

ANCHOR Center for Women



Handbook

Revised September 2018

ANCHOR Center for Women
3115 12th Street SW
Cedar Rapids, Iowa 52404
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6th Judicial District Department of Correctional Services

Vision

An Iowa with no more victims.

Mission

To enhance community safety and facilitate positive change in adult offenders.

ANCHOR Center Women's Facility

Vision

A community free of crimes committed by and against women.

Mission

A collaborative approach to empower women to make positive changes by integrating gender responsive and trauma informed services to live a life free of crime.

Values

An environment that provides safety, dignity, and respect.

A community rooted in acceptance, collaboration, and hope.

Continuity of care that is based around each individual's needs and strengths to foster personal growth.

Willingness to accept accountability and embrace change.

Empowering women to develop and foster prosocial relationships.

Holistic approach to health and recovery.

Diversity.

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INTRODUCTION

The rules, regulations and house policies, which are on the following pages, explain the responsibilities of residents of the facility. It is important that residents know and understand the contents of this booklet. The rules and policies are intended to be clear; however there may be situations or rules that are not understood. Residents are encouraged to ask staff for clarification whenever they feel uncertain or need clarification about any aspect of the rules or their program.

The goal is that all residents successfully complete the program. By working together residents will experience successful outcomes which will result in safer communities.

CASE PLAN/TREATMENT PLAN

While at ANCHOR Center residents will have an opportunity for many different programming options. All programming is based on each person's risks, needs, and strengths and is determined by working together with staff to develop a comprehensive plan. By working together residents will experience successful outcomes which will result in safer communities. Attending groups, completing assignments, and being gainfully employed is required while at the facility. Residents will meet with their probation officer and clinical staff within the first two days to begin developing a specific case plan. In order to aid in a residents success community providers will be present at the facility to further assist with identified needs and achieving goals.

PERSONAL PROPERTY

Residents are responsible for the personal property they bring into the facility. Staff may restrict the type and amount of property brought into the facility. Property needs to comply with the outlined rules. Staff is not responsible for any lost, stolen or damaged resident personal property. It is the responsibility of the resident to take reasonable precautions with his/her property to ensure that it is not lost, damaged or stolen. Residents are not permitted to lend or give personal property to other residents. The ANCHOR Center staff is not responsible for lost, stolen, or damaged belongings. Lending, borrowing, or giving personal belongings to another resident is not permitted. Residents who are returned to jail or placed on escape will have their belongings returned to the individual(s) listed on the inventory sheet, with proper identification. ANCHOR Center staff will attempt to contact this person(s) to arrange release of personal belongings. Personal property will be held for thirty (30) days and then disposed of.

The following items are allowed in the facility:

- Personal toiletries (shampoo, toothpaste, toothbrush, comb, deodorant, razor, soap and soap holder)
- Small hygiene bag or kit
- Hair dryer
- Hot tools
- Alarm clock / Small clock radio
- Small to medium bag such as a backpack
- One see through water bottle

Upon arrival, residents may have personal property brought to the facility during non-visiting and non-curfew hours within 7 days of arrival.

SEARCH AND SEIZURE

Residents and visitors are subject to search and seizure of contraband items at any time.
Any item that is not allowed in the facility is considered contraband.

CONTRABAND LIST

The following items are considered contraband and not allowed to be kept in the facility or by residents.

SCHEDULE I CONTRABAND: Possession of these items is considered a major rule violation

Aerosol cans (including shaving cream, hairspray or perfume, etc.)	Financial Instruments	Loose pills or medicine outside of its original container
Alcohol and/or any products with alcohol in them	Gambling paraphernalia	Material which depicts harm to others
Animals, animal related products	Pornographic material	Material which threatens, attempts to blackmail, or which is written in code
Cell phones, cell phone accessories or pagers	Incense, incense burners and candles	Photographs of nude/partially nude persons
Cigars/Flavored cigars	Information and/or materials which could assist in making or using explosives, weapons, synthetic drugs, poisons or similar articles	Photography, video equipment or recording devices
Cigarette papers (i.e. ZigZag papers)	Weapons, including firearms and knives	Synthetic substances
Chewing tobacco	Items that look like weapons or other contraband	Substance use testing equipment
Non-manufactured cigarettes	Vinegar	Tattoo equipment
Items used in making of homemade cigarettes	Information, symbols, paraphernalia, etc. related to unauthorized groups, gangs or organizations including racist materials	Unauthorized facility supplies
Drug paraphernalia	Matches/ Zippo Lighters/ Lighter Fluid	Unauthorized keys or key patterns
Pipes		Unauthorized or illegal drugs
Inhalants of any kind		Urine containers
Electric cigarettes/pipes/vape pens		
Explosives, ammunition, fireworks and other incendiary devices		

SCHEDULE II CONTRABAND: Possession of these items is considered a medium rule violation

Air fresheners
Aluminum foil
Balloons
Bleach
Breath strips/whitening strips
Clothing which advertises alcohol, bars, illegal drugs or inappropriate sexual reference
Detergent and dryer sheets of any kind
Eye drops and eye droppers
Glue (in any form)
Hair coloring accessories/perm kits
Hydrogen Peroxide
Musical instruments
Nail polish
Nail polish remover
Personal locking containers/devices
Potted plants or flowers
Powder in any form (foot, baby, etc.)
Rubbing alcohol
Tools/scissors

SCHEDULE III CONTRABAND: Possession of these items is considered a minor rule violation

No TVs or DVD/Blu-ray players
No DVD's or CD's, Blu-ray's, or flash drive devices
Computers/ Word Processors/ PDA's/ Tablets/ etc.
Extension cords
Food or food service items (dishes, silverware, etc)
Gum
Boom boxes, CD players with speakers
Magnets
Permanent markers
Personal trash cans
Personal bedding/ Pillows
Sexually explicit materials
Shoe polish or sneaker cleaner
Stuffed animals
Video games/all gaming devices
Wallet Chains
Battery chargers

These lists are not all inclusive. Other items may be added to this list by staff. If additional items are added, they will be posted on the resident bulletin board. All confiscated contraband will be bagged and dated by ANCHOR Center staff. If contraband is not needed for legal or disciplinary proceedings, you will have two (2) weeks to remove the items from the ANCHOR Center or the items will be disposed of. Some items (such as cell phone or credit cards) may be held until you discharge from the program.

CABINET KEY/LOCK

Every resident will be assigned a locker and issued a padlock. Locks will not be used on another resident's locker or lent to another resident for any reason. If the padlock is lost, the resident will be charged five dollars (\$5.00) for a replacement. Resident are responsible for turning in the padlock upon discharge from the facility.

