monitor station and presented to the security monitor on duty. No picture taking or cameras are permitted inside or outside the facility.
5. Any former residents of the Grossman Center are not allowed to visit at this facility. Also, anyone currently on probation, parole, or court supervision is not authorized to visit at the facility.
6. Visiting is to take place only in the dining hall, NOT outside or in the designated smoking area. Visitors are not allowed to smoke during their visit. Visitor may bring food to be shared only with the resident they are visiting only and must be consumed in the dining hall. No drinks are allowed to be brought into the facility by any resident or visitor. Drinks may be purchased from the vending machines in the dining hall.
7. No visitor will be allowed to visit if he/she is under the influence of alcohol or drugs.
8. It is a felony to bring weapons, explosives, narcotics, drugs, alcohol, or non-prescription medication on Center property.
9. The security monitor on duty has the right to deny any or all visitors or cancel visiting privileges for any violation of visiting rules. Residents are responsible for their **own** visitor's behavior.
10. No displays of affection are allowed whatsoever.

RESIDENT RULES OF CONDUCT AND RESIDENT AUTHORITY

Because both men and women are accepted at Grossman Center, the following house rules apply:

1. **Only residents assigned to a particular dorm may enter that dorm. No visiting is allowed other than in the dining hall.**
2. **Residents are asked to keep their property secured when out of their dorm.**
3. **All residents are expected to use the bathrooms in their assigned dorm.**
4. **All female and male residents should never undress or be exposed nude in their assigned dorm; all undressing should be done in bathrooms.**
5. **All residents must be fully dressed in street clothes when out of their dorm. Flip-flops/shower shoes, lounge/sleep wear are not to be worn outside the dorm.**
6. **No "sagging" of pants is permitted or clothing that exposes shoulders, back and low neck lines.**
7. **No displays of affection (physical contact) will be allowed at any time.**
8. **The Grossman Center is a smoke-free facility. Smoking inside the facility is strictly forbidden**

No resident or group of residents shall be placed in a position of control or authority over other residents.

CONTRACTUAL AGREEMENTS

Residents may not enter into contractual agreements, including credit cards or loans while they are at the Center. Debit cards will be permitted.

SIGN-IN/SIGN-OUT PROCEDURES

Residents must sign-in/sign-out by swiping their resident badge each time a resident leaves and returns to the Center. All resident movement must be pre-approved by staff. Destinations must be completely documented and shall include all places to be visited, address, phone number, reason for leaving, and appropriate curfew. Copies of daily movements/job searches will be provided with the expected return time. Residents are to review their approved movement and return time. Unexcused late returns will result in disciplinary action or placement on escape status. At all times, staff must be able to contact a resident at their destination. Periodic verification checks will be made. ***IF, FOR ANY REASON, A RESIDENT CANNOT RETURN TO THE CENTER ON TIME, HE/SHE MUST CALL THE CENTER AND SPEAK WITH A SUPERVISOR. Residents are not to leave a message.*** Although this is expected and considered being responsible, it does not

exclude you from possible disciplinary procedures. If, at anytime, there is a change in destination after a resident has signed out, it is the responsibility of that resident to notify their Case Manager, Job Developer, or lead monitor of any changes. Deviating from approved sign out locations (stopping by food establishment/store) not approved on your schedule or approved movement will result in disciplinary procedures.

APPOINTMENTS

All appointments with staff such as case management meetings, Transition Skills, MRT, and Drug/Alcohol Aftercare meetings must be kept. Schedules are posted throughout the facility as reminders. Failure to keep appointments may result in disciplinary action. Residents who are RDAP graduates or receive Transitional Services are not allowed to cancel or change appointment or group times. These appointments are a priority and must be kept; any changes must go through your assigned Case Manager or the Social Services Coordinator ONLY.

The Facility Director may develop and implement additional rules and regulations as may be deemed necessary for the operations of the facility. These rules and regulations are posted in the main hallway. It is the responsibility of each resident to review these postings and become familiar with any changes and/or new rules and regulations that may be implemented.

ATTACHMENT A:

Approved Food items to be stored throughout the week in plastic containers:

(Individually Wrapped; Snack size/single serving size)

Two (2) single serving packs of nuts

Four (4) granola/fruit/protein bars

One (1) bag of un-popped popcorn

1 ea. Travel size packages* of individual servings of coffee, sugar/sweetener and creamer

1 bag of hard candy

16 oz Jars/plastic containers or boxes of instant coffee, sugar/sweetener and/or creamers *must be transferred to a quart size or smaller zip lock bag (Grossman does not provide zip lock bags)

All other food items will be confiscated.

ATTACHMENT B

PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

- 100 Killing.
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, *e.g.*, in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; *e.g.*, hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

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

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any officers or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.

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

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

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

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.

- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.

- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 3 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate’s personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

- 400 (Not to be used).
- 401 (Not to be used).
- 402 Malingering, feigning illness.
- 403 (Not to be used).
- 404 Using abusive or obscene language.
- 405 (Not to be used).
- 406 (Not to be used).
- 407 Conduct with a visitor in violation of Bureau regulations.
- 408 (Not to be used).
- 409 Unauthorized physical contact (e.g., kissing, embracing).
- 498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

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

D. Make monetary restitution.

- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband
- L. Restrict to quarters.
- M. Extra duty.

ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL

| Prohibited Act Severity Level | Time Period for Prior Offense (same code) | Frequency of Repeated Offense | Additional Available Sanctions |
|-------------------------------------|---|-------------------------------------|---|
| Low Severity (400 level) | 6 months | 2 nd offense | 1. Disciplinary segregation (up to 1 month). 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended). |
| | | 3 rd or more offense | Any available Moderate severity level sanction (300 series). |
| Moderate Severity (300 level) | 12 months | 2 nd offense | 1. Disciplinary segregation (up to 6 months). 2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended). |
| | | 3 rd or more offense | Any available High severity level sanction (200 series). |
| High Severity (200 level) | 18 months | 2 nd offense | 1. Disciplinary segregation (up to 12 months). 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended). |
| | | | Any available Greatest severity level sanction |

| | | | |
|-------------------------------|-----------|---------------------------------|---|
| | | 3 rd or more offense | (100 series). |
| Greatest Severity (100 level) | 24 months | 2 nd or more offense | Disciplinary Segregation (up to 18 months). |