CLOTHING

Residents shall dress appropriately and be fully dressed, which includes footwear, when out of your assigned room. Clothing that references alcohol, drugs or inappropriate sexual references are not allowed. Clothing must fit appropriately and so no undergarments are visible. Sunglasses, hats, or any headwear is not allowed. Sheer or see through clothing is not permitted. Tank tops/spaghetti straps need to be covered by another garment. You should also note that members of the opposite gender will be conducting eye counts. For mutual respect you must wear some type of sleeping attire that provides appropriate coverage. Residents must wear shoes at all times except while in their rooms. No sleeveless/cropped t-shirts allowed in kitchen. No open-toed shoes allowed behind the serving line and/or in the kitchen. For safety purposes all residents are required to wear appropriate footwear when out of their rooms. Open toed shoes are not permitted to be worn in the facility. Shower shoes may only be worn from your room to the bathroom. Open toed shoes can be worn when leaving the building for pass or furlough.

EDUCATION

Residents who do not have a HiSET (GED) or high school diploma are expected to work on their education while in the ANCHOR Center, if deemed appropriate by your PO. Educational services may be offered on site or may require utilizing an agency in the community.

HYGIENE

Residents are expected to maintain good personal hygiene habits, which includes: showering, wearing clean clothing and brushing teeth. Showers are to be taken daily. Teeth should be brushed at least two times daily. Each resident is responsible for their own hair care and grooming. Residents are not permitted to style, alter, braid or groom another resident's hair or eyebrows.

LAUNDRY

Residents will be responsible for washing clothing, towels and bedding. Upon entering the ANCHOR Center residents will be provided a linen packet containing a mattress pad, two sheets, a pillowcase, a blanket, a towel and a washcloth. **Residents will wash their clothing, towels, washcloth, and bedding, at minimum, weekly.** Residents in A and C wing use the laundry facility in their assigned wing. Residents in B wing use the laundry facilities in the wing assigned to them by staff. Residents use the laundry facility in proper manner and ask for help from staff in the event they are unclear at any time on proper use. Laundry facilities and detergent is provided by the facility. Should a washer or dryer malfunction staff should be notified immediately.

UNAUTHORIZED GROUPS

Any apparel, jewelry, accessory, notebook, artwork, photographs, symbols or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute, denotes memberships in a group that advocates drug use or exhibits behaviors that interfere with the normal and orderly operation of ANCHOR Center is not allowed.

Residents shall not originate, promote, participate in, or recruit for any unauthorized group. This includes, but is not limited to, communicating involvement in any unauthorized group through written, verbal, physical appearance or by use of hand signs.

RESIDENT ROOMS

Residents will keep their rooms neat and clean, which includes making their beds upon waking. All clothes will be stored in the wardrobe. Dirty clothing will be kept in a designated container. Residents **are not** allowed to enter another resident's room. Room doors should be closed when unoccupied to discourage theft. Lights and radios are to be turned off when residents leave their room. Residents will also be considerate of their roommate(s) and will keep the volume on radios to a reasonable level, so as not to disturb roommate(s).

Residents are allowed to change bedrooms only under compelling circumstances and with staff permission.

Residents may not tape or hang anything on the walls, doors or wardrobes.

Residents are not allowed to move any ANCHOR Center furniture from the room or bring their own furniture or bedding into the facility.

Bedrooms will be formally inspected weekly or more often as needed. Room inspection failures will need to be remedied. Refusal to remedy the issue could result in disciplinary action and/or loss of privileges.

If staff decides that a resident's bedroom needs cleaning, the resident will clean it as instructed. At discharge, residents are required to thoroughly clean their room according to staff directions.

ROOM EXPECTATIONS

Expectations for room inspection:

- 1) The room should be odor free. If a room has an offensive smell, the resident will find out where the smell is coming from and remedy the problem.
- 2) The floor should be clean and free of debris.
- 3) Property will be in the wardrobe. Shoes can be lined up under the bed.
- 4) Bed will be made. All sheets and blankets will be neatly tucked under the mattress. The linens should be on the bed unless they are being laundered.
- 5) All dirty laundry will be in the designated container.
- 6) Garbage will be emptied on a regular basis (weekly at minimum)
- 7) Floors will be swept and mopped weekly
- 8) Only items allowed in the room, in the amount specified, are in the room. No plastic bags, boxes, suitcases, extension cords, exercise bands, food, or drink (one non-breakable drinking device will be allowed), or unauthorized medications.

If a room has an unkempt appearance, the amount of personal property will be limited. Suitcases or large bags are not allowed. A backpack is acceptable for transporting items and is subject to search at any time. Any other items are subject to search staff discretion.

HOUSE DETAILS

In order to have a comfortable and clean living environment all residents will be expected to complete house details as assigned. Every resident is assigned a house detail, which is completed daily for one week. New details are assigned on Thursday morning and are posted at the control center. All residents will be expected to complete a house detail. A resident may be instructed to complete a detail at any time. Based on facility needs you might be expected to complete additional details. Extra house details/duties may be assigned to residents who have violated ANCHOR rules or residents who are on the alternate list. Residents should contact staff for a description of their assigned detail and instruction on the correct procedure for completing their detail.

There might be multiple chore time slots throughout the day. Residents are responsible for completing their assigned details daily. After a detail has been completed, residents are required to inform a staff member, so the detail can be checked off. Should staff determine that a detail is not satisfactory, the resident will be informed of the specific deficiency, and be able to complete the detail in a satisfactory manner. Please refer to the detail sheet for when the time the chore(s) needs to be completed by. Failure to complete details may result in a loss of privileges, level or discipline.

If a resident is unable to complete an assigned detail, it is their responsibility to inform staff at the earliest opportunity. Staff will then decide whether or not to excuse the resident. If residents are assigned to do a detail the day of an overnight furlough, the resident may be required to do the detail before leaving on furlough. This also means that residents who had not been assigned to a detail will be asked to complete tasks assigned to other residents or to complete an additional detail.

ANCHOR PROPERTY

The dining room, lounges, patio, therapy rooms and other common areas are used by all residents; therefore, all residents will help to keep these areas clean and neat by picking up after themselves and by cleaning when asked by staff. No visitors, food, and/or beverages are allowed in the lounge area.

Residents will not damage ANCHOR property. All residents will be liable for any damage to the facility or its contents. Repair costs will be assessed to the resident that is responsible for damage including excessive wear, which may include the cost of repair or replacement of the damaged item.

SMOKING

All cigarettes and lighters are to be stored in the assigned lockers in the control center area, near the front door. Smoking is allowed on the smoking patio during designated breaks. Please ask Staff when the designated smoking breaks are. Half smoked cigarettes are not allowed in the building.

TELEPHONES

Pay phones are located in A Wing and C Wing. Residents are assigned a phone to use during their stay. Residents may use the phone located at the control center with staff permission. The phone is for the purpose of medical, treatment, legal, and employment. Staff cannot take personal messages. Residents are only allowed one phone call if other residents are waiting to use the phone. All phone calls and messages are subject to monitoring and recording. Telephones may not be used between the hours of 2200 and 0600, Sunday through Thursday, and between the hours of 2300 and 0600, Friday and Saturday. Calls during the early morning hours are discouraged. Use of the telephone may be limited by disciplinary sanctions.

COMMUNITY MEETING

Every resident will be required to attend the ANCHOR Center Community meeting. This is a group meeting that takes care of business that affects the whole facility. It is a chance to share ideas, problem solve, and work together on how to make the facility a better place to live.

FACILITY CURFEW

Residents are required to observe room curfew between 2200 and 0600, Sunday through Thursday, and between 2300 and 0600, Friday and Saturday, except for emergencies or with staff permission. Federal residents are required to observe curfew between 2100 and 0600 Sunday through Saturday, except for emergencies or with staff permission. If departing for work prior to 0600, residents may leave their room no earlier than one hour prior to departure from the facility. Lights and clock radios need to be turned off at curfew. As well, blinds should be closed at night for safety purposes.

SIGNING IN AND OUT

Residents must always inform staff of their whereabouts. Residents must sign in and out when leaving ANCHOR Center for any reason. Residents must also be sure staff entered your departure/return in the computer system. Furlough forms need to be completed before leaving and require the following information: day and time of departure and return, person or place visiting, address, telephone number, transportation plan, and any planned changes in this information.

SAFE HANDLING OF CHEMICALS

Residents are responsible for understanding the printed label directions on chemical containers before using the product. Chemical label directions include: Directions for Use, Dangers, and First Aid.

Federal and Iowa "Right to Know" laws mandate residents are aware of proper handling and use of chemicals. Chemicals, which are used for cleaning and disinfecting, are included in these categories. There is an MSDS (Material Safety Data Sheet) booklet in the staff office, mechanical storage and in the pantry, which lists all chemicals used in the facility, their ingredients, and proper use.

Should questions arise concerning a particular product, you should review the MSDS, which will be made available by staff. If there are still questions, staff should be consulted. Protective eyewear and gloves are available for use.

MEDICAL

All residents are allowed access to medical care. Residents are expected to pay for their medical treatment. Medical care may be provided onsite or is available in the community, by local providers. Work Release and OWI (321J) residents may receive care through University of Iowa Hospitals and Clinics. If there is an emergency medical, situation an ambulance may be called to provide transportation to the hospital. If you are seeking medical treatment you are required to bring back a doctor visit form and/or documentation filled out by the attending medical practitioner. You are required to fill out an accident report form for any accident in the facility. If you get injured outside of the facility, please notify staff in a timely manner.

MEDICATION

Residents are required to present medication to staff whenever they enter the facility with any type of medication (prescription and non-prescription). Staff will secure medications and make them available to the resident according to dosage instructions. All medications must be current/not expired. Morning medication needs to be taken by 0830 hours. Night medication needs to be taken thirty (30) minutes prior to curfew.

All medications brought into the facility must be in the original container allowing staff to properly identify the medication. Medications which are not labeled will not be allowed in the facility. All prescribed medications entering the facility **must** be accompanied with a travel bottle. A travel bottle should be requested from the pharmacist filling the prescription. The travel bottle needs to have prescription instructions so that prescribed medication can be removed from the facility at any time during the resident's placement, including taking the prescription medication to work, on furlough, etc. All sample medications must be in the sample packaging and accompanied with a doctor's instructions for use. All over the counter medications need to be in their original package/container and must be sealed. Medications will be available to residents at designated times per dosage instructions. Residents are required to show their hands and mouth after being allotted their medication.

ILLNESS

Residents who are unable to work, complete house duties, attend treatment or programming due to illness/medical reasons must notify staff and remain in their room unless otherwise approved by staff. Furloughs/passes will be allowed for medical appointments only. Furlough/pass privileges will resume when the resident returns to work, treatment or programming. When illness or medication reasons prevent the resident from meeting facility program, treatment or work expectation; the resident loses smoking privileges until able to meet facility program expectations. If a resident is on furlough, becomes ill and is unable to report to program related appointments or work, they must immediately report this to staff. Residents will have to remain in their residence, unless instructed to return to the facility or for a medical appointment and will not be able to use their store pass or 3 hour pass(es) until they can return to work or meet programming expectations.

URINE TESTING

Residents of the ANCHOR Center will be required to undergo drug testing by random assignment and per staff request. Residents are required to provide a valid urine specimen for testing immediately upon the request of staff. If a resident is unable to provide a specimen immediately they will be allowed 2 hours in which to provide the specimen. After 2 hours, the resident is considered to be in violation of facility rules. During the 2 hour time frame a resident is required to take a seat in the control center area and is only allowed to consume 8 oz. of water. Failure to comply with staff directives will result in disciplinary action.

MAIL

Resident's personal mail is not censored; however, mail may be inspected for contraband, which is done only when the resident is present and has personally opened the mail or package. There are four exceptions to this policy: mail from the court, the Office of the Governor, an attorney, or the Office of the Ombudsman are not opened or inspected by staff. Writing to other persons under supervision or who are incarcerated must have prior approval through the PO. These privileges are reserved for immediate family members. If a resident is on escape from the facility or is otherwise unavailable, staff may open their paycheck in order to deposit it into their account, all other mail will be "returned to sender."

ATTORNEY

Every resident may communicate with their attorney through the mail or in person. Communication by telephone may be limited if a resident is on early curfew. A resident will not be denied a pass to meet with their attorney if the meeting is during business hours or was previously scheduled.

RELIGION

Residents may attend religious services in the community utilizing earned furlough time allowed by the level system. Residents on restriction or on Level one (1) may be allowed to attend services, if approved in advance by the PO. Residents in Levels two (2) to four (4) use earned furlough time, unless given special permission from the PO.

TRANSPORTATION

Transportation while at the facility is the responsibility of the resident. Residents shall arrange their own transportation. Residents are responsible for verifying that their driver has a valid driver's license, insurance, and registration. The resident is responsible for completing the documentation necessary to have their driver approved. Please allow a minimum of 72 hours for driver to be reviewed, approved, or denied. Residents receiving rides from their approved driver need to be picked up and dropped off in front of the building where drivers can be observed.

Additional options for transportation include the city bus, bicycle, or NTS. NTS generally runs during hours where the city bus is not available. Bicycles can be kept in the bicycle rack in the back of the building. All bicycles must have a bicycle lock. Residents who need a bus pass should see their PO. The expectation is that residents take the most direct route when on passes or furlough.

MEALS

Meals are provided to the residents of ANCHOR Center at the following scheduled times:

Breakfast	0600 – 0800
Lunch	1200 – 1245
Dinner	1700 – 1730

Residents who work overnights may eat breakfast after returning to the facility from work. Exceptions are made for residents who are returning from work or treatment pass after the serving times.

Sack Lunches: If a resident will not be in the facility during meal hours, due to work or other appropriate reasons, a sack lunch is provided, as long as the resident has signed up for one by 1000 hours the day before. If a resident signs up for a sack lunch and discovers later it is not needed, they must turn in their sack lunch and their name will be written on it so that it can be used the next day.

Late Trays: If a resident will not be in the facility during meal hours, due to work or other appropriate reasons, a late tray is provided, as long as the resident has signed up for one by 1000 hours the day before. If a resident signs up for a late tray and discovers later it is not needed, they must eat the late tray instead of eating off of the serving line.

Residents may not bring in or take out any food or drink with the exception of sack lunches provided by the facility. If a resident is on a furlough during meal time, it is their responsibility to eat. Residents cannot return to the facility and eat a sack lunch or late tray after being on a furlough during meal time. Food and beverages are not allowed outside of the dining area, unless there is staff approval. No food or beverages are allowed in the resident rooms or hallways. Dirty dishes and trash are expected to be placed in the designated receptacles. Residents are expected to clean up after themselves. **All residents must be neat and clean before eating meals. Residents must wear sleeved shirts and shoes (no sandals) when in/behind the serving line and during chores.**

VISITATION

The visiting hours at ANCHOR Center are: 1500 to 1700 Wednesdays, 1900 to 2100 Fridays, 0930 to 1130 and 1400 to 1600 on Saturdays and Sundays. You are allowed to have a maximum of five (5) visitors at a time. Visitors must have prior approval before being allowed visitation privileges. Residents must turn in names of proposed visitors to staff for review/approval/denial. Please allow a minimum of 72 hours for visitors to be reviewed, approved, or denied. When residents are going to have visitors they must notify staff. Visitors will sign in upon entering the building. Children under sixteen (16) years of age are accompanied by an adult. Unaccompanied minors (under 18 years of age) need written parental/guardian approval to visit. Children under 12 years of age must leave the facility by 2000 hours.

Scheduled programming (i.e. groups, treatment) takes priority over visitation. Staff may prohibit individuals who are under supervision, have previously caused problems, or for other justifiable reasons. Residents who are on restriction may have one hour visitation on Sundays during regular visiting hours. Residents who are convicted of sex offenses must go to a designated location during visiting hours if they do not have visitors when minors are present.

Visiting is allowed in the identified areas only, which may include the dining or therapy areas based on availability. No visiting is allowed on the sides at the building, the patio area, the lounge, or inside a motor vehicle. Residents cannot walk visitors to their cars. Residents will be allowed a brief embrace and/or kiss at the start and end of the visit only. Holding hands, which will be in view at all times, is the only physical contact allowed. Visitors are subject to searches. If you have a visitor during visitation hours, you cannot smoke.

Visitors are expected to conduct themselves appropriately. Staff will ask visitors who are unruly, disruptive, or who have consumed alcohol to leave facility premises. Visitors are expected to be appropriately dressed, which includes proper underclothing. Suggestive or offensive clothing is not allowed. Residential staff will determine whether the attire is appropriate. Visitors are not allowed to bring food or drink into the facility. During visiting hours visitors take precedence over rooms that are used for visitation. Please refer to the visitation handout for additional rules and/or guidelines of visitation.

RESTRICTED AREAS

Certain areas of the facility are restricted. Restricted areas include: another resident's room, room doorway, unassigned bathroom, behind the control desk, in the residential office (unless with staff), pantry or kitchen (unless with staff permission), smoking patio during non-designated times, outdoors (unless with staff permission). Residents are to check out before going outside for recreation. Hallways are quiet zones. Do not gather or congregate in bathrooms or laundry areas.

TREATMENT

Treatment will be offered both in house and in the community. Where you receive treatment and the type of treatment you receive will be based on needs identified by you, your PO, and the treatment team. Successful completion of the ANCHOR Center residential program includes participation in individualized treatment programming.

SOCIAL AND LEISURE ACTIVITIES

Residents will be expected to participate in social, leisure and service project activities offered at the ANCHOR Center. These activities will be an opportunity to use free time in a positive manner.

BUDGET

Residents that are able to obtain employment will be expected to support themselves and pay all of their financial obligations to the best of their ability. All money will be turned in to staff immediately for banking purposes. Residents are allowed to receive a maximum \$35.00 of gift money per week. All gift money that is received needs to be reported to staff. Residents must never cash their paychecks or accept a cash advance without prior approval from the PO. Residents may not turn in cash; they must obtain a money order or check. The resident and the PO meet every two weeks to calculate the resident's debts and plan a budget. The following priorities are used: 1) child support; 2) restitution; 3) facility rent, to include medication fees; 4) other debts; and 5) personal. The resident will receive a check for personal expenses in accordance with her budgeting plan. Resident must report to staff the current amount of money they have on their person, before receiving their budget check, so that it can be noted as carryover funds from the previous week.

The resident may request extra money from her account for special purchases (clothing, shoes, gifts). After the purchase is made, the resident must give the sales receipt to staff. Residents need to keep in mind that paying rent and other debts come before money for clothing, gifts, or family support (other than child support).

Phone calling cards, credit cards, bankcards, checkbooks, savings books, or other financial services are not allowed, unless approved by the PO. Prepaid phone cards (i.e. purchased at store) are allowed.

FURLOUGHS

A furlough is a privilege that enables a resident to spend time away from the ANCHOR Center. Furloughs are granted for accomplishing case plan goals and positive behavior within the level system. In addition, furloughs can be granted on a need basis. Behavior while a resident is in the facility will impact a resident's ability to furlough, number of furlough hours and privileges. Furlough times can be decreased or denied as a result of inappropriate behavior. Furloughs cannot be taken or applied for if currently serving a sanction.

FURLOUGH INFORMATION

1. Residents can apply for furlough based on the privileges in their level.
2. Residents will complete a Furlough/Pass location Approval Form. The resident must have a land line and cannot have call forwarding, privacy manager on the line. Mobile/cell phones are not allowed for use at the residence while on furlough.
3. For furlough locations that do not have occupants, the resident completes the "Furlough/Pass Location Approval" form and submits it to staff.
4. Staff completes phone and physical checks to verify information provided on the form is accurate.
5. Staff approves or denies the furlough residence. Once approved, staff enters the information into ICON..
6. Residents may not travel to or from a furlough destination during the curfew period.
7. A resident on an overnight furlough must be at his approved destination during the curfew period. Staff must approve traveling during the curfew period.
8. The furlough week begins on Friday at 6:00 a.m. (0600) and goes through Thursday at 10:00 p.m. (2200) of the following week.

9. Application for furlough will need to be submitted by curfew of 10:00 p.m. (2200) on Tuesdays. The application will be reviewed by the PO on Wednesdays and will then be reviewed, approved, and/or denied.
10. All furloughs begin and end at ANCHOR Center. For example, going from work, treatment or other appointment outside of the facility, to furlough is prohibited. Any exceptions must be approved by the PO.
11. The resident will be allowed to maintain up to two (2) approved private residences on file. Changing, deleting, or adding furlough residences (more than two), will be at the discretion of the PO. A residence that has been removed will not be later re-approved.
12. Staff may set appropriate special conditions for furloughs as necessary. Staff has the authority to require a resident on furlough to report to the facility, in person, at any time during the furlough for the purpose of obtaining a breath test, urine specimen, visual or any other appropriate reason.
13. Should a resident request to furlough outside of Linn County the residence will need to be approved. If staff is not able to check the residence themselves due to location they will contact someone in the requested county to conduct the residence check. Furloughing outside the county is not routinely approved but may be considered based on location, ability to complete checks and with approval of the PO.
14. When submitting an application for furlough (overnight and/or out of county), the resident must list the approved address of the residence where furloughing and all locations the resident plans to take passes during the furlough at the time it is turned in to staff. This would include any additional locations, such as: treatment, medical appointments, recreation sites the resident is planning to furlough to. The total of any additional locations (other than the main residence) is two, other than work. Resident may be allowed to go to work while on overnight and/or out of county furlough. This does not count as one of the two locations.
15. Residents may delete any location (except main furlough residence) as listed on the furlough request by calling in and reporting deletion to staff. Residents may NOT add anything to an Overnight or Out-of-County furlough once it is turned in/approved. Once a resident has designated a main furlough residence on the Application for Furlough, it cannot be deleted or changed. Residents cannot call ANCHOR Center while on day-off furloughs to go to stores, other sites/residences, etc. These sites **MUST** be pre-planned and pre-approved.
16. Residents must call ANCHOR Center when leaving a residence and when returning to a residence.
17. Furlough residence must have a landline phone. Residents cannot use call forwarding or cell phones. Staff must be able to reach the resident by phone immediately during curfew hours. The call waiting function may be used on a primary residence phone. If staff is unable to immediately contact a resident on furlough for curfew check the furlough will be immediately terminated and the resident required to return to the facility. A disciplinary report will be written. A resident must be available for phone checks during non-curfew hours. Staff that conduct phone checks during non-curfew hours; will attempt to contact a resident at the designated location until contact with the resident is made. If contact is not made within 15 minutes of the time staff attempt it, the furlough will be terminated and the resident will be required to return to the facility.
18. Residents must call when they reach the furlough location and before leaving the furlough to return to the facility using the landline phone.

19. Residents may be allowed the privilege of being away from immediate phone contact at a public area for up to three hours with staff permission. Only one no phone location is allowed each day on furloughs and passes. Residents may request longer periods of time away from a phone, however, this must be in writing with an explanation of why it is necessary. The explanation must include: specific location, times, purpose/needs. These longer passes with no phones are only allowed one time per furlough. Public no phone furlough locations are defined as those which do not guarantee immediate access to a phone. The specific location must be stated on the furlough. The determination of whether or not the location is a no phone location is determined by staff and is not negotiable. Examples include but are not limited to: malls, parks, theaters, restaurants.
20. Furloughs to hotels/motels generally will not be approved.
21. Staff does not approve a Furlough request to a residence occupied by an individual under supervision to the Department unless the PO grants permission.
22. Residents returning from furlough will have their belongings searched, and need to be prepared to submit a breath test, urine test and/or personal search.
23. Residents may end their furlough early and return the ANCHOR Center for any reason without disciplinary action. This must be communicated with staff.

PASSES

Passes are similar to furloughs, with the difference being that they are shorter in duration and limited to non-curfew hours. Passes are used to leave the facility for the purposes of: treatment, religious activities, appointments, work, meetings, shopping, activities, and recreation. Passes, like furloughs, are an earned privilege based on positive behavior. Passes need to be completed in kiosk 24 hours prior to departure, so that they may be reviewed, approved and/or denied. Permanent passes can be requested for on-going activities such as treatment groups, AA/NA meetings, etc. Passes need to include a specific address, phone number, and mode of transportation. Passes without a phone are available but are limited based on your level.

Passes include the following:

Personal/Store pass: This is limited to pre-approved locations and pre-established time limits. Some store passes will be with a staff based on the level.

Three (3) hour pass: This pass is earned based on level.

Permanent Passes: These passes are approved in advance by the PO. This would be utilized for on-going activities that occur on a regular basis, for example: treatment, education/school, AA/NA, religious activities/services etc.

EMPLOYMENT

Residents are expected to obtain employment as able. This will be determined by the PO. Once determined, expectations will be included in the case plan. Ability to work may change during the course of the residents stay at the ANCHOR Center. Basic employment guidelines include:

1. Hours of employment may not interfere with treatment schedules.
2. Unless you have a permanent work schedule, you are responsible for having your employer fill out a work schedule on a weekly basis.
3. Residents will job seek as approved by staff.
4. Residents will not be allowed to work for family members.
5. Residents will not be allowed to work for cash.
6. Job seeking areas will be approved by staff. Residents may only job seek in the approved areas at approved places of employment.
7. Residents may not shop, eat, hang out, or conduct any personal business while job seeking.
8. Residents must job seek alone.
9. Residents are expected to be appropriately dressed when job seeking.
10. Job seeking passes must be applied for and approved prior to job seeking. Job seekers must submit a list of job contacts for the next day for review and approval by staff.
11. The following are designated holidays for the purposes of curtailed job seeking activities: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day.
12. Residents will provide a work schedule to staff as soon as they are notified of their upcoming work schedule. The work schedule needs to be employer generated. Residents are responsible for documenting their work hours correctly on a daily basis.
13. Paychecks along with paystubs must be turned in to staff so that it can be deposited into banking. You will need to turn in a copy of your paystubs once they become available. If your employer utilizes a pay card, you will need to turn in your pay card to staff once you receive it, so that your pay card can be processed into banking. Cashing your pay checks or utilizing your pay card is not allowed.
14. Residents may not quit their employment without prior approval from their PO. If you receive permission to quit your place of employment, you must give them two (2) weeks notice before quitting.

RESIDENT RULES

While at the ANCHOR Center, residents shall obey all laws, applicable ordinances, and the following facility rules and regulations.

1. **Illegal behavior** – When an offender plans, participates, assists, condones, or encourages others to violate a local, state or federal law, whether the offense is committed inside or outside the residential facility and whether the offense actually occurs.
2. **Verbal Abuse** – When the offender subjects another person to abusive or defamatory, insolent, or disrespectful language or remarks whether written or oral, or abusive, defamatory, insolent, or disrespectful gestures.
3. **Threats/Intimidation** – When the offender communicates a determination or intent to injure another person or to commit a crime of violence or an unlawful act dangerous to human life, and the probable consequence of such threat or threats (whether or not such consequence, in fact, occurs) is:
 - a. To place another person in fear of bodily injury; or
 - b. To cause damage to property; or
 - c. To take place in the future after released from confinement.
4. **Disobeying a Lawful Order/Directive** – When an offender refuses to obey an order (written or verbal) given by a person in authority, which is reasonable in nature, or attempts to circumvent established procedures.
5. **False Statements** – When the offender knowingly makes a false statement whether or not under oath or affirmation, including, but not limited to, dishonesty, deception, failure to disclose, cheating, etc.
6. **Unauthorized Possession/Exchange** – When an offender has in possession on their person, in the offender's living area, locker, or immediate place of work or other program assignment, or receives from, or gives to another offender, any item delineated as unauthorized or contraband by district policy.
7. **Possession of Dangerous Contraband** – When the offender possesses, used, or has under their control or custody, an item defined as dangerous contraband by district policy.
8. **Possession of Drugs/Intoxicants** - When an offender is in possession or has been in possession of any unauthorized drug or intoxicant. This includes synthetic substances. It further includes paraphernalia that is used in relationship to drug/intoxicant use, sale, positive urinalysis, or positive blood test. The offender must provide a testable sample within two (2) hours of the request. Failure to do so will constitute a violation of this rule. An offender may also be found to be in possession of a drug or intoxicant for which there is no readily available urinalysis testing if the offender displays symptoms or actions that are consistent with intoxication and/or fails any field sobriety tests administered by the residential staff or law enforcement personnel.
9. **Possession/Use of Alcohol** – When an offender is in possession of, or has consumed alcohol or any product containing alcohol. This includes results from any manner of testing including but not limited to a positive breath, alcohol sensor test or an admission of use. Refusal to submit to a test for alcohol use shall constitute a violation of this rule. Offenders are not allowed to enter establishments where alcohol is served without prior staff permission.
10. **Abuse of Medication** – When an offender fails to follow the prescription or package directions of any medications. An offender shall also be considered in violation of this rule when they give their medication to another person. Medication shall be turned in to staff per district policy.
11. **Escape** – When an offender is absent from the residential facility without proper authorization for over two hours, or there is probable cause to believe the offender has taken flight or is involved in a criminal offense.

12. **Out of Place of Assignment** – When an offender is not at their designated place of assignment (residential facility, work place, treatment program, furlough, or other authorized leave) and/or fails to use the most direct route or method of transportation. Offenders are responsible for promptly notifying the residential facility staff of any proposed changes in their work schedule or furlough plan and must receive staff approval of all changes.
13. **Failing to Secure/Maintain Employment** – When an offender fails to actively seek, secure and maintain full-time employment as approved by staff. When an offender jeopardizes employment, quits without staff approval, or is terminated from their job.
14. **Sexual Misconduct** – When an offender proposes or engages in sexual contact with another person on residential facility property (or premises) or engages in sexual contact at any location with a person who is also a resident of a correctional residential facility. Indecent exposure also constitutes sexual misconduct. This includes, but is not limited to, offensive exposure of the genitals or pubic area in a manner to be seen by another person; gesture of a sexual nature to cause embarrassment or to be offensive to another person. Sexual misconduct may be written as well as verbal communication. Offenders are not allowed to have sexual contact with each other while participating in the program. This includes while on pass or furlough.
15. **Unauthorized Use of a Motor Vehicle** – When an offender uses a motor vehicle as a means of transportation, whether as a driver or passenger, without staff permission.
16. **Unauthorized Possession of Money, Cashing Paycheck, Unauthorized Accounts, Debit Cards or Purchases** – When an offender cashes a paycheck, fails to turn in all moneys to staff, obtains a checking account, savings account, credit card, charge account, debit card, pay in advance or any payroll deductions for personal use without staff approval or control. Offenders are also in violation when they make purchases, or incur debts, without staff approval. All money shall be turned in to residential facility staff and all expenditures must be done through the residential facility budgeting process and with prior staff approval.
17. **Theft** – When an offender takes possession or control of the property of another, or property in the possession of another, with the intent to deprive the rightful owner of the use or benefit of the property.
18. **Bartering/Selling Goods** – When an offender barter, loans, gives, accepts, sells or buys things of value, enters into financial agreements or contracts, engages in a business, including, but not limited to, clothing, personal items, furnishings, etc., transfers or attempts to transfer or accepts transfer of funds from one offender to another offender; or agrees to perform or receive services or gifts, for anything of value without staff approval.
19. **Gambling/Debts, etc.** – When an offender plays any game for things of value or wagers anything on the outcome of an event or game; or incurs an unauthorized debt (i.e. cash advances, work debts, etc.).
20. **Safety/Sanitation Violation** – When an offender engages in any practice contrary to written or verbal safety instruction; or is unsanitary/untidy in their personal hygiene, living quarters, common areas of the residential facility, or smokes in an unauthorized area.
21. **Failure to Comply with Special Conditions or Participate in Treatment** – When an offender fails to be involved in a required educational or treatment program, which shall include failure to follow through with any special condition imposed by staff or to fully participate in treatment or educational activities. This includes failure to comply with a case plan.
22. **Tampering with Locks or Security Items** – When an offender locks, unlocks or alters a locking device, fire alarm system, or security item without authorization. This includes any unauthorized possession of a key or key pattern and electronic monitoring devices.

23. **Damage to Property** – When an offender intentionally or negligently causes damage to property of another person, or of the state, such as tampering with electronic, electronic monitoring devices, mechanical, or plumbing devices or fixtures. This also includes damage to property resulting from other misconduct (i.e. fighting, horseplay, theft, disruptive conduct, etc.).
24. **Fighting** – When an offender engages in a physical altercation including the exchange of blows, shoves, kicks, offensive physical contact, or, if horse playing, the physical contact need not be in anger.
25. **Assault** – When an offender intentionally causes or threatens to cause injury to another person or applies any physical force or offensive substance (such as feces, urine, saliva, mucous, or any other item) against any person regardless of whether injury occurs, to include sexual assault.
26. **Violation of a Condition of Leave or Furlough** – When an offender fails to comply with any condition of a leave or furlough from the residential facility.
27. **Unauthorized Group/Gang Conduct** – When an offender displays or promotes involvement in an unauthorized group/gang through any of the following means: writing, words, physical appearance, and hand signs, symbols, and photographs, possession of group/gang-related materials or association with others known to be affiliated with an unauthorized group/gang.
28. **Obstructive/Disruptive Conduct** – When an offender interferes with staff duties, or conducts themselves in a manner that disrupts or interferes with the secure and orderly running of the residential facility.
29. **Habitual Minor Offender** – When an offender is repeatedly found in violation of non-major violations. The number and types of offenses, and prescribed time frames may be reflected in district policy.
30. **Attempt or Complicity** – When an offender attempts to commit any of the listed offenses or is involved with others who are committing or attempting to commit any of the listed offenses.

The following are considered **MEDIUM RULE VIOLATIONS**; circumstances and special exceptions allow staff to determine otherwise:

31. Not have contact with other persons incarcerated, or on correctional supervision via correspondence, phone or in person without staff approval.
32. Make staff aware of visitors and see that visitors remain in authorized areas.

DISCIPLINE

When a staff member sees that a resident has violated an ANCHOR Center rule, disciplinary action is taken.

Discipline (Sanctions) will be based on a number of factors to include: type of violation (Major or Minor), past history of violations, nature and circumstances of the violation.

Sanctions for violations will vary from verbal reprimand, loss of privileges, written report, restrictions, for minor violations to incarceration for major violations. For Minor, informal, violations the staff will provide written documentation of the violation and notice will be given to the resident. The notice will advise the resident of the behavior that was in violation of the rules and the sanction.

Major violations will result in the filing of a formal disciplinary report. Staff will notify the resident of the alleged violation in writing within 24 hours of the report being written. If immediate notification is not possible because the resident is absent from the facility the resident will receive notice as soon as the resident is available. The resident is served with a notification that describes the alleged violations. The resident may waive the 24 hour notice in writing. The resident will be notified of the hearing date and time at least 24 hours prior to the scheduled hearing. The resident may waive their right to be at the hearing in writing. By waiving the right to be present at the hearing the resident is also waiving their right to appeal. Hearings will be conducted within 7 days of the resident receiving notice.

Staff not directly involved in the allegations of the disciplinary report will conduct an investigation which includes obtaining information from the accused resident. Residents are entitled to an impartial hearing to assure fundamental fairness. The hearing process involves the resident and two (2) staff who are not involved the alleged violations. Residents may not be represented by legal counsel at the hearing, but may receive the assistance of staff if it is determined the resident requires assistance in the process. Witnesses can be called if they can provide pertinent information regarding the alleged violations. Residents must identify witnesses at the time of the investigation. Verified witness statements may be substituted for witness presence. The hearing committee may refuse an interview with any witness or disregard a witness statement based on relevance, or where disruption of the hearing is anticipated. At the hearing the alleged violations are read and rules violated cited. All information and evidence is reviewed. Staff determines the outcome based upon the information and evidence provided. If found guilty of violation(s) sanctions are imposed, if found not guilty the incident is deactivated from the record.

APPEAL

If a resident disagrees with the disciplinary procedure, the disciplinary decision, or the sanctions imposed, and they attended the hearing, he/she may submit an appeal, which is a written account of the action appealed, the reasons for the appeal, and the corrective action sought. Staff will supply an appeal form upon request. Sanctions are in effect during the appeal process. The resident must submit the appeal to the staff within twenty-four hours after receiving the disciplinary sanctions; failure to do so will make the appeal invalid. Management of the facility will respond in writing within seven (7) working days of the receipt of the appeal. If more time is required, notice and explanation will be provided to resident.

GRIEVANCE

A grievance is defined as real or perceived wrong regarded as cause for complaint and is not disciplinary related. Any resident may use the grievance procedure any program related situation without fear of prejudice. Attempts at informal resolution of the problems are encouraged before a written grievance is pursued. Resident follows the following procedure:

1. Submit the grievance in writing within 24 hours of the incident. The grievance will contain the name of the party being grieved, the date of the action being grieved, a summary of the situation and the corrective action being sought.
2. The written document is turned in to the staff. Staff will submit it to a supervisor for review and response.
3. Residential Supervisor responds in within 10 working days by affirming, modifying, or denying.
4. A resident who does not pursue a grievance within the appropriate time frames is considered to have terminated the grievance process.
5. Any conditions/sanctions imposed during the grievance process remain in effect during the grievance process.

PREA

The Sixth Judicial District Department of Correctional Services has a zero-tolerance policy toward all forms of sexual abuse and sexual harassment. You have the right to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents.

REPORTING SEXUAL MISCONDUCT Sexual misconduct by staff is prohibited, but it must be reported before action can be taken. Third parties to offenders may report sexual abuse and/or sexual harassment by contacting any staff member, filing a verbal or written report, or assisting an offender with a report. To make sure that sexual misconduct is reported, the Iowa Department of Corrections has several ways for offenders to report confidentially. Offenders or third parties may use the reporting method with which they are most comfortable:

- Tell a staff member you are comfortable discussing the matter with.
As a part of their job, staff is required to report any allegation, ensure offender safety, and maintain confidentiality.
- Send a letter to:
District Director Bruce Vander Sanden
951 29th Avenue SW Cedar Rapids, IA 52404
- Use the facility grievance process.
- Sixth Judicial District PREA Hotline: 319- 297-3532
- www.iowacbc.org (click on Prison Rape Elimination Act)
- Email: 6th.PREA@iowa.gov
- Send a letter to:
Iowa Ombudsman Office
Ola Babcock Miller Building
1112 E. Grand Avenue Des Moines, IA 50319
1-888-426-6283 (toll free) or 515-281-3592
- Riverview Center
info@riverviewcenter.org
1-888-557-0310
- Rape Victim Advocacy Program (RVAP)
1-800-228-1625

LEVELS

Overview:

Residents in the facility will actively participate in the levels system. This allows for a measurable assessment of progress toward meeting program expectations and goals. Resident progress through levels is individualized and is based on sustained effort each resident displays toward rehabilitation. Progress is measured based on individual needs and abilities. There are minimum time frames for each level that represent the shortest time to complete. The length of time needed to complete any given level will vary for each Resident.

Level 1: Preparing

Anticipated Duration: 10 days

Required Steps for Advancement:

- Learn and follow the rules of facility.
- Free of major rule violation for 10 days.
- Complete house chores in order to maintain facility and room cleanliness.
- Participate in development of case plan.
- Attend all facility appointments with PO, clinicians, and other staff.
- Complete all required assessments (employment, medical, mental health, substance use, etc.) as assigned by PO.
- Initiate insurance coverage and change addresses as it relates to benefits (insurance, social security, DHS, etc.).
- Discuss preliminary discharge plan.
- Proactively address health needs, including taking all medications as prescribed.
- Attend all required group sessions as assigned by PO, which includes in-house or community programming.

Privileges:

- PO approved passes.
- Furloughs, and designated holidays, up to 6 hours, with PO approval.

Level 2: Developing

Anticipated Duration: 3 weeks

Required Steps for Advancement:

- Follow facility rules and complete house chores including room cleanliness.
- Demonstrate progress toward case plan goals.
- Obtain suitable employment, as approved by employment specialist or PO.
- Once employed, maintain employment of 72 hours bi-weekly.
- Complete initial budget with PO.
- Attend and appropriately participate in groups as required.
- Complete assignments as required.
- Proactively address health needs, including taking all medications as prescribed.
- Attend individual appointments as required, both within the facility and the community.
- Attend, at minimum, one workshop opportunity.
- Participate in, at minimum, one community service event.
- Attend all community meetings, unless approved to be out of the building by staff.
- Free of formal discipline for 14 days.
- Make timely payments on court obligations, supervision fee, and facility rent consistent with PO approved budget to extent possible.

Privileges:

- Up to one 12 hour furlough per week, during non-curfew hours.
- Up to 2 store passes per week, at designated locations.
- Earn up to one 3 hour pass for each week of demonstrated growth (progress on case plans, report free, etc.).

Level 3: Progressing

Anticipated Duration: 4 weeks

Required Steps for Advancement:

- Follow facility rules and complete house chores including room cleanliness.
- Demonstrate progress toward case plan goals.
- Complete, at minimum, one meaningful case plan goal as identified in collaboration with PO.
- Demonstrate stability by maintaining 72 hours, of approved employment, bi-weekly.
- Actively develop prosocial support systems.
- Proactively address health needs, including taking all medications as prescribed.
- Obtain a therapist within the community, if deemed appropriate.
- Attend individual appointments as required, both within the facility and the community.
- Appropriately contribute to group process and demonstrate application of new skills from group.
- Update discharge plan.
- Complete assignments as required.
- Attend, at minimum, one in-house workshop.
- Attend one approved community educational event or support group.
- Participate in, at minimum, one community service event.
- Attend all community meetings, unless approved to be out of the building by staff.
- Free of formal discipline for 14 days.
- Make timely payments on court obligations, supervision fee, and facility rent consistent with PO approved budget.

Privileges:

- Up to one successful 24 hour furlough.
- Up to one 48 hour furlough per week AFTER having successfully completed a 24 hour furlough.
- Up to 2 store passes per week at, designated locations.
- Earn up to two 3 hour passes for each week of demonstrated growth (progress on case plans, report free, etc.).

Level 4: Prevailing

Anticipated Duration: 6 weeks

Required Steps for Advancement:

- Follow facility rules and complete house chores including room cleanliness.
- Completion, at minimum, one meaningful case plan goal as identified in collaboration with PO.
- Reliably schedule, manage, and attend all community and facility based appointments.
- Demonstrate improved connection with prosocial support systems.
- Demonstrate continued stability in approved employment.
- Appropriately contribute to group process and demonstrate application of new skills from group.
- Proactively address health needs, including taking all medications as prescribed.
- Update and finalize discharge plan; plan is approved and ready for immediate implementation.
- Complete assignments as required.
- Attend, at minimum, two workshop opportunities (may include one external group opportunity).
- Participate, at minimum, one community service event.

- Attend all community meetings unless approved to be out of the building by staff.
- Free of formal discipline for 14 days.
- Make timely payments on court obligations, supervision fee, and facility rent consistent with PO approved budget.
- Initiate process for community benefits such as: food stamps, WIC, Social Security etc.

Privileges:

- Up to one 72 hour furlough per week.
- Up to 2 store passes per week.
- Earn up to three 3 hour passes for each week of demonstrated growth (progress on case plans, report free, etc.).

Level 5: Thriving (Probation/Parole Clients Only)

Anticipated Duration: 4 weeks

Required Steps for Advancement (Discharge):

- Continue to reliably schedule, manage, and attend **all** community and facility based appointments, including therapeutic, support, and other meetings important to long term success.
- Continue to meet with PO on time as scheduled.
- Continue to demonstrate engagement with prosocial support systems.
- Continue to address health needs in proactive way via collaboration with providers and reliably taking all medications as prescribed.
- Demonstrate continued stability in approved employment.
- Demonstrate self-sufficiency by following discharge plan as agreed upon.
- Appropriately contribute to group process and demonstrate application of new skills from group.
- Update and finalize discharge plan; plan is approved and ready for immediate implementation.
- Complete assignments as required.
- Free from formal discipline.
- Meet all financial obligations, including payments on court obligations, supervision fee, and facility rent consistent with PO approved budget; as well as pay rent, utilities, and other bills in community in timely manner.
- Call facility with all movements as instructed and answer curfew calls.

Privileges:

- Independent living in the community.

Level advancements must be applied for and submitted prior to curfew on Sunday for review by your PO. Should your PO have any questions or feedback they will return the level request so the resident can provide responses and clarification prior to the levels meeting. Level advancement is applied for by using the Application for Level Advancement Form.

EVACUATION PLAN AND EMERGENCY PROCEDURES

Residents will receive specific instructions from staff when evacuation of the building is necessary or when a natural disaster is possible or imminent. Evacuation plans are posted throughout the building and also shown on page 24 (Appendix B). Every attempt shall be made during emergencies for an accurate head count. At the end of the particular emergency an immediate head count shall be taken to account for all residents and staff present at the facility. If any residents are unaccounted for, staff will inform Fire Rescue personnel of the missing person(s). In case of a fire drill, staff will search the building to assure all residents have participated in the drill.

EVACUATION PLAN

Fire: All residents will exit through the front door, if possible. If not, residents will exit through their nearest exit and make their way to the SW corner, grassy area, at the end of the front entrance sidewalk.

Tornado: All residents use the skills room (B wing).

